



FRANKLIN COUNTY DOCUMENT IMAGING CENTER



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

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

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2017 ANNUAL REPORT

DOCUMENT IMAGING CENTER for the FRANKLIN COUNTY MICROFILMING BOARD

Established by Ohio Revised Code Section 307.80, the Microfilming Board is comprised of five elected county officials, or their representatives. Those officials include the Treasurer, Auditor, Clerk of the Court of Common Pleas, a County Commissioner, and the Recorder, who serves as secretary. Sec. 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".

The Franklin County Document Imaging Center (DIC) is a county agency operating under the Microfilming Board and administered by the Franklin County Recorder Daniel J. O'Connor, Jr. 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 services and supplies are provided for General Fund agencies through the cost allocation process, the DIC also contracts with other governmental agencies seeking services.

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."

Fresh eyes can bring new perspective, and this team's commitment to technology has resulted in measurable successes in the DIC. We decommissioned the COM (Computer Output to Microfiche) recorder, a machine that produced microfiche. Microfiche has been the standard for permanent record preservation for a half-century, making the transition to microfilm a challenging two-year project.

In 2012, the DIC converted 11 million electronic images to film, broken down as 70% on microfiche, and 30% on microfilm. Comparatively, in 2017, the DIC converted 13 million images, with less than 10% on microfiche. In 2018, all images will be preserved on microfilm. The DIC worked closely with partner agencies to educate them about the services available and transition them to using their electronic images. This guidance has reduced agency storage needs and increased their efficiency by thoughtful use of their own records.

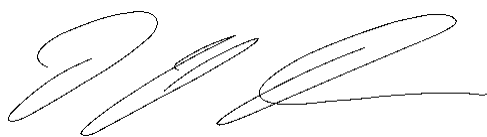
In the summer of 2017, the Mekel film scanners were upgraded and conversion speed was increased two and three-fold. These scanners digitize images from microfiche and microfilm, a service that is in demand. In 2016, staff converted 978,139 images from

film to electronic. Comparatively, in 2017 staff had converted 2,058,437 images on the Mekels. We expect more great things from this upgrade.

The biggest time commitment in an imaging center is the preparation of documents for scanning, prep for short. In 2016, we became a site for county workers injured on the job, who had not been able to return to their regular job, but were able to accomplish some work with modifications. While not an equipment upgrade, this innovation has allowed us to put skilled workers on the production machines, while relying on modified duty workers to complete a significant portion of the prep work. In 2017 we logged 8,758.25 hours prepping 1,338 boxes. Of those hours, 3,805 hours were logged by modified duty workers. This year we have also worked with the Department of Job and Family Services to place a volunteer with us through the Work Experience Program. Last year we brought on a team of students from the Cristo Rey High School that work with us 2-3 days a week on all of our projects. Cristo Rey is an alternative high school that caters to under-served youths to get them an education and real world work experience that will jump start their careers.

We are pleased to present the 2017 Document Imaging Center Annual Report, on behalf of the Franklin County Microfilming Board. The Document Imaging Center and its staff of 17 work hard to achieve a quality product for county agencies. The DIC thanks the Microfilming Board and the Board of Commissioners for their continued support for the preservation of the public's important records.

Respectfully submitted:



Recorder Daniel J. O'Connor, Jr. Administrator



Debra A. Willaman, Director

DOCUMENT IMAGING CENTER PRODUCTION REPORT

From 1/1/2017 Through 12/31/2017

Data Center/Agency Servers	Masters	Duplicates	Images
Microfiche			
Auditor			
Abstract VCH Entries (RE)	403	403	83,784
Payroll Accruals	91	91	17,365
Payroll Proofs	226	226	47,074
Tax Abstract (RE)	1	2	148
	721	722	148,371
Clerk of Courts			
Appeals Index	26	0	4,592
Civil Index	1,128	0	233,202
Criminal Case Dispositions Alpha	9	9	1,846
Criminal Case Dispositions Numeric	9	9	1,846
Criminal Index	52	0	9,517
Domestic Index	96	96	18,787
Juvenile Index	358	0	73,190
	1,678	114	342,980
Probate Court			
Adoption Records	191	191	38,873
Confidential File Room Records	4	4	57
General Records	1,545	1,545	316,932
Marriage Records	101	101	20,242
Mental Commitment Records	96	196	19,039
	1,937	2,037	395,143
Microfiche Totals	4,336	2,873	886,494
Roll Film 16mm			
Auditor			
Abstract Exempt Report-DTE Form 94 (RE)	2	2	847
Abstract Report-DTE Form 93 (RE)	1	1	147
Abstract VCH Entries (RE)	1	1	6,376
Agricultural DTE Form 114 (RE)	1	1	6
All VCH Entries (RE)	1	1	6,775
Apportionment Sheets 1995-2007	5	5	12,222
Auditor Payroll Proofs and Accruals	1	0	6,252
Budgets: Cities Schools Libs 2012-2014	8	8	18,308
County Value Reports (RE)	1	1	140
Parcel Land Report (RE)	1	1	910
Summary of Charges 1 (RE)	2	4	3,841

DOCUMENT IMAGING CENTER PRODUCTION REPORT

From 1/1/2017 Through 12/31/2017

Data Center/Agency Servers	Masters	Duplicates	Images
Transfers and Conveyance Sheets (RE)	4	4	48,166
	28	29	103,990
Clerk of Courts			
Appeals Daily (AP-1)	2	2	19,840
Appeals Daily (eAP-1)	11	11	118,065
Civil Daily (CV-1)	48	48	509,000
Civil Daily (eCV-1)	130	130	1,449,239
Civil Daily (Sealed)	3	3	30,390
Criminal Daily (CR-1)	14	14	182,921
Criminal Daily (eCR-1)	55	55	557,808
Divorce Docket Books	5	5	15,651
Domestic Daily (DR-1)	19	19	209,325
Domestic Daily (eDR-1)	51	51	508,980
Domestic Daily (Sealed)	1	1	10,296
Domestic Notices (DR-2)	4	4	42,069
Domestic Proof of Issuance	4	4	27,155
Grand Jury Subpoenas	1	1	4,674
Juvenile Blue Mailers, Waivers & H.N.	33	33	367,051
Juvenile Case Initiation Files (JU-2)	1	1	10,796
Juvenile Daily (eJU-1)	102	102	1,036,703
Juvenile Daily (JU-1)	25	25	330,339
Juvenile Daily (Sealed)	1	1	10,062
Juvenile Proof of Issuances	6	6	67,565
Juvenile Traffic Daily (JT-1)	2	2	28,504
Juvenile Traffic Notices & POI's (JT-2)	1	1	4,238
	519	519	5,540,671
Recorder			
General Index	12	0	21,098
Official Records	67	4	739,093
Official Records - Unredacted	82	0	935,756
Personnel Records (prior to 2011)	1	0	8,854
	162	4	1,704,801
Treasurer			
Tax Duplicate	239	394	1,333,528
	239	394	1,333,528
Roll Film 16mm Totals	948	946	8,682,990
Data Center/Agency Servers	Masters	Duplicates	Images
Data Center/Agency Servers Totals	5,284	3,819	9,569,484

Document Scanners	Masters	Duplicates	Images
Roll Film 16mm			
Adult Probation			
Closed Project Progress Files 2008	14	14	209,870
	14	14	209,870
Auditor			
23A Forms (AUDR) 2016	3	3	27,483
23A Forms (BOR) 2016	2	2	20,945
Rental Exceptions 2015	2	2	17,149
Rental Registrations 2015	1	1	8,409
Splits and Combinations - 2011	2	2	10,878
Splits and Combinations - 2012	1	1	4,665
Splits and Combinations - 2013	1	1	5,081
Splits and Combinations - 2014	1	1	6,249
Splits and Combinations - 2015	1	1	6,202
	14	14	107,061
Clerk of Courts			
Appeals Cases 2009	28	0	267,371
	28	0	267,371
Commissioners			
BOC Resolutions 2005-2010	10	0	156,552
	10	0	156,552
Probate Court			
Closed Adoption Agency Files 1930-2002	11	0	111,637
	11	0	111,637
Prosecutor			
PR-1 Criminal Cases 2001	41	0	649,366
PR-1 Criminal Cases 2002	50	0	791,867
PR-1 Criminal Cases 2003	6	0	95,745
PR-1 Criminal Cases 2006	4	0	57,742
PR-1 Juvenile Case Files 2010	24	0	374,019
PR-1 Juvenile Cases 2009	25	0	397,130
	150	0	2,365,869
Sheriff			
2013 Detective Bureau Investigative Case	11	0	120,734
MISC Detective Bureau Cases 1974-2012	5	0	48,936
Veterans Service Commission			
Veteran Case Files: Closed in 2013	6	0	81,803
	6	0	81,803

DOCUMENT IMAGING CENTER PRODUCTION REPORT

From 1/1/2017 Through 12/31/2017

Document Scanners	Masters	Duplicates	Images
Roll Film 16mm Totals	249	28	3,469,833
Document Scanners Totals	249	28	3,469,833
Microfilm Scanners			Images
Microfiche Images			
Board of Elections			
Voter Master Files 1977-2005			1,353,265
			1,353,265
Probate Court			
Case Files 017693-487401 to Elec Img			705,172
			705,172
Microfiche Images Totals			2,058,437
Microfilm Scanners Totals			2,058,437

DOCUMENT IMAGING CENTER PRODUCTION REPORT

From 1/1/2017 Through 12/31/2017

Indexing Stations	Images
Indexed Images	
Commissioners	
BOC Resolutions 2005-2010	43,741
	43,741
Probate Court	
Closed Adoption Agency Files 1930-2002	72,164
	72,164
Prosecutor	
PR-1 Criminal Cases 2001	285,175
PR-1 Criminal Cases 2002	966,054
PR-1 Criminal Cases 2003	183,824
PR-1 Juvenile Case Files 1997	135,802
PR-1 Juvenile Case Files 2001	63,722
PR-1 Juvenile Case Files 2010	459,900
PR-1 Juvenile Cases 2008	61,704
PR-1 Juvenile Cases 2009	487,749
	2,643,930
Veterans Service Commission	
Veteran Case Files: Closed in 2013	82,835
	82,835
Indexed Images Totals	2,842,670
Microfiche Images	
Board of Elections	
Voter Master Files 1977-2005	462,348
	462,348
Microfiche Images Totals	462,348
Indexing Stations Totals	3,305,018

Expenditures & Revenue

DESCRIPTION	BUDGET TOTALS	EXPENDITURES
Salaries and Wages	\$696,860	\$683,961
Sick Leave - Termination	\$0.00	\$86
Sick Leave – Wellness Payouts	\$0.00	\$1,771
Vacation - Termination	\$0.00	\$660
Retroactive Adjustments	\$0.00	\$0.00
PERS Contributions	\$97,542	\$95,511
Medicare	\$10,078	\$9,438
COTA Contributions	\$1,600	\$1,560
Other Fringe Benefits	\$392,817	\$302,561
Employee Benefit Contributions	(\$39,689)	(\$35,564)
Workers Compensation – Self Insurance Premiums	\$6,459	\$6,184
Unemployment Compensation	\$0	\$7,979
Travel Expenses – No Overnight	\$100	\$16
Storage Facilities Rent/Lease	\$17,308	\$16,643
Imaging Equipment	\$92,085	\$27,185
Maintenance & Repair Agreements	\$129,974	\$95,466
Photographic Materials & Supplies	\$0	\$38,361
Voice Mail Services	\$390	\$390
Equipment Replacement Parts	\$0	\$793
Photo Equipment	\$33,000	\$28,056
Totals	\$1,438,524	\$1,281,177
Total Revenue – Microfilm Copy Receipts	\$0.00	\$0.00

Evolution of Archival Storage

The Document Imaging Center (DIC) has made some significant changes in the last few years. These changes reflect both shifts in the microfilming industry and increases in production capacity that we are building into production workflow.

We no longer use cameras to capture documents. All image capture is digital through our high-speed paper scanners. Image quality is better than it has ever been and that translates directly into better film quality. We have also migrated all of our new images onto roll film and no longer make microfiche cards.

Roll film is designed more for storage than for convenient access, and no other medium comes close for the safety and long-term availability of data. Microfiche are used much less often today for access to information, digital images stored locally make records more readily available. However, film remains a much more stable platform for records preservation. That is the main difference, computers are great for access, while film is preferred for secure, permanent storage.



Because of this change, we decommissioned our computer output to microfiche (COM) recorder and its \$44,000 a year service contract. In its place in 2016 we added another 16/35 mm archive writer that writes digital images to roll film. We now have two archive writers that together produce about two linear miles of film each week. This has increased our film developing workload to the point that in 2017 we upgraded our film processor to a unit that can operate three times as fast as the old one.

Our client offices are also migrating away from microfiche and roll film as a means of routinely accessing records. Our fleet of 40+ reader/printers is now down to less than a dozen, and we no longer provide the machines or the equipment maintenance. However, certain locations will still need to read film. We have helped them upgrade to a digital hybrid unit that uses image correction tools and network connectivity to share files. For those agencies that need to retire their film altogether, we offer a film digitizing service that can place the entirety of an agency's film collection into their network for easier access. The upgraded Meikel microfilm scanners and processing software have increased production speed by 498% over 2016 numbers.





This volume of production requires specialized equipment running all day every day. Inefficient procedures, a software issue or an equipment malfunction could slow things down significantly. Our technicians are skilled at operating their equipment, and can attend to minor issues. We maintain an equipment technician on staff who can clear most stoppages within a few minutes of occurrence, and eliminate the expense of an outside service call. Our IT team is similarly well-versed in the specific software and parameters used in our production.

No other storage medium comes close to roll film for the safety and long-term availability of records. Once created, it never needs to be converted to a new format or moved onto another physical storage device. With proper storage, it remains eye readable for 500 years, and requires no other maintenance. Regardless of future technology changes, you will still be able to retrieve the documents. Electronic storage is more problematic and expensive, due to the changes inherent in hardware and software every year.



The Document Imaging Center is committed to using the best methods, procuring the most effective equipment and the best personnel to safeguard the County's vital records for generations to come.

DOCUMENT IMAGING CENTER**2017 PREPPING PRODUCTION (by project)**

<u>PROJECT #</u>	<u>DESCRIPTION</u>	<u>BOXES</u>	<u>HOURS</u>
APD-133	Adult Probation Closed Case Files, 2008	99.0	486.5
AUDR-330	Annexations, 1955-1988	27.0	434.5
AUDR-370	Rental Registrations, 2015	2	7.25
AUDR-371	Rental Exceptions, 2015	3	13.0
AUDR-372	Splits and Combinations, 2011	4	18.75
AUDR-373	Splits and Combinations, 2012	4	8.75
AUDR-374	Splits and Combinations, 2013	4	8.5
AUDR-375	Splits and Combinations, 2014	3	12.0
AUDR-376	Splits and Combinations, 2015	5	19.5
AUDR-377	23A Forms (BOR), 2016	4	28.0
AUDR-378	23A Forms (AUDR), 2016	3	17.5
CCTS-438	Appeals Cases, 2009	27.0	91.5
COCIC	Central Ohio Community Improvement Corporation*	6.0	30.25
COMM-117	Commissioner Resolutions, 2005-2010	76.0	242.25
DATA-94	Data Board Meeting Documents, 1983-1999	5.5	44.0
OHC	Ohio History Connection (Sample)*	3.0	7.5
PROB-115	Closed Adoption Agency Files, 1930-2002	19.0	294.25
PROS-134	Juvenile Case Files, 2009	137.5	1,005.5
PROS-149	Criminal Case Files, 2001	152.0	904.5
PROS-150	Criminal Case Files, 2002	340.0	2,297.25
PROS-151	Criminal Case Files, 2003	122.5	668.75
PROS-160	Juvenile Case Files, 2010	141.0	1,130.0
PROS-161	Juvenile Case Files, 2011	73.5	652.25
RCDR-139	Recorder Pay-Ins, 2013-2016	40.0	98.5
SHER-37	Detective Bureau Case Files, 2013	21.5	133.75
SHER-38	MISC Detective Bureau Case Files, 1974-2012	16.0	103.75
	[TOTAL]:	1,338.5	8,758.25

DOCUMENT IMAGING CENTER

2017 PREPPING PRODUCTION (by agency)

<u>AGENCY</u>	<u>BOXES</u>	<u>HOURS</u>
Adult Probation	99	486.5
Auditor	59.0	567.75
Clerk of Courts	27.0	91.5
Central Ohio Community Improvement Corporation*	6.0	30.25
Commissioners	76.0	242.25
Data Board	5.5	44.0
Ohio History Connection*	3.0	7.5
Probate Court	19.0	294.25
Prosecutor	966.5	6,658.25
Recorder	40.0	98.5
Sheriff	37.5	237.5
[TOTAL]:	1,338.5	8,758.25

*Work completed for non-general fund agency.

2017 DIC Impact from Modified Duty Staff

The Document Imaging Center continued in 2017 as a temporary work location for Franklin County employees who have been injured on the job and are unable to perform their regular duty assignments. This modified duty assignment supports the injured employee's need to return to work and it brings the DIC staff support at no cost.

The DIC utilizes our modified duty staff in one of our most labor-intensive areas of production: prepping. Modified Duty staff contributed more than 3,800 work hours to prepping, representing nearly half of the hours dedicated to this area of production. With this support, the DIC is able to reallocate staff resources that would have worked in prepping to other areas of production – yielding increased production across the board.

The DIC hosted 10 injured county employees in 2017 and has hosted a total of 15 since beginning the program in March of 2016.

Below are statistics that reflect the impact that modified duty staff have on our prepping production followed by total production statistics from 2017 compared to 2016. Modified Duty staff are not the sole reason for production increases in each area, but their support is a significant contributing factor, especially in the Document Scanners area of production.

PREPPING PRODUCTION

	<u>Boxes Prepped</u>	<u>Prepping Hours</u>
Document Imaging Center Staff	732.5	4,953.25
Modified Duty Staff	606.0	3,805.0
[TOTAL]:	1,338.5	8,758.25

DIC PRODUCTION

<u>Category</u>	<u>2016</u>	<u>2017</u>	<u>Net Change</u>
Agency Servers	9,451,422	9,569,484	118,062
Document Scanners	2,898,399	3,469,833	571,434
Indexing	2,451,097	3,305,018	853,921
Microfiche Scanners	978,139	2,058,437	1,080,298
TOTAL	15,779,057	18,402,772	2,623,715