

Union County Records Center & Archives



Annual Report 2021

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2021 Annual Report

Record Requests from Records Center & Archives

	Public (People)	Public (Records)	Clerk of Courts	Juvenile Court	Probate Court	Engineer	Sheriff	Prosecutor	Auditor	Other
January	12	30	6	8	7	1	3			1
February	18	24	4	11	6					
March	17	22	7	5	5		1	2		2
April	16	21	6	9	8		3	9		
May	17	31	9		3	6		1		
June	16	35	2	3	1	6	2			
July	12	26	3	12	6	7		3		
August	12	15	11	7	7	4	2	1	1	1
September	15	22	9	3	3	3				1
October	7	12	10	7	5		2		1	
November	12	85	1		3	1				2
December	12	32	8	5	6	2	1			
TOTALS	167	357	76	70	60	30	14	16	2	7

2021 GRAND TOTAL: 442 Requests

	Public (People)	Public (Records)	Clerk of Courts	Juvenile Court	Probate Court	Engineer	Sheriff	Prosecutor	Auditor	Other
2020	283	781	65	65	55	52	7	3	2	7
2019	307	1,218	69	114	55	53	13	16	0	7
2018	284	2,268	99	129	116	27	2	8	1	2
2017	334	2,972	91	100	127	37	11	20	2	1
2016	227	1,121	86	71	76	51	15	31	0	5
2015	238	699	120	65	0	37	17	56	2	0

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

2021 Annual Report

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												
February					6						23	
March	12	31	31	7					4			
April	7								19		38	16
May	7							1				
June	7											
July			5	9			34					
August			2									
September							14	8				
October				22								
November												
December	13		1		27				4			
TOTALS	46	31	39	38	33	0	48	9	27	0	61	16

<p>2021 GRAND TOTAL: Boxes: 348</p> <p style="padding-left: 100px;">Volumes: 4</p> <p>2020 GRAND TOTAL: Boxes: 697</p> <p style="padding-left: 100px;">Volumes 1</p> <p>2019 GRAND TOTAL: Boxes: 610</p> <p style="padding-left: 100px;">Volumes 6</p> <p>2018 GRAND TOTAL: Boxes: 412</p> <p style="padding-left: 100px;">Volumes 1</p>	<p>2017 GRAND TOTAL: Boxes: 559</p> <p style="padding-left: 100px;">Volumes: 7</p> <p>2016 GRAND TOTAL: Boxes: 1,173</p> <p style="padding-left: 100px;">Volumes 45</p> <p>2015 GRAND TOTAL: Boxes: 427</p> <p style="padding-left: 100px;">Volumes 0</p> <p>2014 GRAND TOTAL: Boxes: 364</p> <p style="padding-left: 100px;">Volumes: 41</p>
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2021 Annual Report

Records Commission Certificates

	RC-1: One-Time Records Disposal	RC-2: Records Retention Schedule	RC-3: Records Disposal Certificate
General Schedule		1	
Airport			
Auditor			1
Auto Title Division			1
Board of Elections		1	2
Board of Revision			1
Budget Commission			
Clerk of Courts			1
Commissioners		1	1
Common Pleas Court			
Coroner			
Council for Families			
Data Processing Board			
Developmental Disabilities			
Dog Warden			
Emergency Management			
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			
Probate/Juvenile Court		1	1
Prosecuting Attorney			1
Recorder			1
Records Center & Archives			1
Records Commission			
Senior Services			1
Sheriff		1	1
Soil & Water Conservation District			2
Treasurer			1
UCATS			1
Veterans Service Commission			
TOTAL	0	5	21

2021 Annual Report

Records Commission Certificates (Continued)

2021 GRAND TOTAL:	One-Time Records Disposal (RC-1)	0	2017 GRAND TOTAL:	One-Time Records Disposal (RC-1)	1
	Records Retention Schedule (RC-2)	5		Records Retention Schedule (RC-2)	6
	Records Disposal Certificate (RC-3)	21		Records Disposal Certificate (RC-3)	27
2020 GRAND TOTAL:	One-Time Records Disposal (RC-1)	1	2016 GRAND TOTAL:	One-Time Records Disposal (RC-1)	1
	Records Retention Schedule (RC-2)	9		Records Retention Schedule (RC-2)	8
	Records Disposal Certificate (RC-3)	23		Records Disposal Certificate (RC-3)	19
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

2021 Annual Report

Records Disposal

	Auditor	Auto Title	BOE	Clerk of Courts	Comms.	Common Pleas	Engineer	JFS	Misc.	Probate/Juvenile Court	Prosecutor	Senior/UCATS	Sheriff	Treasurer
January	19	38	35	8	23		16	12	4	10		3	43	27
February		162						18						
March														
April														
May														
June														
July														
August														
September														
October														
November														
December														
TOTALS	19	200	35	8	23	0	16	30	4	10	0	3	43	27

2021 GRAND TOTAL: 418 Cubic Feet Disposed

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

2021 Annual Report

Box Requests

Department	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
Auditor	45	27	19	16	69	22	6	65	82	101
Auto Title Division	31	41	83	85	61	23	20	18	18	16
Board of Elections	1	46	10	29		30	19	20	22	20
Clerk of Courts	40	143	11	71	27	106	10	60	87	43
Commissioners	30	7		20	9	22	12	15	15	10
Common Pleas Court			6						3	
Coroner			3	1	32					
Council for Families							1			
Dog Warden						1			3	
EMA							1			
Engineer	34	36	32	16	51	31	86	63	9	17
Human Resources			3	1			2			
Job & Family Services	1	181	220	8						
Law Library			2							
Probate/Juvenile Court	30	52	46	60	1	724	4	37	8	250
Prosecutor		125	89	41	107	91	69	10	150	110
Recorder					3			3	2	40
Senior Services			7							
Sheriff	60	36	28	45	61	14	35	14	20	1
Treasurer		45	10	8	36	64	14	24	87	10
UCATS			1							
Veterans Services										
TOTAL	272	739	570	406	457	1,128	279	329	506	618

2021 TOTAL REQUESTS: 272 Boxes

2017 TOTAL REQUESTS: 457 Boxes

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

2021 Annual Report

Record Imaging

Archives Bound Volume Imaging	Archives Document Imaging	Latter-day Saints Imaging
Board of Elections: 2 Volumes 335 Images	Clerk of Courts: 33,835 Images	2021 Total: 70,020 Images
Probate Court: 3 Volumes 686 Images	Engineer: 2,246 Images	2020 Total: 134,450 Images
School Records: 3 Volumes 469 Images	Records Center 160 Images	2019 Total: 488,057 Images
	2021 Total: 36,241 Images	2018 Total: 461,285 Images
2021 Total: 8 Volumes 1,490 Images	2020 Total: 7,718 Images	GRAND TOTAL: 1,153,812 Images
2020 Total: 45 Volumes 16,423 Images	GRAND TOTAL: 43,959 Images	
2019 Total: 85 Volumes 48,285 Images		
2018 Total: 179 Volumes 70,106 Images		
 GRAND TOTAL: 317 Volumes 136,304 Images		

2021 Annual Report

Shelf Inventory

Permanent Records			Retention Records		
Boxes	Office	Boxes	Office	Boxes	Office
1,785	Clerk of Courts	314	Sheriff		
1,236	Prosecutor	71	Prosecutor		
740	Juvenile Court	59	Board of Elections		
732	Probate Court	59	Commissioners		
373	JFS	52	Engineer		
334	Engineer	51	Auditor		
296	Auditor	37	JFS		
214	Treasurer	34	Auto Title		
153	Miscellaneous Books	27	Treasurer		
143	City of Marysville	17	Clerk of Courts		
106	Sheriff	15	Juvenile Court		
73	Commissioners	8	Facilities		
53	Board of Elections	5	Electronic/Audio Media		
29	Coroner	1	Council for Families		
14	Facilities	1	Human Resources		
12	Common Pleas	1	Law Library		
10	Recorder	1	Recorder		
1	Bar Association	1	Records Center & Archives		
1	Council for Families				
1	Law Library				
6,312	Total	754	Total		

	2021		2020		2019			
Total Capacity:	9,934 Boxes	100%	Total Capacity:	9,934 Boxes	100%	Total Capacity:	9,934 Boxes	100%
Current Use:	7,066 Boxes	71%	Current Use:	6,899 Boxes	69%	Current Use:	6,435 Boxes	65%
Permanent	6,312 Boxes	89%	Permanent	6,153 Boxes	89%	Permanent	5,670 Boxes	88%
Retention	754 Boxes	11%	Retention	746 Boxes	11%	Retention	765 Boxes	12%
Available Space:	2,868 Boxes	29%	Available Space:	3,035 Boxes	31%	Available Space:	3,499 Boxes	35%

2021 Annual Report

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 – 238 boxes.
- Worked with Clerk of Courts in organizing personnel files from 1990-2020 and transferring them to the Records Center & Archives for storage.
- Worked with regional governmental partner Montgomery County in microfilming the 2020 Union County Tax List and Union County Tax Duplicate.
- Digitized Clerk of Courts Divorce/Dissolution Decree and Separation Agreements from 1960-2002 – 33,835 images.
- Digitized Building Department Commercial Certificates of Occupancy from 1997-2017 – 2,246 images.
- Digitized One-Time Disposal of Obsolete Records (RC-1) from 1968-2020 and created webpage with records located on it in compliance with Auditor of State bulletin 2019-003.
- Digitized Records Disposal Certificates (RC-3) from 1968-2009.
- Created Records Custodian webpage with office record custodians' contact information in compliance with Auditor of State bulletin 2019-003.
- Reorganized and rehoused Court of Appeals case files from 1913-1967 – 325 case files – fully integrating original case file with appellate case file.
- Continued digitization of county school records – meeting minutes and fiscal records.
- Continued working on the transfer of Justice of the Peace records to the Records Center & Archives for digitization and storage.
- 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.
- Helped facilitate Latter-day Saints imaging project of county records at the Records Center & Archives – 70,020 images.
- Continued indexing of Common Pleas Court civil case files from 1921-1977 – 38,486 index entries.
- Continued indexing of Common Pleas Court certificates of judgment case files from 1935-1977 – 4,807 index entries.
- Finished Common Pleas Court case file index 1820-1977 (appellate, civil, chancery, civil, criminal, domestic, execution & lien and judgements) – 142,055 index entries.
- Integrated Alimony Records (1913-1959) into Common Pleas Court Index.
- Integrated Jury Records (1859-1919) into Common Pleas Court Index.
- Integrated Partition Records (1873-1921) into Common Pleas Court Index.
- Integrated Witness Records (1853-1973) into Common Pleas Court Index.