Union County Records Center & Archives

Annual Report

2025

Prepared by

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Record Requests from Records Center & Archives

	Public (People)	Public (Records)	Clerk of Courts	Juvenile Court	Probate Court	Engineer	Sheriff	Prosecutor	JFS	Other
January	13	15	9	8	2	12	8	6	2	
February	6	7	10	4	7	4	1	1	6	
March	7	12	4	17	5	7			4	
April	7	19	5	5	2	3	42		2	
May	5	59	5	5	3	5	3	1		
June	8	9	6		3	2				
July	7	12	6	5	3	4			3	
August	5	12	12	3	13	12	3			
September	5	6	6	5	3	1	4			
October	3	3	6	3	5	3				
November	4	9	7	9	4	2	1			
December	9	76	9	8	5	3	1		6	
TOTALS	**79**	**239**	**85**	**72**	**55**	**58**	**63**	**8**	**23**	**0**

2025 GRAND TOTAL: 443 Requests

	Public (People)	Public (Records)	Clerk of Courts	Juvenile Court	Probate Court	Engineer	Sheriff	Prosecutor	JFS	Other
2024	93	170	115	101	53	62	10	6	5	15
2023	116	177	103	69	32	63	12	4	7	3
2022	119	265	103	84	35	56	16	11	14	17
2021	167	357	76	70	60	30	14	16	2	7
2020	283	781	65	65	55	52	7	3	0	9
2019	307	1,218	69	114	55	53	13	16	0	7
2018	284	2,268	99	129	116	27	2	8	0	3

Record Requests from Records Center & Archives (Continued)

2025 GRAND TOTAL: 443 Requests

2024 GRAND TOTAL: 460 Requests

2023 GRAND TOTAL: 410 Requests

2022 GRAND TOTAL: 455 Requests

2021 GRAND TOTAL: 442 Requests

2020 GRAND TOTAL: 539 Requests

2019 GRAND TOTAL: 634 Requests

2018 GRAND TOTAL: 688 Requests

2017 GRAND TOTAL: 723 Requests

2016 GRAND TOTAL: 562 Requests

2015 GRAND TOTAL: 535 Requests

2014 GRAND TOTAL: 541 Requests

2013 GRAND TOTAL: 509 Requests

2012 GRAND TOTAL: 595 Requests

2011 GRAND TOTAL: 584 Requests

2010 GRAND TOTAL: 538 Requests

Record Transfers to Records Center & Archives

Department	2025	2024	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
Auditor	6	16		12	43	31		10	65	14	5	65
Auto Title Division	10	13	14	18	31	41	83	73	61	23	20	18
Board of Elections	4	41	4	30	39	20		38	23	15	19	32
Board of Revision	2			7	3	2		6	5	7		3
Clerk of Courts	32	57	38	80	38	143	12	78	44	105	48	63
Commissioners	12	10	7	11	20	9		20	12	20	17	12
Common Pleas Court	2	6										
Coroner	1		2			1	5	1	21			
Council for Families											1	
Dog Warden												
EMA												
Engineer	12	43	61	33	48	28	39	22	49	26	103	53
Facilities					12							
Human Resources					1		4				2	
Job & Family Services	27	179	51	37	9	181	242	13				
Law Library												
Probate/Juvenile Court	21	9	127	22	27	32	51	78	1	817	45	6
Prosecutor	15					125	91	39	154	76	87	72
Recorder												3
Records Center & Archives												
Senior Services	2	8		2							6	
Sheriff	53	119	68	99	61	54	57	34	90	15	52	10
Soil & Water District												
Treasurer			45	34	16	30	20		34	55	22	27
UCATS				1			6					
Veterans Services												
TOTAL	**199**	**501**	**417**	**386**	**348**	**697**	**610**	**412**	**559**	**1,173**	**427**	**364**

Record Transfers to Records Center & Archives (Continued)

2025 GRAND TOTAL:	**Boxes:**	**199**
	Volumes	**2**
2024 GRAND TOTAL:	**Boxes:**	**501**
	Volumes	**3**
2023 GRAND TOTAL:	**Boxes:**	**417**
	Volumes	**7**
2022 GRAND TOTAL:	**Boxes:**	**386**
	Volumes	**1**
2021 GRAND TOTAL:	**Boxes:**	**348**
	Volumes:	**4**
2020 GRAND TOTAL:	**Boxes:**	**697**
	Volumes	**1**
2019 GRAND TOTAL:	**Boxes:**	**610**
	Volumes	**6**
2018 GRAND TOTAL:	**Boxes:**	**412**
	Volumes	**1**
2017 GRAND TOTAL:	**Boxes:**	**559**
	Volumes:	**7**
2016 GRAND TOTAL:	**Boxes:**	**1,173**
	Volumes	**45**
2015 GRAND TOTAL:	**Boxes:**	**427**
	Volumes	**0**
2014 GRAND TOTAL:	**Boxes:**	**364**
	Volumes	**41**
2013 GRAND TOTAL:	**Boxes:**	**631**
	Volumes	**207**
2012 GRAND TOTAL:	**Boxes:**	**643**
	Volumes	**117**
2011GRAND TOTAL:	**Boxes:**	**591**
	Volumes	**0**
2010 GRAND TOTAL:	**Boxes:**	**769**
	Volumes	**35**

Records Commission Certificates

One-Time Records Disposal (RC-1)

- Sheriff (2)

Records Retention Schedules (RC-2)

- Auto Title
- Board of Elections
- Clerk of Courts
- Common Pleas Cout
- Health Department
- Job and Family Services
- Probate & Juvenile Court
- Prosecuting Attorney
- Sheriff

Records Disposal Certificates (RC-3)

- Archives & Records Center
- Auditor
- Auto Title
- Board of County Commissioners
- Board of Elections (3)
- Board of Revision
- Clerk of Courts
- Developmental Disabilities (3)
- Engineer
- Human Resources
- Job and Family Services
- Law Library
- Probate & Juvenile Court (2)
- Prosecuting Attorney
- Recorder
- Senior Services
- Sheriff
- Soil & Water Conservation District
- Treasurer

Records Commission Certificates (Continued)

2025 GRAND TOTAL:	**One-Time Records Disposal (RC-1)**	**2**
	Records Retention Schedule (RC-2)	**9**
	Records Disposal Certificate (RC-3)	**24**
2024 GRAND TOTAL:	**One-Time Records Disposal (RC-1)**	**1**
	Records Retention Schedule (RC-2)	**10**
	Records Disposal Certificate (RC-3)	**22**
2023 GRAND TOTAL:	**One-Time Records Disposal (RC-1)**	**1**
	Records Retention Schedule (RC-2)	**10**
	Records Disposal Certificate (RC-3)	**26**
2022 GRAND TOTAL:	**One-Time Records Disposal (RC-1)**	**0**
	Records Retention Schedule (RC-2)	**3**
	Records Disposal Certificate (RC-3)	**26**
2021 GRAND TOTAL:	**One-Time Records Disposal (RC-1)**	**0**
	Records Retention Schedule (RC-2)	**5**
	Records Disposal Certificate (RC-3)	**21**
2020 GRAND TOTAL:	**One-Time Records Disposal (RC-1)**	**1**
	Records Retention Schedule (RC-2)	**9**
	Records Disposal Certificate (RC-3)	**23**
2019 GRAND TOTAL:	**One-Time Records Disposal (RC-1)**	**1**
	Records Retention Schedule (RC-2)	**13**
	Records Disposal Certificate (RC-3)	**19**
2018 GRAND TOTAL:	**One-Time Records Disposal (RC-1)**	**1**
	Records Retention Schedule (RC-2)	**7**
	Records Disposal Certificate (RC-3)	**22**
2017 GRAND TOTAL:	**One-Time Records Disposal (RC-1)**	**1**
	Records Retention Schedule (RC-2)	**6**
	Records Disposal Certificate (RC-3)	**27**
2016 GRAND TOTAL:	**One-Time Records Disposal (RC-1)**	**1**
	Records Retention Schedule (RC-2)	**8**
	Records Disposal Certificate (RC-3)	**19**

Records Disposal

Department	2025	2024	2023	2022	2021	2020	2019	2018	2017	2016	2015
Airport										4	
Auditor	10	13	11	10	14	12	24	61	401	55	66
Auto Title Division	160	161	151	181	200	420	73	61	47	38	42
Board of Elections	41	40	6	5	35		44	21	37	9	40
Board of Revision	2	6	2	3	5	4	4	5	4	3	5
Clerk of Courts	8	5	10	13	8	7	22	9	16	10	16
Commissioners	9	8	16	39	23	12	17	14	18	17	10
Common Pleas Court									12	1	43
Coroner								2			
Council for Families			1					1	1	1	
Dog Warden									1		
EMA						2					
Engineer	19	22	25	21	16	17	14	15	14	25	7
Facilities				8					25		
Health Department											176
Human Resources	1	1	1	1	1	3	2	1	1		
Job & Family Services	36	65	40	38	30	49	105	550		252	
Law Library	1	1	1	1	1	2	1				
Mental Health Board			42								35
Probate/Juvenile Court	5	25	6	5	10	17	25	5	12	18	9
Prosecutor	5	13	52	1		6	7	18	9	8	74
Recorder	1	1	1	1	1	1	1	3	2	3	2
Records Center & Archives	1	3	2	1	1	2			1		
Senior Services	5	2	4	1	1	5	4	29	6	17	
Sheriff	62	40	47	33	43	42	34	71	26	38	21
Soil & Water District							1		8		
Treasurer	14	42	27	18	27	19	16	27	47	24	42
UCATS		1	6	1	2	4	4	4	24	4	
Veterans Services											
TOTAL	**380**	**449**	**450**	**381**	**418**	**624**	**398**	**897**	**712**	**527**	**588**

Records Disposal (Continued)

2025 GRAND TOTAL:	**380 Cubic Feet Disposed**	**2017 GRAND TOTAL:**	**786 Cubic Feet Disposed**
2024 GRAND TOTAL:	**449 Cubic Feet Disposed**	**2016 GRAND TOTAL:**	**527 Cubic Feet Disposed**
2023 GRAND TOTAL:	**450 Cubic Feet Disposed**	**2015 GRAND TOTAL:**	**588 Cubic Feet Disposed**
2022 GRAND TOTAL:	**381 Cubic Feet Disposed**	**2014 GRAND TOTAL:**	**589 Cubic Feet Disposed**
2021 GRAND TOTAL:	**418 Cubic Feet Disposed**	**2013 GRAND TOTAL:**	**352 Cubic Feet Disposed**
2020 GRAND TOTAL:	**624 Cubic Feet Disposed**	**2012 GRAND TOTAL:**	**382 Cubic Feet Disposed**
2019 GRAND TOTAL:	**398 Cubic Feet Disposed**	**2011 GRAND TOTAL:**	**1,219 Cubic Feet Disposed**
2018 GRAND TOTAL:	**897 Cubic Feet Disposed**	**2010 GRAND TOTAL:**	**1,145 Cubic Feet Disposed**

Box Requests

Department	2025	2024	2023	2022	2021	2020	2019	2018	2017	2016	2015
Auditor	10	16	6	17	45	27	19	16	69	22	6
Auto Title Division	14	13	14	18	31	41	83	85	61	23	20
Board of Elections	3	43	6	29	1	46	10	29		30	19
Clerk of Courts	20	55	38	80	40	143	11	71	27	106	10
Commissioners	14	10	7	11	30	7		20	9	22	12
Common Pleas Court				8			6				
Coroner	1		1				3	1	32		
Council for Families											1
Dog Warden										1	
EMA											1
Engineer	30	33	33	42	34	36	32	16	51	31	86
Human Resources							3	1			2
Job & Family Services	23	187	51	14	1	181	220	8			
Law Library							2				
Probate/Juvenile Court	22	9	126	25	30	52	46	60	1	724	4
Prosecutor	17	5				125	89	41	107	91	69
Recorder									3		
Senior Services							7				
Sheriff	55	78	69	107	60	36	28	45	61	14	35
Treasurer	15		36	35		45	10	8	36	64	14
UCATS				1			1				
Veterans Services											
TOTAL	**224**	**449**	**387**	**387**	**272**	**739**	**570**	**406**	**457**	**1,128**	**279**

Box Requests (Continued)

2025 TOTAL REQUESTS:	**224 Boxes**	**2017 TOTAL REQUESTS:**	**457 Boxes**
2024 TOTAL REQUESTS:	**444 Boxes**	**2016 TOTAL REQUESTS:**	**1,128 Boxes**
2023 TOTAL REQUESTS:	**387 Boxes**	**2015 TOTAL REQUESTS:**	**279 Boxes**
2022 TOTAL REQUESTS:	**387 Boxes**	**2014 TOTAL REQUESTS:**	**329 Boxes**
2021 TOTAL REQUESTS:	**272 Boxes**	**2013 TOTAL REQUESTS:**	**506 Boxes**
2020 TOTAL REQUESTS:	**739 Boxes**	**2012 TOTAL REQUESTS:**	**618 Boxes**
2019 TOTAL REQUESTS:	**570 Boxes**	**2011 TOTAL REQUESTS:**	**334 Boxes**
2018 TOTAL REQUESTS:	**406 Boxes**	**2010 TOTAL REQUESTS:**	**538 Boxes**

Record Imaging

Archives Bound Volume Imaging

2025 Total:	38 Volumes 6,099 Images
2024 Total:	20 Volumes 4,855 Images
2023 Total:	0 Volumes 0 Images
2022 Total:	65 Volumes 11,027 Images
2021 Total:	8 Volumes 1,490 Images
2020 Total:	45 Volumes 16,423 Images
2019 Total:	85 Volumes 48,285 Images
2018 Total:	179 Volumes 70,106 Images
GRAND TOTAL:	**440 Volumes 158,285 Images**

Archives Document Imaging

OnBase

Auditor	362,278 Images
EMA	112 Images
Human Resources	1,821 Images
Juvenile Court	252 Images
Probate Court	8,642 Images
Sheriff	941 Images
OnBase Total:	374,046 Images
Other:	0 Images
2025 Total:	374,046 Images
2024 Total:	20,228 Images
2023 Total:	122 Images
2022 Total:	2,308 Images
2021 Total:	36,241 Images
2020 Total:	7,718 Images
ONBASE TOTAL:	**394,122 Images**
GRAND TOTAL:	**460,739 Images**

Latter-day Saints Imaging

2025 Total:	0 Images
2024 Total:	121,533 Images
2023 Total:	105,032 Images
2022 Total:	69,559 Images
2021 Total:	70,020 Images
2020 Total:	134,450 Images
2019 Total:	488,057 Images
2018 Total:	461,285 Images
GRAND TOTAL:	**1,449,936 Images**

Shelf Inventory

Permanent Records		Retention Records	
Boxes	**Office**	**Boxes**	**Office**
2,035	Clerk of Courts	472	Sheriff
1,250	Prosecutor	46	Board of Elections
849	Juvenile Court	32	Commissioners
769	Probate Court	32	JFS
616	JFS	31	Auditor
419	Engineer	30	Engineer
298	Auditor	28	Juvenile Court
215	Treasurer	10	Auto Title
164	Miscellaneous Books	5	Senior Services
142	Sheriff	3	Prosecuting Attorney
88	Commissioners	2	Treasurer
76	City of Marysville	1	Clerk of Courts
59	Board of Elections	1	Electronic/Audio Media
31	Coroner	1	Human Resources
18	Common Pleas	1	Law Library
16	Recorder	1	Recorder
14	Facilities	1	Records Center & Archives
2	Law Library		
1	Bar Association		
1	Council for Families		
7,063	**Total**	**697**	**Total**

	2025			**2024**			**2023**	
Total Capacity:	9,946 Boxes	100%	Total Capacity:	9,934 Boxes	100%	Total Capacity:	9,934 Boxes	100%
Current Use:	7,760 Boxes	78%	Current Use:	7,662 Boxes	77%	Current Use:	7,416 Boxes	75%
Permanent	7,063 Boxes	91%	Permanent	6,893 Boxes	90%	Permanent	6,665 Boxes	90%
Retention	697 Boxes	9%	Retention	769 Boxes	10%	Retention	751 Boxes	10%
Available Space:	2,186 Boxes	22%	Available Space:	2,272 Boxes	23%	Available Space:	2,518 Boxes	25%

Substantive Accomplishments

- Maintained all county offices, departments, and agencies Record Retention Schedules (RC-2) keeping them with current best practices and standards.
- Worked on assisting offices and departments in the implementation of Auditor of State StarRS Rating System in compliance with Auditor of State bulletin 2019-003. Union County received a four-star rating out of four stars in its audit.
- Performed annual county records destruction from the Records Center & Archives – 380 boxes.
- Completed installation and placed into operation Contex HD Ultra X 6050 Blueprint Scanner.
- Continued Hyland OnBase Scanning & Digitization
    - 374,046 Images
- Continued digitization of township records – meeting minutes and officials' bonds records:
    - Darby Township
    - Jerome Township
- Finished processing images from Latter-day Saints imaging project of county records at the Records Center & Archives.
- Presented to the National Association of Government Archives and Records Administrators (NAGARA) and the Ohio County Recorders' Association on the future of microfilm and standardizing permanent electronic records.
- Redesigned future Records Center & Archives preliminary shelving plan for 2026 second floor expansion project.
- Reorganized Sheriff's Office Personnel Files, Response to Resistance records and Policy, Procedure & Operations Manuals.
- Reorganized and indexed Common Pleas Court Pre-Sentence Investigation Reports from 1990 to 2017 – 2,853 index entries.
- Reorganized Archives closets and supplies.
- Installed new shelving unit in vault for microfiche storage.
- Installed new carpeting and flooring in Archives Office area along with painting the walls.
- Installed historical pictures in the hallways of Main Street Building.
- Finished placing County Commissioners' Journals online back to 1820.
- Disposed of Probate Court Audio Recordings from 1979 to 2003 – 12 boxes.
- Finished unfolded, flattened, and rehoused tri-folded Clerk of Courts Civil and Domestic Relations case files from 1932-1953 – case numbers 13256 to 17203 – 3,947 case files.
- Finished unfolded, flattened, and rehoused tri-folded Juvenile Court case files from 1910-1940 – 173 case files.
- Completed Clerk of Courts case file index project from 1820-1990 – indexed 155,780 entries.
- Indexed Clerk of Courts Civil case files from 1978-1990 – 10,008 index entries.
- Indexed Clerk of Courts Court of Appeals case files from 1978-1990 – 905 index entries.
- Indexed Clerk of Courts Certificates of Judgement files from 1978-1990 – 6,350 index entries.
- Indexed Engineer Record Records from 1806 to 1901 and correlated them with current existing roads – 609 index entries.