



FRANKLIN COUNTY DOCUMENT IMAGING CENTER

2013 Annual Report

Recorder Terry J. Brown
Director Debra Willaman

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

4/7/2014

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Document Imaging Center 2013 Annual Report

Introduction

Recorder Terry J. Brown, Administrator of the Franklin County Document Imaging Center, and the Document Imaging Center staff are pleased to submit the 2013 Operations Report in accordance with Ohio Revised Code Section 307.805. This section 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.”

Overview

The services provided by the Document Imaging Center include conversion of images from electronic, microfilm, or paper sources into electronic or microfilm images. Indexing services are available as requested. General Fund agencies are not billed for services or supplies provided by the Center. The Center also seeks non-general fund governmental agency clients to secure additional General Fund revenue.

Production data are classified as images produced from electronic, microfilm, or paper sources. Electronic images are transferred to microfilm from files received from various agencies, via the county’s network. Microfilm images are scanned from archival microfilm to create electronic images. Paper images are scanned and converted to microfilm, electronic images, or both. Microfilm masters are stored off-site in a secure, climate-controlled vault, in order to assure the preservation of important permanent records.

The Document Imaging Center

The Document Imaging Center provides a full line of document imaging services for Franklin County agencies and other entities. Additionally, the Center is able to contract with outside government agencies, which generates revenue for the county’s General Fund. Below are some advantages of these services:

- Located in the county government complex, files are available as the job is processed. All staff are sworn Deputy Recorders, assuring proper treatment of the client’s confidential records.
- The Center provides preparation of paper documents for scanning including removing paper and binder clips, removing and separately securing post-its and other attachments, and organizing the contents. This service can save considerable staff time for the agency.
- Each file is bar coded and indexed to ease later retrieval.
- Cost and space savings are significant when stored paper images are converted to digital and/or microfilm images. Over 220 boxes of paper images can be reduced to one box of microfilm. Additionally, digital access to those old paper records makes records searches quicker and more efficient.
- 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

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update record formats indefinitely. Image stability is a concern 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.
- 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. The Center is able to index into most other systems.
- We are utilizing the Recorder's Technology Fund to upgrade outdated equipment to continue offering modern digital services.

Summary

The Document Imaging Center provides document format conversion and storage for all Franklin County agencies and other government entities, thus ensuring ease of access and 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.

- Countywide initiatives to reduce paper storage costs and improve access to records via electronic images continue to grow. With more than 35 pending paper-scanning projects, the Document Imaging Center's total queue extends 7-10 years into the future.
- With the highest demand area being in paper scanning, this area of the Document Imaging Center saw the largest production increase over the past year. More than 2.8 million pages were converted to electronic images in 2013, representing an increase of 18.6% over 2012.
- In an effort to reduce costs, duplication in fiche production was identified and reduced or eliminated. In addition, through diligent effort and identification of alternate providers, maintenance agreement costs were reduced by \$25,500.
- \$8,600 in revenue to the General Fund was accomplished by completion of a contract with the Ohio Attorney General's Office

The Document Imaging Center thanks the Microfilming Board and the Board of Commissioners for their continuing support of this vital service. Our highly motivated production staff deserves recognition as well for their dedication 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



Deputy Recorder Debra Willaman, Director

Document Imaging Center Team

Administration

Debra Willaman, Director
Brian Endicott, Supervisor
Emily Simak, Administrative Assistant

History Production Coordinator

Traci Crabtree

Three key areas of production in the Document Imaging Center fall within the History Production department – Document Preparation, Document Scanning, and Indexing & Quality Assurance. The Coordinator for the department oversees project workflow, monitors staff production output, and coordinates with client agencies. The Coordinator is also entrusted with managing projects, creating barcodes, and supervising the Data Entry, Scanning, and Document Preparation teams, among other duties.

Document Preparation

Rochelle Johnson Dillard – Chris Mills – John Reyes

Document preparation is essential to assuring a quality scanned product. Staples, clips, and other metal pieces must be removed to prevent scanning machine damage, and small papers relocated. Frayed edges are cut off and poor quality documents are stamped with “poor original.” Those prepping must make sure that documents are in order and bar-coded correctly. They must also remove any physical case evidence from files, mark them correctly, and place them in designated exhibit boxes to be returned to the originating office.

Document Scanning

Robert Hinton – Borka Gjorevska

Scanners must place the documents into the scanning machines and monitor the digital images. While looking at these digital images, the person scanning must make sure that the images are of the best quality and are bar-coded correctly. The scanner then must process these images to Quality Assurance, where the images are reviewed and placed on roll film or fiche cards for the originating office. The originating office will also get digital images of its files upon request.

Indexing & Quality Assurance

Mark Gentile – Gene Hinterschied

The indexing team imports each case file into the system that the originating office requests. They will then complete data entry on each case file (the information entered is determined by the originating office). Once data entry is complete, the team will save each file into the system. Our Quality Assurance team will then retrieve the file and check all the information entered by the Data Entry team. If a mistake is found during the quality assurance process, it is then brought to the History Production Coordinator to have the document reviewed again for the proper changes to be made. The History Production Coordinator is also entrusted with managing projects, creating barcodes, and supervising the Data Entry, Scanning, and Document Preparation teams, among other duties.

Microfilm Scanning Technicians

Liljana Gajtanovska – Patricia Massie

The Microfilm Scanning Technicians in the Document Imaging Center digitize microfiche and microfilm. Using the Mekel Film Scanners, they adjust and capture images. These skilled and experienced technicians transfer the captured images into bi-tonal TIFF or grayscale JPEGs format. The bi-tonal TIFF images are preferred, as they consume less data for storage.

Special Projects

Nada Kuzevska

Certain documents not suited to the high speed scanners are handled individually in the Special Projects section. Old papers can be extremely fragile and often were not stored in optimum conditions. Individualized attention assures that the records are preserved on microfilm and available digitally. This section also processes smaller projects.

Equipment & Technology

Lee Ryan

The Equipment Technician manages and repairs microfilm equipment, takes inventory, and orders microfilm supplies. The technician responds to calls for service and enables a quick resolution to most problems. As cameras retire and more reliable equipment replaces them, the technician is also responsible for processing (developing) film, as well as filming large format documents, and evaluating and recommending capital equipment purchases.

Robert Hinton

IT support updates computer software, manages computer hardware, manages login information, and troubleshoots PC issues. IT support offers input in meetings where a technology perspective can be crucial in making decisions for the Document Imaging Center. This position also assists in the main Recorder's Office on an as-needed basis, as well as helping to run remote events for the Recorder.

Duplication Room

Kevin Lyman - William Shutt

The Filming and Duplication Department of the Document Imaging Center creates 16mm archival roll film with a Kodak Archiwriter and COM 105mm archival fiche using the Datagraphics COM Recorder and Duplicator. The images are stored offsite, but duplicates are also created for clients to use onsite. Fiche, film, and TIFF images are carefully checked for quality. Detailed records are maintained on all the equipment maintenance and production. The technicians are constantly looking for ways to improve quality and efficiency through technology and production advances.

The Datagraphics COM Recorder and Duplicator were purchased as used equipment in 1999, and the machines are no longer being produced. These machines produce microfiche, a technology being replaced with digital and roll film images. The Archiwriter produces roll microfilm, which is the industry standard for storage of permanent records. While clients still occasionally request microfiche, due to the nationwide decline in use, film is harder to find, and eventually the Document Imaging Center no longer will be able to produce microfiche. These Datagraphics machines are well past their expected life span and only continue to function due to the care and attention of the staff in the Duplication Room and the Equipment Technicians.

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Expenditures

	Original	Transfers/	Revised		
Description	Appropriations	Adjustments	Budget	Expenditures	Balance
Salaries and Wages	\$645,996.00	\$9,690.00	\$655,686.00	\$596,540.10	\$59,145.90
Sick Leave - Term	0.00	0.00	0.00	42,521.45	(42,521.45)
Sick Leave – Wellness Payout	0.00	0.00	0.00	2,961.20	(2,961.20)
Vacation - Term	0.00	17,600.00	17,600.00	17,711.82	(111.82)
Retroactive Adjustment	0.00	0.00	0.00	3,088.96	(3,088.96)
PERS	90,444.00	1,357.00	91,801.00	83,947.95	7,853.05
Medicare	9,360.00	141.00	9,501.00	7,997.40	1,503.60
COTA Contributions	0.00	0.00	0.00	757.40	(757.40)
Fringe Benefits	291,840.00	0.00	291,840.00	249,110.08	42,729.92
Employee Benefit Contributions	(32,715.00)	0.00	(32,715.00)	(28,608.50)	(4,106.50)
Workers Compensation	1,164.00	0.00	1,164.00	823.98	340.02
Workers Compensation – Self Insurance	4,668.00	70.00	4,738.00	4,570.86	167.14
Unemployment	0.00	0.00	0.000	16,028.00	(16,028.00)
Materials and Services	156,040.00	0.00	156,040.00	130,163.85	25,876.15
Capital Equipment	0.00	0.00	0.00	0.00	0.00
Totals	\$1,667,797.00	\$28,858.00	\$1,195,655.00	\$1,127,614.55	\$165,406.41

Revenue

Description	Amount
Microfilm Copy Receipts	\$741.00
Misc. Revenue	\$9,631.79
Total	\$10,372.79

The Document Imaging Center administration has been working to attract outside contracts with other government agencies. In 2013, these efforts generated \$8,618.40 in revenue for the General Fund from a contract with the Ohio Attorney General.

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

Auditor

Abstract Exempt Report-DTE Form 94 (RE)	1	1	49
Abstract Report-DTE Form 93 (RE)	1	1	136
Abstract VCH Entries (RE)	22	22	4,547
Account Trial Balance	6	6	1,223
Accumulated Delinquent Duplicate-PPDQ	14	28	1,377
Adders/Remitters-PPDQ	3	6	17
Agricultural Detail Report (RE)	1	1	9
Agricultural DTE Form 114 (RE)	1	1	9
All VCH Entries (RE)	447	447	92,660
County Value Reports (RE)	1	16	135
Delinquent Duplicate-PPDQ	8	1	1,592
Delinquent Land List Master (RE)	26	26	5,066
Delinquent Tax List (RE)	12	12	2,157
GL Account History-Expense	28	28	5,766
GL Account History-Revenue	4	4	633
Parcel Land Report (RE)	4	4	646
Payroll Accruals	108	108	20,961
Payroll Proofs	270	270	54,574
Summary of Charges 1 (RE)	1	6	142
Summary of Charges 2 (RE)	1	6	142
Summary of Charges 3 (RE)	1	6	142
Summary of Charges All (RE)	1	6	142
Tax Abstract (RE)	1	2	134
Vendor Invoice List	499	499	102,877
	1,461	1,507	295,136

Clerk of Courts

Appeals Daily (AP-1)	220	220	42,636
Appeals Daily (eAP-1)	892	892	169,007
Appeals Index	51	0	5,755
Civil Daily (CV-1)	3,283	3,283	626,696
Civil Daily (eCV-1)	8,295	8,295	1,580,072
Civil Daily (Sealed)	124	124	23,738
Civil Index	1,436	0	293,703
Confidential Disbursement Order	2	2	298
Criminal Case Dispositions Alpha	10	10	42,636
Criminal Case Dispositions Numeric	10	10	169,007
Criminal Daily (CR-1)	1,668	1,668	5,755
Criminal Daily (eCR-1)	1,332	1,332	253,404
Criminal Index	79	0	11,084
Domestic Daily (DR-1)	1,300	1,300	231,447
Domestic Daily (eDR-1)	2,702	2,938	513,413
Domestic Daily (Sealed)	4	4	662
Domestic Index	133	133	22,888
Domestic Notices (DR-2)	305	305	41,964

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Domestic Proof of Issuance	265	265	28,385
Grand Jury Subpoenas	21	21	3,708
Juvenile Abortions (JA-1)	26	26	5,084
Juvenile Blue Mailers, Waivers, & H.N.	461	461	68,845
Juvenile Case Initiation Files (JU-2)	57	57	10,883
Juvenile Daily (eJU-1)	2,573	2,573	489,148
Juvenile Daily (JU-1)	2,857	2,857	548,404
Juvenile Daily (Sealed)	26	26	4,980
Juvenile Index	471	0	92,528
Juvenile Proof of Issuances	395	395	56,922
Juvenile Traffic Daily (JT-1)	154	154	29,878
Juvenile Traffic Notices & POI's (JT-2)	12	12	1,771
	21,164	27,363	5,482,886
<u>Probate Court</u>			
Adoption Records	247	247	50,288
General Records	2,153	2,153	441,169
Marriage Records	138	138	27,278
Mental Commitment Records	92	92	17,719
	2,630	2,630	536,454
<u>Recorder</u>			
General Index	251	753	51,243
Official Records	4,825	14,475	967,368
	5,076	15,228	1,018,611
<u>Treasurer</u>			
Tax Duplicate	643	2,251	133,601
	643	2,251	133,601
Microfiche Totals	38,974	48,979	7,466,688
<u>Microfiche and Electronic</u>			
Clerk of Courts			
Grand Jury Subpoenas	2	2	399
	2	2	399
Data Center/Agency Servers Totals	38,976	48,981	7,467,087

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Document Scanners	Masters	Duplicates	Images
<u>Electronic</u>			
<u>Auditor</u>			
Value Change Certificates 1932-1977 (RE)	0	0	71,572
	<u>0</u>	<u>0</u>	<u>71,572</u>
<u>Document Imaging Center</u>			
Expungement Request Forms	0	0	51
Production Reports	0	0	212
Work Verification Forms	0	0	2,129
	<u>0</u>	<u>0</u>	<u>2,392</u>
<u>Sheriff</u>			
Personnel Files 2012	0	0	24,105
	<u>0</u>	<u>0</u>	<u>24,105</u>
<u>Treasurer</u>			
Address Change Cards	0	0	14,697
Change of Addresses	0	0	1,751
Return Mail Envelopes	0	0	5,051
	<u>0</u>	<u>0</u>	<u>21,499</u>
Electronic Totals	0	0	119,568
<u>Microfiche</u>			
<u>Auditor</u>			
Active CAUV Orange Cards	1	0	752
Vendors License	5	2	784
	<u>6</u>	<u>5</u>	<u>1,536</u>
<u>Recorder</u>			
Notary Journals of R.Auls & V.Paul	2	0	156
	<u>2</u>	<u>0</u>	<u>156</u>
Microfiche Totals	8	5	1,692
<u>Microfiche and Electronic</u>			
<u>Auditor</u>			
Transfers and Conveyance Sheets (RE)	461	2,759	65,819
	<u>461</u>	<u>2,759</u>	<u>65,819</u>
Microfiche and Electronic Totals	461	2,759	65,819

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Document Scanners	Masters	Duplicates	Images
<u>Roll Film 16mm</u>			
<u>Adult Probation</u>			
Closed Project Progress Files 2005	12	12	196,811
	<u>12</u>	<u>12</u>	<u>196,811</u>
<u>Clerk of Courts</u>			
Civil Depos Misc 1993-2008	9	0	142,189
	<u>9</u>	<u>0</u>	<u>142,189</u>
<u>Sheriff</u>			
Det. Bureau-Investigative Cases 2010	7	0	112,716
	<u>7</u>	<u>0</u>	<u>112,716</u>
Roll Film 16mm Totals	28	12	451,716
<u>Roll Film 16mm and Electronic</u>			
<u>Auditor</u>			
Active CAUV Files (RE)	1	1	583
Board of Tax Appeal Cases 1996-2006	5	5	74,612
BOR DTE 23A Forms 2010 (RE)	2	2	18,134
BOR DTE 23A Forms Misc 08-09 (RE)	3	3	36,299
	<u>11</u>	<u>11</u>	<u>129,628</u>
<u>Clerk of Courts</u>			
Civil Transcripts Misc 1981-2007	3	0	43,973
	<u>3</u>	<u>0</u>	<u>43,973</u>
<u>Prosecutor</u>			
PR-1 Criminal Cases 1994	40	40	650,003
PR-1 Criminal Cases 1995	18	18	294,688
	<u>58</u>	<u>58</u>	<u>944,691</u>
<u>Veterans Service Commission</u>			
Veterans Cases 1935-2002	41	11	632,495
	<u>41</u>	<u>11</u>	<u>632,495</u>
Roll Film 16mm and Electronic Totals	113	80	1,750,787
Document Scanners Totals	610	2,856	2,389,582

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Duplicators	Duplicates Only
Microfiche	
<u>Clerk of Courts</u>	
Criminal Expungements	112
	<hr/>
	112
Microfiche Totals	112
Duplicators Totals	112

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Microfilm Scanners	Images
Indexed Images	
<u>Clerk of Courts</u>	
Juvenile Daily (JU-1) 2000	532,224
Juvenile Daily (JU-1) 2001	442,464
Juvenile Daily (JU-1) 2002	659,356
	<hr/>
	1,634,044
<u>Prosecutor</u>	
PR-1 Criminal Cases 1981	242,934
PR-1 Criminal Cases 1982	237,956
PR-1 Criminal Cases 1983	169,049
PR-1 Criminal Cases 1984	247,424
PR-1 Criminal Cases 1985	244,492
PR-1 Criminal Cases 1986	290,037
PR-1 Criminal Cases 1987	262,217
PR-1 Criminal Cases 1988	246,264
PR-1 Criminal Cases 1989	217,279
PR-1 Criminal Cases 1990	53,939
PR-1 Criminal Cases 1991	86,531
PR-1 Criminal Cases 1993	238,978
PR-1 Criminal Cases 1994	444,099
	<hr/>
	2,981,199
<u>Veterans Service Commission</u>	
Financial Assistance Apps. 1928-2006	63,350
Veterans Cases 1935-2002	24,049
	<hr/>
	87,399
Indexed Images Totals	4,702,642
Indexing Stations Totals	4,702,642

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Microfilm Scanners	Images
Electronic	
<u>Recorder</u>	
Torrens Book	3,440
	<hr/>
	3,440
Electronic Totals	3,440
Microfiche Images	
<u>Board of Elections</u>	
Voter Master Files	520,188
	<hr/>
	520,188
<u>Clerk of Courts</u>	
Juvenile Daily (JU-1) 2000	113,595
Juvenile Daily (JU-1) 2001	707,793
Juvenile Daily (JU-1) 2002	731,442
	<hr/>
	1,552,830
<u>Commissioners</u>	
Commissioner Resolutions 1983-1997	233,429
	<hr/>
	233,429
<u>Prosecutor</u>	
PR-1 Criminal Cases 1980	67,909
PR-1 Criminal Cases 1981	355,094
PR-1 Criminal Cases 1982	231,413
PR-1 Criminal Cases 1983	216,202
PR-1 Criminal Cases 1984	254,997
PR-1 Criminal Cases 1985	244,527
PR-1 Criminal Cases 1986	83,856
	<hr/>
	1,453,998
Microfiche Images Totals	3,760,445
Microfiche Images	
<u>Board of Elections</u>	
Voter Master Files	161,891
	<hr/>
	161,891
<u>Ohio Attorney General</u>	
OAG Personnel Records	359,686
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	359,686
Roll Film Images Totals	521,577
Microfilm Scanners Totals	4,285,462

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Planetary Cameras	Masters	Duplicates	Images
Microfiche			
<u>Recorder</u>			
Condominium Plats	10	0	43
	<hr/>	<hr/>	<hr/>
	10	0	43
Microfiche Totals	10	0	43
Microfiche Jackets 35mm			
<u>Recorder</u>			
Condominium Plats	10	0	43
Plats	32	0	169
Veterans Graves Plat Book	5	0	20
	<hr/>	<hr/>	<hr/>
	10	0	43
Microfiche Jackets 35mm Totals	134	4	632
Roll Film 35mm			
<u>Recorder</u>			
Condominium Plats	4	0	17
	<hr/>	<hr/>	<hr/>
	4	0	17
Roll Film 35mm Totals	4	0	17
Planetary Cameras Totals	148	4	692