



# FRANKLIN COUNTY DOCUMENT IMAGING CENTER

2016 Annual Report



Recorder Daniel J. O'Connor, Jr.  
Director Debra Willaman

Issued to the County Microfilming Board  
and the Board of County Commissioners

4/3/2017



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# 2017 FRANKLIN COUNTY MICROFILMING BOARD

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Auditor Representative Mark Potts

Recorder Representative Robert Hinton

Treasurer Representative Lucas Keller

Commissioner Representative Antwan Booker

Ohio Revised Code Section 307.805 requires: "On the first Monday in April of each year the county recorder shall file with the county microfilming board and the board of county commissioners a report of the operations of the center and a statement of the receipts and expenditures of the Center during the year."

Daniel J. O'Connor, Jr., Franklin County Recorder and Administrator of the Document Imaging Center, and Debra Willaman, Director of the Center, are pleased to submit this 2016 Operations Report on Monday, April 3, 2017.

## **The Document Imaging Center**

The Microfilming Board was formed in 1984, and held its first meeting on March 1, 1985. The Microfilming Center was created to: reduce office space requirements for document storage; to improve record safety and security procedures; to provide a thorough review of retention and retrieval requirements; and an overall view of record management for the future (Excerpt from the 1985 Operations Report)

The Document Imaging Center (the Center) works toward those goals every day, with an eye on future needs and technology. In 2016, the Center produced 9,451,422 million film images that came directly from agency servers, representing electronic images that are filmed to meet permanent record requirements; digitized 978,139 microfiche and microfilm images for agencies' electronic recordkeeping; indexed 2.451 million images; and scanned 2,897,399 pages for roll film and electronic images.

An average of 2,700 pages fit into one banker's box (with the typical binders, file folders, etc. included), and Fireproof charges storage fees of \$3.00 per box per month. If the 12,348,399 images that we filmed were stored at Fireproof on paper, the cost would be approximately \$13,719 a month or \$164,628 per year. That figure only covers the images produced in 2016. We currently hold 1.4 billion images offsite with approximately 500,000 images per box, and our average annual cost to store those images in a protected, temperature and humidity controlled environment costs approximately \$16,000.

Electronic images are produced, but thus far electronic permanent storage of public records has not been approved. In order for electronic records to be considered safe and secure forever, they must meet continually evolving critical standards for permanent record preservation. These standards include plans to address: file conversion, digital degradation, digital obsolescence, file formats, future migrations, safe storage issues and the metadata.

## **Next Generation Film Readers**

Microfiche/microfilm reader-printers are also experiencing technology upgrades. The older machines allowed users to view film and print black and white copies of the microforms (a term encompassing microfiche and microfilm). If the original was not clear, or an image needed enhanced, there were few options other than limited contrast and sharpness control.

In 2016, the Center offered agencies another choice, the next generation in film readers. The Center chose ScanPro machines, which connect to a computer and network. They offer a myriad of image enhancement options including isolating a portion of an image for correction, as well as output options from the typical paper copy to emailing the images or downloading them to a removable media.

## In Conclusion

The Center is pleased to present this 2016 Operations Report. The numbers contained herein reflect thousands of hours of work by dedicated Document Imaging Center staff who take pride in their work and strive to meet the client's needs. For 32 years the Center has protected and preserved Franklin County's records, making sure those records are available for the residents, businesses and institutions who have come to rely on accurate, readable, verifiable public records.

Respectfully Submitted,



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Recorder Daniel J. O'Connor, Administrator



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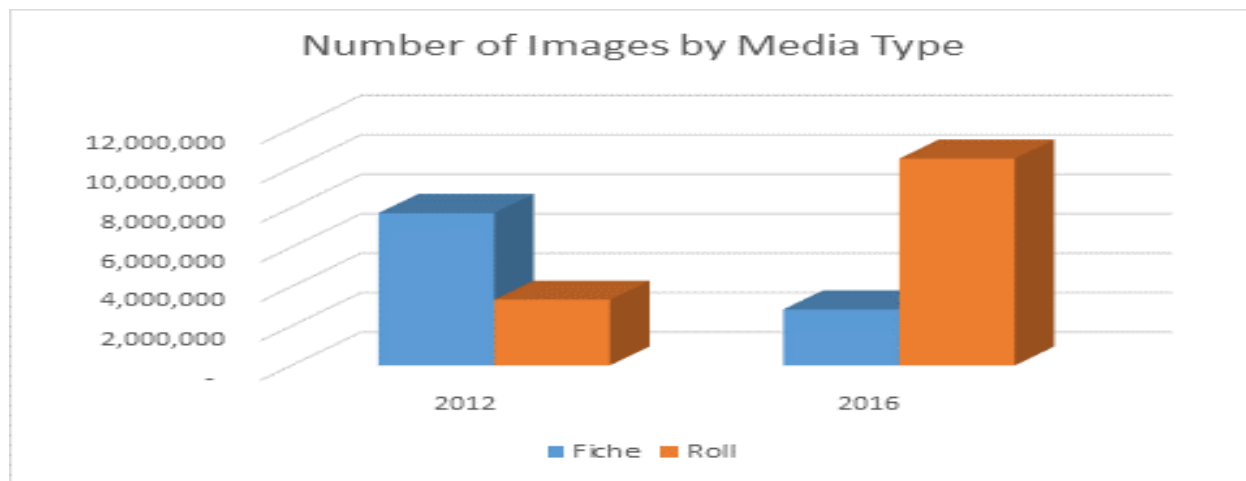
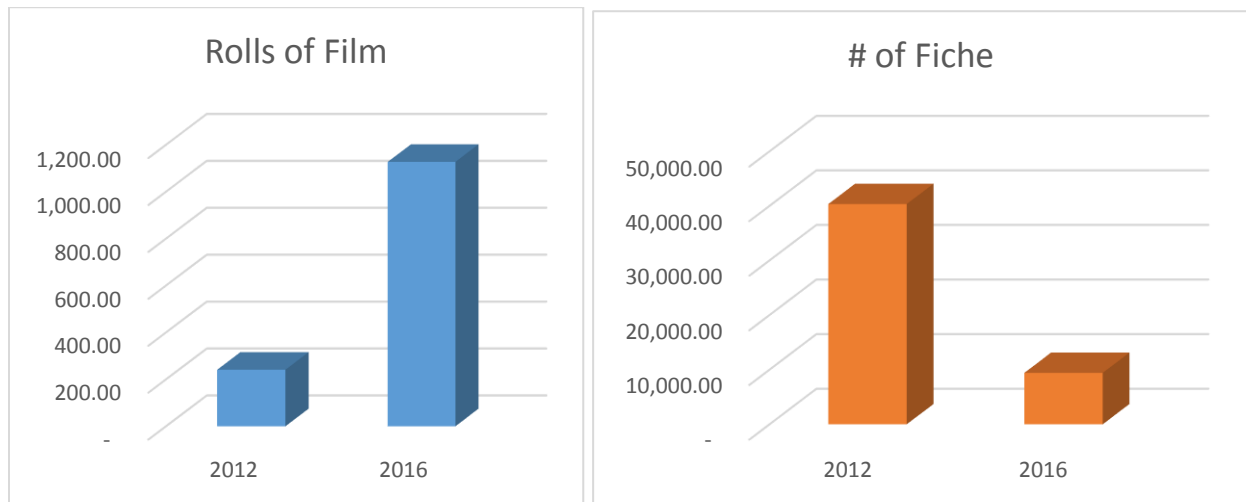
Debra A. Willaman, Director

## Microfiche to Microfilm

Technology changes, and the Center changes to reflect that technology. A microfiche, which is a small, index-card sized film, can hold up to 208 images. These microfiche were easy to file and retrieve and for many years were the preferred method to manage large numbers of office files. Electronic images have rendered that system obsolete, and manufacturers no longer make microfiche production machines. Film for microfiche has likewise become difficult to find.

Because industry standards mandate that permanent records be preserved on film, the Center invested in a second Archive Writer in the fall of 2015, a machine which produces roll film. A roll of film holds approximately 16,000 images, depending upon the size of the image. We are reflecting our own agencies' trends in this effort, as we have seen requests for microfiche decline.

In 2012, the Center produced 40,399 microfiche for Franklin County agencies, and by 2016, the number has been reduced to 9,404 microfiche. Similarly, in 2012 the Center produced 241 rolls of film representing over 3 million images, and in 2016 that number increased to 1,127 rolls, representing nearly 10.5 million images. The Center has been working with the remaining agencies to help them transition to microfilm from microfiche, as we are scheduled to decommission our microfiche machine as of January, 2018.



## The Production Report

These projects are sent electronically to be recorded onto Microfilm. The images are checked by our quality assurance staff for readability and longevity for the clients.

Data Center/Agency Servers	Masters	Duplicates	Images
Microfiche			
Auditor			
Abstract Exempt Report-DTE Form 94 (RE)	1	1	49
Abstract VCH Entries (RE)	1	1	136
Accum Delinquent Duplicate-PPDQ	1	2	160
Adders/Remitters-PPDQ	4	8	36
Agricultural Detail Report (RE)	1	1	564
Agricultural DTE Form 114 (RE)	1	1	9
All VCH Entries (RE)	468	468	86,392
County Value Reports (RE)	1	1	135
Delinquent Duplicate-PPDQ	10	20	1,723
Delinquent Land List Master (RE)	1	1	953
DTE 15 (RE)	1	1	6
DTE 15 Detail (RE)	1	1	91
DTE 15 Error (RE)	1	1	13
Parcel Land Report (RE)	61	61	12,663
Payments-PPDQ	2	4	3
Payroll Accruals	108	107	21,241
Payroll Proofs	290	290	57,728
	<b>953</b>	<b>969</b>	<b>181,902</b>
Clerk of Courts			
Appeals Index	97	0	15,934
Civil Index	3,879	0	801,547
Criminal Case Dispositions Alpha	9	9	1,791
Criminal Case Dispositions Numeric	9	9	1,789
Criminal Index	161	0	28,587
Domestic Index	325	318	62,741
Juvenile Index	1,447	0	244,735
	<b>5,927</b>	<b>336</b>	<b>1,157,124</b>
Probate Court			
Adoption Records	226	226	52,808
General Records	2,008	2,008	410,530
Marriage Records	148	148	29,304
Mental Commitment Records	105	105	21,004
	<b>2,487</b>	<b>2,487</b>	<b>513,646</b>
Recorder			
General Index	36	108	7,302



## DOCUMENT IMAGING CENTER PRODUCTION REPORT From 1/1/2016 Through 12/31/2016

Data Center/Agency Servers	Masters	Duplicates	Images
Treasurer			
Tax Duplicate	1	3	149
<b>Microfiche Totals</b>	<b>9,404</b>	<b>3,903</b>	<b>1,860,123</b>
Roll Film 16mm			
Auditor			
Abstract Exempt Report-DTE Form 94 (RE)	2	2	842
Abstract Report-DTE Form 93 (RE)	2	2	295
Abstract VCH Entries (RE)	4	4	13,224
Agricultural DTE Form 114 (RE)	1	1	7
All VCH Entries (RE)	1	1	9,207
Auditor's Settlement Record 1980-2012	11	11	63,905
County Value Reports (RE)	1	1	142
Delinquent Land Certificates List (RE)	2	2	800
Delinquent Tax List (RE)	2	2	626
DTE 15 (RE)	2	2	13
DTE 15 Detail (RE)	2	2	93
DTE 15 Error (RE)	1	1	27
Homestead Application Report (RE)	4	4	10,734
Manufactured Home Tax Duplicate 2008	1	1	815
Manufactured Home Tax Duplicate 2011	2	2	1,594
Parcel Land Report (RE)	1	1	923
RC2 1980-2013	1	1	621
Summary of Charges 1 (RE)	2	12	1,170
Summary of Charges 2 (RE)	2	12	1,170
Summary of Charges 3 (RE)	2	12	1,170
Summary of Charges All (RE)	2	12	1,170
Transfers and Conveyance Sheets (RE)	9	9	95,501
	<b>57</b>	<b>97</b>	<b>204,049</b>
Clerk of Courts			
Appeals Daily (AP-1)	3	3	29,888
Appeals Daily (eAP-1)	12	12	113,342
Civil Daily (CV-1)	43	43	493,089
Civil Daily (eCV-1)	139	139	1,427,275
Civil Daily (Sealed)	2	2	20,027
Criminal Daily (CR-1)	16	16	172,458
Criminal Daily (eCR-1)	50	50	490,439
Domestic Daily (DR-1)	17	17	198,349

## DOCUMENT IMAGING CENTER PRODUCTION REPORT

From 1/1/2016 Through 12/31/2016

Data Center/Agency Servers	Masters	Duplicates	Images
Domestic Daily (eDR-1)	45	45	454,136
Domestic Notices (DR-2)	4	4	42,651
Domestic Proof of Issuance	4	4	27,643
Juvenile Blue Mailers, Waivers & H.N.	24	24	302,553
Juvenile Case Initiation Files (JU-2)	1	1	10,049
Juvenile Daily (eJU-1)	85	85	859,006
Juvenile Daily (JU-1)	32	32	367,109
Juvenile Proof of Issuances	7	7	75,964
Juvenile Traffic Daily (JT-1)	3	3	29,961
Juvenile Traffic Notices & POI's (JT-2)	1	1	4,805
	<b>488</b>	<b>488</b>	<b>5,118,744</b>
Recorder			
General Index	7	0	12,390
Official Records	294	388	1,861,591
	<b>301</b>	<b>388</b>	<b>1,873,981</b>
Treasurer			
Tax Duplicate	95	332	394,525
	<b>95</b>	<b>332</b>	<b>394,525</b>
Roll Film 16mm Totals	<b>941</b>	<b>1,305</b>	<b>7,591,299</b>
<b>Data Center/Agency Servers Totals</b>	<b>10,345</b>	<b>5,208</b>	<b>9,451,422</b>

## DOCUMENT IMAGING CENTER PRODUCTION REPORT

From 1/1/2016 Through 12/31/2016

These projects were sent in boxes of paper to be prepared and scanned by our staff with the help of our modified duty workers.

Document Scanners	Masters	Duplicates	Images
Roll Film 16mm			
Auditor			
23A Decisions 2013 (RE)	1	1	12,544
23A Forms (AUDR) 2015	1	1	7,055
23A Forms (BOR) 2015	1	1	10,658
	<b>3</b>	<b>3</b>	<b>30,257</b>
Prosecutor			
PR-1 Criminal Cases 2000	7	0	113,309
PR-1 Juvenile Case Files 2001	2	0	30,386
	<b>9</b>	<b>0</b>	<b>143,695</b>
Sheriff			
Sheriff's Personnel Files - 2014	2	0	20,795
Auditor			
Rental Exception 2013 (RE)	1	1	17,458
Rental Exceptions 2014 (RE)	1	1	16,895
Rental Registrations 2013 (RE)	1	0	7,557
Rental Registrations 2014 (RE)	1	1	13,763
Splits 2008-2010 (RE)	2	2	18,360
	<b>6</b>	<b>5</b>	<b>74,033</b>
Prosecutor			
PR-1 Criminal Cases 1999	47	0	761,304
PR-1 Criminal Cases 2000	40	0	640,251
PR-1 Juvenile Case Files 1998	21	0	323,834
PR-1 Juvenile Case Files 1999	25	0	387,063
PR-1 Juvenile Case Files 2001	13	0	198,862
PR-1 Juvenile Cases 2008	20	0	317,305
	<b>166</b>	<b>0</b>	<b>2,628,619</b>
<b>Document Scanners Totals</b>	<b>186</b>	<b>8</b>	<b>2,897,399</b>

## DOCUMENT IMAGING CENTER PRODUCTION REPORT

From 1/1/2016 Through 12/31/2016

Our staff uses the Data Centers' Intellivue system to make scanned documents searchable for our clients.

<b>Indexed Images</b>	<b>Images</b>
Prosecutor	
PR-1 Criminal Cases 1999	513,101
PR-1 Criminal Cases 2000	722,598
PR-1 Criminal Cases 2001	186,677
PR-1 Juvenile Case Files 1997	109,804
PR-1 Juvenile Case Files 1999	416,407
PR-1 Juvenile Cases 2008	277,052
PR-1 Juvenile Cases 2002 (Indexing Only)	225,408
<b>Indexed Image Totals</b>	<b>2,451,047</b>

## DOCUMENT IMAGING CENTER PRODUCTION REPORT

From 1/1/2016 Through 12/31/2016

Microfilm Scanning uses our staff to convert older Fiche and Film into electronic images for our clients to use.

<b>Microfilm Scanners</b>	<b>Images</b>
Board of Elections	
Voter Master Files	599,218
Probate Court	
Case Files - Individual Client Requests	3,478
Case Files 017693-487401 to Elec Img	348,205
	<b>351,683</b>
Prosecutor	
PR-1 Juvenile Cases Film to Elec 1993	27,238
<b>Microfilm Scanners Totals</b>	<b>978,139</b>

## 2016 DIC Impact from Modified Duty Staff

In coordination with Franklin County Risk Management, the Document Imaging Center became a temporary work location in 2016 for county employees who have been injured on the job and are unable to perform their regular duty assignments. This supports the injured employee's need to return to work and it brings the Document Imaging Center staff support at no cost.

Beginning in March of 2016, the DIC provided an alternate worksite for 9 county employees. These employees provided support in document preparation – the DIC's most labor intensive area of production.

The modified duty staff became a tremendous asset to our production. In total, these staff members prepped 515.5 boxes (34.4% of the total boxes) over 3,573.25 staff/labor hours (35.8%). This high volume of document prep production allowed us to increase production in other areas of the office and will be a continued asset to the Document Imaging Center into 2017 and beyond.

Category	2015	2016	Net Change
Agency Servers	8,130,284	9,451,422	1,321,138
Document Scanners	3,003,213	2,897,399	(105,814)
Indexed Images	1,305,243	2,451,097	1,145,854
Microfiche Scanners	569,958	978,139	408,181

## Expenditures &amp; Revenue

DESCRIPTION	BUDGET TOTALS	EXPENDITURES
Salaries and Wages	\$624,053	\$667,474.17 *
Sick Leave - Termination	\$0.00	\$0.00
Sick Leave – Wellness Payouts	\$0.00	\$2,687.92
Vacation - Termination	\$0.00	\$0.00
Retroactive Adjustments	\$0.00	\$1,386.72
PERS Contributions	\$87,353	\$92,647.74
Medicare	\$9,066	\$9,235.22
COTA Contributions	\$0.00	\$1,948.80
Other Fringe Benefits	\$306,860	\$286,880.26
Employee Benefit Contributions	(\$30,742)	(\$35,568)
Workers Compensation – Self Insurance Premiums	\$5,617	\$6,044.46
Data Processing Consultants	\$0.00	\$0.00
Voice Mail Services	\$390	\$390
Travel Expenses – No Overnight	\$0.00	\$28.60
Storage Facilities Rent/Lease	\$19,000	\$16,732.40
Equipment Maintenance & Repairs	\$5,000	\$0.00
Maintenance & Repair Agreements	\$118,164	\$98,726.90
Photographic Materials & Supplies	\$26,000	\$27,763.24
Micrographic Materials & Supplies	\$5,000	\$16,675
Equipment Replacement Parts	\$1,939	\$388
Capital Expenditures	\$69,714	\$0.00
Software Licenses	\$8,747	\$0.00
Personal Computers/Hardware	\$5,774	\$0.00
Totals	\$1,261,935	\$1,193,441.43
Total Revenue – Microfilm Copy Receipts	\$0.00	\$0.00

\* Expenditures were larger in personal services and fringe benefits in the Microfilm program. However, there were sufficient appropriations in the Recorder's budget to cover the variance. The Recorder's personal services and fringe benefits did not exceed the revised budget.

Annual Prepping Report

<u>Agency</u>	<u>Project #</u>	<u>Project Description</u>	<u>Total Boxes</u>	<u>Total Hours</u>
AUDR	343	Splits 2008-2010	3.0	1.5
AUDR	355	Rental Exceptions 2013	4.0	2.0
AUDR	356	Rental Registrations 2013	3.0	2.0
AUDR	357	Rental Registrations 2014	3.0	2.5
AUDR	358	Rental Exceptions 2013	3.0	1.5
CCTS	438	Appeals Cases – 2008	51.0	200.5
PROS	131	PR-1 Criminal Cases	267.5	1,154.5
PROS	132	PR-1 Criminal Cases	436.0	2,531.0
PROS	133	PR-1 Juvenile Cases	149.0	1,541.75
PROS	134	PR-1 Juvenile Cases	9.5	90.0
PROS	149	PR-1 Criminal Cases	173.5	1,192.75
PROS	157	PR-1 Juvenile Cases	101.25	800.00
PROS	158	PR-1 Juvenile Cases	164.5	1,173.75
PROS	159	PR-1 Juvenile Cases	112.5	1,147.5
SHER	36	Sheriff Personnel Files 2014	7.5	49.5
SHER	37	Sheriff Detective Bureau Case Files 2013	9.5	102.75
		<b>Total:</b>	<b>1,497.75</b>	<b>9,993.5</b>

Total by Agency

<u>Agency</u>	<u>Total Boxes</u>	<u>Total Hours</u>
Auditor (AUDR)	16.0	9.5
Clerk of Courts (CCTS)	51.0	200.5
Prosecutor (PROS)	1,413.75	9,631.25
Sheriff (SHER)	17.0	152.25
<b>Total:</b>	<b>1,497.75</b>	<b>9,993.5*</b>

**\*\* 9,993.5 hours equals 1,249 work days \*\***