



FRANKLIN COUNTY DOCUMENT IMAGING CENTER

2021 Annual Report



Recorder Daniel J. O'Connor, Jr.
Director Brian Endicott

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

4/4/2022

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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 Sharlene Chance

Recorder Representative Robert Hinton

Auditor Representative Gena Shelton

Commissioner Representative Brittany Razek

Treasurer Representative Tina Ferner

FRANKLIN COUNTY MICROFILMING BOARD

Microfilming Board

Authorized by Ohio Revised Code section 307.80 and established in 1985, the Microfilming Board is comprised of five elected county officials: Auditor, Clerk of Courts of Common Pleas, a County Commissioner, Treasurer, and Recorder (who serves as secretary). Section 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."

Introduction

Ohio Revised Code section 307.805 further 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." Daniel J. O'Connor, Jr., Franklin County Recorder and Administrator of the Document Imaging Center, and Brian Endicott, Director of the Center, are pleased to submit this 2021 annual report.

Overview

The Document Imaging Center ("DIC") is equipped to provide comprehensive document conversion services to county general fund agencies at no cost and to non-general fund agencies and other governmental entities at better than competitive costs. These services include preparing paper documents for scanning, converting paper records to electronic images and microfilm, digital images to microfilm, microfilm to digital images, film processing, electronic image indexing, and off-site archival storage.

Since being established in 1985, the DIC has converted more than 485 million images to digital images and/or microfilm and expects to hit the half-billion image conversions milestone in late 2022 or early 2023. The DIC added image indexing to its services in 2009, has since indexed nearly 49 million images, and will eclipse 50 million indexed images this year. These milestones reflect the DIC's dedication to preserving county records, reducing storage costs, and improving record access.

The DIC continues to evolve and adapt to changes in technology and the needs of its client agencies. Services have expanded to include scanning x-ray film and importing photographs from compact discs for the County Coroner and digitizing slide film for the State Historic Preservation office at the Ohio History Connection. An ability to respond to a client's unique records preservation needs continues to be a priority for the DIC.

Highlights for 2021 include completing digitization of approximately 35,000 fiche for the Probate Court improving access to nearly 8 million total images of general records. By completing this project, the Probate Court's general records are now available digitally dating back to the mid-1960s. The DIC has also been supporting the County Coroner's recent move to a new facility by updating the agency's records preservation. To date, these projects have totaled more than a half-million image conversions for the Coroner.

The DIC staff also continued to adapt to the ongoing COVID-19 pandemic without reducing services to client agencies. The DIC evolved into a hybrid approach to production where on-site staff continued operating production equipment and teleworking staff were tasked with electronic image indexing and image corrections. The DIC anticipates continuing this configuration as workflow and production needs allow.

There were staffing changes in the DIC in 2021 as three employees with a combined 75-years of experience retired from public service. Retiring staff were Nada Kuzevska (30 years), Borka Gjorveska (25 years) and Director Debra Willaman (20 years with the county, 9 years in the DIC). These dedicated public servants were hard to replace, but the Recorder's office is confident new staff members will bring both a fresh perspective and an equal dedication to preserving and safeguarding the county's important records.

Looking forward to 2022, the DIC is beginning a major project of converting several thousand microfiche into electronic images for the Clerk of Courts of Common Pleas as part of a transition into a new case management system. The DIC is also expanding services to other central Ohio counties for microfilming needs by converting digital images to film.

The DIC is pleased to present the 2021 Document Imaging Center Annual Report on behalf of the Franklin County Microfilming Board. The DIC thanks the Microfilming Board and the Board of Commissioners for continued support for the preservation of the public's important records.

Respectfully Submitted,



Recorder Daniel J. O'Connor, Jr. Administrator



Brian Endicott, Director

DOCUMENT IMAGING CENTER PRODUCTION REPORT From 1/1/2021 Through 12/31/2021

Data Center/Agency Servers	Masters	Images
Roll Film 16mm		
Auditor		
Conveyance Fees 2018-2020	17	175,385
	<u>17</u>	<u>175,385</u>
Clerk of Courts		
Appeals Daily (AP-1)	1	12,660
Appeals Daily (eAP-1)	6	87,385
Civil Daily (CV-1)	16	229,542
Civil Daily (eCV-1)	65	758,081
Civil Daily (Sealed)	3	40,651
Criminal Daily (CR-1)	6	92,174
Criminal Daily (eCR-1)	33	388,927
Domestic Daily (DR-1)	12	173,907
Domestic Daily (eDR-1)	40	478,653
Domestic Daily (Sealed)	1	10,925
Domestic Proof of Issuance	3	42,251
Grand Jury Subpoenas	1	1,333
Juvenile Blue Mailers, Waivers & H.N.	1	4,238
Juvenile Case Initiation Files (JU-2)	1	12,297
Juvenile Daily (eJU-1)	77	935,348
Juvenile Daily (JU-1)	19	283,371
Juvenile Proof of Issuances	8	118,071
Juvenile Traffic Daily (JT-1)	1	12,626
Juvenile Traffic Notices & POI's (JT-2)	1	1,996
	<u>295</u>	<u>3,684,436</u>
Probate Court		
Adoption Records	6	35,797
Confidential File Room Records	2	325
General Records	19	181,964
Marriage Records	5	23,887
Mental Commitment Records	4	24,703
	<u>36</u>	<u>266,676</u>
Prosecutor		
PR-1 Criminal Case Add-Ons 1990-1999	157	1,906,547
	<u>157</u>	<u>1,906,547</u>

Data Center/Agency Servers	Masters	Images
Recorder		
General Index	7	32,541
Official Records - Unredacted	89	986,503
	<u>99</u>	<u>1,021,654</u>
Roll Film 16mm Totals	604	7,054,698
Data Center/Agency Servers Totals	604	7,054,698

Document Scanners	Masters	Images
Roll Film 16mm		
ADAMH		
Board Meeting Minutes & Agendas	4	43,134
	<u>4</u>	<u>43,134</u>
Commissioners		
Commissioner Resolutions 2011, 2014, 2015	4	59,831
	<u>4</u>	<u>59,831</u>
Coroner		
Coroner Case Files 1999	2	22,368
Coroner Case Files 2008	5	49,589
Coroner Case Files 2011	5	45,770
Coroner Misc Case Files 2009	1	7,120
	<u>13</u>	<u>124,847</u>
Prosecutor		
PR-1 Criminal Cases 2008	34	529,555
PR-1 Juvenile Cases 2014	22	321,975
	<u>56</u>	<u>851,530</u>
Sheriff		
Detective Bureau Case Files 2018	8	113,423
Sheriff Personnel Records 2017	2	21,508
SIU Case Files 2017	4	37,213
	<u>14</u>	<u>172,144</u>
Roll Film 16mm Totals	91	1,251,486
Roll Film 16mm and Electronic		
Adult Probation		
Closed Case Files 2010- 2017	14	217,739
	<u>14</u>	<u>217,739</u>
Auditor		
Penalty Remissions CY 2018-2020	4	58,685
	<u>4</u>	<u>58,685</u>
Roll Film 16mm and Electronic Totals	18	276,424

Document Scanners	Masters	Images
Columbus Metro Library		
Columbus Dispatch	28	33,157
Franklinton News	4	4,923
	<hr/>	
	32	38,080
Roll Film 35mm Totals	32	38,080
Document Scanners Totals	141	1,565,990

Indexing Stations	Images
Indexed	
Images	
Coroner	
Autopsy Photos 1974-2018	1,609
Coroner Case Files 1999	59,150
Coroner X-Ray Scanning to Digital	23,730
Out-Of-County Cases 1997-2011	1,342
	85,831
Probate Court	
Marriage Records, 1803-1958	29,541
	29,541
Prosecutor	
PR-1 Criminal Cases 2008	689,655
PR-1 Criminal Cases 2009	290,946
PR-1 Juvenile Cases 2014	314,102
	1,294,703
Recorder	
Recorder Lease Books - Indexed	24,589
	24,589
Indexed Images Totals	1,434,664
Indexing Stations Totals	1,434,664

Microfilm Scanners

Images

Microfiche Images	
Coroner	
Coroner Autopsy Photos 1974-2018	367,065
Coroner X-Ray Scanning to Digital	15,586
	<hr/>
	382,651
Ohio History Connection SHPO	
Slides to Elec Images	12,502
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	12,502
Probate Court	
Adoption Records, 1956-1994	717,861
Case Files 017693-487401 to Elec Img	154,360
	<hr/>
	872,221
Recorder	
Recorder Lease Books - Rescan/Verify	117,719
Recorder Partnerships 1851-1980	59,492
	<hr/>
	177,211
Microfiche Images Totals	1,444,585
Microfilm Scanners Totals	1,444,585

Agency	Boxes prepared	Time spent prepping (in hours)
Adult Probation Department	93	364.25
County Auditor	11	190.75
County Coroner	35.5	399.5
County Prosecutor	553.5	3858.5
County Sheriff	48	454
Totals:	741	5,267.0

Expenditures & Revenue

DESCRIPTION	BUDGET TOTALS	EXPENDITURES
COTA Contributions	\$689.00	
Employee Benefit Contributions	(\$41,745.00)	(\$39,522.00)
Equipment Replacement Parts	\$19,500.00	\$519.95
Imaging Equipment	\$22,371.00	
IT Capital Hardware	\$11,000.00	\$9,850.38
IT & UCC Parts & Supplies	\$1352.00	
IT Software	\$14,085.00	\$4,350.00
IT & UCC Maintenance & Repair Agreements	\$90,000.00	\$66,153.00
Medicare	\$10,564.00	\$11,206.15
Memberships	\$200.00	
Other Fringe Benefits	\$385,057.00	\$359,120.04
PERS Contributions	\$101,979.00	\$103,841.02
Photographic Materials & Supplies	\$52,000.00	\$21,620.06
Retroactive Adjustments		
Salaries and Wages	\$788,245.00	\$757,123.22
Sick Leave – Wellness Payouts	\$0.00	\$3,171.12
Sick Leave Term	\$0.00	\$10,129.91
Storage Facilities Rent/Lease	\$18,500.00	\$17,624.20
Travel Expenses – No Overnight	\$100.00	
Unemployment Compensation		
Vacation - Termination		\$27,208.18
Voice Mail Services	\$343.00	\$260.00
Workers Compensation – Self Insurance Premiums	\$6,555	\$7,317.51
Totals	\$1,480,795.00	\$1,359,972.74
Total Revenue – Miscellaneous Revenues	\$0.00	(\$7,484.37)

The 2021 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.

Brian Endicott, Director

Jennifer Lynsky

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

*Debra Willaman, Former Director**

**Retired during 2021*