



FRANKLIN
COUNTY DOCUMENT
IMAGING CENTER
2024 Annual Report



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

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

4/01/2025

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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 Nate Shipman
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 2024 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.


The DIC’s 2024 annual production includes over 21 million image conversions, marking the first time the Center has surpassed 20 million conversions. A production highlight was continuing our process of digitization of old microfiche for the Clerk of Common Pleas Court, which totaled over 5.7 million images converted from film to digital and indexed into Intellevue.

The DIC is pleased to present the 2024 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 1/1/2024 Through 12/31/2024

Data Center/Agency Servers	Masters	Duplicates	Images
Roll Film 16mm			
Auditor			
Property Record Cards 2018-2021	74	0	245,738
Property Record Cards 2020-2021	2	0	7,135
RE Special Requests 2019-2020	2	0	5,266
	<u>78</u>	<u>0</u>	<u>258,139</u>
Clerk of Courts			
Civil Daily (CV-1)	44	0	416,285
Civil Daily (eCV-1)	126	0	1,235,753
Civil Daily (Sealed)	10	0	117,334
Criminal Daily (CR-1)	9	0	124,016
Criminal Daily (eCR-1)	35	0	483,630
Domestic Daily (DR-1)	12	0	179,531
Domestic Daily (eDR-1)	32	0	443,893
Domestic Daily (Sealed)	1	0	2,190
Domestic Proof of Issuance	3	0	44,534
Grand Jury Subpoenas	1	0	1,298
Juvenile Blue Mailers, Waivers & H.N.	2	0	4,384
Juvenile Case Initiation Files (JU-2)	1	0	2,454
Juvenile Daily (eJU-1)	53	0	734,946
Juvenile Daily (JU-1)	19	0	307,170
Juvenile Daily (Sealed)	4	0	55,475
Juvenile Proof of Issuances	8	0	96,221
	<u>360</u>	<u>0</u>	<u>4,249,114</u>
Coroner			
Coroner Autopsy Photos 1974-2018	42	0	339,653
	<u>42</u>	<u>0</u>	<u>339,653</u>
Darke County Scanning & Microfilm			
Darke County Records - Batch 2	22	0	58,136
	<u>22</u>	<u>0</u>	<u>58,136</u>

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Data Center/Agency Servers	Masters	Duplicates	Images
Licking County Records & Archives			
Licking County - Batch 8	19	0	60,090
Licking County 2024 Batch 1	40	0	119,084
Licking County 2024 Batch 2	30	0	88,228
Licking County 2024 Batch 3	21	0	62,527
	<u>110</u>	<u>0</u>	<u>329,929</u>
Mahoning County			
Mahoning County – Batch 2	157	0	1,713,643
Mahoning County – Batch 3	67	0	659,761
Mahoning County – Batch 4	102	0	999,249
	<u>326</u>	<u>0</u>	<u>3,372,653</u>
Probate Court			
Adoption Records	3	0	29,048
Adoption Records, 1956-1994	101	0	507,450
Confidential File Room Records	1	0	108
General Records	24	0	235,781
Marriage Records	3	0	18,995
Mental Commitment Records	1	0	6,727
	<u>133</u>	<u>0</u>	<u>798,109</u>
Recorder			
General Index	4	0	14,072
Official Records - Unredacted	41	0	430,762
	<u>45</u>	<u>0</u>	<u>444,834</u>
Roll Film 16mm Totals	1,116	0	9,850,567

Data Center/Agency Servers	Masters	Duplicates	Images
Roll Film 35mm			
Recorder			
Condominium Plats	2	0	590
Roll Film 35mm Totals	2	0	590
Data Center/Agency Servers Totals	1,118	0	9,851,157

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Document Scanners	Masters	Duplicates	Images
Roll Film 16mm			
Adult Probation			
Closed Case Files 2010 – 2017	35	0	376,565
	<u>35</u>	<u>0</u>	<u>376,565</u>
Auditor			
2023 23A Remission Apps, 21-22 MISC	4	0	38,902
Expired Tax Abatement Apps 2000-2017	3	0	27,614
	<u>7</u>	<u>0</u>	<u>66,516</u>
Guardianship Service Board			
GSB Closed Case Files 2016-2018	1	0	8,414
	<u>1</u>	<u>0</u>	<u>8,414</u>
Prosecutor			
PR-1 Criminal Cases 2012	38	0	595,681
PR-1 Criminal Cases 2013	48	0	757,348
PR-1 Criminal Cases 2014	45	0	672,218
PR-1 Juvenile Cases 2017	27	0	282,649
	<u>158</u>	<u>0</u>	<u>2,307,896</u>
Sheriff			
Employee Personnel Records 2020-2021	6	0	55,831
Detective Bureau Case Files 2021	6	0	51,361
Special Investigation Case Files 2021	1	0	8,991
	<u>13</u>	<u>0</u>	<u>116,183</u>
Veterans Service Commission			
Closed Client Service Files	14	0	139,311
	<u>14</u>	<u>0</u>	<u>139,311</u>
Roll Film 16mm Totals	228	0	3,014,885
Roll Film 35mm			
Columbus Metro Library			
Columbus Dispatch	11	0	16,046
Daily Reporter	14	0	22,901
	<u>25</u>	<u>0</u>	<u>38,947</u>
Roll Film 35mm Totals	25	0	38,947
Document Scanners Totals	253	0	3,053,832

Indexing Stations	Images
Indexed Images	
Clerk of Courts	
Civil Division Fiche Cards	5,249,369
	<u>5,249,369</u>
Probate Court	
Marriage Records, 1803-1958	32,861
	<u>32,861</u>
Prosecutor	
PR-1 Criminal Cases 2012	486,514
PR-1 Criminal Cases 2013	848,165
PR-1 Criminal Cases 2014	739,788
PR-1 Juvenile Case Files 2017	230,313
	<u>2,304,780</u>
Veterans Service Commission	
Closed Client Service Files	174,782
	<u>174,782</u>
Indexed Images Totals	7,761,792
Indexing Stations Totals	7,761,792

Microfilm Scanners	Images
Microfiche Images	
Clerk of Courts	
Civil Division Fiche Cards	<u>5,722,509</u>
	5,722,509
Probate Court	
General Index 1984-1994	<u>5,182</u>
	5,182
Recorder	
RCDR Official Records 1980-1997	<u>2,696,220</u>
	2,696,220
Microfiche Images Totals	8,423,911
Microfilm Scanners Totals	8,423,911

Agency	Boxes Prepared	Prepping Hours
Adult Probation	68.0	420.75
Auditor	12.5	92.5
Prosecutor	996	5,115.5
Sheriff	40.5	283.5
Veterans' Service Commission	57.5	420.0
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	1,174.5	6,332.25

Expenditures & Revenue

DESCRIPTION	BUDGET TOTALS	EXPENDITURES
Miscellaneous Revenues	(\$7,800.00)	(\$10,832.11)
Salaries and Wages	\$934,619.00	\$897,530.42
Sick Leave – Term	\$0	\$0
Sick Leave – Wellness Payout	\$0	\$4,177.92
Vacation – Term	\$0	\$1,346.29
PERS Contributions	\$122,071.00	\$122,700.32
Medicare	\$12,643.00	\$12,830.01
COTA Contributions	\$689.00	\$0
Other Fringe Benefits	\$475,231.00	\$378,887.00
Employee Benefit Contributions	(\$44,844.00)	(\$38,592.00)
Workers Compensation – Self Insurance Premiums	\$7,848.00	\$8,294.14
Unemployment Compensation	\$0	\$0
Courier Delivery Services	\$0	\$0
Memberships	\$248.00	\$225.00
Voice Mail Services	\$0	\$0.00
Travel Expenses – No Overnight	\$210.00	\$18.09
Training	\$0	\$0
Storage Facility Rent/Lease	\$23,000.00	\$16,761.69
IT Software Subscription/Maintenance	\$8,025.00	\$7,518.00
IT & UCC Maintenance & Repair Agreements	\$86,295.00	\$70,727.00
Photographic Materials & Supplies	\$45,021.00	\$43,842.00
Equipment Replacement Parts	\$3,400.00	\$1,423.47
IT Computer Stations <\$5,000	\$0	\$1,800.00
IT Capital Hardware	\$50,000.00	\$0
Totals	\$1,716,656.00	\$1,518,657.24

The 2024 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 eighteen DIC staff.

Brian Endicott, DIC Director

Michael Fabiano, DIC Coordinator

Traci Crabtree, DIC Supervisor

*Ta'Nyah Burbage**

Sean Boley

Michael Chatman

Mars Corvidae

Mark Gentile

Tana Harris

Jennifer Jenkins

Kevin Lyman

Jennifer Lynsky

Chris Mills

Filip Nikolovski

*Logan Moffett**

Jay Reyes

Janet Roback

*Jay Sandlin***

Shaun Scott

Twjuane Wood

**New employee during 2024*

***Separated during 2024*