

# Microfilming Board

## Document Imaging Center Charter

The Document Imaging Center is a County agency operating under the Microfilming Board and administered by the Franklin County Recorder. The main focus of the Center is format conversion of County records. Electronic and microfilm images are created from existing electronic, microfilm and paper documents. Format is determined by archival, retrieval and storage needs. Other services include image indexing, microfilm processing and duplication, equipment maintenance and archival microfilm storage. Micrographic supplies are provided for General Fund agencies and surplus equipment is available where needed.

The Microfilming Board is comprised of a group of elected officials that convenes on the third Wednesday of each month. They decide upon resolutions for Document Imaging Center expenditures, personnel actions, microfilm equipment purchases and other document imaging issues. The Board operates under authority of the Ohio Revised Code, Sections 307.80 through 307.806.

## Microfilming Board Schedule

The Microfilming Board meets on the third Wednesday of each month. Unless otherwise notified, all meetings will be held in the Recorder's Conference Room on the 18th floor of 373 South High Street.

### Schedule of Microfilming Board Meetings for 2013

The Microfilming Board meets on the third Wednesday of each month. Unless otherwise notified, all meetings will be held in the Recorder's Conference Room on the 18th floor of 373 South High Street.

<b>Board Meetings: Wednesdays at 9:00 A.M.</b>	<b>Requests for Resolutions Due by 4:00 P.M.</b>	<b>Period Covered by the Document Imaging Center Report</b>
January 16, 2013	January 7, 2013	October 1, 2012 through December 31, 2012
February 20, 2013	February 11, 2013	N/A
March 20, 2013	March 11, 2013	N/A
April 17, 2013	April 8, 2013	January 1, 2013 through March 31, 2013
May 15, 2013	May 6, 2013	N/A
June 19, 2013	June 10, 2013	N/A
July 17, 2013	July 8, 2013	April 1, 2013 through June 30, 2013
August 21, 2013	August 12, 2013	N/A
September 18, 2013	September 9, 2013	N/A
October 16, 2013	October 7, 2013	July 1, 2013 through September 30, 2013
November 20, 2013	November 11, 2013	N/A
December 18, 2013	December 9, 2013	N/A

# Officers and Members



## **The Honorable Edward J. Leonard**

Franklin County Treasurer

*Chairman*



## **The Honorable Maryellen O'Shaughnessy**

Franklin County Clerk of Courts

*Vice-Chair*



## **The Honorable Terry J. Brown**

Franklin County Recorder

*Secretary/Administrator*



## **The Honorable Clarence E. Mingo II**

Franklin County Auditor

*Member*



## **The Honorable John O'Grady**

Franklin County Commissioner

*Member*

## **Representatives**

For Clarence E. Mingo II - Gary Woodward

For Maryellen O'Shaughnessy - Xenia Palus

For Edward J. Leonard - Deidre Thompson

John O'Grady - Debra Willaman