



FRANKLIN COUNTY DOCUMENT IMAGING CENTER

2019 Annual Report



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

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

4/6/2020

2019 Franklin County Microfilming Board	Page 4
Introduction	Page 5
The Production Report	Page 6
Expenditures and Revenue	Page 12
DIC Staff	Page 13

OFFICERS & MEMBERS

Treasurer Cheryl A. Brooks Sullivan, Chair

Clerk of Courts Maryellen O'Shaughnessy, Vice-Chair

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

Auditor Michael Stinziano, Member

Commissioner John O'Grady, Member

REPRESENTATIVES

Treasurer Representatives Lillian Williams Purkey

Clerk of Courts Representative Torrey Taylor

Recorder Representative Robert Hinton

Auditor Representatives Gena Shelton

Commissioner Representative Dean Hindenlang

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 2019 Document Imaging Center Annual Report, on behalf of the Franklin County Microfilming Board. The Document Imaging Center and its staff of 19 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 1/1/2019 Through 12/31/2019

Data Center/Agency Servers	Masters	Duplicates	Images
Roll Film 16mm			
Auditor			
All VCH Entries (RE)	2	2	32,000
CAUV Active Abstract TY 2018	1	0	531
CY 2018 Value Control Abstract	1	0	9,301
CY18 Value Control All Years 1998-2018	1	0	5,300
Delinquent Tax Advertise MH	1	0	39
Delq Tax Advertise Real Estate	1	0	299
DTE 114 TY 2018	1	0	6
Informal Review 2014	3	0	65,142
Informal Review 2017	10	0	214,380
Informal Reviews 2011	12	0	262,422
Land CAUV Detail TY 2018	1	0	1,106
Manufactured Homes PRCs	12	0	88,036
Property Record Cards 2005-2010 (RE)	272	0	1,506,159
RE 2018 Open Tax Duplicate	30	0	151,042
Real Estate FH 2018 Open SOC Com-Ind	1	0	593
Real Estate FH 2018 Open SOC Res-Agr	1	0	593
Real Estate FH 2018 Open SOC UTL	1	0	593
Real Estate FH 2018 Open SOC-ALL	1	0	593
TY 18 DTE-94 Final 11-16-18	1	0	75
TY 18 DTE94-Exempt Details 11-16-18	1	0	851
TY 2018 DTE 93 - Final 11-16-2018	1	0	148
TY 2018 Par Value 11-16-18	1	0	142
	356	2	2,339,351
Clerk of Courts			
Appeals Daily (AP-1)	2	1	24,344
Appeals Daily (eAP-1)	9	5	120,439
Civil Daily (CV-1)	19	12	295,821
Civil Daily (eCV-1)	95	0	1,304,738
Criminal Daily (CR-1)	11	9	148,705
Criminal Daily (eCR-1)	32	0	428,056
Domestic Daily (DR-1)	18	14	262,223
Domestic Daily (eDR-1)	32	16	428,657
Domestic Daily (Sealed)	1	1	11,325
Domestic Notices (DR-2)	4	3	41,808
Domestic Proof of Issuance	4	3	32,190
Grand Jury Subpoenas	1	1	3,050
Juvenile Blue Mailers, Waivers & H.N.	15	11	187,702
Juvenile Case Initiation Files (JU-2)	1	1	4,946

DOCUMENT IMAGING CENTER PRODUCTION REPORT

From 1/1/2019 Through 12/31/2019

Data Center/Agency Servers	Masters	Duplicates	Images
Juvenile Daily (eJU-1)	77	42	1,092,594
Juvenile Daily (JU-1)	29	20	389,942
Juvenile Daily (Sealed)	1	1	2,473
Juvenile Proof of Issuances	8	5	75,461
Juvenile Traffic Daily (JT-1)	1	1	9,611
Juvenile Traffic Notices & POI's (JT-2)	2	2	6,620
	362	148	4,870,705
Probate Court			
Adoption Records	5	0	40,206
General Records	51	0	437,764
Marriage Records	5	0	27,281
Marriage Records, 1803-1958	37	0	152,428
Mental Commitment Records	5	0	27,111
	103	0	684,790
Prosecutor			
PR-1 Criminal Case Add-Ons 1962-1969	1	0	6,078
PR-1 Criminal Case Add-Ons 1970-1979	3	0	33,230
PR-1 Criminal Case Add-Ons 1980-1989	32	0	469,785
	36	0	509,093
Recorder			
General Index	7	0	33,469
Official Records - Unredacted	106	0	1,384,121
	113	0	1,417,590
Roll Film 16mm Totals	970	150	9,821,529
Data Center/Agency Servers Totals	970	150	9,821,529

DOCUMENT IMAGING CENTER PRODUCTION REPORT

From 1/1/2019 Through 12/31/2019

Document Scanners	Masters	Duplicates	Images
Electronic			
Treasurer			
Return Mail Envelopes	0	0	3,977
	0	0	3,977
Electronic Totals	0	0	3,977
Roll Film 16mm			
Adult Probation			
Closed Case Files 2010 - 2017	41	0	622,482
	41	0	622,482
Auditor			
Annexation Files & Logs 2009-2017 (RE)	1	0	9,075
Columbus Weed & Waste Assess 1984-2004	1	0	1,131
Manf. Home Settlements 092-04, 07-13	8	0	39,883
Owner Occupied 2008-2016	3	0	43,209
RE Settlements 2009-2016	4	0	18,813
Settlements, 1983-1996, 2000-2017	3	0	47,657
Tax Budgets 2016-2017	4	0	13,893
Tax Rates 1984-2014	3	0	12,850
	27	0	186,511
Clerk of Courts			
Cert of Judgment & Special Dockets	12	0	68,199
General Division Judgment Books	29	0	166,859
	41	0	235,058
Commissioners			
2013 Commissioner Resolutions	3	0	22,813
Agendas & Minutes 2001-2010, 20113-2014	1	0	6,330
Enrollment and Eligibility Records	1	0	15,534
	5	0	44,677
Prosecutor			
PR-1 Criminal Cases 2006	64	0	1,035,408
PR-1 Criminal Cases 2007	32	0	504,493
PR-1 Juvenile Case Files 2013	23	0	362,369
	119	0	1,902,270

DOCUMENT IMAGING CENTER PRODUCTION REPORT

From 1/1/2019 Through 12/31/2019

Document Scanners	Masters	Duplicates	Images
Sheriff			
Detective Bureau Investigative 2016	9	0	126,671
Detective Investigative Cases 1987-2013	2	0	32,502
Employee Personnel Records 2016	2	0	18,726
Environmental Cases (Misc., 1998-2016)	1	0	16,179
	14	0	194,078
Roll Film 16mm Totals	247	0	3,185,076
Roll Film 35mm			
Columbus Metro Library			
Columbus Dispatch	8	8	10,072
	8	8	10,072
Ohio History Connection SHPO			
NADB Reports	273	0	397,170
	273	0	397,170
Roll Film 35mm Totals	281	8	407,242
Document Scanners Totals	528	8	3,596,295

DOCUMENT IMAGING CENTER PRODUCTION REPORT

From 1/1/2019 Through 12/31/2019

Indexing Stations	Images
Indexed Images	
Coroner	
Coroner Case Files 1960-1988	641,358
	641,358
Probate Court	
Marriage Records, 1803-1958	30,222
	30,222
Prosecutor	
PR-1 Criminal Cases 2006	900,588
PR-1 Criminal Cases 2007	971,090
PR-1 Juvenile Case Files 2013	691,730
	2,563,408
Indexed Images Totals	3,234,988
Microfiche Images	
Probate Court	
Marriage Records, 1803-1958	3,445
	3,445
Microfiche Images Totals	3,445
Indexing Stations Totals	3,238,433

DOCUMENT IMAGING CENTER PRODUCTION REPORT

From 1/1/2019 Through 12/31/2019

Microfilm Scanners	Images
Microfiche Images	
Coroner	
Coroner Case Files 1960-1988	134,496
Coroner X-Ray Scanning to Digital	3,314
	137,810
Ohio History Connection SHPO	
Slides to Elec Images	3,129
	3,129
Probate Court	
Case Files 017693-487401 to Elec Img	2,681,161
	2,681,161
Recorder	
Miscellaneous Reverse & Direct Indexes	2,172
	2,172
Microfiche Images Totals	2,824,272
Microfilm Scanners Totals	2,824,272

Expenditures & Revenue

DESCRIPTION	BUDGET TOTALS	EXPENDITURES
COTA Contributions	\$689.00	\$688.50
Data Processing Supplies	\$1,455.00	
Employee Benefit Contributions	(\$37,049.00)	(\$38,532.00)
Equipment Replacement Parts	\$19,500.00	\$435.60
Imaging Equipment	\$33,561.00	
IT Hardware	\$2,000.00	
IT Purchased Software	\$2,625.00	\$10,710.00
Maintenance & Repair Agreements	\$68,337.00	\$68,807.68
Medicare	\$9,758.00	\$10,088.10
Other Fringe Benefits	\$370,510.00	\$347,958.59
PERS Contributions	\$94,190.00	\$100,198.86
Photographic Materials & Supplies	\$47,628.00	\$34,175.80
Retroactive Adjustments		
Salaries and Wages	\$713,177.00	\$726,255.02 *
Sick Leave – Wellness Payouts	\$0.00	\$1,505.60
Sick Leave Term	\$0.00	\$7,618.40
Storage Facilities Rent/Lease	\$18,780.00	\$18,360.97
Travel Expenses – No Overnight	\$75.00	
Unemployment Compensation		
Vacation Termination		\$1,684.83
Voice Mail Services	\$500.00	\$429.00
Workers Compensation – Self Insurance Premiums	\$6,056.00	\$6,633.77
Totals	\$1,318,231.00	\$1,297,025.72
Total Revenue – Miscellaneous Revenues	\$0.00	(\$10,044.91)

- In July of 2019 the minimum wage of all county employees was increased to \$15

The 2019 DIC Staff

Nineteen professionals comprise the staff of the Document Imaging Center (DIC). 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 to the DIC through Robert Hinton, IT Director, and Zach Rairdon, Assistant Director, although they are not numbered among the nineteen DIC staff.

Debra Willaman, Director

Brian Endicott, Assistant Director

Michael Chatman

Reilly Mentel

Traci Crabtree

Chris Mills

Tyrone Culpepper

Jasmine Payne

Liljana Gajtanovska

JaQuan Ray

Mark Gentile

Jay Reyes

Borka Gjorevska

Lee Ryan*

Tana Harris

Shaun Scott

Nada Kuzevska

Eric Tebbe

Kevin Lyman

Twjuane Wood

*Retired