



# FRANKLIN COUNTY DOCUMENT IMAGING CENTER

373 South High Street • 19<sup>th</sup> Floor • Columbus, Ohio 43215-6308

Phone (614) 525-3950

Debra Willaman, Director

Brian Endicott, Assistant Director

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## DIC SERVICES

The Document Imaging Center staff has the expertise to convert many of your records for records preservation, reduce storage costs, or create more user-friendly images for staff and the public. Some of our services available include:

- Scanning paper files to electronic images and/or microfilm
- Filming electronic images
- Scanning microfiche or microfilm images into an electronic image (easier to access for staff and public use)
- Indexing electronic images into Intellevue or other database (commonly referred to as a data entry)
- Storage of master microfiche at Fireproof
- Services are generally available at no cost for Franklin County General Fund agencies (non-General Fund agencies can contact us for a project cost estimate)

## PROJECT INITIATION INSTRUCTIONS

To initiate an imaging project to the Document Imaging Center, please send an e-mail to [DICprojects@franklincountyohio.gov](mailto:DICprojects@franklincountyohio.gov), including the following information:

- Requesting agency and division
- Primary contact individual with contact information
- Description of records to be imaged
- Description of original record format (examples: boxed paper records, books of paper records, microfiche/microfilm, electronic)
- Records Retention Schedule number (if known)
- If image indexing (data entry) into Intellevue or other database is requested

DIC Assistant Director Brian Endicott (or another DIC staff member) will contact you within 2 business days to set up a meeting either in person or over the telephone to discuss additional details for your project. Following this meeting, a Project Agreement will be generated that will include an estimated timeline to begin production and an estimated duration of completion.