

Union County Records Center & Archives



Annual Report 2019

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2019 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	21	208	6	10	3	2	0	7	0	0
February	27	230	8	3	7	1	0	3	0	2
March	29	299	12	7	7	0	0	6	0	0
April	27	65	4	11	5	1	1	4	0	0
May	32	67	5	17	2	1	0	5	0	0
June	34	64	8	15	2	4	0	4	0	0
July	29	50	5	14	7	1	0	3	0	1
August	30	82	7	6	3	1	0	5	0	0
September	19	27	2	6	5	2	9	2	0	3
October	21	31	4	10	3	1	2	2	0	0
November	20	61	3	5	0	1	1	3	0	1
December	18	35	5	10	11	1	0	9	0	0
TOTALS	307	1,218	69	114	55	16	13	53	0	7

2019 GRAND TOTAL: 634 Requests

	Public (People)	Public (Records)	Clerk of Courts	Juvenile Court	Probate Court	Prosecutor	Sheriff	Engineer	Auditor	Other
2018	284	2,268	99	129	116	8	2	27	1	2
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

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

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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		83		11			32					20
February				1		3		14		58		
March								35	5	23	33	
April									41			
May								170	5			
June												
July								6		10		
August					3			9				
September					1						24	
October												
November							7					
December						2		14				
TOTALS	0	83	0	12	4	5	39	248	51	91	57	20

<p>2019 GRAND TOTAL: Boxes: 610</p> <p style="padding-left: 100px;">Volumes 6</p>	<p>2015 GRAND TOTAL: Boxes: 427</p> <p style="padding-left: 100px;">Volumes 0</p>
<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>

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Records Commission Certificates

	RC-1: One-Time Records Disposal	RC-2: Records Retention Schedule	RC-3: Records Disposal Certificate
General		1	
Airport			
Auditor		1	1
Auto Title Division		2	1
Board of Elections		1	2
Board of Revision		1	1
Budget Commission			
Clerk of Courts			1
Commissioners		1	1
Common Pleas Court			
Coroner			
Council for Families			
Data Processing Board		1	
Developmental Disabilities			
Dog Warden			
Engineer			1
Emergency Management			
Facilities		1	
Health Department			
Human Resources		1	1
Information Technology			
Investment Advisory Board			
Job and Family Services		1	1
Joint Recreation District		1	
Land Reutilization Corporation			
Law Library			1
Logan-Union-Champaign Planning Commission			
Marysville-Union County Port Authority			
Memorial Health			
Mental Health & Recovery Board			
Probate/Juvenile Court			1
Prosecuting Attorney			1
Recorder			1
Records Center & Archives			
Records Commission			
Senior Services			1
Sheriff	1	1	1
Soil & Water Conservation District			1
Treasurer			1
UCATS			1
Veterans Service Commission			
TOTAL	1	13	19

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Records Commission Certificates (Continued)

2019 GRAND TOTAL:	One-Time Records Disposal (RC-1)	1	2015 GRAND TOTAL:	One-Time Records Disposal (RC-1)	2
	Records Retention Schedule (RC-2)	13		Records Retention Schedule (RC-2)	12
	Records Disposal Certificate (RC-3)	19		Records Disposal Certificate (RC-3)	21
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

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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	28	73	44	22	17			14		25	7	4	34	16
February														
March							8		105			1		
April														
May														
June														
July														
August														
September														
October														
November														
December														
TOTALS	28	73	44	22	17	0	8	14	105	25	7	5	34	16

2019 GRAND TOTAL: 398 Cubic Feet Disposed

2014 GRAND TOTAL: 589 Cubic Feet Disposed

2018 GRAND TOTAL: 897 Cubic Feet Disposed

2013 GRAND TOTAL: 352 Cubic Feet Disposed

2017 GRAND TOTAL: 786 Cubic Feet Disposed

2012 GRAND TOTAL: 382 Cubic Feet Disposed

2016 GRAND TOTAL: 527 Cubic Feet Disposed

2011 GRAND TOTAL: 1,219 Cubic Feet Disposed

2015 GRAND TOTAL: 588 Cubic Feet Disposed

2010 GRAND TOTAL: 1,145 Cubic Feet Disposed

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Box Requests

Department	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010
Auditor	19	16	69	22	6	65	82	101	73	142
Auto Title Division	83	85	61	23	20	18	18	16	11	14
Board of Elections	10	29	0	30	19	20	22	20	22	4
Clerk of Courts	11	71	27	106	10	60	87	43	63	110
Commissioners		20	9	22	12	15	15	10	9	16
Common Pleas Court	6	0	0	0	0	0	3	0	11	8
Coroner	3	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	32	16	51	31	86	63	9	17	17	38
Human Resources	3	1	0	0	2	0	0	0	0	0
Job & Family Services	220	8								
Law Library	2									
Probate/Juvenile Court	46	60	1	724	4	37	8	250	0	13
Prosecutor	89	41	107	91	69	10	150	110	71	81
Recorder		0	3	0	0	3	2	40	0	0
Senior Services	7									
Sheriff	28	45	61	14	35	14	20	1	29	80
Treasurer	10	8	36	64	14	24	87	10	28	42
UCATS	1									
Veterans Services		0	0	0	0	0	0	0	0	0
TOTAL	570	406	457	1,128	279	329	506	618	334	538

2019 TOTAL REQUESTS: 570 Boxes

2015 TOTAL REQUESTS: 279 Boxes

2018 TOTAL REQUESTS: 406 Boxes

2014 TOTAL REQUESTS: 329 Boxes

2017 TOTAL REQUESTS: 457 Boxes

2013 TOTAL REQUESTS: 506 Boxes

2016 TOTAL REQUESTS: 1,128 Boxes

2012 TOTAL REQUESTS: 618 Boxes

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Record Imaging

Archives Bound Volume Imaging		Archives Map Imaging		Latter-day Saints Imaging	
Board of Elections:	4 Volumes 900 Images	Atlases:	5 Maps 328 Images	2019 Total:	488,057 Images
Clerk of Courts:	38 Volumes 23,440 Images	2019 Total:	5 Maps 328 Images	2018 Total:	461,285 Images
Juvenile Court:	11 Volume 5,893 Images	2018 Total:	2,348 Maps 5,877 Images	GRAND TOTAL:	949,342 Images
Probate Court:	24 Volumes 15,193 Images	GRAND TOTAL:		2,353 Maps 6,205 Images	
School Records:	7 Volumes 2,805 Images				
Sinking Fund:	1 Volume 54 Images				
2019 Total:	85 Volumes 48,285 Images				
2018 Total:	179 Volumes 70,106 Images				
GRAND TOTAL:	264 Volumes 118,391 Images				

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Shelf Inventory

Permanent Records			Retention Records		
Boxes	Office		Boxes	Office	
1,610	Clerk of Courts		274	Sheriff	
1,124	Prosecutor		83	Auto Title	
717	Probate Court		72	Commissioners	
696	Juvenile Court		56	Prosecutor	
309	Engineer		50	JFS	
237	Auditor		49	Auditor	
214	Treasurer		41	Board of Elections	
204	JFS		40	Engineer	
160	Miscellaneous Books		33	Juvenile Court	
130	City of Marysville		26	Treasurer	
101	Sheriff		12	Clerk of Courts	
66	Commissioners		7	Senior Services	
49	Board of Elections		7	UCATS	
26	Coroner		4	Human Resources	
12	Common Pleas Court		3	Electronic/Audio	
10	Recorder		2	EMA	
2	Facilities		2	Law Library	
1	Bar Association		2	Records Center & Archives	
1	Council for Families		1	Council for Families	
1	Law Library		1	Recorder	
5,670	Total		765	Total	

	2019			2018			2017	
Total Capacity:	9,934 Boxes	100%	Total Capacity:	9,934 Boxes	100%	Total Capacity:	9,934 Boxes	100%
Current Use:	6,435 Boxes	65%	Current Use:	6,035 Boxes	61%	Current Use:	5,902 Boxes	59%
Permanent	5,670 Boxes	88%	Permanent	5,276 Boxes	87%	Permanent	5,112 Boxes	87%
Retention	765 Boxes	12%	Retention	759 Boxes	13%	Retention	790 Boxes	13%
Available Space:	3,499 Boxes	35%	Available Space:	3,899 Boxes	39%	Available Space:	4,032 Boxes	41%

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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 – 284 boxes.
- Worked with the Department of Job and Family Services to identify, classify and dispose of 113 boxes of obsolete materials.
- Worked with regional governmental partner Montgomery County in microfilming the 2018 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.
- Implemented Record Retention Schedule (RC-2) for the Joint Recreation District and consolidated their Special Taxing District Records Commission into the County Records Commission.
- Integrated and transferred JFS, Senior Services and UCATS business and fiscal records into the Records Center & Archives for administration and storage.
- Consolidated office and departmental personnel files into one secure storage area.
- Reevaluated confidential record holdings and revised confidential restrictions in consequence to HB 139 that limited confidentiality of records to 75 years.
- Organized and archived Auditor's school settlement records from 1828-1885 – 9 cubic feet.
- Organized and archived Auditor's school annual reports, treasurer reports and enumerations of school-age youth from 1829-1964 – 1 cubic foot
- Transferred and alphabetized permanent Children Protective Services case files to the Records Center & Archives for storage; through consolidation reduced the number of boxes from 187 to 165.
- Completed scanning historical atlases from surrounding counties and placing them online.
- Continued digitization of county school records – meeting minutes and fiscal records.
- Scanned and placed online 85 bound volumes of county records that account for 48,285 images.
- Started reorganization and indexing of Common Pleas Court chancery and civil case files from 1820-1875 for archiving into acid-free file folders and for Latter-day Saints imaging in 2020 – 26,037 index entries.
- Began assisting offices and departments in the implementation of Auditor of State StarRS Rating System in compliance with Auditor of State bulletin 2019-003.
- Helped facilitate Latter-day Saints imaging project of county records at the Records Center & Archives – 488,057 images.