



FRANKLIN COUNTY DOCUMENT IMAGING CENTER

2025 Annual Report



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

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

4/6/2026

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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 §307.80 and established in 1985, the Microfilming board is comprised of five elected county officials: the Auditor, Clerk of Courts of Common Pleas, a County Commissioner, Treasurer, and Recorder (who serves as Secretary). ORC §307.80 further states: “After the initial meeting of the county microfilming board, no county office shall purchase, or contract for the use of any microfilming or other image processing equipment, software, or services, without prior approval of the board.”

Introduction

ORC §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 2025 Annual Report.

Overview

The Document Imaging Center (“DIC”) provides comprehensive document conversion and preservation services to county general fund agencies at no cost and to non-general fund agencies and other governmental entities at rates below competitive market costs. These services include document preparation, conversion of paper records to electronic images, digital-to-microfilm and microfilm-to-digital conversion, film processing, electronic image indexing, and off-site archival storage.

In 2025, the DIC replaced an aging Kodak i5200 scanner with a new InoTec SCANmax+ production scanner. The Kodak unit, while having provided many years of reliable service, had reached the end of its practical lifecycle, with replacement parts and maintenance support becoming increasingly limited as Kodak has shifted away from the document imaging market. The new InoTec scanner delivers significant improvements in image quality, processing speed, and other operational efficiency, allowing the DIC to scan a higher volume of documents per hour while producing enhanced image quality. In addition, its modern software platform provides advanced processing and quality control capabilities, supporting the Center’s continued transition toward high-quality digital preservation.

In February 2025, the DIC was notified by Fujifilm, the last domestic manufacturer of microfilm, of its intent to cease production of microfilm by December 2025. This development introduces significant uncertainty to the long-term viability of microfilm as a primary records preservation medium. While limited options may remain through international suppliers, anticipated costs are expected to be prohibitive for sustained operational use. As a result, this change establishes a clear trajectory toward expanded digital preservation strategies, including secure, cloud-based records storage. The DIC is actively evaluating vendors and solutions to support a full transition to cloud-based preservation, with a target implementation timeframe in 2027. The DIC has worked extensively with the Ohio County Archivists and Records Managers Association (“CARMA”) and industry partners to ensure alignment with emerging best practices and standards.

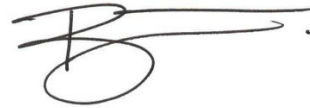
From a production standpoint, the DIC completed 20.2 million record conversions, indexed a record 8.2 million images, and prepared more than 1,300 boxes of paper documents for scanning. Project highlights include completion of the digitization of 50 years of Probate adoption records, as well as nearing completion of digitization of Clerk of Courts case files from the 1990s – a project that has been in progress for more than four years.

The DIC is pleased to present the 2025 Document Imaging Center Annual Report on behalf of the Franklin County Microfilming Board. The DIC thanks the Microfilming Board and the Board of County 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 1/1/2025 Through 12/31/2025

Data Center/Agency Servers	Masters	Duplicates	Images
Roll Film 16mm			
Auditor			
BORs 2010-2016	116	0	1,211,784
Splits & Combinations TY 2021-2022	2	0	15,792
	<u>118</u>	<u>0</u>	<u>1,227,576</u>
Clerk of Courts			
Civil Daily (CV-1)	41	0	360,807
Civil Daily (eCV-1)	126	0	1,230,829
Civil Daily (Sealed)	11	0	120,625
Criminal Daily (CR-1)	8	0	132,882
Criminal Daily (eCR-1)	30	0	433,921
Domestic Daily (DR-1)	13	0	217,726
Domestic Daily (eDR-1)	32	0	465,701
Domestic Proof of Issuance	1	0	16,350
Grand Jury Subpoenas	1	0	1,102
Juvenile Blue Mailers, Waivers & H.N.	1	0	1,618
Juvenile Daily (eJU-1)	54	0	775,414
Juvenile Daily (JU-1)	17	0	289,349
Juvenile Daily (Sealed)	5	0	73,070
Juvenile Proof of Issuances	3	0	47,784
	<u>343</u>	<u>0</u>	<u>4,167,178</u>
Licking County Records & Archives			
Licking County – 2024 Batch 4	15	0	45,736
Licking County – 2025 Batch 1	50	0	216,608
Licking County – 2025 Batch 2	44	0	178,445
Licking County – 2025 Batch 3	24	0	77,393
	<u>133</u>	<u>0</u>	<u>518,182</u>
Mahoning County			
Mahoning County – Batch 4	5	0	42,185
Mahoning County – Batch 5	54	0	548,671
	<u>59</u>	<u>0</u>	<u>590,856</u>

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Data Center/Agency Servers	Masters	Duplicates	Images
Probate Court			
Adoption Records	4	0	25,313
Adoption Records, 1956-1994	85	0	328,999
Confidential File Room Records	2	0	168
General Records	40	0	429,905
Marriage Records	3	0	19,440
Mental Commitment Records	1	0	11,740
	<u>135</u>	<u>0</u>	<u>815,565</u>
Recorder			
General Index	4	0	16,736
Official Records – Unredacted	127	0	1,422,364
	<u>131</u>	<u>0</u>	<u>1,439,100</u>
Sheriff			
Detective Bureau Cases Files 2022	4	0	34,901
	<u>4</u>	<u>0</u>	<u>34,901</u>
Roll Film 16mm Totals	923	0	8,793,358
Roll Film 35mm			
Recorder			
Condominium Plats	6	0	3,257
	<u>6</u>	<u>0</u>	<u>3,257</u>
Roll Film 35mm Totals	6	0	3,257
Data Center/Agency Servers Totals	929	0	8,796,615

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Document Scanners	Masters	Duplicates	Images
Roll Film 16mm			
Adult Probation			
Adult Probation Case Files 2018-2020	12	0	114,625
Closed Case Files 2010-2017	17	0	166,081
	<u>29</u>	<u>0</u>	<u>280,706</u>
Auditor			
2023 23A Remission Apps, 21-22 MISC	2	0	12,395
Auditor Conveyance Forms CY 2023	3	0	46,310
Condos & Plats – PB 83 & 84 TY 2021-2022	1	0	8,794
MISC Yrs. – Budget & Settlement Docs	8	0	41,837
Statement of Conveyance Fee 2010-2024	10	0	97,614
	<u>24</u>	<u>0</u>	<u>206,950</u>
Clerk of Courts			
Juvenile Division Fiche Cards	0	0	338,506
	<u>0</u>	<u>0</u>	<u>338,506</u>
Guardianship Service Board			
GSB Closed Case Files 2016-2018	1	0	4,891
	<u>1</u>	<u>0</u>	<u>4,891</u>
Prosecutor			
PR-1 Criminal Case Files 2014	5	0	69,891
PR-1 Criminal Case Files 2015	38	0	610,287
PR-1 Criminal Case Files 2016	39	0	603,515
PR-1 Criminal Case Files 2017	23	0	375,339
PR-1 Criminal Case Files 2020-2022	17	0	163,902
PR-1 Criminal Case Files 2018	29	0	562,453
	<u>151</u>	<u>0</u>	<u>2,385,387</u>
Recorder			
Official Records – Unredacted	8	0	83,661
	<u>8</u>	<u>0</u>	<u>83,661</u>
Sheriff			
2022 Personnel Files	4	0	36,850
Facility Sec. & Comm Training 2014-2023	3	0	13,424
	<u>7</u>	<u>0</u>	<u>50,274</u>

Document Scanners	Masters	Duplicates	Images
Roll Film 16mm Totals	220	0	3,350,375
Roll Film 35mm			
Columbus Metro Library			
Columbus Dispatch	9	0	13,491
	<u>9</u>	<u>0</u>	<u>13,491</u>
Roll Film 35mm Totals	9	0	13,491
Document Scanners Totals	229	0	3,363,866

Indexing Stations	Images
Indexed Images	
Clerk of Courts	
Civil Division Fiche Cards	641,069
Juvenile Division Fiche Cards	5,467,524
	<u>6,108,593</u>
Prosecutor	
PR-1 Criminal Case Files 2015	605,423
PR-1 Criminal Case Files 2016	516,263
PR-1 Criminal Case Files 2017	506,954
PR-1 Criminal Case Files 2020-2022	155,406
PR-1 Juvenile Case Files 2018	226,511
	<u>2,010,557</u>
Indexed Images Totals	8,119,150
Roll Film 16mm	
Mahoning County	
Mahoning County Batch 6	86,923
	<u>86,923</u>
Roll Film 16mm Totals	86,923
Indexed Stations Totals	8,206,073

Microfilm Scanners	Images
Indexed Images	
Clerk of Courts	
Juvenile Division Fiche Cards	<u>304,597</u>
	304,597
Indexed Images Totals	304,597
Microfiche Images	
Clerk of Courts	
Civil Division Fiche Cards	839,967
Juvenile Division Fiche Cards	<u>5,700,935</u>
	6,540,902
Probate Court	
Mental Health Fiche	<u>11,508</u>
	11,508
Recorder	
RCDR Official Records 1980-1997	<u>1,112,046</u>
	1,112,046
Microfiche Images Totals	7,664,456
Microfilm Scanners Totals	7,969,053

Agency	Boxes Prepared	Prepping Hours
APD	123	577.75
Auditor	28	246.25
Clerk of Courts	0	0
Columbus Metropolitan Library	0	0
Comm	0	0
Coroner	4	24
Probate	0	0
Prosecutor	1084	5939.25
Public Health	37.5	281.5
Recorder	0	0
Sheriff	33	180.75
Veterans	0	0
Guardianship	0	0
	<hr/> 1,309.50	<hr/> 7,249.50

Expenditures & Revenue

DESCRIPTION	BUDGET TOTALS	EXPENDITURES
Jury Duty – Reimbursements	\$0	\$0
Miscellaneous Revenues	(\$6,000.00)	(\$8,328.93)
Salaries and Wages	\$978,800.00	\$973,297.42
Sick Leave – Term	\$0	\$0
Sick Leave – Wellness Payout	\$0	\$4,326.72
Vacation – Term	\$0	\$0
PERS Contributions	\$126,082.00	\$132,219.18
Medicare	\$13,058.00	\$13,866.91
COTA Contributions	\$689.00	\$0
Other Fringe Benefits	\$460,302.00	\$377,835.00
Employee Benefit Contributions	(\$43,442.00)	(\$38,592.00)
Workers Compensation – Self Insurance Premiums	\$8,106.00	\$8,965.18
Unemployment Compensation	\$0	\$0
Courier Delivery Services	\$2,710.00	\$450.00
Memberships	\$248.00	\$225.00
Voice Mail Services	\$0	\$0
Travel Expenses – No Overnight	\$210.00	\$0
Training	\$0	\$3,400.00
Storage Facility Rent/Lease	\$22,000.00	\$18,785.18
IT Software Subscription/Maintenance	\$8,481.00	\$5,932.00
IT & UCC Maintenance & Repair Agreements	\$114,629.00	\$96,464.90
Photographic Materials & Supplies	\$51,000.00	\$73,426.26
Equipment Replacement Parts	\$0	\$0
IT Capital Hardware	\$88,135.00	\$37,441.00
Totals	\$1,825,008.00	\$1,699,713.82

The 2025 DIC Staff

Eighteen 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

Sean Boley

Ta'Nyah Burbage

Michael Chatman

Mars Corvidae

Mark Gentile

Tana Harris

Jennifer Jenkins

Kevin Lyman

Jennifer Lynsky

Chris Mills

Filip Nikolovski

Jay Reyes

Janet Roback

Shaun Scott

Twjuane Wood