

# Union County Records Center & Archives



## Annual Report 2020

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# 2020 Annual Report

## Record Requests from Records Center & Archives

	Public (People)	Public (Records)	Clerk of Courts	Juvenile Court	Probate Court	Engineer	Sheriff	Prosecutor	Auditor	Other
<b>January</b>	34	58	3	4	5	1				
<b>February</b>	23	42	7	10	3	3				1
<b>March</b>	24	43	6	6	11	8			1	
<b>April</b>	4	4	1	1	6			1		1
<b>May</b>	10	13	4	2	1	6	1			1
<b>June</b>	28	73	3	6	5	9	1			
<b>July</b>	33	164	7	6	6	4	2	1		1
<b>August</b>	31	77	4	4	2	13				
<b>September</b>	25	68	10	20	6	6			1	1
<b>October</b>	31	147	8	6	3	1	2			
<b>November</b>	30	69	6		2		1	1		1
<b>December</b>	10	23	6		5	1				1
<b>TOTALS</b>	<b>283</b>	<b>781</b>	<b>65</b>	<b>65</b>	<b>55</b>	<b>52</b>	<b>7</b>	<b>3</b>	<b>2</b>	<b>7</b>

**2020 GRAND TOTAL: 539 Requests**

	Public (People)	Public (Records)	Clerk of Courts	Juvenile Court	Probate Court	Engineer	Sheriff	Prosecutor	Auditor	Other
<b>2019</b>	307	1,218	69	114	55	53	13	16	0	7
<b>2018</b>	284	2,268	99	129	116	27	2	8	1	2
<b>2017</b>	334	2,972	91	100	127	37	11	20	2	1
<b>2016</b>	227	1,121	86	71	76	51	15	31	0	5
<b>2015</b>	238	699	120	65	0	37	17	56	2	0
<b>2014</b>	191	583	94	71	0	28	21	32	96	8

**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**

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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
<b>January</b>		41		7	6		28		6			
<b>February</b>	28							147	12			
<b>March</b>											24	
<b>April</b>												
<b>May</b>										77		
<b>June</b>			19					24		48		
<b>July</b>			1									
<b>August</b>					3							
<b>September</b>									14			
<b>October</b>				136								
<b>November</b>								10			30	19
<b>December</b>	5					1						11
<b>TOTALS</b>	<b>33</b>	<b>41</b>	<b>20</b>	<b>143</b>	<b>9</b>	<b>1</b>	<b>28</b>	<b>181</b>	<b>32</b>	<b>125</b>	<b>54</b>	<b>30</b>

<p><b>2020 GRAND TOTAL:      Boxes:      697</b></p> <p style="padding-left: 100px;"><b>Volumes      1</b></p>	<p><b>2016 GRAND TOTAL:      Boxes:      1,173</b></p> <p style="padding-left: 100px;"><b>Volumes      45</b></p>
<p><b>2019 GRAND TOTAL:      Boxes:      610</b></p> <p style="padding-left: 100px;"><b>Volumes      6</b></p>	<p><b>2015 GRAND TOTAL:      Boxes:      427</b></p> <p style="padding-left: 100px;"><b>Volumes      0</b></p>
<p><b>2018 GRAND TOTAL:      Boxes:      412</b></p> <p style="padding-left: 100px;"><b>Volumes      1</b></p>	<p><b>2014 GRAND TOTAL:      Boxes:      364</b></p> <p style="padding-left: 100px;"><b>Volumes:      41</b></p>
<p><b>2017 GRAND TOTAL:      Boxes:      559</b></p> <p style="padding-left: 100px;"><b>Volumes:      7</b></p>	<p><b>2013 GRAND TOTAL:      Boxes:      631</b></p> <p style="padding-left: 100px;"><b>Volumes:      207</b></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		1	
Auditor		1	1
Auto Title Division	1	1	3
Board of Elections		1	1
Board of Revision			1
Budget Commission			
Clerk of Courts			1
Commissioners			1
Common Pleas Court			
Coroner			
Council for Families			
Data Processing Board			
Developmental Disabilities			
Dog Warden			
Emergency Management			1
Engineer			1
Facilities			
Health Department			
Human Resources			1
Information Technology			
Investment Advisory Board			
Job and Family Services			1
Joint Recreation District			
Land Reutilization Corporation			
Law Library			1
Logan-Union-Champaign Planning Commission			
Marysville-Union County Port Authority			
Memorial Health			
Mental Health & Recovery Board			1
Probate/Juvenile Court			1
Prosecuting Attorney			1
Recorder			1
Records Center & Archives		1	1
Records Commission		1	
Senior Services			1
Sheriff		1	1
Soil & Water Conservation District		1	1
Treasurer			1
UCATS			1
Veterans Service Commission			
<b>TOTAL</b>	<b>1</b>	<b>9</b>	<b>23</b>

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## Records Commission Certificates (Continued)

<b>2020 GRAND TOTAL:</b>	<b>One-Time Records Disposal (RC-1)</b>	<b>1</b>	<b>2016 GRAND TOTAL:</b>	<b>One-Time Records Disposal (RC-1)</b>	<b>1</b>
	<b>Records Retention Schedule (RC-2)</b>	<b>9</b>		<b>Records Retention Schedule (RC-2)</b>	<b>8</b>
	<b>Records Disposal Certificate (RC-3)</b>	<b>23</b>		<b>Records Disposal Certificate (RC-3)</b>	<b>19</b>
<b>2019 GRAND TOTAL:</b>	<b>One-Time Records Disposal (RC-1)</b>	<b>1</b>	<b>2015 GRAND TOTAL:</b>	<b>One-Time Records Disposal (RC-1)</b>	<b>2</b>
	<b>Records Retention Schedule (RC-2)</b>	<b>13</b>		<b>Records Retention Schedule (RC-2)</b>	<b>12</b>
	<b>Records Disposal Certificate (RC-3)</b>	<b>19</b>		<b>Records Disposal Certificate (RC-3)</b>	<b>21</b>
<b>2018 GRAND TOTAL:</b>	<b>One-Time Records Disposal (RC-1)</b>	<b>1</b>	<b>2014 GRAND TOTAL:</b>	<b>One-Time Records Disposal (RC-1):</b>	<b>2</b>
	<b>Records Retention Schedule (RC-2)</b>	<b>7</b>		<b>Records Retention Schedule (RC-2):</b>	<b>6</b>
	<b>Records Disposal Certificate (RC-3)</b>	<b>22</b>		<b>Records Disposal Certificate (RC-3):</b>	<b>25</b>
<b>2017 GRAND TOTAL:</b>	<b>One-Time Records Disposal (RC-1)</b>	<b>1</b>	<b>2013 GRAND TOTAL:</b>	<b>One-Time Records Disposal (RC-1):</b>	<b>0</b>
	<b>Records Retention Schedule (RC-2)</b>	<b>6</b>		<b>Records Retention Schedule (RC-2):</b>	<b>13</b>
	<b>Records Disposal Certificate (RC-3)</b>	<b>27</b>		<b>Records Disposal Certificate (RC-3):</b>	<b>21</b>

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### Records Disposal

	Auditor	Auto Title	BOE	Clerk of Courts	Comms.	Common Pleas	Seniors/UCATS	Engineer	JFS	Probate/Juvenile Court	Prosecutor	Misc.	Sheriff	Treasurer
<b>January</b>	16	343		7	12		9	17	58	17	6	10	42	19
<b>February</b>														
<b>March</b>														
<b>April</b>														
<b>May</b>														
<b>June</b>														
<b>July</b>														
<b>August</b>														
<b>September</b>		77												
<b>October</b>														
<b>November</b>														
<b>December</b>														
<b>TOTALS</b>	<b>16</b>	<b>420</b>	<b>0</b>	<b>7</b>	<b>12</b>	<b>0</b>	<b>9</b>	<b>17</b>	<b>49</b>	<b>17</b>	<b>6</b>	<b>10</b>	<b>42</b>	<b>19</b>

**2020 GRAND TOTAL: 624 Cubic Feet Disposed**

**2019 GRAND TOTAL: 398 Cubic Feet Disposed**

**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	2020	2019	2018	2017	2016	2015	2014	2013	2012	2011
Auditor	27	19	16	69	22	6	65	82	101	73
Auto Title Division	41	83	85	61	23	20	18	18	16	11
Board of Elections	46	10	29		30	19	20	22	20	22
Clerk of Courts	143	11	71	27	106	10	60	87	43	63
Commissioners	7		20	9	22	12	15	15	10	9
Common Pleas Court		6						3		11
Coroner		3	1	32						
Council for Families						1				
Dog Warden					1			3		
EMA						1				
Engineer	36	32	16	51	31	86	63	9	17	17
Human Resources		3	1			2				
Job & Family Services	181	220	8							
Law Library		2								
Probate/Juvenile Court	52	46	60	1	724	4	37	8	250	
Prosecutor	125	89	41	107	91	69	10	150	110	71
Recorder				3			3	2	40	
Senior Services		7								
Sheriff	36	28	45	61	14	35	14	20	1	29
Treasurer	45	10	8	36	64	14	24	87	10	28
UCATS		1								
Veterans Services										
<b>TOTAL</b>	<b>739</b>	<b>570</b>	<b>406</b>	<b>457</b>	<b>1,128</b>	<b>279</b>	<b>329</b>	<b>506</b>	<b>618</b>	<b>334</b>

**2020 TOTAL REQUESTS: 739 Boxes**

**2016 TOTAL REQUESTS: 1,128 Boxes**

**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**

# 2020 Annual Report

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## Record Imaging

Archives Bound Volume Imaging		Archives Document Imaging		Archives Map Imaging	
Law Library:	2 Volumes 342 Images	Clerk of Courts:	7,718 Images	<b>2020 Total:</b>	<b>0 Maps 0 Images</b>
Recorder:	34 Volumes 14,341 Images	<b>2020 Total:</b>	<b>7,718 Images</b>	<b>2019 Total:</b>	<b>5 Maps 328 Images</b>
School Records:	9 Volumes 1,740 Images	<b>GRAND TOTAL:</b>	<b>7,718 Images</b>	<b>2018 Total:</b>	<b>2,348 Maps 5,877 Images</b>
<b>2020 Total:</b>	<b>45 Volumes 16,423 Images</b>			<b>GRAND TOTAL:</b>	<b>2,353 Maps 6,205 Images</b>
<b>2019 Total:</b>	<b>85 Volumes 48,285 Images</b>				
<b>2018 Total:</b>	<b>179 Volumes 70,106 Images</b>				
<b>GRAND TOTAL:</b>	<b>309 Volumes 134,814 Images</b>				

## Latter-day Saints Imaging

<b>2020 Total:</b>	<b>134,450 Images</b>
<b>2019 Total:</b>	<b>488,057 Images</b>
<b>2018 Total:</b>	<b>461,285 Images</b>
<b>GRAND TOTAL:</b>	<b>1,083,792 Images</b>



# 2020 Annual Report

## Shelf Inventory

Permanent Records		Retention Records	
Boxes	Office	Boxes	Office
1,742	Clerk of Courts	285	Sheriff
1,236	Prosecutor	72	Prosecutor
728	Probate Court	67	Commissioners
720	Juvenile Court	61	Board of Elections
372	JFS	57	Auditor
324	Engineer	44	JFS
238	Auditor	43	Engineer
214	Treasurer	41	Auto Title
159	Miscellaneous Books	38	Treasurer
143	City of Marysville	17	Juvenile Court
102	Sheriff	12	Clerk of Courts
66	Commissioners	4	Electronic/Audio Media
53	Board of Elections	1	Council for Families
26	Coroner	1	Human Resources
13	Recorder	1	Law Library
12	Common Pleas	1	Recorder
2	Facilities	1	Records Center & Archives
1	Bar Association		
1	Council for Families		
1	Law Library		
<b>6,153</b>	<b>Total</b>	<b>746</b>	<b>Total</b>

	2020		2019		2018	
Total Capacity:	9,934 Boxes	100%	9,934 Boxes	100%	9,934 Boxes	100%
Current Use:	6,899 Boxes	69%	6,435 Boxes	65%	6,035 Boxes	61%
Permanent	6,153 Boxes	89%	5,670 Boxes	88%	5,276 Boxes	87%
Retention	746 Boxes	11%	765 Boxes	12%	759 Boxes	13%
Available Space:	3,035 Boxes	31%	3,499 Boxes	35%	3,899 Boxes	39%

# 2020 Annual Report

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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 – 287 boxes.
- Worked with the Clerk of Courts Auto Title Division in strategizing the better utilization of shelving and records storage at the Auto Title Office.
- Worked with the Clerk of Courts Auto Title Division to identify, classify and dispose of 337 boxes of obsolete materials.
- Worked with regional governmental partner Montgomery County in microfilming the 2019 Union County Tax List and Union County Tax Duplicate.
- Reorganized and labeled Sheriff's Office Offense Reports from 2004-2012 – 236 boxes.
- Digitized and placed online County Recorders' Deed Index from 1875-1994, Mortgage Index from 1944-1994 and Miscellaneous Index from 1960-1994 – 29 Volumes – 11,865 images.
- Digitized and place online Union County Recorders' Plat Books from 1850-1967 – 3 volumes – 1,150 images.
- Integrated unfiled loose papers from the Common Pleas Court into their respective case files from 1820-1935 – 5 cubic feet.
- Transferred and alphabetized permanent Children Protective Services case files to the Records Center & Archives for storage from 2008-2013 – 147 boxes.
- Continued digitization of county school records – meeting minutes and fiscal records.
- Scanned and placed online a grand total 45 bound volumes of county records that account for 16,423 images.
- 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 two-star rating out of four in its first audit.
- Helped facilitate Latter-day Saints imaging project of county records at the Records Center & Archives – 134,450 images.
- Continued reorganization and indexing of Common Pleas Court civil case files from 1876-1900 for archiving into acid-free file folders and for Latter-day Saints imaging in 2021 – 28,357 index entries.
- Continued indexing of Common Pleas Court civil case files from 1901-1920 – 11,290 index entries.
- Redid Supreme Court case file index from 1820-1851 and added 216 index entries for a total of 507 index entries.
- Redid District Court case file index from 1852-1884 and added 1,801 index entries for a total of 2,608 index entries.
- Redid Circuit Court case file index from 1885-1912 and added 1,008 index entries for a total of 2,095 index entries.
- Redid Execution and Lien case file index from 1853-1957 and added 584 index entries for a total of 3,265 index entries.