



FRANKLIN COUNTY DOCUMENT IMAGING CENTER

2023 Annual Report



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

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

4/01/2024

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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 2023 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’s 2023 annual production includes over 17,000,000 image conversions, the first time the 17 million mark has been surpassed (the previous high was 16.8 million set in 2022). A production nearly 5.2 million images converted from film to digital and indexed into Intellevue. This project began in 2023 and is expected to continue through much of 2024.

The DIC added a second tabletop film processor in 2023, the MiniLab2 processor from The Crowley Company. Our goal is to decommission the Allen M2 deep-tank film processor that encounters numerous maintenance issues that increases operations costs and loss of consumable microfilming supplies. Tabletop film processors are more user friendly, have fewer maintenance issues, and do not compromise any quality from deep-tank processors.

DIC leadership took advantage of professional development opportunities from NAGARA (National Association of Government Archivists and Records Administrators), CARMA (County Archivists and Records Managers Association), and the Ohio Attorney General’s office. Director Endicott utilized knowledge gained through these opportunities to launch a countywide Records Managers Training program. The training program’s pilot session was hosted in December and was attended by 17 staff representing 10 different county agencies. We plan to continue these sessions while offering both in-person and virtual options in the future.

The DIC is pleased to present the 2023 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

Data Center/Agency Servers	Masters	Duplicates	Images
Roll Film 16mm			
Auditor			
1997-2010 Public Utility Assessments	1	0	8,046
23A Penalty Remissions Applications CY22	4	0	45,490
Applications for Exemptions CY2011-2015	5	0	53,167
RE Tax Duplicate TY 2022	31	0	154,064
Summary of Charge Reports TY2022	1	0	2,420
Tax List-Abstract Processing Rpt TY2022	4	0	12,404
	<u>46</u>	<u>0</u>	<u>275,591</u>
Clerk of Courts			
Appeals Daily (AP-1)	1	0	10,074
Appeals Daily (eAP-1)	4	0	54,215
Civil Daily (CV-1)	16	0	217,949
Civil Daily (eCV-1)	100	0	1,056,445
Civil Daily (Sealed)	5	0	75,613
Criminal Daily (CR-1)	8	0	114,497
Criminal Daily (eCR-1)	42	0	495,844
Domestic Daily (DR-1)	13	0	180,172
Domestic Daily (eDR-1)	40	0	458,770
Domestic Daily (Sealed)	1	0	4,530
Domestic Notices (DR-2)	1	0	36
Domestic Proof of Issuance	3	0	18,892
Grand Jury Subpoenas	1	0	1,321
Juvenile Blue Mailers, Waivers & H.N.	1	0	3,741
Juvenile Case Initiation Files (JU-2)	1	0	15,097
Juvenile Daily (eJU-1)	67	0	768,089
Juvenile Daily (JU-1)	17	0	266,297
Juvenile Daily (Sealed)	1	0	4,339
Juvenile Proof of Issuances	4	0	37,108
Juvenile Traffic Daily (JT-1)	1	0	9,521
Juvenile Traffic Notices & POI's	1	0	3,069
	<u>327</u>	<u>0</u>	<u>3,795,619</u>

Data Center/Agency Servers	Masters	Duplicates	Images
Coroner			
Coroner Autopsy Photos 1974-2018	47	0	305,948
Coroner Case Files 2000-2007 & 2009 MISC	5	0	58,650
	<u>52</u>	<u>0</u>	<u>364,598</u>
Darke County Scanning & Microfilm			
Darke County Records - Batch 1	12	0	33,269
	<u>12</u>	<u>0</u>	<u>33,269</u>
Licking County Records & Archives			
Licking Cty Records & Archives - Batch 4	18	0	73,404
Licking Cty Records & Archives -Batch 5	38	0	129,956
Licking Cty Records & Archives -Batch 6	30	0	96,291
Licking Cty Records & Archives - Batch 7	31	0	92,791
	<u>117</u>	<u>0</u>	<u>392,442</u>
Probate Court			
Adoption Records	5	0	43,866
Adoption Records, 1956-1994	55	0	308,365
Confidential File Room Records	5	0	470
General Records	44	0	442,850
Marriage Records	5	0	35,821
Mental Commitment Records	5	0	36,547
	<u>119</u>	<u>0</u>	<u>867,919</u>
Recorder			
General Index	4	0	15,590
Official Records - Unredacted	97	0	1,051,786
Recorder General Index Supplemental Rolls	1	0	63
Recorder OR Supplemental Rolls	2	0	8,265
	<u>104</u>	<u>0</u>	<u>1,075,704</u>
Roll Film 16mm and Electronic	772	0	6,805,142

Data Center/Agency Servers	Masters	Duplicates	Images
Roll Film 35mm			
Recorder			
Condominium Plats	4	0	2,420
Roll Film 35mm Totals	4	0	2,420
Data Center/Agency Servers Totals	776	0	6,807,562

Document Imaging Center Annual Report

2023

Document Scanners	Masters	Duplicates	Images
Roll Film 16mm			
Adult Probation			
Closed Case Files 2010 - 2017	14	0	222,781
	<u>14</u>	<u>0</u>	<u>222,781</u>
Coroner			
Coroner Case Files 2000-2007 & 2009 MISC	0	0	58,650
	<u>0</u>	<u>0</u>	<u>58,650</u>
Guardianship Service Board			
GSB Closed Case Files 2016-2018	1	0	2,455
	<u>1</u>	<u>0</u>	<u>2,455</u>
Prosecutor			
PR-1 Criminal Cases 2010	33	0	376,481
PR-1 Criminal Cases 2011	63	0	918,036
PR-1 Criminal Cases 2012	5	0	80,714
PR-1 Juvenile Cases 2016	27	0	273,938
	<u>128</u>	<u>0</u>	<u>1,649,169</u>
Sheriff			
2018 Employee Personnel Records	2	0	20,159
2019 Employee Personnel Records	1	0	14,314
2020 Investigative Case Files	11	0	108,884
2020 Special Investigation Cases	3	0	18,948
	<u>17</u>	<u>0</u>	<u>162,305</u>
Roll Film 16mm Totals	160	0	2,095,360
Roll Film 35mm			
Columbus Metro Library			
Columbus Dispatch	36	0	55,036
	<u>36</u>	<u>0</u>	<u>55,036</u>
Roll Film 35mm Totals	36	0	55,036
Document Scanners Totals	239	0	2,607,812

Indexing Stations	Images
Indexed Images	
Clerk of Courts	
Civil Division Fiche Cards	1,243,965
Criminal Division Fiche Cards 1990-1999	1,065,655
	<u>2,309,620</u>
Coroner	
Coroner Autopsy Photos 1974-2018	412,673
Coroner Case Files 2000-2007 & 2009 MISC	57,541
	<u>470,214</u>
Probate Court	
Marriage Records, 1803-1958	29,357
	<u>29,357</u>
Prosecutor	
PR-1 Criminal Cases 2010	446,217
PR-1 Criminal Cases 2011	1,922,291
PR-1 Criminal Cases 2012	72,461
	<u>2,440,969</u>
Indexed Images Totals	5,250,160
Roll Film 16mm	
Prosecutor	
PR-1 Criminal Cases 2012	241,479
	<u>241,479</u>
Roll Film 16mm Totals	241,479
Indexing Stations Totals	5,491,639

Microfilm Scanners	Images
Microfiche Images	
Clerk of Courts	
Civil Division Fiche Cards	2,818,281
Criminal Division Fiche Cards 1990-1999	2,379,717
	<u>5,197,998</u>
Recorder	
RCDR Official Records 1980-1997	3,137,661
	<u>3,137,661</u>
Microfiche Images Totals	8,335,659
Microfilm Scanners Totals	8,335,659

Agency	Boxes Prepared	Prepping Hours
APD	144	534.75
Auditor	11	70.75
Clerk of Courts	0	0
Columbus Metropolitan Library	5	65
Comm	0	0
Coroner	2	12.75
Probate	0	0
Prosecutor	991.5	4,137
Public Health	9	60
Recorder	0	0
Sheriff	51.5	376.75
Veterans	0	0
Guardianship	0	0
	<hr/> 1,214	<hr/> 5,257

Expenditures & Revenue

DESCRIPTION	BUDGET TOTALS	EXPENDITURES
Jury Duty – Reimbursements	\$0	(\$90.00)
Miscellaneous Revenues	(\$7,800.00)	(\$6,462.93)
Salaries and Wages	\$854,453.00	\$813,990.76
Sick Leave – Term	\$0	\$0
Sick Leave – Wellness Payout	\$0	\$3,358.48
Vacation – Term	\$0	\$1,486.80
PERS Contributions	\$110,672.00	\$109,307.53
Medicare	\$11,462.00	\$11,622.27
COTA Contributions	\$689.00	\$688.50
Other Fringe Benefits	\$445,405.00	\$362,859.40
Employee Benefit Contributions	(\$44,188.00)	(\$36,930.00)
Workers Compensation – Self Insurance Premiums	\$7,117.00	\$7,528.52
Unemployment Compensation	\$0	\$6,517.24
Courier Delivery Services	\$0	\$570.00
Memberships	\$248.00	\$225.00
Voice Mail Services	\$0	\$0.00
Travel Expenses – No Overnight	\$210.00	\$401.39
Training	\$0	\$3,400.00
Storage Facility Rent/Lease	\$19,299.00	\$19,757.47
IT Software Subscription/Maintenance	\$7,565.00	\$4,500.00
IT & UCC Maintenance & Repair Agreements	\$77,778.00	\$75,041.00
Photographic Materials & Supplies	\$52,700.00	\$37,000.70
Equipment Replacement Parts	\$20,000.00	\$2,177.24
IT Capital Hardware	\$33,000.00	\$33,000.00
Totals	\$1,588,610.00	\$1,449,949.37

The 2023 DIC Staff

Eighteen 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 eighteen DIC staff.

Brian Endicott, DIC Director

Michael Fabiano, DIC Coordinator

Traci Crabtree, DIC Supervisor

*Mars Barnard**

Sean Boley

Michael Chatman

*Tyrone Culpepper***

Mark Gentile

Tana Harris

Jennifer Jenkins

Kevin Lyman

Jennifer Lynsky

Chris Mills

Filip Nikolovski

*Jasmine Payne***

Jay Reyes

*Janet Roback**

*Jay Sandlin**

Shaun Scott

Twjuane Wood

**New employee during 2023*

***Separated during 2023*