



2012

FRANKLIN COUNTY DOCUMENT IMAGING CENTER

Annual Report

Recorder Terry J. Brown

Director Debra Willaman

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

April 1, 2013

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Clerk of Courts Maryellen O'Shaughnessy, Vice-Chair

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Recorder Representative Brian E. Shinn

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Auditor Representative Gary Woodward

Introduction

Recorder Terry J. Brown, Administrator of the Franklin County Document Imaging Center and the Document Imaging Center staff are pleased to submit the 2012 Operations Report in accordance with Ohio Revised Code Section 307.805. This Section requires that “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.”

Overview

The Document Imaging Center provides format conversion of images from electronic, microfilm, or paper sources, and offers indexing services on those images as requested. General Fund agencies are not billed for services or supplies provided by the Center.

Production data are classified as images produced from electronic, microfilm or paper sources. Electronic images are downloaded to microfilm from files received from various agencies, via the County network. Microfilm images are scanned from archival microfilm to create electronic images. Paper images are scanned and converted to microfilm, electronic images, or both. Production microfilm duplicates are itemized with their respective records. Duplicates of existing microfilm are classified as Duplicates Only. Electronic images and duplicate microfilm are sent to originating agencies while most microfilm masters are stored off-site in a secure, climate-controlled vault.

The Document Imaging Center

The Document Imaging Center provides a full line of document imaging services for Franklin County agencies and other entities. Below are some advantages of these services.

- Cost and space savings are significant when stored paper images are converted to digital and/or microfilm images.
- Microfilm is an excellent value for the long-term security provided for County records requiring extended or permanent retention periods.
- Electronic images downloaded to microfilm reduce the need for costly image migrations due to changing programs or software. Without microfilm, it will likely be necessary to update record formats indefinitely. Image stability could be compromised with each potential upgrade.
- Old microfilm records are digitized and indexed to allow for easier and broader electronic retrieval and to provide a way to redact personal data from microfilm records. Additionally, due to the increased use of digital records, the need for microfilm readers and reader printers is reduced, lowering maintenance and supply costs.

DOCUMENT IMAGING CENTER

- Electronic document indexing, used in conjunction with the County's Intellivue system, allows for in-house indexing. The Center excels in providing this service with accuracy and speed.
- Two new high-speed scanners were purchased in November 2012.

Summary

An overarching goal of the Center is to provide document format conversion and storage for all Franklin County agencies and other government entities, thus ensuring archival integrity in a cost-efficient and revenue-enhancing manner. The Center's services allow agencies to preserve and retrieve public documents, reduce space requirements for records storage, and remove private data from public microfilm documents.

- 2012 continued the trend of increased requests for paper scanning, likely due to the dual concerns of digital access and the reduction of storage costs.
- More than 29.5 million images were created from those submitted for conversion, nearly a 27% increase over 2011. Nearly 10 million images were indexed, representing a 260% increase over 2011.
- The Document Imaging Center is well positioned to serve agencies' ongoing and upcoming needs for electronic document access while helping to reduce costs.

The Document Imaging Center thanks the Microfilming Board and the Board of Commissioners for their continuing support of this vital service. Our dedicated production staff deserves recognition as well for their commitment to quality production. The Center is pleased to continue its work addressing the County's records management needs.

Respectfully Submitted,

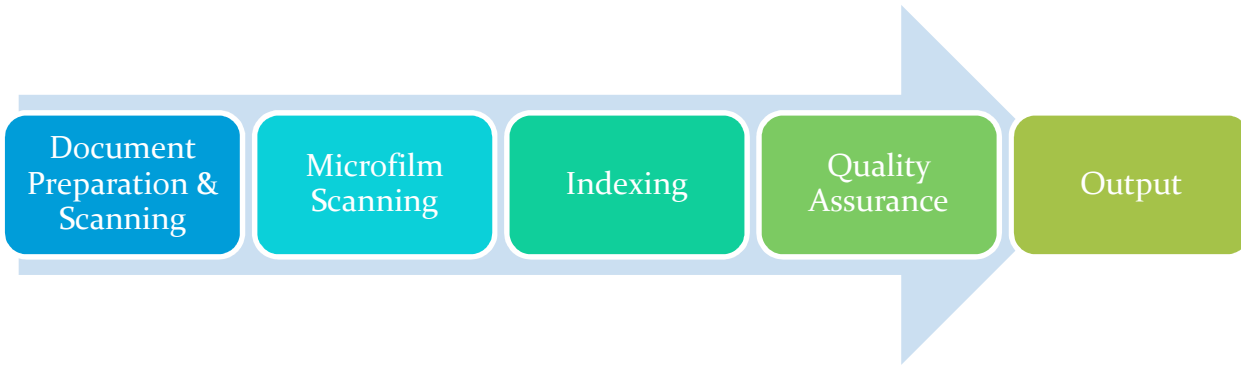


Recorder Terry J. Brown, Administrator



Debra Willaman, Director

DOCUMENT IMAGING CENTER TEAM



Administration

Debra Willaman, Imaging Center Director

Brian Endicott, Imaging Center Supervisor

Emily Simak, Administrative Assistant

Document Scanning

Mark Gentile, History Production Specialist, 1 year

Mark works in the history department, doing document preparation and scanning. He is proud of his efforts to help the Center become more efficient and to improve the agency. Mark looks forward to completing cross-training in other areas of the Center.

Chris Mills, History Production Specialist, 1 year

Chris works with document preparation and scanning. He has been able to learn new skills quickly, and looks forward to cross-training to further those skills.

Borka Gjorevska, History Production Specialist, 12 years

Borka does the scanning and prepping of documents for scanning. She has been instrumental in the training of new staff, as well as performed quality assurance on a recent mortgage project. Borka is proud of the years that she has committed to working in the Center and takes pride in the work that she does every day.

Microfilm Scanning

Liljana Gajtanovska, History Production Specialist, 10 years

Liljana scans and transfers microfiche to different storage formats and drives. She has been working on a Clerk of Courts project since July of 2008. With her last project, Liljana was able to complete over 150 microfiche per day.

Patricia Massie, Microfilm Scanning Technician, 9 years

Pat digitizes microfiche and roll film from different county and state agencies. She uses specialized software to adjust image properties such as brightness, contrast, frame size, and gamma to improve the quality of poor images. Pat recently was instrumental in securing a contract with the Ohio Attorney General's Office.

DOCUMENT IMAGING CENTER TEAM

Special Projects

Nada Kuzevska, Daily/History Production Specialist, 22 years

Nada digitizes documents into accessible formats for use by the public and other Franklin County agencies. She is proud of her ability to handle her increased workload in the past year. Nada enjoys the Center work environment and being supportive to her coworkers.

Indexing

Heather Gayheart, Electronic Document Imaging Specialist, 5 years

Heather focuses on data entry and quality control. In the past year, Heather has been able to increase her daily data entry amounts exponentially. Her knowledge of document scanning and preparation and the COM/microfiche room is an asset to the Center.

Gene Hinterscheid, Electronic Document Indexing Specialist, 28 years

Gene works on quality control in data entry, image transfer, and tracks production with a self-designed Excel spreadsheet. Gene enjoys utilizing his many years of experience to contribute to a productive, efficient, and pleasant work environment.

Robert Hinton, History Production Specialist, 2.5 years

Robert is involved in the process of importing and indexing documents. He has spent a good amount of time cross-training in the COM-Microfiche Duplication room and created and maintains a spreadsheet that is instrumental to the indexing process. Robert spent a year on the employee committee as the Social Director.

Rochelle Johnson Dillard, Electronic Document Indexing Specialist, 18 years

Rochelle checks the quality of scanned documents. Over the past year, her improved skills have allowed her to increase her rate of production. In the past, Rochelle has cross-trained, working with the plat books and developing film and microfiche duplicates.

Quality Assurance

Traci Crabtree, History Production Coordinator, 17 years

Traci supervises and organizes the workflow in the History Department and inspects daily work for quality and quantity, reviewing and verifying initial data entry input and scanning. She is a liaison to other county offices, trains Center staff, and prepares reports and logs. Traci is proud of her work with the new scanners and the critical work of the Recorder's Office.

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DOCUMENT IMAGING CENTER TEAM

Output

Kevin Lyman, COM Technician, 17.5 years

Kevin has done much cross-training, but currently works in the COM department and duplicate room. He is instrumental to creating quality microfilm, and he has implemented policies that make the Center more efficient and keep things transitioning smoothly. Kevin will be key in helping the Center expand its range of services in the future.

Lee Ryan, Imaging Equipment Technician, 21 years

Lee works with customer service, repair and maintenance on selected equipment and supply orders. He also is involved in large format document filming and in-house film processing. He initiated the return of the condo plat book and page numbering system, a much more user-friendly means of accessing plats. Lee started when the Center was still based on mechanically-operated cameras and film, and assisted in the transition to the current computerized and primarily digital acquisition system.

William Shutt, COM Technician, 29 years

William has worked in every department of the office. He currently works in the COM-fiche duplication room producing microfiche, microfilm, and CDs from the digitally scanned images from County departments. William proposed a cut-off date for the indices the DIC runs for the Clerk of Courts, and he has been working on a project involving retrieving documents destroyed in the 1879 courthouse fire from other companies and offices.

The current Document Imaging Center staff has a combined 193 years of experience.

EXPENDITURES AND REVENUE

Expenditures

Description	Original Appropriations	Transfers/ Adjustments	Revised Budget	Expenditures	Balance
Salaries and Wages	\$606,208.00	\$6,398.00	\$612,606.00	\$584,042.56	\$28,563.44
Sick Leave - Term	0.00	0.00	0.00	31.34	(31.34)
Sick Leave – Wellness Payout	0.00	0.00	0.00	4,032.34	(4,032.34)
Vacation - Term	0.00	0.00	0.00	154.57	(154.47)
Retroactive Adjustment	0.00	0.00	0.00	2,428.96	(2,428.96)
PERS	84,869.08	928.00	85,797.08	82,106.01	3,691.07
Medicare	8,789.89	93.00	8,882.89	6,973.00	1,909.89
COTA Contributions	0.00	0.00	0.00	1,402.08	(1,402.08)
Fringe Benefits	264,581.52	(1,645.74)	262,935.78	238,481.25	24,454.53
Employee Benefit Contributions	(32,670.00)	0.00	(32,670.00)	(27,113.75)	(5,556.25)
Workers Compensation	4,485.96	0.00	4,485.96	3,896.35	589.61
Workers Compensation – Self Insurance	0.00	1,645.74	1,645.74	2,641.52	(995.78)
Unemployment	0.00	0.00	0.000	5,486.00	(5,486.00)
Materials and Services	179,280.00	12,820.60	192,100.60	162,214.01	29,886.59
Capital Equipment	51,630.00	0.00	51,630.00	51,630.00	0.00
Totals	\$560,966.50	\$13,841.60	\$574,808.10	\$530,300.00	\$44,508.20

EXPENDITURES AND REVENUE

Revenue

Description	Amount
Microfilm Copy Receipts	\$1,639.00
Sale of Scrap Silver	6,001.07
Total	\$7,640.07

ELECTRONIC IMAGE PRODUCTION

Agency Servers	Masters	Duplicates	Images
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Microfiche – these projects are sent electronically to the COM/Q.C./Duplication department for filming. The images are checked for readability and produced on Microfiche for the clients.

Auditor

Abstract Exempt Report-DTE Form 94	1	1	48
Abstract Report-DTE Form 93	1	1	138
Abstract VCH Entries	410	410	85,222
Account Trial Balance	5	5	888
Accumulated Delinquent Duplicate-PPDQ	6	12	755
Adders/Remitters-PPDQ	4	8	59
Agricultural DTE Form 114	1	1	9
County Value Reports	1	1	136
Delinquent Duplicate-PPDQ	23	46	4,206
Delinquent Tax List	11	11	2,126
GL Account History-Expense	29	29	5,891
GL Account History-Revenue	4	4	637
Parcel Land Report	83	83	17,135
Payments – PPDQ	1	2	23
Payroll Accruals	108	108	21,340
Payroll Proofs	271	271	54,755
Summary of Charges 1	4	24	568
Summary of Charges 2	4	24	568
Summary of Charges 3	4	24	568
Summary of Charges All	4	24	568
Tax Abstract	1	2	133
Vendors Invoice List	69	69	14,225
	1,044	1,158	209,875

Clerk of Courts

Appeals Daily (AP-1)	865	865	167,379
Appeals Daily (eAP-1)	179	179	34,199
Appeals Index	115	0	15,402
Civil Daily (CV-1)	3,729	3,729	714,473
Civil Daily (eCV-1)	9,576	9,576	1,818,614
Civil Daily (Sealed)	271	271	51,702
Civil Index	1,046	0	212,395
Criminal Disposition – Alpha	10	10	1,996
Criminal Disposition – Numeric	10	10	1,994
Criminal Daily (CR-1)	2,849	2,849	552,087
Criminal Expungements (CR-3)	2	2	265
Criminal Index	204	0	36,797
Domestic Daily (DR-1)	2,235	2,235	425,821
Domestic Daily (eDR-1)	1,636	1,636	308,057

ELECTRONIC IMAGE PRODUCTION

Agency Servers - continued	Masters	Duplicates	Images
<u>Clerk of Courts - continued</u>			
Domestic Daily (Sealed)	20	20	3,701
Domestic Index	345	345	66,563
Domestic Notices (DR-2)	311	311	41,073
Domestic Proof of Issuance	268	268	31,263
Grand Jury Subpoenas	68	68	11,898
Juvenile Blue Mailers, Waivers & H.N.	347	347	48,408
Juvenile Case Initiation Files (JU-2)	128	128	24,790
Juvenile Daily (eJU-1)	26	26	4,950
Juvenile Daily (JU-1)	4,592	4,592	890,544
Juvenile Daily (Sealed)	30	30	5,615
Juvenile Index	1,007	0	204,365
Juvenile Proof of Issuances	325	325	43,873
Juvenile Traffic Daily (JT-1)	177	177	33,763
Juvenile Traffic Notices & POI's (JT-2)	12	12	1,743
	30,383	28,011	5,753,730
<u>Probate Court</u>			
Adoption Records	226	226	45,583
General Records	1,746	1,746	358,365
Marriage Records	132	132	26,231
Mental Commitment Records	69	69	13,164
	2,173	2,173	443,343
<u>Recorder</u>			
Expungements & Redactions as of 12/28/12	1	1	13
Expungements and Redactions	1	1	193
General Index	244	732	49,653
Official Records	4,414	13,242	890,456
	4,660	13,976	940,315
<u>Treasurer</u>			
Tax Duplicate	1,284	3,852	266,827
Microfiche Totals	39,544	49,170	7,614,090

ELECTRONIC IMAGE PRODUCTION

Agency Servers - continued	Masters	Duplicates	Images
Roll Film 16mm			
<u>Probate Court</u>			
Marriage Records 1951-1958	6	0	0
<u>Prosecutor</u>			
PR-1 Criminal Cases 2005	62	0	997,087
PE-1 Criminal Cases Expunged 1977-2011	5	0	73,339
	<u>67</u>	<u>0</u>	<u>1,070,426</u>
<u>Recorder</u>			
Lessor Book #1	1	0	234
Roll Film, 16mm totals	<u>74</u>	<u>0</u>	<u>1,070,660</u>
Agency Servers Totals	<u>39,618</u>	<u>49,170</u>	<u>8,684,750</u>

MICROFILM IMAGE PRODUCTION

Document Scanners	Masters	Duplicates	Images
Electronic			
<u>Auditor</u>			
W & M Inspections Active Files 2008-2009	1	1	1,840
	1	1	1,840
<u>Document Imaging Center</u>			
Work Verification Forms	0	0	2,291
	1	1	4,131
Electronic Totals	1	1	4,131
Microfiche			
<u>Auditor</u>			
Meeting Minutes for FCCS 1957-1961	1	1	85
Meeting Minutes for Pub Assistance 10/53-6/88	2	2	294
Tax Settlement Ledger 1/1977-10/1979	2	2	240
Tax Settlement Ledger 2/1951-10/1960	2	2	330
Vendors License	5	5	151
	12	12	1,633
<u>Document Imaging Center</u>			
Expungement Request Forms	1	1	41
Production Reports	4	4	275
RC-3 & Related Project Forms	1	1	155
Work Verification Forms	8	8	1,104
	14	14	1,575
Microfiche Totals	26	26	3,208

MICROFILM IMAGE PRODUCTION

Document Scanners - continued	Masters	Duplicates	Images
Microfiche and Electronic			
<u>Auditor</u>			
City, Vill,Twp,Cty,Lib Tax Budgets 2009	33	33	6,747
City, Vill,Twp,Cty,Lib Tax Budgets 2010	35	35	7,153
City, Vill,Twp,Cty,Lib Tax Budgets 2011	30	30	6,095
DTE 23A Forms Granted/Denied 2010	42	42	8,410
Payroll Accruals 2011	3	3	447
Payroll Proofs 2011	8	8	1,579
School Tax Budgets 2009-2010	16	16	3,251
School Tax Budgets 2010-2011	15	15	3,095
Timesheets 2011	3	3	481
Transfers and Conveyance Sheets	266	1,596	39,125
	451	1,781	76,383
<u>Clerk of Courts</u>			
Atty Gen Subpoenas 1992-1996, 2005-2006	17	17	3,457
Criminal Exhibit Misc	9	9	1,641
Criminal Expungements 2005	5	5	964
Criminal Expungements 2006	53	53	10,942
Criminal Expungements 2007	44	44	9,137
Criminal Expungements 2008	44	44	9,093
	172	172	35,234
Microfiche and Electronic Totals	623	1,953	111,617
Roll Film 16mm			
<u>Auditor</u>			
CAUV Inactive Files 1998-2011	1	1	4,878
Informal Review Worksheets 2008	3	3	46,773
Requests for Appraisals 2008-2011	3	3	45,150
	7	7	96,801
<u>Recorder</u>			
Mortgage Books*	23	23	160,129
*This small notation signifies completion of a 20+ year project to film the original mortgage books maintained by the Recorder. Staff is very proud of this tremendous accomplishment.	23	23	160,129
Roll Film 16mm totals	30	30	256,930

MICROFILM IMAGE PRODUCTION

Document Scanners - continued	Masters	Duplicates	Images
Roll Film 16mm and Electronic			
<u>Animal Care and Control</u>			
ACC Criminal Cases 2001-2011	12	0	135,731
<u>Adult Probation</u>			
Closed Project Progress Files 2004	13	0	199,010
<u>Auditor</u>			
Board of Revision Journals 2009-2011	4	4	58,331
CAUV Files 2011	1	1	14,597
	<u>5</u>	<u>5</u>	<u>72,928</u>
<u>Clerk of Courts</u>			
Criminal MI Cases 2007	1	1	7,539
Criminal MI Cases 2008	1	1	7,251
Criminal MI Cases 2009	1	1	6,002
Grand Jury Subpoenas 1994-1997, 2006-2010	2	2	25,064
Grand Jury Subpoenas/NB 94-97, 02,05-10	4	4	58,957
	<u>9</u>	<u>9</u>	<u>104,813</u>
<u>Prosecutor</u>			
PR-1 Criminal Cases 1993	47	0	744,722
PR-1 Criminal Cases 1994	4	0	65,564
PR-1 Juvenile Cases 2007	33	0	513,775
	<u>84</u>	<u>0</u>	<u>1,324,061</u>
<u>Sheriff</u>			
Detective Bureau – Investigative Cases 2009	7	0	102,291
Personnel Documents Misc. 1980-2011	1	0	1,453
Personnel Files 2011	2	0	27,911
Personnel Training Files 1991-2011	1	0	564
SIU Investigative Cases 2007	3	0	39,708
	<u>14</u>	<u>0</u>	<u>171,927</u>
Roll Film 16mm and Electronic Totals	<u>137</u>	<u>14</u>	<u>2,008,470</u>
Document Scanners Totals	<u>817</u>	<u>2,024</u>	<u>2,384,356</u>

MICROFILM IMAGE PRODUCTION

Planetary Cameras	Masters	Duplicates	Images
Microfiche Jackets 35mm			
<u>Recorder</u>			
Condominium Plats	134	268	575
Plats	12	24	59
Totals	146	292	634

MICROFILM IMAGE PRODUCTION

Microfilm Duplication

Duplicators **Duplicates Only**

Microfiche

Auditor

Miscellaneous 371

Clerk of Courts

Criminal Expungements 82

Juvenile Expungements 36

Miscellaneous 96

214

Probate Court

Miscellaneous 9

Prosecutor

Expungements 1

Recorder

Miscellaneous 9

Microfiche Total **604**

Roll Film 16mm

Clerk of Courts

Miscellaneous 1

Duplicators Total **605**

MICROFILM IMAGE PRODUCTION

Microfilm Scanners

Images

Indexed Images

Clerk of Courts

Appeals Daily (AP-1) 2001	318,077
Appeals Daily (AP-1) 2002	255,669
Civil Daily (CV-1) 2000	332,454
Civil Daily (CV-1) 2001	1,299,655
Civil Daily (CV-1) 2002	1,625,925
Criminal Daily (CR-1) 2000	517,828
Criminal Daily (CR-1) 2001	549,035
Criminal Daily (CR-1) 2002	441,053
Domestic Daily (DR-1) 2000	563,040
Domestic Daily (DR-1) 2001	562,297
Domestic Daily (DR-1) 2002	541,080
Juvenile Daily (JU-1) 2000	510,981

7,517,094

Domestic Relations Court

Youth Files A-Z	450,066
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Economic Development & Planning Department

Board of Zoning Appeals Cases 1960-2008	95,724
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Probate Court

Acknowledgement of Paternity	3,350
Marriage Records 1959-2002	346,535

349,885

Prosecutor

PR-1 Criminal Cases 1990	220,897
PR-1 Criminal Cases 1991	323,063
PR-1 Criminal Cases 1993	416,217
PR-1 Juvenile Cases 2007	599,080

1,559,257

Veterans Service Commission

Minute Books 1922-2008	7,973
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Indexed Images Totals

9,979,999

MICROFILM IMAGE PRODUCTION

Microfilm Scanners

Images

Microfiche Images

Clerk of Courts

Appeals Daily (AP-1) 2002	37,618
Civil Daily (CV-1) 2001	475,600
Civil Daily (CV-1) 2002	1,529,666
Criminal Daily (CR-1) 2000	523,400
Criminal Daily (CR-1) 2001	549,400
Criminal Daily (CR-1) 2002	539,600
Domestic Daily (CR-1) 2000	563,195
Domestic Daily (DR-1) 2001	562,096
Domestic Daily (DR-1) 2002	542,461
Juvenile Daily (JU-1) 2000	591,511

5,914,547

Probate Court

Acknowledgement of Paternity 304990	3,612
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3,612

Prosecutor

PR-1 Criminal Cases 1986	216,726
PR-1 Criminal Cases 1987	266,079
PR-1 Criminal Cases 1988	238,807
PR-1 Criminal Cases 1989	221,212
PR-1 Criminal Cases 1990	283,393
PR-1 Criminal Cases 1991	411,870

1,638,087

Sheriff

Detective Bureau C1984-1997	875,322
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875,322

Microfiche Image Totals

8,431,568

MICROFILM IMAGE PRODUCTION

Microfilm Scanners	Images
Roll Film Images	
<u>Probate Court</u>	
Marriage Records 1951-1958	41,754
	41,754
<u>Recorder</u>	
Deed Records Volumes 1887-1894	4,631
Deed Records Volumes 1909, 3088 & 3089	2,737
Deed Records Volumes 2793-2806	9,801
	17,169
Roll Film Images Totals	58,923
Microfilm Scanners Total	8,490,491

Image Production Summary

Category	Images Produced (2011)	Images Produced (2012)	Net Change
Agency Servers	9,150,157	8,684,750	-465,407
Document Scanners	2,269,852	2,384,356	114,504
Planetary Cameras	522	634	112
Duplicators	211	605	394
Indexed Images	3,814,439	9,979,999	6,165,560
Microfiche Scanners	6,492,002	8,490,491	1,998,439
Totals	21,727,183	29,540,835	7,809,422

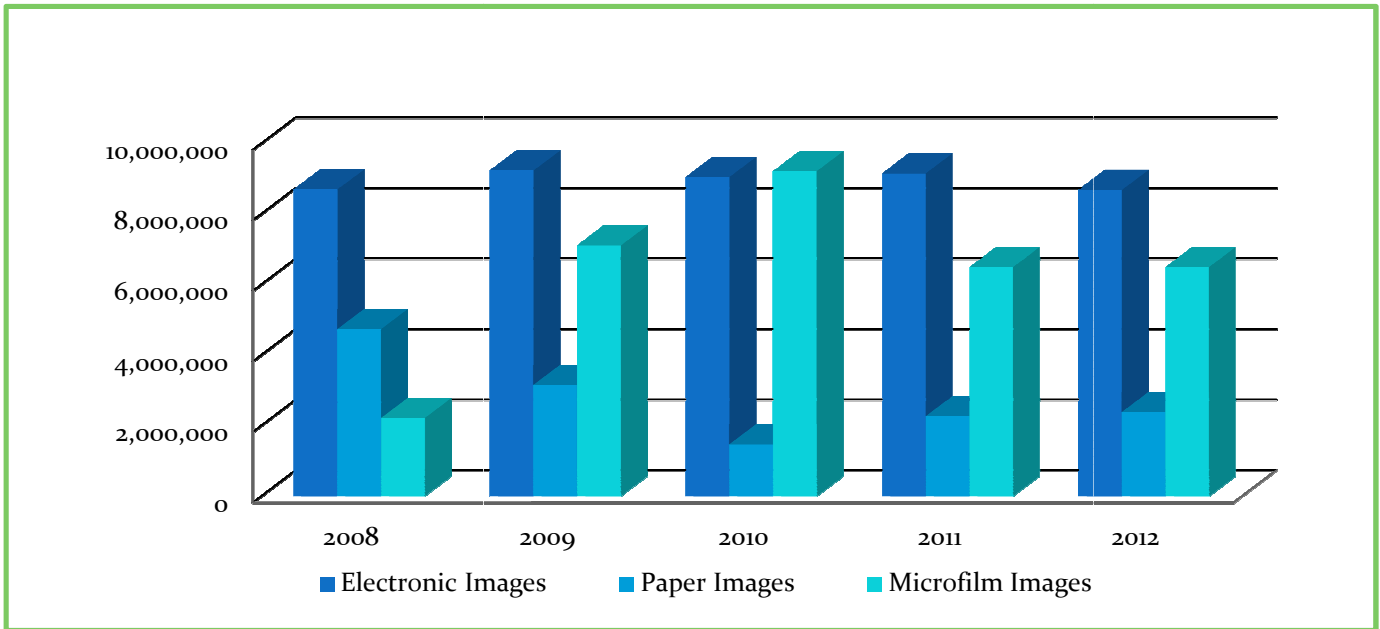
PRODUCTION EQUIPMENT DOWNTIME

Equipment Downtime Report

I.D. #	Description	Down Hours
26	Ozalid Roll Film Duplicator	50.00
27	Bruning Microfiche Duplicator	0.25
37	Datagraphix Microfiche Duplicator	8.50
328	Datagraphix COM Recorder	38.00
519	Kodak Hi-Speed Scanner	32.50
525	Kodak Hi-Speed Scanner	32.50
526	Kodak 16mm Archive Writer	21.00
554	Mekel Microfiche Scanner	0.25
563	Kodak Scanner w/Flatbed	1.75
567	Kodak Hi-Speed Scanner	5.50
Total		190.25

Format Conversion Trends

Electronic, paper and microfilm images converted to microfilm and electronic images



Agency Conversion Trends

Total images converted per agency

