

Union County Records Center & Archives



Annual Report 2022

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2022 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	16	30	5	4	1	5	0	2	3	4
February	8	81	11	3	2	4	0	2	0	0
March	14	16	9	1	3	6	2	0	1	3
April	18	27	13	11	3	1	3	1	1	0
May	13	25	8	3	2	7	0	0	0	2
June	12	19	9	5	2	0	0	0	1	3
July	5	5	3	14	2	12	1	1	1	0
August	4	6	2	2	4	5	0	0	0	4
September	14	30	7	8	4	5	3	1	1	2
October	7	8	19	18	3	2	5	0	1	2
November	7	14	12	12	5	7	1	3	1	0
December	1	4	5	3	4	2	1	1	0	1
TOTALS	119	265	103	84	35	56	16	11	10	21

2022 GRAND TOTAL: 455 Requests

	Public (People)	Public (Records)	Clerk of Courts	Juvenile Court	Probate Court	Engineer	Sheriff	Prosecutor	Auditor	Other
2021	167	357	76	70	60	30	14	16	2	7
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

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Record Requests from Records Center & Archives (Continued)

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

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Record Transfers to Records Center & Archives

Department	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
Auditor	12	43	31		10	65	14	5	65	84	105
Auto Title Division	18	31	41	83	73	61	23	20	18	18	16
Board of Elections	30	39	20		38	23	15	19	32	33	24
Board of Revision	7	3	2		6	5	7		3	3	4
Clerk of Courts	80	38	143	12	78	44	105	48	63	86	41
Commissioners	11	20	9		20	12	20	17	12	14	11
Common Pleas Court											
Coroner			1	5	1	21					
Council for Families								1			
Dog Warden										1	
EMA											
Engineer	33	48	28	39	22	49	26	103	53	54	12
Facilities		12								2	
Human Resources		1		4				2			
Job & Family Services	37	9	181	242	13						
Law Library											
Probate/Juvenile Court	22	27	32	51	78	1	817	45	6	108	255
Prosecutor			125	91	39	154	76	87	72	94	130
Recorder									3	3	2
Records Center & Archives											
Senior Services	2							6			
Sheriff	99	61	54	57	34	90	15	52	10	47	5
Soil & Water District											
Treasurer	34	16	30	20		34	55	22	27	84	38
UCATS	1			6							
Veterans Services											
TOTAL	386	348	697	610	412	559	1,173	427	364	631	643

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Record Transfers to Records Center & Archives (Continued)

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

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Records Commission Certificates

Department	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	4
Board of Revision			1
Budget Commission			
Clerk of Courts			1
Commissioners			1
Common Pleas Court			
Coroner			
Council for Families			
Data Processing Board			
Developmental Disabilities			2
Dog Warden			
Emergency Management			
Engineer			1
Facilities			1
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
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	3	26

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Records Commission Certificates (Continued)

2022 GRAND TOTAL:	One-Time Records Disposal (RC-1)	0	2018 GRAND TOTAL:	One-Time Records Disposal (RC-1)	1
	Records Retention Schedule (RC-2)	3		Records Retention Schedule (RC-2)	7
	Records Disposal Certificate (RC-3)	26		Records Disposal Certificate (RC-3)	22
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

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Records Disposal

Department	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
Airport							4				
Auditor	10	14	12	24	61	401	55	66	82	69	121
Auto Title Division	181	200	420	73	61	47	38	42	48	40	29
Board of Elections	5	35		44	21	37	9	40	12	57	4
Board of Revision	3	5	4	4	5	4	3	5	2		
Clerk of Courts	13	8	7	22	9	16	10	16	13	10	8
Commissioners	39	23	12	17	14	18	17	10	13	12	6
Common Pleas Court						12	1	43	2	1	
Coroner					2						
Council for Families					1	1	1		1	1	1
Dog Warden						1			4		
EMA			2								
Engineer	21	16	17	14	15	14	25	7	22	10	
Facilities	8					25					
Health Department								176			
Human Resources	1	1	3	2	1	1					
Job & Family Services	38	30	49	105	550		252		93	60	50
Law Library	1	1	2	1							
Mental Health Board								35			
Probate/Juvenile Court	5	10	17	25	5	12	18	9	128	1	
Prosecutor	1		6	7	18	9	8	74	13	10	15
Recorder	1	1	1	1	3	2	3	2	2	2	2
Records Center & Archives	1	1	2			1					
Senior Services	1	1	5	4	29	6	17		14		20
Sheriff	33	43	42	34	71	26	38	21	63	47	55
Soil & Water District				1		8					
Treasurer	18	27	19	16	27	47	24	42	59	32	36
UCATS	1	2	4	4	4	24	4		18		35
Veterans Services											
TOTAL	381	418	624	398	897	712	527	588	589	352	382

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Records Disposal (Continued)

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

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Box Requests

Department	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
Auditor	17	45	27	19	16	69	22	6	65	82	101
Auto Title Division	18	31	41	83	85	61	23	20	18	18	16
Board of Elections	29	1	46	10	29		30	19	20	22	20
Clerk of Courts	80	40	143	11	71	27	106	10	60	87	43
Commissioners	11	30	7		20	9	22	12	15	15	10
Common Pleas Court	8			6						3	
Coroner				3	1	32					
Council for Families								1			
Dog Warden							1			3	
EMA								1			
Engineer	42	34	36	32	16	51	31	86	63	9	17
Human Resources				3	1			2			
Job & Family Services	14	1	181	220	8						
Law Library				2							
Probate/Juvenile Court	25	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	107	60	36	28	45	61	14	35	14	20	1
Treasurer	35		45	10	8	36	64	14	24	87	10
UCATS	1			1							
Veterans Services											
TOTAL	387	272	739	570	406	457	1,128	279	329	506	618

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Box Requests (Continued)

2022 TOTAL REQUESTS:	378 Boxes	2015 TOTAL REQUESTS:	279 Boxes
2021 TOTAL REQUESTS:	272 Boxes	2014 TOTAL REQUESTS:	329 Boxes
2020 TOTAL REQUESTS:	739 Boxes	2013 TOTAL REQUESTS:	506 Boxes
2019 TOTAL REQUESTS:	570 Boxes	2012 TOTAL REQUESTS:	618 Boxes
2018 TOTAL REQUESTS:	406 Boxes	2011 TOTAL REQUESTS:	334 Boxes
2017 TOTAL REQUESTS:	457 Boxes	2010 TOTAL REQUESTS:	538 Boxes
2016 TOTAL REQUESTS:	1,128 Boxes		

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Record Imaging

Archives Bound Volume Imaging		Archives Document Imaging		Latter-day Saints Imaging	
School Records:	61 Volumes 10,215 Images	County Court:	2,200 Images	2022 Total:	69,559 Images
Township Records:	4 Volumes 812 Images	Engineer:	108 Images	2021 Total:	70,020 Images
2022 Total:	65 Volumes 11,027 Images	2022 Total:	2,308 Images	2020 Total:	134,450 Images
2021 Total:	8 Volumes 1,490 Images	2021 Total:	36,241 Images	2019 Total:	488,057 Images
2020 Total:	45 Volumes 16,423 Images	2020 Total:	7,718 Images	2018 Total:	461,285 Images
2019 Total:	85 Volumes 48,285 Images	GRAND TOTAL:	46,267 Images	GRAND TOTAL:	1,223,371 Images
2018 Total:	179 Volumes 70,106 Images				
GRAND TOTAL:	382 Volumes 147,331 Images				

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Shelf Inventory

Permanent Records		Retention Records	
Boxes	Office	Boxes	Office
1,779	Clerk of Courts	387	Sheriff
1,240	Prosecutor	85	Board of Elections
765	Juvenile Court	71	Prosecuting Attorney
736	Probate Court	54	Auditor
391	JFS	47	Engineer
361	Engineer	43	Treasurer
290	Auditor	41	JFS
214	Treasurer	31	Commissioners
173	Miscellaneous Books	18	Auto Title
110	Sheriff	15	Juvenile Court
103	City of Marysville	14	Clerk of Courts
73	Commissioners	7	UCATS
53	Board of Elections	6	Electronic/Audio Media
26	Coroner	6	Senior Services
14	Facilities	1	Council for Families
12	Common Pleas	1	Human Resources
12	Recorder	1	Law Library
1	Bar Association	1	Recorder
1	Council for Families	1	Records Center & Archives
1	Law Library		
6,355	Total	830	Total

	2022		2021		2020	
Total Capacity:	9,934 Boxes	100%	9,934 Boxes	100%	9,934 Boxes	100%
Current Use:	7,185 Boxes	72%	7,066 Boxes	71%	6,899 Boxes	69%
Permanent	6,355 Boxes	88%	6,312 Boxes	89%	6,153 Boxes	89%
Retention	830 Boxes	12%	754 Boxes	11%	746 Boxes	11%
Available Space:	2,749 Boxes	28%	2,868 Boxes	29%	3,035 Boxes	31%

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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.
- Completed Municipal Court Records Retention Schedule.
- Performed annual county records purge from the Records Center & Archives – 381 boxes.
- Worked with regional governmental partner Montgomery County in microfilming the 2021 Union County Tax List and Union County Tax Duplicate.
- Began process of purchasing book scanner for the Records Center & Archives Department.
- Began process of purchasing records management software for the Records Center & Archives Department.
- Digitized Building Department Commercial Certificates of Occupancy from 2018 – 108 images.
- Digitized and placed online County Court Records from 1958-1963 – 2,200 images.
- Organized and rehoused Board of Fund Commissioner Records from 1837-1859.
- Created Online Records Directory webpage with listing of online records found on the Records Center & Archives webpages for easier and more direct access.
- Created database and indexed Auditor Payroll Personnel Files from 1950-2020 – 4,559 index entries.
- Created database and indexed Children Protective Services Case Files from 1972-2013 – 6,639 index entries.
- Continued digitization of county school records – meeting minutes and fiscal records:
 - Dover Township
 - Jonathan Alder Local School District
 - Marysville Exempted Village School District
 - Taylor Township
 - Triad Local School District
 - Union Township
 - York Township
- Continued working on the transfer of Justice of the Peace records to the Records Center & Archives for digitization and storage:
 - Dover Township
 - Taylor Township
 - Union Township
 - York Township
- 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 – 69,559 images.
- Completed Probate Court Adoption Case File index from 1859-2019 – 3,521 index entries.
- Completed Probate Court Mental Illness/Civil Commitments index from 1852-2019 – 2,075 index entries.
- Completed Probate Court Probate Case Files index from 1961-1975 – 5,792 index entries.
- Completed Probate Court Marriage index from 1991-2020 – 9,022 index entries and completes Probate Court Marriage index from 1820-2020 – 37,196 index entries.

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- Proofed Probate Court Marriage Record index from 1955-2020.
- Placed Common Pleas Court Civil/Domestic Case Files online from 1820-1855.
- Placed Common Pleas Court Chancery Case Files online from 1820-1853.
- Placed Common Pleas Court Criminal Case Files online from 1820-1900.
- Placed Common Pleas Court Execution & Lien Case Files online from 1853-1900.
- Placed Probate Court Case Files online from 1820-1851.
- Placed Union County Supreme Court Case Files online from 1820-1851.