



# FRANKLIN COUNTY DOCUMENT IMAGING CENTER

2022 Annual Report



**Recorder Daniel J. O'Connor, Jr.  
Director Brian Endicott**

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

4/4/2022



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## **OFFICERS & MEMBERS**

Clerk of Courts Maryellen O'Shaughnessy, Chair

Recorder Daniel J. O'Connor, Jr., Secretary

Auditor Michael Stinziano, Member

Commissioner John O'Grady, Member

Treasurer Cheryl A. Brooks Sullivan, Member

## **REPRESENTATIVES**

Clerk of Courts Representative Sharlene Chance

Recorder Representative Robert Hinton

Auditor Representative Trenton Weaver

Commissioner Representative Brittany Razek

Treasurer Representative Tina Ferner

## FRANKLIN COUNTY MICROFILMING BOARD

**Microfilming Board**

Authorized by Ohio Revised Code section 307.80 and established in 1985, the Microfilming Board is comprised of five elected county officials: Auditor, Clerk of Courts of Common Pleas, a County Commissioner, Treasurer, and Recorder (who serves as secretary). Section 307.80 further states that: "After the initial meeting of the county microfilming board, no county office shall purchase, lease, operate or contract for the use of any microfilming or other image processing equipment, software, or services without prior approval of the board."

**Introduction**

Ohio Revised Code section 307.805 further 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 Brian Endicott, Director of the Center, are pleased to submit this 2022 annual report.

**Overview**

The Document Imaging Center ("DIC") is equipped to provide comprehensive document conversion services to county general fund agencies at no cost and to non-general fund agencies and other governmental entities at better than competitive costs. These services include preparing paper documents for scanning, converting paper records to electronic images and microfilm, digital images to microfilm, microfilm to digital images, film processing, electronic image indexing, and off-site archival storage.

The DIC achieved two significant historical milestones during 2022. With 16.3 million image conversions during the year, the DIC has now converted over a half-billion total images since the Center was established in 1985. This includes converting paper documents to electronic and/or microfilm, electronic records to microfilm, and microfilm to electronic images. The DIC added electronic image indexing to its services in 1999 and with 5.8 million images indexed in 2022, the Center surpassed 50 million total images indexed. These milestones reflect the DIC's dedication to preserving county records, reducing storage costs, and improving record access.

The DIC also improved and expanded on microfilming equipment by decommissioning an aging Kodak i9620 archive writer that had limited functionality and replacing it with a Zeutschel OP800 dual-capacity archive writer. The Center also purchased a Kodak ProStar film processor that will serve as a back-up during production peaks and during mechanical issues with the Allen processor.

A production highlight for 2022 was beginning the process of digitization of old microfiche for each division of the Clerk of Common Pleas Court. This project totaled more than 4.4 million images converted from microfiche to digital images with 3.9 million indexed into Intellevue. This project is expected to last throughout 2023 and into 2024.

The DIC also expanded services to other Ohio counties in need of microfilming services. We are now filming digital images for Licking, Mahoning, and Darke Counties. This expansion of services into other Ohio counties is an example of intergovernmental cooperation and assists those counties in permanently preserving their records and in a cost-efficient manner.


The Center hired four new employees in 2022 – DIC Coordinator Michael Fabiano and three DIC Tech I positions: Jenny Jenkins, Sean Boley, and Filip Nikolovski. These new hires replaced retired employees from 2021 as well as one employee who resigned during 2022. We also rejoined Risk Management’s modified duty program that provides a work location for injured county employees during their recovery. Participants assist the DIC in document preparation and logged nearly 670 production hours during 2022.

The DIC is pleased to present the 2022 Document Imaging Center Annual Report on behalf of the Franklin County Microfilming Board. The DIC thanks the Microfilming Board and the Board of Commissioners for continued support for the preservation of the public’s important records.

Respectfully Submitted,



Recorder Daniel J. O’Connor, Jr., Administrator



Brian Endicott, Director

**DOCUMENT IMAGING CENTER PRODUCTION REPORT** From 1/1/2022 Through 12/31/2022

<b>Data Center/Agency Servers</b>	<b>Masters</b>	<b>Images</b>
<b>Roll Film 16mm</b>		
<b>Auditor</b>		
Abstract Processing Reports TY2019-2021	0	271,424
AUD 23A Penalty Remissions CY2018-2020	3	45,237
Correct/Omitted Property 1986-2016	2	22,846
MH Exempt Conveyances (Begin-CY2020)	4	58,788
MH Summary of Charge Reports TY2019-2022	1	5,992
MH Tax Duplicate – TY2019-2022	1	6,475
MH Taxable Conveyances (Thru 2020)	11	161,614
Plat Books #7-78 2007-2015	1	1,567
RE Informal Documents TY 2020	26	290,627
RE Summary of Charge Reports TY2019-2022	1	7,196
RE Tax Duplicate TY 2019	12	150,943
RE Tax Duplicate TY 2020	15	151,010
RE Tax Duplicate TY 2021	12	152,963
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	89	1,326,682
<b>Clerk of Courts</b>		
Appeals Daily (AP-1)	3	30,072
Appeals Daily (eAP-1)	7	90,700
Civil Daily (CV-1)	27	353,972
Civil Daily (eCV-1)	119	1,220,694
Civil Daily (Sealed)	6	82,142
Criminal Daily (CR-1)	10	143,848
Criminal Daily (eCR-1)	36	444,136
Domestic Daily (DR-1)	11	161,105
Domestic Daily (eDR-1)	37	454,169
Domestic Notices (DR-2)	1	320
Domestic Proof of Issuance	3	31,771
Grand Jury Subpoenas	1	644
Juvenile Blue Mailers, Waivers, & H.N.	1	5,936
Juvenile Daily (eJU-1)	67	834,078
Juvenile Daily (JU-1)	17	255,720
Juvenile Daily (Sealed)	1	9,121
Juvenile Proof of Issuances	6	84,067
Juvenile Traffic Notices & POI's (JT-2)	1	4,330
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	354	4,206,825

<b>Data Center/Agency Servers</b>	<b>Masters</b>	<b>Images</b>
<b>Licking County Records &amp; Archives</b>		
Licking Cty Records & Archives – Batch 1	46	206,729
Licking Cty Records & Archives – Batch 2	34	141,216
Licking Cty Records & Archives – Batch 3	19	64,685
	99	412,630
<b>Mahoning County</b>		
Mahoning County – Batch 1	51	760,007
	51	760,007
<b>Probate Court</b>		
Adoption Records	3	28,548
Adoption Records, 1956-1994	9	52,557
Confidential File Room Records	3	755
General Records	58	576,691
Marriage Records	3	18,504
Mental Commitment Records	4	30,487
	80	707,542
<b>Recorder</b>		
General Index	9	23,088
Official Records – Unredacted	132	1,815,188
	141	1,838,276
<b>Roll Film 16mm Totals</b>	<b>814</b>	<b>9,251,962</b>
<b>Roll Film 35mm</b>		
<b>Recorder</b>		
Condominium Plats	2	929
	2	929
<b>Roll Film 35mm Totals</b>	<b>2</b>	<b>929</b>
<b>Data Center/Agency Servers Totals</b>	<b>816</b>	<b>9,252,891</b>



Document Scanners	Masters	Images
<b>Roll Film Images</b>		
<b>Adult Probation</b>		
Closed Case Files 2010-2017	20	224,703
	20	224,703
<b>Auditor</b>		
2017 Splits & Combinations	1	7,008
CAUV Inactive Case Files TY 2016	1	1,525
Conveyance Fee & Exemptions CY 2021	6	63,516
Correction/Omitted Property Notice 17-20	2	13,533
Tax Abatement Application CRA Expired	2	21,352
Undivided Local Library Fund	1	2,430
	12	102,356
<b>Coroner</b>		
Out-Of-County Case Files 1997-2011	9	87,780
	9	87,780
<b>Guardianship Service Board</b>		
GSB Closed Case Files 2016-2018	1	4,642
	1	4,642
<b>Prosecutor</b>		
Pr-1 Criminal Cases 2009	64	949,728
Pr-1 Criminal Cases 2010	34	492,669
Pr-1 Juvenile Cases 2015	19	282,542
	117	1,724,939
<b>Sheriff</b>		
2019 Investigative Case Files	8	112,489
Special Investigation & HOPE Cases 2019	3	21,467
	11	133,956
<b>Veterans Service Commission</b>		
Veterans Case Files: Closed in 2016	4	54,704
	4	54,704
<b>Roll Film 16mm Totals</b>	<b>154</b>	<b>2,108,377</b>

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<b>Document Scanners</b>	<b>Masters</b>	<b>Images</b>
Roll Film 35mm		
Columbus Metro Library		
Call & Post	9	12,348
Columbus Dispatch	8	10,803
	<hr/>	<hr/>
	17	23,151
Roll Film 35mm Totals	17	23,151
<b>Document Scanners Totals</b>	<b>192</b>	<b>2,363,239</b>

<b>Indexing Stations</b>	<b>Images</b>
<b>Indexed Images</b>	
<b>Clerk of Courts</b>	
Appeals Fiche Cards 1990-1999	1,712,181
Criminal Division Fiche Cards 1990-1999	2,087,570
	<hr/>
	3,799,751
<b>Coroner</b>	
Coroner Autopsy Photos 1974-2018	201,319
Coroner X-Ray Scanning to Digital	80,464
Out-Of-County Case Files 1997-2011	10,209
	<hr/>
	291,992
<b>Probate Court</b>	
Marriage Records, 1803-1958	22,674
	<hr/>
	22,674
<b>Prosecutor</b>	
PR-1 Criminal Cases 2009	595,848
PR-1 Criminal Cases 2010	620,142
PR-1 Juvenile Cases 2015	264,362
	<hr/>
	1,480,352
<b>Veterans Service Commission</b>	
Veteran Case Files: Closed in 2016	42,279
	<hr/>
	42,279
<b>Indexed Images Totals</b>	<b>5,637,048</b>
<b>Indexing Stations Totals</b>	<b>5,637,048</b>

<b>Microfilm Scanners</b>	<b>Images</b>
<b>Microfiche Images</b>	
<b>Clerk of Courts</b>	
Appeals Fiche Cards 1990-1999	1,774,087
Criminal Division Fiche Cards 1990-1999	2,700,430
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	4,474,517
<b>Coroner</b>	
Coroner Autopsy Photos 1974-2018	341,166
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	341,166
<b>Probate Court</b>	
Adoption Records, 1956-1994	203,478
	<hr/>
	203,478
<b>Microfiche Images Totals</b>	<b>5,019,161</b>
<b>Roll Film Images</b>	
<b>Probate Court</b>	
Adoption Records, 1956-1994	181,574
	<hr/>
	181,574
<b>Recorder</b>	
Recorder Partnerships 1851-1980	31,330
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	31,330
<b>Roll Film Images Totals</b>	<b>212,904</b>
<b>Microfilm Scanners Totals</b>	<b>5,232,065</b>

<b>Agency</b>	<b>Boxes Prepared</b>	<b>Prepping Hours</b>
APD	93	682.5
Auditor	20.5	290.5
Clerk of Courts	0	0
Columbus Metropolitan Library	0	0
Comm	0	0
Coroner	26	175.75
Probate	0	0
Prosecutor	611.5	4,622
Recorder	0	0
Sheriff	53.5	631.5
Veterans	25	138.75
Guardianship	4	28
	<hr/> 833.5	<hr/> 6,569.0

Expenditures & Revenue

DESCRIPTION	BUDGET TOTALS	EXPENDITURES
Salaries and Wages	\$829,662.00	\$765,098.08
Sick Leave – Term	\$0	\$353.97
Sick Leave – Wellness Payout	\$0	\$2,148.00
Vacation – Term	\$0	\$17,031.18
PERS Contributions	\$107,660.00	\$104,022.54
Medicare	\$11,150.00	\$11,083.48
COTA Contributions	\$689.00	\$688.50
Other Fringe Benefits	\$412,409.00	\$374,458.56
Employee Benefit Contributions	(\$42,855.00)	(\$38,470.00)
Workers Compensation – Self Insurance Premiums	\$6,921.00	\$7,157.09
Unemployment Compensation	\$0	\$1,060.00
Courier Delivery Services	\$870.00	\$880.00
Memberships	\$200.00	\$225.00
Voice Mail Services	\$343.00	\$0.00
Travel Expenses – No Overnight	\$150.00	\$104.72
Training	\$4,334.00	\$3,500.00
Storage Facility Rent/Lease	\$19,300.00	\$16,260.47
IT Software Subscription/Maintenance	\$10,356.00	\$4,350.00
IT & UCC Maintenance & Repair Agreements	\$101,283.00	\$92,102.00
Photographic Materials & Supplies	\$52,000.00	\$35,051.37
Equipment Replacement Parts	\$19,500.00	\$1,933.05
IT Capital Hardware	\$100,675.00	\$94,000.00
Total Revenue – Miscellaneous Revenue	\$0.00	(\$17,633.13)
Totals	\$1,634,647.00	\$1,475,404.88

## The 2022 DIC Staff

Nineteen professionals comprise the staff of the Document Imaging Center. Recorder Daniel J. O'Connor Jr. serves as Administrator and as Secretary to the Franklin County Microfilming Board. The Recorder provides necessary and appreciated IT support to the DIC through Robert Hinton, IT Director, and Zach Rairdon, Assistant Director, although they are not numbered among the nineteen DIC staff.

*Brian Endicott, Director*

*Sean Boley*

*Michael Chatman*

*Traci Crabtree*

*Tyrone Culpepper*

*Michael Fabiano*

*Mark Gentile*

*Tana Harris*

*Jennifer Jenkins*

*Kevin Lyman*

*Jennifer Lynsky*

*Chris Mills*

*Filip Nikolovski*

*Jasmine Payne*

*JaQuan Ray*

*Jay Reyes*

*Shaun Scott*

*Eric Tebbe*

*Twjuane Wood*