

Union County Records Center & Archives



Annual Report 2023

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2023 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	10	15	18	4	1	5	1			1
February	7	14	6	10	1	2				
March	10	11	10	1	5	7				1
April	11	14	6	7	1	5	3	2		
May	8	10	10	4	1	7	1	1		2
June	10	14	5	5	3	3	1	1		
July	11	17	5	2	6	10	4			
August	14	17	8	20	3	10	1			2
September	5	6	11	7	3	7				1
October	10	28	8	5	2	3				
November	10	15	7		3	1				
December	10	16	9	4	3	3	1			4
TOTALS	116	177	103	69	32	63	12	4	0	11

2023 GRAND TOTAL: 410 Requests

	Public (People)	Public (Records)	Clerk of Courts	Juvenile Court	Probate Court	Engineer	Sheriff	Prosecutor	Auditor	Other
2022	119	265	103	84	35	56	16	11	10	21
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

2023 Annual Report

Record Requests from Records Center & Archives (Continued)

2023 GRAND TOTAL: 410 Requests

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

2023 Annual Report

Record Transfers to Records Center & Archives

Department	2023	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	14	18	31	41	83	73	61	23	20	18	18	16
Board of Elections	4	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	38	80	38	143	12	78	44	105	48	63	86	41
Commissioners	7	11	20	9		20	12	20	17	12	14	11
Common Pleas Court												
Coroner	2			1	5	1	21					
Council for Families									1			
Dog Warden											1	
EMA												
Engineer	61	33	48	28	39	22	49	26	103	53	54	12
Facilities			12								2	
Human Resources			1		4				2			
Job & Family Services	51	37	9	181	242	13						
Law Library												
Probate/Juvenile Court	127	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	68	99	61	54	57	34	90	15	52	10	47	5
Soil & Water District												
Treasurer	45	34	16	30	20		34	55	22	27	84	38
UCATS		1			6							
Veterans Services												
TOTAL	417	386	348	697	610	412	559	1,173	427	364	631	643

2023 Annual Report

Record Transfers to Records Center & Archives (Continued)

2023 GRAND TOTAL:	Boxes:	417	2016 GRAND TOTAL:	Boxes:	1,173
	Volumes	7		Volumes	45
2022 GRAND TOTAL:	Boxes:	386	2015 GRAND TOTAL:	Boxes:	427
	Volumes	1		Volumes	0
2021 GRAND TOTAL:	Boxes:	348	2014 GRAND TOTAL:	Boxes:	364
	Volumes:	4		Volumes	41
2020 GRAND TOTAL:	Boxes:	697	2013 GRAND TOTAL:	Boxes:	631
	Volumes	1		Volumes	207
2019 GRAND TOTAL:	Boxes:	610	2012 GRAND TOTAL:	Boxes:	643
	Volumes	6		Volumes	117
2018 GRAND TOTAL:	Boxes:	412	2011 GRAND TOTAL:	Boxes:	591
	Volumes	1		Volumes	0
2017 GRAND TOTAL:	Boxes:	559	2010 GRAND TOTAL:	Boxes:	769
	Volumes:	7		Volumes	35

2023 Annual Report

Records Commission Certificates

Department	RC-1: One-Time Records Disposal	RC-2: Records Retention Schedule	RC-3: Records Disposal Certificate
General Schedule			
Airport			
Auditor			1
Auto Title Division		1	1
Board of Elections		1	3
Board of Revision			1
Budget Commission			
Clerk of Courts		1	1
Commissioners			1
Common Pleas Court			
Coroner			
Council for Families			1
Data Processing Board			
Developmental Disabilities			2
Dog Warden			
Emergency Management			
Engineer			1
Facilities			
Health Department			
Human Resources			1
Information Technology			
Investment Advisory Board			
Job and Family Services		1	1
Joint Recreation District			
Land Reutilization Corporation			
Law Library			1
Logan-Union-Champaign Planning Commission			
Marysville-Union County Port Authority		1	
Memorial Health			
Mental Health & Recovery Board		1	2
Probate/Juvenile Court		1	1
Prosecuting Attorney			1
Recorder		1	1
Records Center & Archives			1
Records Commission			
Senior Services			1
Sheriff			1
Soil & Water Conservation District			1
Treasurer	1	1	1
UCATS		1	1
Veterans Service Commission			
TOTAL	1	10	26

2023 Annual Report

Records Commission Certificates (Continued)

2023 GRAND TOTAL:	One-Time Records Disposal (RC-1)	1	2018 GRAND TOTAL:	One-Time Records Disposal (RC-1)	1
	Records Retention Schedule (RC-2)	10		Records Retention Schedule (RC-2)	7
	Records Disposal Certificate (RC-3)	26		Records Disposal Certificate (RC-3)	22
2022 GRAND TOTAL:	One-Time Records Disposal (RC-1)	0	2017 GRAND TOTAL:	One-Time Records Disposal (RC-1)	1
	Records Retention Schedule (RC-2)	3		Records Retention Schedule (RC-2)	6
	Records Disposal Certificate (RC-3)	26		Records Disposal Certificate (RC-3)	27
2021 GRAND TOTAL:	One-Time Records Disposal (RC-1)	0	2016 GRAND TOTAL:	One-Time Records Disposal (RC-1)	1
	Records Retention Schedule (RC-2)	5		Records Retention Schedule (RC-2)	8
	Records Disposal Certificate (RC-3)	21		Records Disposal Certificate (RC-3)	19
2020 GRAND TOTAL:	One-Time Records Disposal (RC-1)	1	2015 GRAND TOTAL:	One-Time Records Disposal (RC-1)	2
	Records Retention Schedule (RC-2)	9		Records Retention Schedule (RC-2)	12
	Records Disposal Certificate (RC-3)	23		Records Disposal Certificate (RC-3)	21
2019 GRAND TOTAL:	One-Time Records Disposal (RC-1)	1			
	Records Retention Schedule (RC-2)	13			
	Records Disposal Certificate (RC-3)	19			

2023 Annual Report

Records Disposal

Department	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013
Airport								4			
Auditor	11	10	14	12	24	61	401	55	66	82	69
Auto Title Division	151	181	200	420	73	61	47	38	42	48	40
Board of Elections	6	5	35		44	21	37	9	40	12	57
Board of Revision	2	3	5	4	4	5	4	3	5	2	
Clerk of Courts	10	13	8	7	22	9	16	10	16	13	10
Commissioners	16	39	23	12	17	14	18	17	10	13	12
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	25	21	16	17	14	15	14	25	7	22	10
Facilities		8					25				
Health Department									176		
Human Resources	1	1	1	3	2	1	1				
Job & Family Services	40	38	30	49	105	550		252		93	60
Law Library	1	1	1	2	1						
Mental Health Board	42								35		
Probate/Juvenile Court	6	5	10	17	25	5	12	18	9	128	1
Prosecutor	52	1		6	7	18	9	8	74	13	10
Recorder	1	1	1	1	1	3	2	3	2	2	2
Records Center & Archives	1	1	1	2			1				
Senior Services	4	1	1	5	4	29	6	17		14	
Sheriff	47	33	43	42	34	71	26	38	21	63	47
Soil & Water District					1		8				
Treasurer	27	18	27	19	16	27	47	24	42	59	32
UCATS	6	1	2	4	4	4	24	4		18	
Veterans Services											
TOTAL	450	381	418	624	398	897	712	527	588	589	352

2023 Annual Report

Records Disposal (Continued)

2023 GRAND TOTAL:	450 Cubic Feet Disposed	2016 GRAND TOTAL:	527 Cubic Feet Disposed
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

2023 Annual Report

Box Requests

Department	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013
Auditor	6	17	45	27	19	16	69	22	6	65	82
Auto Title Division	14	18	31	41	83	85	61	23	20	18	18
Board of Elections	6	29	1	46	10	29		30	19	20	22
Clerk of Courts	38	80	40	143	11	71	27	106	10	60	87
Commissioners	7	11	30	7		20	9	22	12	15	15
Common Pleas Court		8			6						3
Coroner	1				3	1	32				
Council for Families									1		
Dog Warden								1			3
EMA									1		
Engineer	33	42	34	36	32	16	51	31	86	63	9
Human Resources					3	1			2		
Job & Family Services	51	14	1	181	220	8					
Law Library					2						
Probate/Juvenile Court	126	25	30	52	46	60	1	724	4	37	8
Prosecutor				125	89	41	107	91	69	10	150
Recorder							3			3	2
Senior Services					7						
Sheriff	69	107	60	36	28	45	61	14	35	14	20
Treasurer	36	35		45	10	8	36	64	14	24	87
UCATS		1			1						
Veterans Services											
TOTAL	387	387	272	739	570	406	457	1,128	279	329	506

2023 Annual Report

Box Requests (Continued)

2023 TOTAL REQUESTS:	387 Boxes	2016 TOTAL REQUESTS:	1,128 Boxes
2022 TOTAL REQUESTS:	387 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

2023 Annual Report

Record Imaging

Archives Bound Volume Imaging		Archives Document Imaging		Latter-day Saints Imaging	
2023 Total:	0 Volumes 0 Images	Engineer:	122 Images	2023 Total:	105,032 Images
2022 Total:	65 Volumes 11,027 Images	2023 Total:	122 Images	2022 Total:	69,559 Images
2021 Total:	8 Volumes 1,490 Images	2022 Total:	2,308 Images	2021 Total:	70,020 Images
2020 Total:	45 Volumes 16,423 Images	2021 Total:	36,241 Images	2020 Total:	134,450 Images
2019 Total:	85 Volumes 48,285 Images	2020 Total:	7,718 Images	2019 Total:	488,057 Images
2018 Total:	179 Volumes 70,106 Images	GRAND TOTAL:	46,389 Images	2018 Total:	461,285 Images
GRAND TOTAL:	382 Volumes 147,331 Images			GRAND TOTAL:	1,328,403 Images

2023 Annual Report

Shelf Inventory

Permanent Records			Retention Records		
Boxes	Office		Boxes	Office	
1,919	Clerk of Courts		402	Sheriff	
1,236	Prosecutor		82	Board of Elections	
837	Juvenile Court		58	Treasurer	
746	Probate Court		54	Juvenile Court	
438	JFS		50	Engineer	
395	Engineer		30	Commissioners	
294	Auditor		25	JFS	
215	Treasurer		20	Prosecuting Attorney	
173	Miscellaneous Books		14	Auto Title	
118	Sheriff		7	Clerk of Courts	
92	City of Marysville		2	Electronic/Audio Media	
76	Commissioners		2	Senior Services	
54	Board of Elections		1	Human Resources	
27	Coroner		1	Law Library	
16	Recorder		1	Recorder	
14	Facilities		1	Records Center & Archives	
12	Common Pleas		1	UCATS	
1	Bar Association				
1	Council for Families				
1	Law Library				
6,665	Total		751	Total	

	2023			2022			2021	
Total Capacity:	9,934 Boxes	100%	Total Capacity:	9,934 Boxes	100%	Total Capacity:	9,934 Boxes	100%
Current Use:	7,416 Boxes	75%	Current Use:	7,185 Boxes	72%	Current Use:	7,066 Boxes	71%
Permanent	6,665 Boxes	90%	Permanent	6,355 Boxes	88%	Permanent	6,312 Boxes	89%
Retention	751 Boxes	10%	Retention	830 Boxes	12%	Retention	754 Boxes	11%
Available Space:	2,518 Boxes	25%	Available Space:	2,749 Boxes	28%	Available Space:	2,868 Boxes	29%

2023 Annual Report

Substantive Accomplishments

- Maintained all county offices, departments, and agencies Record Retention Schedules (RC-2) keeping them with current best practices and standards.
- Developed records retention guidelines for Juvenile Court Treatment/Specialized Docket files and removed Treatment/Specialized Docket files from the permanent Juvenile Court files for retention – 35 boxes.
- Completed Municipal Court Mobile Shelving Project – 1,080 cubic feet of storage.
- Completed Municipal Court records reorganization:
 - Civil Files – 108 boxes
 - Criminal Files – 148 boxes
 - Traffic Files – 176 boxes
 - Miscellaneous Files – 26 boxes
- Performed purge of Municipal Court records past retention – 230 boxes.
- Performed annual county records purge from the Records Center & Archives – 450 boxes.
- Completed installation and placed into operation Bookeye 5 book scanner.
- Completed installation and placed into operation Intimus FlashEx Multi-Media Shredder.
- Completed installation and placed into operation second records scanning and digitization workstation with Fujitsu 7600 Scanner.
- Contracted with i3-ImageSoft for the purchase of an Enterprise Content Management (ECM) Solution – Hyland OnBase – and began planning and installation.
- Abstracted, revised, and formalized Records Commission Local Rules and Policies.
- Developed Scanning and Digitization Standards and Guidelines Policy.
- 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.
- Digitized Building Department Commercial Certificates of Occupancy from 2019 – 122 images.
- Collected and archived electronic Auditor Payroll Registers from 2015-2022.
- Helped facilitate Latter-day Saints imaging project of county records at the Records Center & Archives – 105,032 images.
- Abstracted and compiled list of Democrat and Republican Central Committee Members from 1968-2022.
- Completed Probate Court Probate Case Files Index from 1976-2000 – 10,447 index entries.
- Completed, updated, and revised Sheriff's Jail File Inventory and Index from 1972-2001 – 9,856 index entries.
- Indexed Clerk of Courts Criminal Case Files from 1978-1990 – 1,044 index entries.
- Indexed Engineer Commercial Building Permits from 1997-2019 – 7,177 index entries.
- Indexed Engineer Residential Building Permits from 1973-2019 – 26,823 index entries.
- Indexed Prosecuting Attorney Juvenile Case Files from 2005-2016 – 3,441 index entries.