

# Union County Archives



## Annual Statistics 2010

Prepared by

Stephen W. Badenhop

## 2010 Annual Statistics

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### Record Requests

	Public (People)	Public (Records)	Clerk of Courts	Juvenile Court	Prosecutor	Sheriff	Auditor	Engineer	Comms.	Airport	Probate Court	Recorder
<b>January</b>	11	26	11	10	1			1	1			
<b>February</b>	18	39	14	7	3	2			2			1
<b>March</b>	21	56	19	9	4							
<b>April</b>	15	38	15	5	2	1			2		1	
<b>May</b>	14	18	6	5	10		1		1			
<b>June</b>	19	41	16	7	1	1	10	1	1			
<b>July</b>	18	177	12	10			1		4			
<b>August</b>	17	100	12	8	4	5		1		2		
<b>September</b>	9	42	13	4	1		1	2				
<b>October</b>	15	49	14	9	8		3	2				
<b>November</b>	12	27	10	11	1	1		2				
<b>December</b>	19	59	18	5		12		3				
<b>TOTALS</b>	<b>188</b>	<b>672</b>	<b>160</b>	<b>90</b>	<b>35</b>	<b>22</b>	<b>16</b>	<b>12</b>	<b>11</b>	<b>2</b>	<b>1</b>	<b>1</b>

**2010 GRAND TOTAL:        538 Requests**

	Public (People)	Public (Records)	Clerk of Courts	Juvenile Court	Prosecutor	Sheriff	Auditor	Engineer	Comms.	Airport	Probate Court	Recorder
<b>2009 TOTALS</b>	<b>136</b>	<b>NA</b>	<b>132</b>	<b>89</b>	<b>4</b>	<b>2</b>	<b>0</b>	<b>4</b>	<b>12</b>	<b>0</b>	<b>4</b>	<b>2</b>

**2009 GRAND TOTAL:        385 Requests**

## 2010 Annual Statistics

### Record Transfers

	Clerk of Courts		Auditor		Comms.		Treasurer		Board of Elections		Sheriff		Recorder		Historical Society		Prosecutor	Juvenile Court	Engineer	DJFS		Gables
	Boxes	Vols.	Boxes	Vols.	Boxes	Vols.	Boxes	Vols.	Boxes	Vols.	Boxes	Vols.	Boxes	Vols.	Boxes	Vols.	Boxes	Boxes	Boxes	Boxes	Vols.	Vols.
<b>January</b>					9				42	7												
<b>February</b>																		24				
<b>March</b>			49				28				24		1					8				
<b>April</b>			30														7					
<b>May</b>	2		56				1															
<b>June</b>			72													6						
<b>July</b>		1	20																			
<b>August</b>									13				5			2					12	
<b>September</b>	84	1																				
<b>October</b>																	25		102	2	1	1
<b>November</b>	2																					
<b>December</b>	17				6		26				115										3	
<b>TOTALS</b>	<b>105</b>	<b>2</b>	<b>227</b>	<b>0</b>	<b>15</b>		<b>55</b>	<b>0</b>	<b>55</b>	<b>7</b>	<b>139</b>	<b>5</b>	<b>1</b>	<b>0</b>	<b>8</b>		<b>32</b>	<b>8</b>	<b>126</b>	<b>2</b>	<b>16</b>	<b>1</b>

**2010 GRAND TOTAL:           Boxes:           769**

**Volumes:           35**

	Clerk of Courts		Auditor		Comms.		Treasurer		Board of Elections		Sheriff		Recorder		Historical Society		Pros.	Juvenile Court	Engineer	DJFS		Gables
	Boxes	Vols.	Boxes	Vols.	Boxes	Vols.	Boxes	Vols.	Boxes	Vols.	Boxes	Vols.	Boxes	Vols.	Boxes	Vols.	Boxes	Boxes	Boxes	Boxes	Vols.	Vols.
<b>2009 TOTALS</b>	<b>1068</b>	<b>368</b>	<b>361</b>	<b>677</b>	<b>195</b>	<b>87</b>	<b>18</b>	<b>1005</b>	<b>75</b>	<b>10</b>	<b>85</b>	<b>40</b>	<b>16</b>	<b>98</b>	<b>29</b>	<b>368</b>	<b>411</b>	<b>201</b>	<b>47</b>	<b>0</b>	<b>0</b>	<b>0</b>

**2009 GRAND TOTAL:           Boxes:           2,506**

**Volumes:           2,653**

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### Records Commission Certificates

	RC-1	RC-2	RC-3
	One-Time Records Disposal	Records Retention Schedule	Records Disposal Certificate
General		1	
Archives			1
Auditor			1
Auto Title Division			1
Board of Elections		1	1
Clerk of Courts			1
Commissioners		1	
Council for Families		1	1
Developmental Disabilities		1	
Job and Family Services		1	1
Engineer			1
Emergency Management		1	
Health Department			5
Investment Advisory Board			1
Prosecutor			1
Recorder			1
Senior Services		1	
Sheriff			1
Treasurer			1
UCATS		1	
Veterans Service Commission		1	1
<b>TOTAL</b>	<b>0</b>	<b>10</b>	<b>19</b>

**2010 GRAND TOTAL: One-Time Records Disposal (RC-1): 0**

**Records Retention Schedule (RC-2): 10****Records Disposal Certificate (RC-3):** 19

**2009 GRAND TOTAL: One-Time Records Disposal (RC-1): 5**

**Records Retention Schedule (RC-2):** 19**Records Disposal Certificate (RC-3):** 12

## 2010 Annual Statistics

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### Records Disposal

	Auditor	Clerk of Courts	Board of Elections	Comms.	Engineer	Treasurer	Prosecutor	Recorder	Sheriff	DJFS	Investment Board
<b>January</b>	113	2	15	4		10		3			
<b>February</b>		19	29		21		8				
<b>March</b>	5	6				7	76	6	38		1
<b>April</b>									212		
<b>May</b>											
<b>June</b>											
<b>July</b>											
<b>August</b>											
<b>September</b>											
<b>October</b>											
<b>November</b>										570	
<b>December</b>											
<b>TOTALS</b>	<b>118</b>	<b>27</b>	<b>44</b>	<b>4</b>	<b>21</b>	<b>17</b>	<b>84</b>	<b>9</b>	<b>250</b>	<b>570</b>	<b>1</b>

**GRAND TOTAL:     1,145 Cubic Feet Disposed**

## 2010 Annual Statistics

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### Box Requests

Department	2010 Boxes	2009 BOXES
Auditor	142	96
Auto Title Division	14	0
Board of Elections	4	123
Clerk of Courts	110	288
Commissioners	16	21
Common Pleas Court	8	0
Investment Board	0	2
Juvenile Court	13	0
Engineer	38	20
Prosecutor	81	346
Recorder	0	0
Sheriff	80	12
Treasurer	42	10
Veterans Services	0	6
<b>TOTAL</b>	<b>548</b>	<b>924</b>

**2010 TOTAL REQUESTS: 538 Boxes**

**2009 TOTAL REQUESTS: 924 Boxes**