



FRANKLIN COUNTY DOCUMENT IMAGING CENTER

2018 Annual Report



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

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

4/1/2019

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OFFICERS & MEMBERS

Clerk of Courts Maryellen O'Shaughnessy, Chair

Auditor Clarence E. Mingo II, Vice-Chair

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

Treasurer Cheryl A. Brooks Sullivan, Member

Commissioner John O'Grady, Member

REPRESENTATIVES

Clerk of Courts Representative Antone White

Auditor Representatives Mark Potts & George Mance

Recorder Representative Robert Hinton

Treasurer Representatives Lucas Keller & Lillian Williams-Purkey

Commissioner Representative Antwan Booker

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, and 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 authority of 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. The other services offered 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." This report fulfills that requirement.

We are pleased to present the 2018 Document Imaging Center Annual Report, on behalf of the Franklin County Microfilming Board. The Document Imaging Center and its staff of 18 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

The Document Imaging Center

The Document Imaging Center (DIC) is equipped to provide comprehensive document conversion services to county agencies at a better than competitive cost. As staff are familiar with our county's records, we believe they are more in-tune to the needs of our client agencies. Additionally, records produced in house eliminate transportation fees and potential data loss. The value of an imaging center is measured in many ways: increasing transparency for public documents; ensuring permanent retention and safe access to documents; adding efficiency to record searches and streamlining staff searches, and lowering paper storage costs. Another added value of the Imaging Center is the variety of services that are now provided, including providing electronic images from film, and indexing images into clients' existing software programs.

Government has stringent records retention and transparency requirements unlike those on private businesses. Public record safe storage and access are addressed in the Ohio Revised Code, and agencies prepare and defend their retention schedules to the County Records Commission. Created in 1984, the Microfilming Center's initial purpose was to consolidate and coordinate the film, staff, equipment and standards used by various agencies under one agency. The DIC provides other county agencies with a safe, low-cost solution to meet these requirements. The DIC also requires that imaging projects adhere to records retention rules.

The first Annual Report, for 1985, showed that 5,266,282 images were created and placed on microfilm and microfiche. Ten years ago, the 2008 Annual Report said that 13.4 million images were created, and only 4.3 million images were provided electronically, a total of 17.7 million usable images provided to agencies. In 2018, the Document Imaging Center created 9.9 million images, with all of those 9.9 million images also provided electronically; 2.6 million images were indexed and 2.7 million images were taken from film and provided electronically, showing that 25,100,000 usable images were provided to agencies in 2018.

The 2018 Document Imaging Center, with a staff of 18, must be fluid and able to change with the times. Demand for the electronic images of records previously only available on film has risen tremendously, and the DIC responded by upgrading equipment so these projects can be completed more quickly. The demand for indexing images for easy retrieval has likewise increased, and the DIC responded by training more staff in indexing. We are able to manage these production increases by targeted equipment upgrades, staff training, and reassignment.

It is our goal to continue this flexibility and to consistently provide quality services to all of Franklin County.

DOCUMENT IMAGING CENTER PRODUCTION REPORT

From 1/1/2018 Through 12/31/2018

Data Center/Agency Servers	Masters	Duplicates	Images
Roll Film 16mm			
Auditor			
14ABSVCH.ids	17	0	83,818
2016 RP DTE 2015	1	0	6
2016 RP DTE15 DEG	1	0	41
CAUV Abstract Active 2017	1	0	532
DTE 114 Tax Year 2017	1	0	6
DTE 93 TY 2017	1	0	147
DTE 94 Exempt Detail TY 2017	1	0	532
DTE 94 TY 2017	1	0	75
Land CAUV Detail TY 2017	2	0	22,910
MH 2018 Open SOC Depreciated (RE)	0	0	492
MH 2018 Open SOC Like Real (RE)	0	0	492
MH 2018 Open SOC Total (RE)	1	0	492
MH 2018 Open Tax Duplicate (RE)	1	0	1,678
MH Tax Duplicate OP1 2015 (RE)	1	0	1,527
MH Tax Duplicate OP1 2016 (RE)	1	0	1,650
Par Value TY 2017	1	0	140
Top Tax Payer Report TY 2008-2013	8	0	19,336
Transfers and Conveyance Sheets (RE)	2	2	14,211
Verification Abstract 2016-2017	16	0	101,056
Verification All 1998-2017	16	0	102,275
	73	2	351,416
Clerk of Courts			
Appeals Daily (AP-1)	2	2	19,651
Appeals Daily (eAP-1)	11	11	110,358
Civil Daily (CV-1)	31	31	337,029
Civil Daily (eCV-1)	118	118	1,170,290
Civil Daily (Sealed)	2	2	15,260
Criminal Daily (CR-1)	11	11	112,462
Criminal Daily (eCR-1)	47	47	463,586
Domestic Daily (DR-1)	11	11	144,559
Domestic Daily (eDR-1)	41	41	441,375
Domestic Notices (DR-2)	4	4	44,745
Domestic Proof of Issuance	3	3	17,829
Grand Jury Subpoenas	1	1	4,849
Juvenile Blue Mailers, Waivers & H.N.	19	19	202,305
Juvenile Case Initiation Files (JU-2)	1	1	4,779
Juvenile Daily (eJU-1)	89	90	915,644
Juvenile Daily (JU-1)	16	16	194,796

DOCUMENT IMAGING CENTER PRODUCTION REPORT

From 1/1/2018 Through 12/31/2018

Data Center/Agency Servers	Masters	Duplicates	Images
Juvenile Daily (Sealed)	1	1	2,275
Juvenile Proof of Issuances	8	8	79,174
Juvenile Traffic Daily (Sealed)	1	1	4,353
Juvenile Traffic Notices & POI's (JT-2)	1	1	6,038
	418	419	4,291,357
Probate Court			
Adoption Records	8	1	72,380
Confidential File Room Records	1	1	19
General Records	44	1	466,008
Marriage Records	7	1	28,769
Marriage Records, 1803-1958	5	0	20,994
Mental Commitment Records	6	1	26,640
	71	5	614,810
Recorder			
General Index	6	0	9,752
Official Records - Unredacted	71	0	768,369
	77	0	778,121
Treasurer			
Tax Duplicate	24	0	150,786
	24	0	150,786
Roll Film 16mm Totals	663	426	6,186,490
Data Center/Agency Servers Totals	663	426	6,186,490

Document Preparation

Agency	Boxes	Hours
Adult Probation	171	967
Auditor	56	396
Clerk of Courts	41	65
Board of Commissioners	2	21
Data Center	11	91
Ohio History Connection	63	162
Prosecutor	917	5,092
Sheriff	92	766
Total	1,353	7,560

DOCUMENT IMAGING CENTER PRODUCTION REPORT

From 1/1/2018 Through 12/31/2018

Document Scanners	Masters	Duplicates	Images
Electronic			
Treasurer			
Return Mail Envelopes	0	0	11,815
	0	0	11,815
Electronic Totals	0	0	11,815
Roll Film 16mm			
Adult Probation			
Closed Case Files 2009	14	0	217,484
	14	0	217,484
Auditor			
23A Auditor CY 2017 (RE)	1	0	11,682
23A BOR CY 2017 (RE)	2	0	16,075
Annexations 1955-1988 (RE)	4	0	43,989
BOR 17.5 Notice to BOE TY 1996-2015 (RE)	4	0	8,531
BOR Meeting Minutes TY 1943-1981 (RE)	1	0	414
BOR Tender Payments TY 2009 (RE)	1	0	1,161
CAUV 2017 Active Cases-Files 2010&Prior	4	0	67,855
CAUV Defer Recoup Apps TY1997-2016	1	0	562
CAUV Denied Initial Applications, 2013-2016	2	0	4,675
CAUV Orange Cards Def Recoupment 97-16	1	0	279
CAUV Orange Cards/Active TY2011-2016	1	0	3,631
CAUV Orange Cards/Inactive TY2013-2016	1	0	557
Certified Mail Logs CY - Misc.	1	0	259
Certified Mail Logs CY 1995-2011	1	0	6,203
Exemption Applications TY 2003-2010	5	0	74,296
Forfeited Lands and Lots 2015-2016	2	0	4,094
MISC Value Change Certificates 1998 (RE)	1	0	2,049
Paper Certs Written prior to RMS 2014	1	0	712
Plat Book #69, Pages 1-701	1	0	413
Rental Registration Forms CY 2016 (RE)	3	0	23,273
Settlements All 2001-2003	5	0	13,747
Splits and Combinations	1	0	6,230
Tax Budgets/County 2014	1	0	1,224
Tax Budgets/County Agencies 2015	1	0	1,932
Tax Budgets/County Agency&Twps 2013	1	0	1,776
Tax Budgets/Schools FY 2013-2014	1	0	2,524
Tax Budgets/Schools FY 2014-2015	1	0	2,262
Tax Budgets/Schools FY 2015-2016	1	0	2,025

DOCUMENT IMAGING CENTER PRODUCTION REPORT

From 1/1/2018 Through 12/31/2018

Document Scanners	Masters	Duplicates	Images
Tax Budgets/Townships & Libraries 2015	1	0	2,231
Tax Budgets/Villages & FC 2015	1	0	2,371
Tax Budgets/Villages and Libraries 2013	1	0	2,675
TIRC's Columbus&Comm CY1996-2013	2	0	3,975
TIRC's Municipality CY1996-2013	2	0	4,409
Value Change Certs 07/2011-12/2014 (RE)	15	0	234,382
	72	0	552,473
Clerk of Courts			
Retail Sales Tax Books	23	23	98,071
	23	23	98,071
Commissioners			
2012 Commissioner Resolutions	2	0	22,376
	2	0	22,376
Data Center			
DB Meeting Documents 1983-1999	4	0	32,752
	4	0	32,752
Prosecutor			
PR-1 Criminal Cases 2003	51	0	808,103
PR-1 Criminal Cases 2004	56	0	878,806
PR-1 Juvenile Case Files 2011	23	0	356,640
PR-1 Juvenile Case Files 2012	24	0	350,489
	154	0	2,394,038
Sheriff			
2014 Detective Bureau Case Files	10	0	132,562
Personnel Files (2015)	2	0	17,379
Sheriff Investigative Case Files, 2015	10	0	122,523
Special Investigation Cases 2012-2014	5	0	64,522
	27	0	336,986
Roll Film 16mm Totals	296	23	3,654,180
Roll Film 35mm			
Ohio History Connection SHPO			
NADB Reports	48	0	70,489
	48	0	70,489

DOCUMENT IMAGING CENTER PRODUCTION REPORT

From 1/1/2018 Through 12/31/2018

Document Scanners	Masters	Duplicates	Images
Roll Film 35mm Totals	48	0	70,489
Document Scanners Totals	344	23	3,736,484

Indexing Stations	Images
Indexed Images	
Coroner	
Coroner Case Files 1960-1988	2,877
	2,877
Data Center	
DB Meeting Documents 1983-1999	23,055
	23,055
Probate Court	
Marriage Records, 1803-1958	29,474
	29,474
Prosecutor	
PR-1 Criminal Cases 2003	1,128,560
PR-1 Criminal Cases 2004	897,637
PR-1 Juvenile Case Files 2011	232,871
PR-1 Juvenile Case Files 2012	376,195
	2,635,263
Indexed Images Totals	2,690,669
Indexing Stations Totals	2,690,669

DOCUMENT IMAGING CENTER PRODUCTION REPORT

From 1/1/2018 Through 12/31/2018

Microfilm Scanners	Images
Microfiche Images	
Coroner	
Coroner Case Files 1960-1988	214,596
	214,596
Probate Court	
Case Files 017693-487401 to Elec Img	1,994,555
Marriage Records, 1803-1958	103,430
	2,097,985
Prosecutor	
PR-1 Juvenile Cases 1998 to Elec	301,716
	301,716
Microfiche Images Totals	2,614,297
Roll Film Images	
Prosecutor	
PR-1 Juvenile Cases 1998 to Elec	22,239
	22,239
Recorder	
Mortgage Records Vol 2707-2866	99,248
	99,248
Roll Film Images Totals	121,487
Microfilm Scanners Totals	2,735,784

Expenditures & Revenue

DESCRIPTION	BUDGET TOTALS	EXPENDITURES
Salaries and Wages	\$695,903.00	\$670,337.64
Sick Leave – Wellness Payouts	\$0.00	\$2693.76
Vacation - Termination	\$0.00	\$406.41
Retroactive Adjustments	\$0.00	\$0.00
PERS Contributions	\$90,984.00	\$92,419.37
Medicare	\$9,424.00	\$9,227.98
COTA Contributions	\$1,302.00	\$1,035.70
Other Fringe Benefits	\$366,222.00	\$311,795.44
Employee Benefit Contributions	(\$36,625.00)	(\$35,144.00)
Workers Compensation – Self Insurance Premiums	\$5,849.00	\$6,060.94
Unemployment Compensation	\$0.00	\$0.00
Travel Expenses – No Overnight	\$0.00	\$25.72
Storage Facilities Rent/Lease	\$16,750.00	\$17,296.04
Imaging Equipment	\$92,085	\$27,185
Maintenance & Repair Agreements	\$75,010.00	\$54,412.68
Photographic Materials & Supplies	\$35,500.00	\$51,824.75
Voice Mail Services	\$468	\$468
Equipment Replacement Parts	\$12,380.00	\$3,760.00
Imaging Equipment	\$33,561.00	\$20,669.00
IT Software Subscription	\$5,515.00	\$4,185.00
IT Purchased Software	\$2,625.00	\$0.00
IT Hardware	\$0.00	\$1,835.00
Totals	\$1,314,868.00	\$1,213,309.43
Total Revenue – Miscellaneous Revenues	\$0.00	\$783.58

The 2018 DIC Staff

Eighteen professionals comprise the staff of the Document Imaging Center (DIC), and represent a combined total of 170 years of experience in preserving county records. Recorder Daniel J. O'Connor Jr. serves as Administrator and also as Secretary to the Franklin County Microfilming Board. The Recorder provides necessary and appreciated IT support through Robert Hinton, IT Director, and Zachary Rairdon, Assistant IT Director, although they are not numbered among the eighteen DIC staff.

Debra Willaman, Director

Brian Endicott, Assistant Director

Traci Crabtree

Reilly Mentel

Tyrone Culpepper

Chris Mills

Liljana Gajtanovska

JaQuan Ray

Mark Gentile

Jay Reyes

Borka Gjorevska

Lee Ryan

Tana Harris

Shaun Scott

Nada Kuzevska

Eric Tebbe

Kevin Lyman

Twjuane Wood

The Document Imaging Center has also been designated as a modified duty work site. When a county employee has been injured and covered by Worker's Compensation, we provide a workspace for them under conditions modified to accommodate their temporary disability. Eight county employees were placed with us temporarily in 2018, and they provided the DIC with 1,275 hours of document preparation.

The DIC also benefits from Recorder O'Connor's commitment to education through an agreement with Cristo Rey, a Columbus High School. We have student interns who work with us generally for one day a week, and those interns added 107.25 hours to our document preparation totals this year.

Finally, the DIC also participates in the Work Experience Program (WEP), funded by the Franklin County Job and Family Services agency, and administered by the Ohio Association of Foodbanks. Individuals work to learn job skills and to receive their Supplemental Nutrition Program (SNP) benefit. The DIC provided a worksite for four individuals in 2018, which resulted in our hiring one of the WEP participants for a full-time, permanent position.

The DIC also contracts with outside agencies, proscribed by Ohio Revised Code, for imaging projects. The income of \$783.58 on page 13 of this report resulted from such a contract with the Central Ohio Community Improvement Corporation, otherwise known as the Franklin County Land Bank. On page 10 of this report, images produced for a contract with the Ohio History Connection is reported, with the income to be reported in the 2019 Annual Report. This income helps to support our programs and upgrades.

Annual Report Table/Graphics

The charts below demonstrate various production areas of the Document Imaging Center as comparisons between county agencies. For each production area, the top-four agencies are listed (with the fifth category combining all other agencies). Each category is measured in images produced with the exception of Document Preparation, which is measured in staff hours.

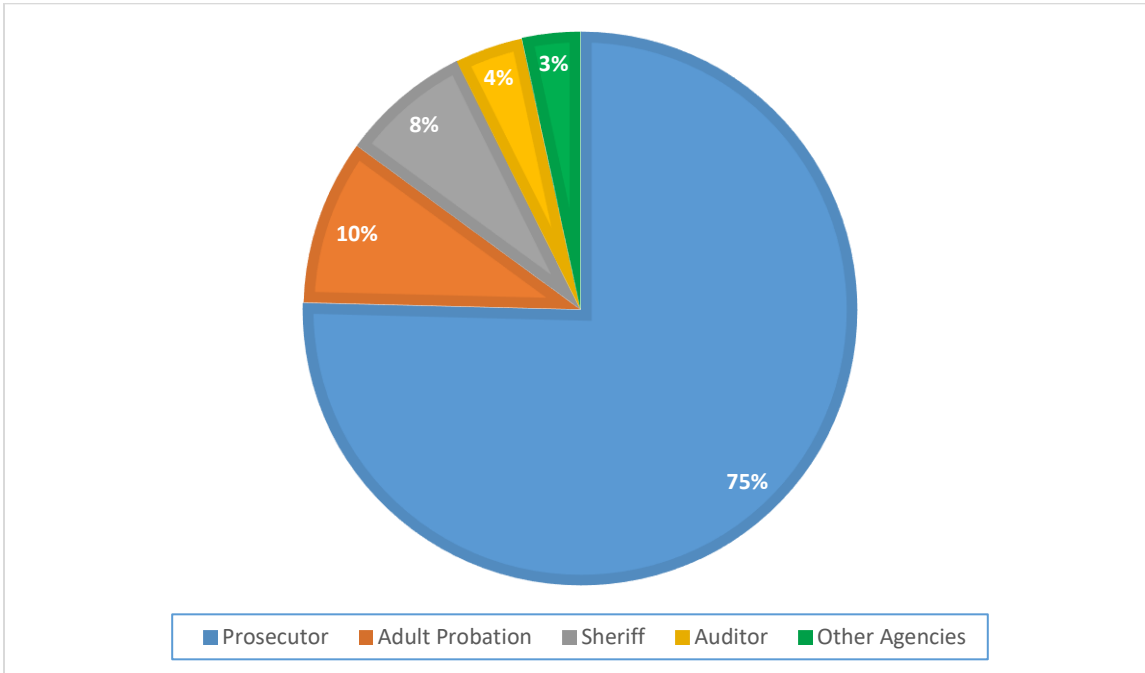


Chart 1: Document Preparation (total: 7557.75 staff hours)

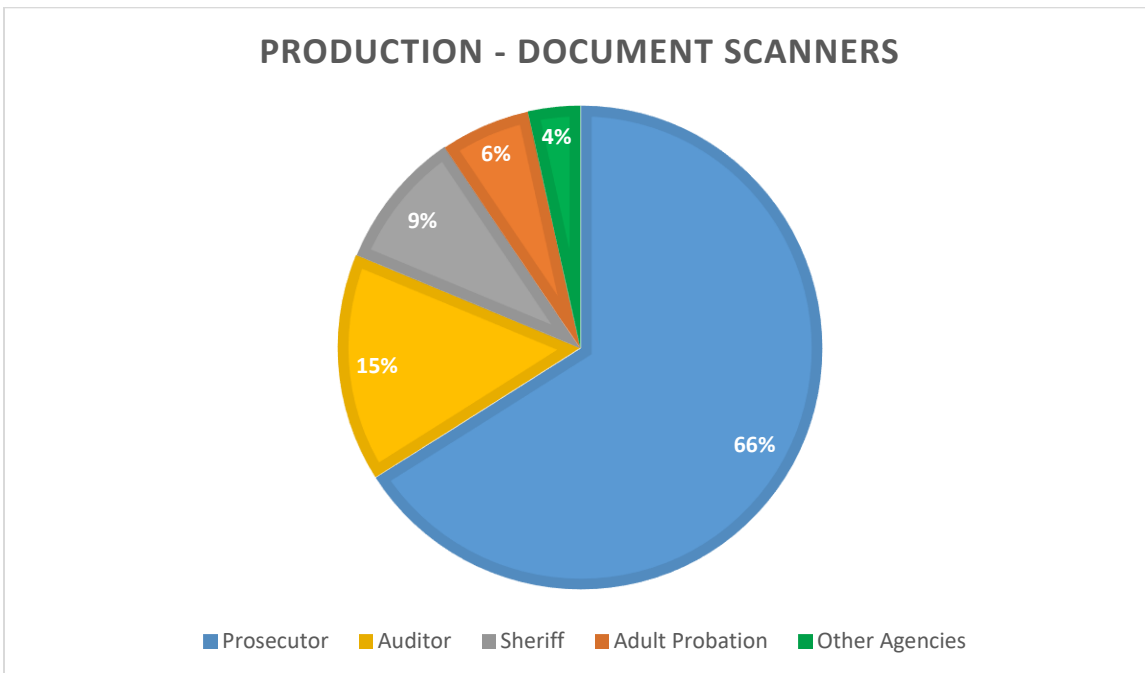


Chart 2: Document Scanners (total: 3,736,484 images)

MICROFILM SCANNERS

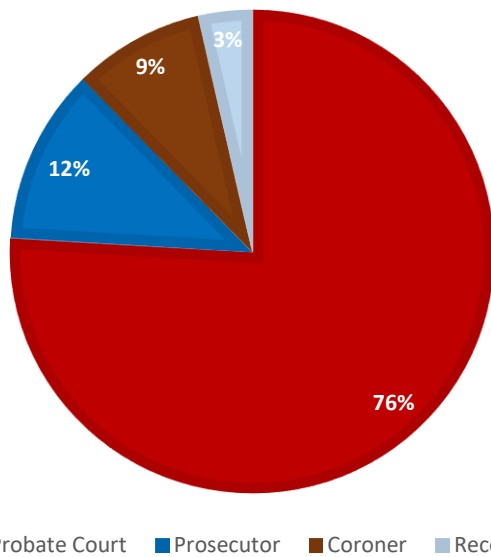


Chart 3: Microfilm Scanners (total: 2,690,669 images)

AGENCY SERVERS

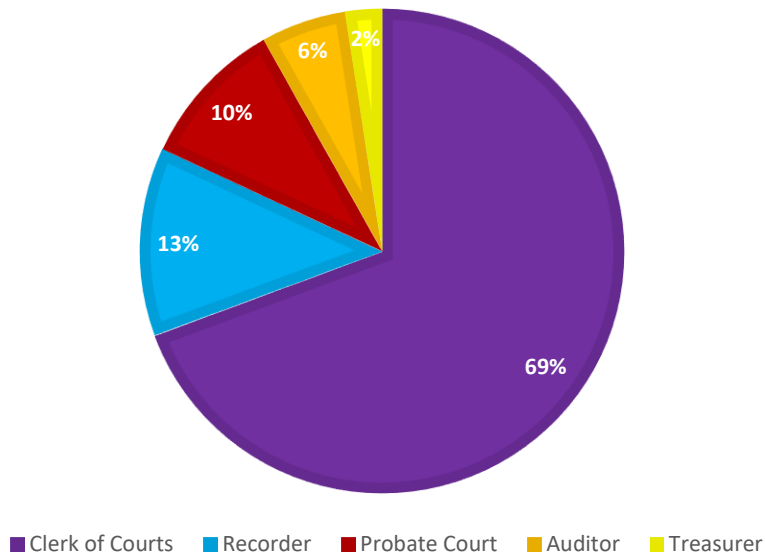


Chart 4: Agency Servers (total: 6,186,490 images)

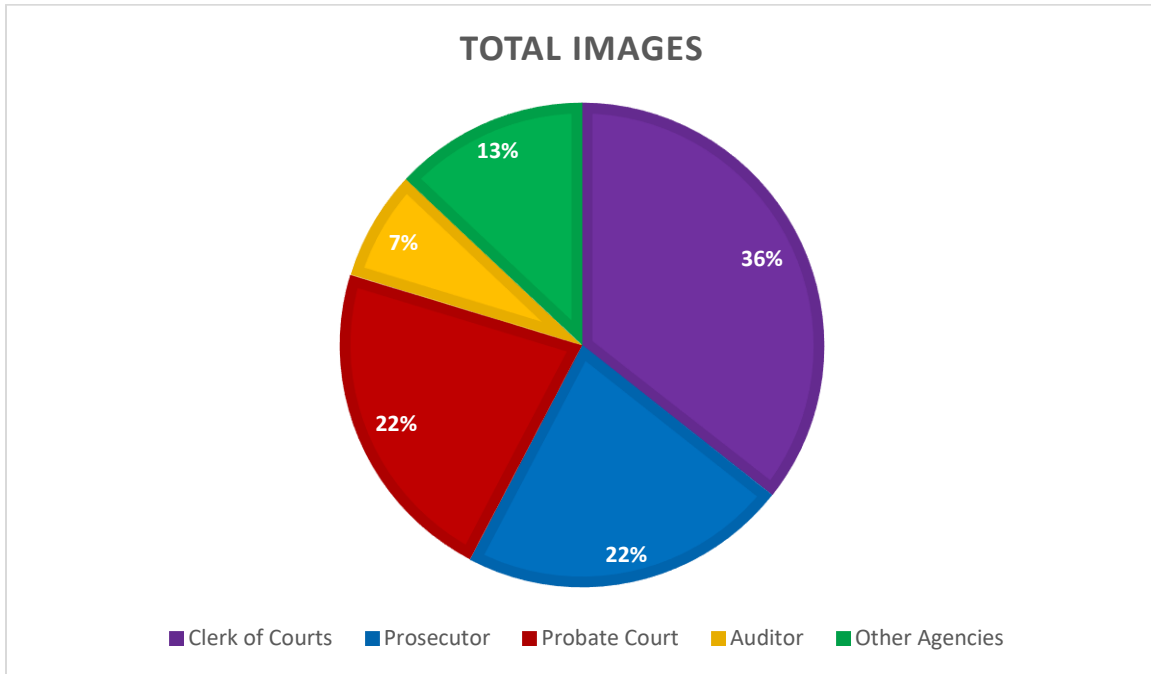


Chart 5: Total Images (12,658,758 images produced)

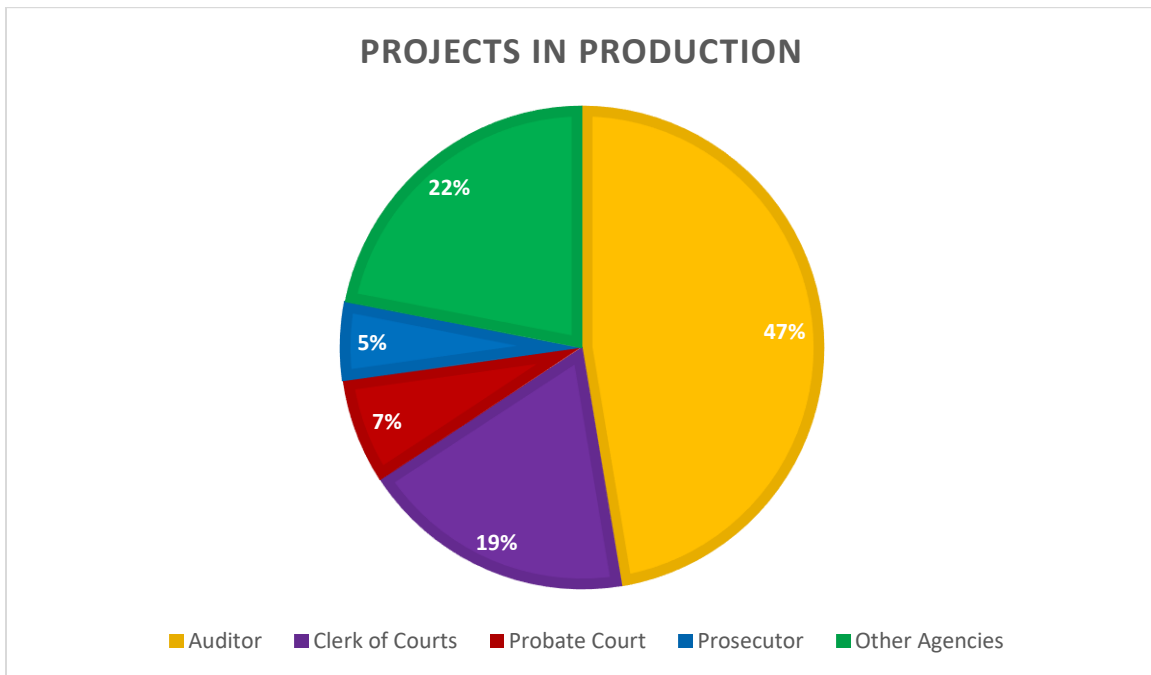


Chart 6: All Projects in Production (total: 114 projects)