



FRANKLIN COUNTY DOCUMENT IMAGING CENTER

2020 Annual Report



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

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

4/5/2021

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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 Torrey Taylor

Recorder Representative Robert Hinton

Auditor Representative Gena Shelton

Commissioner Representative Dean Hindenlang

Treasurer Representative Tina Ferner

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."

The circumstances from COVID-19 underscored the importance of the work of the Document Imaging Center. County agencies had staff telecommuting, increasing the reliance on electronic records instead of paper or filmed images. Our ability to transfer filmed images to electronic images has significantly improved over the past three years. Over that span, the DIC converted more than 6.7 million images from film to electronic, dramatically improving access to records. This access was vital for telecommuting staff during 2020 and will continue to be crucial for ease of access to records in the future.

We are pleased to present the 2020 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 1/1/2020 Through 12/31/2020

Data Center/Agency Servers	Masters	Duplicates	Images
Roll Film 16mm Auditor			
Delinquent Tax Advertise MH	1	0	1,477
Manufactured Homes PRCs	0	0	88,036
Property Record Cards 2005-2010 (RE)	361	0	1,976,553
Property Record Cards 2011-2016 (RE)	318	0	3,480,488
Special Requests 2011-2018	7	0	69,358
	<u>687</u>	<u>0</u>	<u>5,615,912</u>
Clerk of Courts			
Appeals Daily (AP-1)	1	0	15,268
Appeals Daily (eAP-1)	7	0	100,785
Civil Daily (CV-1)	26	0	391,556
Civil Daily (eCV-1)	64	0	939,680
Civil Daily (Sealed)	6	0	87,013
Criminal Daily (CR-1)	8	0	120,428
Criminal Daily (eCR-1)	33	0	487,181
Domestic Daily (DR-1)	10	0	150,182
Domestic Daily (eDR-1)	28	0	415,065
Domestic Notices (DR-2)	3	0	24,036
Domestic Proof of Issuance	2	0	22,528
Grand Jury Subpoenas	1	0	2,598
Juvenile Blue Mailers, Waivers & H.N.	13	0	141,908
Juvenile Daily (eJU-1)	48	0	711,681
Juvenile Daily (JU-1)	17	0	251,537
Juvenile Proof of Issuances	9	0	120,813
Juvenile Traffic Notices & POI's (JT-2)	1	0	4,596
	<u>277</u>	<u>0</u>	<u>3,986,855</u>
Probate Court			
Adoption Records	5	0	43,020
General Records	43	0	385,641
Marriage Records	5	0	22,828
Mental Commitment Records	4	0	26,851
	<u>57</u>	<u>0</u>	<u>478,340</u>
Recorder			
General Index	4	0	20,017
Official Records - Unredacted	95	0	1,273,732
	<u>99</u>	<u>0</u>	<u>1,293,749</u>

DOCUMENT IMAGING CENTER PRODUCTION REPORT From 1/1/2020 Through 12/31/2020

Data Center/Agency Servers	Masters	Duplicates	Images
Roll Film 16mm Totals	1,120	0	11,374,856
Data Center/Agency Servers Totals	1,120	0	11,374,856

DOCUMENT IMAGING CENTER PRODUCTION REPORT

From 1/1/2020 Through 12/31/2020

Document Scanners	Masters	Duplicates	Images
Roll Film 16mm			
Adult Probation			
Closed Case Files 2010 - 2017	6	0	83,661
	<u>6</u>	<u>0</u>	<u>83,661</u>
Prosecutor			
PR-1 Criminal Cases 2007	31	0	466,717
PR-1 Criminal Cases 2008	21	0	312,437
	<u>52</u>	<u>0</u>	<u>779,154</u>
Sheriff			
Detective Bureau Case Files 2017	4	0	58,043
	<u>4</u>	<u>0</u>	<u>58,043</u>
Veterans Service Commission			
Veteran Case Files: Closed in 2015	8	0	131,737
	<u>8</u>	<u>0</u>	<u>131,737</u>
Roll Film 16mm Totals	70	0	1,052,595
Roll Film 35mm			
Columbus Metro Library			
Columbus Dispatch	11	0	14,859
	<u>11</u>	<u>0</u>	<u>14,859</u>
Ohio History Connection SHPO			
NADB Reports	61	0	89,666
	<u>61</u>	<u>0</u>	<u>89,666</u>
Roll Film 35mm Totals	72	0	104,525
Document Scanners Totals	142	0	1,157,120

DOCUMENT IMAGING CENTER PRODUCTION REPORT

From 1/1/2020 Through 12/31/2020

Indexing Stations

Images

Indexed Images

Coroner

Coroner Case Files 2011	30,147
Coroner Case Files 1960-1988	299,177
Coroner Case Files 2009	99,238
	<u>428,562</u>

Probate Court

Marriage Records, 1803-1958	56,677
	<u>56,677</u>

Prosecutor

PR-1 Criminal Cases 2007	337,840
PR-1 Criminal Cases 2008	611,754
	<u>949,594</u>

Recorder

Recorder Lease Books - Indexed	47,880
	<u>47,880</u>

Veterans Service Commission

Veteran Case Files: Closed in 2015	92,286
	<u>92,286</u>

Indexed Images Totals 1,574,999

Roll Film 16mm

Veterans Service Commission

Veteran Case Files: Closed in 2015	34,727
	<u>34,727</u>

Roll Film 16mm Totals 34,727

Indexing Stations Totals 1,609,726

DOCUMENT IMAGING CENTER PRODUCTION REPORT

From 1/1/2020 Through 12/31/2020

Microfilm Scanners	Images
Microfiche Images	
Coroner	
Coroner X-Ray Scanning to Digital	20,322
	<u>20,322</u>
Ohio History Connection SHPO	
Slides to Elec Images	10,972
	<u>10,972</u>
Probate Court	
Case Files 017693-487401 to Elec Img	984,635
	<u>984,635</u>
Recorder	
Recorder Lease Books - Rescan/Verify	47,359
	<u>47,359</u>
Microfiche Images Totals	1,063,288
Microfilm Scanners Totals	1,063,288

Expenditures & Revenue

DESCRIPTION	BUDGET TOTALS	EXPENDITURES
COTA Contributions	\$689.00	\$688.50
Employee Benefit Contributions	(\$37,232.00)	(\$40,872.00)
Equipment Replacement Parts	\$21,000.00	\$867.51
Imaging Equipment	\$11,187.00	
IT Capital Software	\$20,000.00	\$20,000.00
IT Hardware	\$3,455.00	
IT Software	\$6,188.00	\$4,305.00
Maintenance & Repair Agreements	\$90,000.00	\$61,839.64
Medicare	\$10,273.00	\$11,280.33
Memberships	\$200.00	
Other Fringe Benefits	\$366,339.00	\$361,035.60
PERS Contributions	\$99,146.00	\$111,851.44
Photographic Materials & Supplies	\$57,000.00	\$22,353.45
Retroactive Adjustments		
Salaries and Wages	\$803,667.00	\$802,837.56
Sick Leave – Wellness Payouts	\$0.00	\$3,682.88
Sick Leave Term	\$0.00	
Storage Facilities Rent/Lease	\$18,954.00	\$17,266.88
Travel Expenses – No Overnight	\$150.00	
Unemployment Compensation		
Vacation - Termination		
Voice Mail Services	\$515.00	\$312.00
Workers Compensation – Self Insurance Premiums	\$6,373	\$7,373.76
Totals	\$1,477,904	\$1,424,822.55
Total Revenue – Miscellaneous Revenues	\$0.00	(\$9,696.83)

The 2020 DIC Staff

Nineteen 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 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

Shaun Scott

Tana Harris

Eric Tebbe

Nada Kuzevska

Twjuane Wood

Kevin Lyman