

Union County Records Center & Archives



Annual Report 2018

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2018 Annual Report

Record Requests from Records Center & Archives

	Public (People)	Public (Records)	Clerk of Courts	Juvenile Court	Probate Court	Prosecutor	Sheriff	Engineer	Auditor	Other
January	26	174	10	11	5		1	4		
February	25	225	4	8	17	1		2		1
March	27	201	9	19	10			2	1	
April	26	240	3	27	7	1		3		1
May	23	110	9	11	6	1		1		
June	24	136	15	16	9	1		1		
July	21	147	5	5	6			5		
August	35	234	9	8	23			2		
September	19	139	3	5	9	1	1	2		
October	17	219	16	6	15			4		
November	18	213	10	3	5	3				
December	23	230	6	10	4			1		
TOTALS	284	2,268	99	129	116	8	2	27	1	2

2018 GRAND TOTAL: 668 Requests

	Public (People)	Public (Records)	Clerk of Courts	Juvenile Court	Probate Court	Prosecutor	Sheriff	Engineer	Auditor	Other
2017	334	2,972	91	100	127	20	11	37	2	1
2016	227	1,121	86	71	76	31	15	51	0	5
2015	238	699	120	65	0	56	17	37	2	0
2014	191	583	94	71	0	32	21	28	96	8
2013	143	528	112	82	0	84	22	39	24	3
2012	168	1,211	125	101	0	63	39	46	36	17

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

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Record Transfers to Records Center

	Auditor	Auto Title	Board of Elections	Clerk of Courts	Commissioners	Coroner	Engineer	JFS	Probate/ Juvenile Court	Prosecutor	Sheriff	Treasurer
	Boxes	Boxes	Boxes	Boxes	Boxes	Boxes	Boxes	Boxes	Boxes	Boxes	Boxes	Boxes
January		73				1						
February	1			10			22	13	37	21		
March			5									
April											9	
May												
June				26								
July									2	18		
August									9		25	
September			11									
October									13			
November									17			
December	15		22	42	20							
TOTALS	16	73	38	78	20	1	22	13	78	39	34	0

<p>2018 GRAND TOTAL: Boxes: 412</p> <p style="padding-left: 100px;">Volumes 1</p>	<p>2014 GRAND TOTAL: Boxes: 364</p> <p style="padding-left: 100px;">Volumes: 41</p>
<p>2017 GRAND TOTAL: Boxes: 559</p> <p style="padding-left: 100px;">Volumes: 7</p>	<p>2013 GRAND TOTAL: Boxes: 631</p> <p style="padding-left: 100px;">Volumes: 207</p>
<p>2016 GRAND TOTAL: Boxes: 1,173</p> <p style="padding-left: 100px;">Volumes 45</p>	<p>2012 GRAND TOTAL: Boxes: 643</p> <p style="padding-left: 100px;">Volumes: 117</p>
<p>2015 GRAND TOTAL: Boxes: 427</p> <p style="padding-left: 100px;">Volumes 0</p>	<p>2011 GRAND TOTAL: Boxes: 591</p> <p style="padding-left: 100px;">Volumes: 0</p>

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Records Commission Certificates

	RC-1: One-Time Records Disposal	RC-2: Records Retention Schedule	RC-3: Records Disposal Certificate
General			
Airport			
Auditor		1	1
Auto Title Division			1
Board of Elections		2	3
Board of Revision			1
Budget Commission			
Clerk of Courts		1	1
Commissioners			1
Common Pleas Court			
Coroner			1
Council for Families Developmental Disabilities			1
Dog Warden			
Engineer			1
Emergency Management			
Facilities/Risk Management			
Health Department			
Human Resources			1
Information Technology			
Investment Advisory Board			1
Job and Family Services			1
Land Reutilization Corporation			
Law Library			
Logan-Union-Champaign Planning Commission			
Marysville-Union County Port Authority			
Memorial Health			
Mental Health & Recovery Board			
Probate/Juvenile Court			
Prosecuting Attorney			1
Recorder			1
Records Center & Archives			
Records Commission			
Senior Services		1	1
Sheriff			1
Soil & Water Conservation District			2
Treasurer	1		1
UCATS		1	1
Veterans Service Commission		1	
TOTAL	1	7	22

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Records Commission Certificates (Continued)

2018 GRAND TOTAL:	One-Time Records Disposal (RC-1)	1	2014 GRAND TOTAL:	One-Time Records Disposal (RC-1):	2
	Records Retention Schedule (RC-2)	7		Records Retention Schedule (RC-2):	6
	Records Disposal Certificate (RC-3)	22		Records Disposal Certificate (RC-3):	25
2017 GRAND TOTAL:	One-Time Records Disposal (RC-1)	1	2013 GRAND TOTAL:	One-Time Records Disposal (RC-1):	0
	Records Retention Schedule (RC-2)	6		Records Retention Schedule (RC-2):	13
	Records Disposal Certificate (RC-3)	27		Records Disposal Certificate (RC-3):	21
2016 GRAND TOTAL:	One-Time Records Disposal (RC-1)	1	2012 GRAND TOTAL:	One-Time Records Disposal (RC-1)	2
	Records Retention Schedule (RC-2)	8		Records Retention Schedule (RC-2)	17
	Records Disposal Certificate (RC-3)	19		Records Disposal Certificate (RC-3)	31
2015 GRAND TOTAL:	One-Time Records Disposal (RC-1)	2	2011 GRAND TOTAL:	One-Time Records Disposal (RC-1)	6
	Records Retention Schedule (RC-2)	12		Records Retention Schedule (RC-2)	20
	Records Disposal Certificate (RC-3)	21		Records Disposal Certificate (RC-3)	30

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Records Disposal

	Auditor	Auto Title	BOE	Clerk of Courts	Comms.	Common Pleas	Seniors/UCATS	Engineer	DJFS	Probate/Juvenile Court	Prosecutor	Misc.	Sheriff	Treasurer
January	66	61	21	9	15			15		5	18	6	71	27
February														
March							33		550					
April														
May														
June														
July														
August														
September														
October														
November														
December														
TOTALS	66	61	21	9	15	0	33	15	550	5	18	6	71	27

2018 GRAND TOTAL: 897 Cubic Feet Disposed

2017 GRAND TOTAL: 786 Cubic Feet Disposed

2016 GRAND TOTAL: 527 Cubic Feet Disposed

2015 GRAND TOTAL: 588 Cubic Feet Disposed

2014 GRAND TOTAL: 589 Cubic Feet Disposed

2013 GRAND TOTAL: 352 Cubic Feet Disposed

2012 GRAND TOTAL: 382 Cubic Feet Disposed

2011 GRAND TOTAL: 1,219 Cubic Feet Disposed

2010 GRAND TOTAL: 1,145 Cubic Feet Disposed

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Box Requests

Department	2018 Boxes	2017 Boxes	2016 Boxes	2015 Boxes	2014 Boxes	2013 Boxes	2012 Boxes	2011 Boxes	2010 Boxes
Auditor	16	69	22	6	65	82	101	73	142
Auto Title Division	85	61	23	20	18	18	16	11	14
Board of Elections	29	0	30	19	20	22	20	22	4
Clerk of Courts	71	27	106	10	60	87	43	63	110
Commissioners	20	9	22	12	15	15	10	9	16
Common Pleas Court	0	0	0	0	0	3	0	11	8
Coroner	1	32	0						
Council for Families	0	0	0	1	0	0	0	0	0
Dog Warden	0	0	1	0	0	3	0	0	0
EMA	0	0	0	1	0	0	0	0	0
Engineer	16	51	31	86	63	9	17	17	38
Human Resources	1	0	0	2	0	0	0	0	0
Job & Family Services	8								
Probate/Juvenile Court	60	1	724	4	37	8	250	0	13
Prosecutor	41	107	91	69	10	150	110	71	81
Recorder	0	3	0	0	3	2	40	0	0
Sheriff	45	61	14	35	14	20	1	29	80
Treasurer	8	36	64	14	24	87	10	28	42
Veterans Services	0	0	0	0	0	0	0	0	0
TOTAL	406	457	1,128	279	329	506	618	334	538

2018 TOTAL REQUESTS: 406 Boxes

2017 TOTAL REQUESTS: 457 Boxes

2016 TOTAL REQUESTS: 1,128 Boxes

2015 TOTAL REQUESTS: 279 Boxes

2014 TOTAL REQUESTS: 329 Boxes

2013 TOTAL REQUESTS: 506 Boxes

2012 TOTAL REQUESTS: 618 Boxes

2011 TOTAL REQUESTS: 334 Boxes

2010 TOTAL REQUESTS: 538 Boxes

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Record Imaging

Archives Bound Volume Imaging		Archives Map Imaging		Veteran Grave Maps:	36 Maps 36 Images
Auditor:	11 Volumes 1,538 Images	Atlases:	11 Maps 498 Images	VMS Survey Maps:	172 Maps: 172 Images
Board of Education	3 Volume 1,131 Images	Aerial Maps	2 Maps 883 Images	Watershed Maps:	14 Maps 14 Images
Board of Elections:	4 Volumes 201 Images	Ditch Maps:	972 Maps 1,133 Images	Records Center Scans:	1,673 Maps 4,142 Images
Children's Home:	3 Volumes 1,116 Images	Flood Insurance Maps:	3 Maps 3 Images	Engineer Office Scans:	675 Maps 1,735 Images
Clerk of Courts:	53 Volumes 28,151 Images	Highway Maps:	20 Maps 21 Images	Total:	2,348 Maps 5,877 Images 309 GB
Jury Commission	1 Volume 307 Images	Plat (Tax) Maps:	846 Maps 2,390 Images		
Commissioners:	34 Volumes 18,410 Images	Railroad Maps:	5 Maps 135 Images		
Probate Court:	34 Volumes 13,483 Images	Road Maps:	18 Maps 27 Images		
Recorder:	11 Volumes 3,693 Images	Sanborn Insurance Maps:	21 Maps 88 Images		
School Records	25 Volumes 2,076 Images	School District Maps:	5 Maps 5 Images		
Total:	179 Volumes 70,106 Images 1.28 TB	Subdivision Maps:	223 Maps 470 Images		

Latter-day Saints Imaging	
Auditor:	28,659 Images
Clerk of Courts:	503 Images
Probate Court:	430,899 Images
School Examiners:	1,224 Images
Total:	461,285 Images 68.9 GB

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Shelf Inventory

Permanent Records		Retention Records	
Boxes	Office	Boxes	Office
1,613	Clerk of Courts	242	Sheriff
964	Prosecutor	90	Commissioners
712	Probate Court	85	Board of Elections
692	Juvenile Court	76	Auditor
289	Engineer	73	Auto Title
230	Auditor	60	Prosecutor
214	Treasurer	46	Juvenile Court
148	Miscellaneous Books	37	Engineer
130	City of Marysville	22	Clerk of Courts
100	Sheriff	22	Treasurer
66	Commissioners	2	Human Resources
49	Board of Elections	1	Council for Families
25	JFS	1	Electronic/Audio Media
17	Coroner	1	Law Library
12	Common Pleas Court	1	Recorder
10	Recorder		
2	Facilities		
1	Bar Association		
1	Council for Families		
1	Law Library		
5,276	Total	759	Total

	2018		2017		2016	
Total Capacity:	9,934 Boxes	100%	9,934 Boxes	100%	8,960 Boxes	100%
Current Use:	6,035 Boxes	61%	5,902 Boxes	59%	5,875 Boxes	66%
Permanent	5,276 Boxes	87%	5,112 Boxes	87%	5,131 Boxes	87%
Retention	759 Boxes	13%	790 Boxes	13%	744 Boxes	13%
Available Space:	3,899 Boxes	39%	4,032 Boxes	41%	3,085 Boxes	34%

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Substantive Accomplishments

- Maintained all county offices, departments and agencies Record Retention Schedules (RC-2) keeping them with current best practices and standards.
- Performed annual county records purge from the Records Center & Archives – 314 boxes.
- Worked with the Department of Job and Family Services to identify, classify and dispose of 583 boxes of obsolete materials.
- Worked with regional governmental partner Montgomery County in microfilming the 2017 Union County Tax List and Union County Tax Duplicate.
- Worked with the Juvenile Court in identifying and preparing to expunge sealed Juvenile Court case files pursuant to statute.
- Worked with Prosecutor's Office in identifying and preparing to seal and expunge juvenile files.
- Reorganized and refiled County Commissioners' Engineer's Office related files from 1959-2014 – 6 cubic feet.
- Reorganized Probate Court Case File from 1820-1852 in file date order, placed files in archival housing and renumbered the files chronological order – 7 cubic feet.
- Organized Engineer's Office Survey Field Notes for county bridges, ditches and roads from 1889-1969 – 3 cubic feet.
- Organized and alphabetized JFS Welfare Cards from 1934-1993 – 13 cubic feet.
- Placed new canvas book covers on Auditor's Tax Lists from 1836 to 1933 – 120 covers.
- Purchased Contex IQ Flex flatbed scanner that can scan images up to 2 feet by 3 feet.
- Scanned and placed online 2,348 county maps that account for 5,877 images – 309 GB of data.
- Scanned and placed online 179 bound volumes of county records that account for 70,106 images – 1.28 TB of data.
- Helped facilitate Latter-day Saints imaging project of county records at the Records Center & Archives – 461,285 images.
- Completed the following record indexes to help increase the accessibility and availability of the records:
 - Auditor Corporation and School District Property Index (1846-1889)
11,085 Records
- Indexed a grand total of 11,085 additional records for future placement on Union County Record Indexes website.