

Union County Archives



Annual Statistics 2013

Prepared by

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2013 Annual Statistics

Record Requests from Records Center

	Public (People)	Public (Records)	Clerk of Courts	Juvenile Court	Pros.	Sheriff	Auditor	Engineer	Comms.	BOE	Common Pleas	Treasurer	Probate Court	Recorder
January	14	51	6	8	16	0	0	3	1	0	0	0	0	0
February	13	31	6	14	6	4	3	2	0	0	0	0	0	0
March	7	9	8	16	7	3	6	4	0	0	0	0	0	1
April	16	148	14	6	13	1	0	3	0	0	0	0	0	0
May	8	9	15	8	9	1	3	2	1	0	0	0	0	0
June	14	41	5	4	7	5	0	3	0	0	0	0	0	0
July	21	79	12	4	4	3	8	1	0	0	0	0	0	0
August	15	21	9	3	9	3	4	4	0	0	0	0	0	0
September	7	9	5	7	5	2	0	3	0	0	0	0	0	0
October	10	62	14	4	5	0	0	8	0	0	0	0	0	0
November	10	27	2	2	2	0	0	5	0	0	0	0	0	0
December	8	41	16	6	1	0	0	1	0	0	0	0	0	0
TOTALS	143	528	112	82	84	22	24	39	2	0	0	0	0	1

2013 GRAND TOTAL: 509 Requests

	Public (People)	Public (Records)	Clerk of Courts	Juvenile Court	Pros.	Sheriff	Auditor	Engineer	Comms.	BOE	Common Pleas	Treasurer	Probate Court	Recorder
2012 TOTALS	168	1,211	125	101	63	39	36	46	15	1	0	1	0	0
2011 TOTALS	233	1,400	122	79	35	26	62	16	8	1	2	0	0	0
2010 TOTALS	188	672	160	90	35	22	16	12	11	0	0	0	1	1

2012 GRAND TOTAL: 595 Requests

2011 GRAND TOTAL: 584 Requests

2010 GRAND TOTAL: 538 Requests

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Record Transfers to Records Center

	Auditor		Auto Title	Board of Elections	Clerk of Courts	Commissioners /Dog Warden/ Facilities	OHS	Engineer	Juvenile Court		Prosecutor	Recorder	Sheriff	Treasurer
	Boxes	Vols.	Boxes	Boxes	Boxes	Boxes	Vols.	Boxes	Boxes	Vols.	Boxes	Boxes	Boxes	Boxes
January	36		18					14			32			
February				29					1	10	34			
March														
April						1		21						81
May														
June	2					3								
July											28			
August				1										
September						2								
October								10						
November	49			3	86									
December						11	197	9	107			3	47	3
TOTALS	87	0	18	33	86	17	197	54	108	10	94	3	47	84

2013 GRAND TOTAL: Boxes: 631

Volumes: 207

2012 GRAND TOTAL: Boxes: 643

Volumes: 117

2011 GRAND TOTAL: Boxes: 591

Volumes: 0

2010 GRAND TOTAL: Boxes: 769

Volumes: 35

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Records Commission Certificates

	RC-1 One-Time Records Disposal	RC-2 Records Retention Schedule	RC-3 Records Disposal Certificate
General			
ABLE			
Airport			
Auditor		1	2
Auto Title Division		1	1
Board of Elections		1	2
Board of Revision			1
Budget Commission			
Clerk of Courts			1
Commissioners		1	1
Common Pleas Court			1
Coroner			
Council for Families			1
Developmental Disabilities		1	1
Dog Warden		1	
Job and Family Services		1	1
Engineer		1	2
Emergency Management		1	
Facilities/Risk Management		1	
Health Department			
Information Technology			
Investment Advisory Board			
Law Library			
Prosecuting Attorney		1	1
Recorder		1	1
Records Center & Archives			
Records Commission			
Senior Services			
Sheriff			2
Treasurer		1	3
UCATS			
Veterans Service Commission			
TOTAL	0	13	21

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Records Commission Certificates (Continued)

2013 GRAND TOTAL:	One-Time Records Disposal (RC-1):	0
	Records Retention Schedule (RC-2):	13
	Records Disposal Certificate (RC-3):	21
2012 GRAND TOTAL:	One-Time Records Disposal (RC-1)	2
	Records Retention Schedule (RC-2)	17
	Records Disposal Certificate (RC-3)	31
2011 GRAND TOTAL:	One-Time Records Disposal (RC-1)	6
	Records Retention Schedule (RC-2)	20
	Records Disposal Certificate (RC-3)	30
2010 GRAND TOTAL:	One-Time Records Disposal (RC-1):	0
	Records Retention Schedule (RC-2):	10
	Records Disposal Certificate (RC-3):	19

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Records Disposal

	Auditor	Auto Title	Board of Elections	Clerk of Courts	Comms.	Common Pleas	CFUCF	DJFS	Engineer	Prosecutor	Recorder	Sheriff	Treasurer
January	69	40	57	10	12	1	1		10	10	2	47	32
February													
March													
April								60					
May													
June													
July													
August													
September													
October													
November													
December													
TOTALS	69	40	57	10	12	1	1	60	10	10	2	47	32

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

2013 Annual Statistics

Box Requests

Department	2013 Boxes	2012 Boxes	2011 Boxes	2010 BOXES
Auditor	82	101	73	142
Auto Title Division	18	16	11	14
Board of Elections	22	20	22	4
Clerk of Courts	87	43	63	110
Commissioners	15	10	9	16
Common Pleas Court	3	0	11	8
Dog Warden	3	0	0	0
Juvenile Court	8	250	0	13
Engineer	9	17	17	38
Prosecutor	150	110	71	81
Recorder	2	40	0	0
Sheriff	20	1	29	80
Treasurer	87	10	28	42
Veterans Services	0	0	0	0
TOTAL	506	618	334	538

2013 TOTAL REQUESTS: 506 Boxes

2012 TOTAL REQUESTS: 618 Boxes

2011 TOTAL REQUESTS: 334 Boxes

2010 TOTAL REQUESTS: 538 Boxes

2013 Annual Statistics

Shelf Inventory

Permanent Records		Retention Records	
Boxes	Office	Boxes	Office
1,333	Clerk of Courts	224	Auditor
737	Prosecutor	174	Sheriff
489	Juvenile Court	118	Juvenile Court
376	Treasurer	81	Board of Elections
239	Miscellaneous Books	80	Treasurer
205	Auditor	39	Prosecutor
145	Engineer	22	Commissioners
129	Commissioners	20	Engineer
126	City of Marysville	18	Auto Title
91	Sheriff	17	Clerk of Courts
25	Historical Society	4	Dog Warden
18	Board of Elections	2	Common Pleas Court
14	Common Pleas Court	2	Recorder
9	Recorder		
6	DJFS		
3	Bar Association		
1	Council for Families		
3,946	Total	801	Total

2013			2012		
Total Capacity:	6,450 Boxes	100%	Total Capacity:	6,450 Boxes	100%
Current Use:	4,747 Boxes	74%	Current Use:	4,367 Boxes	68%
Permanent Records	3,946 Boxes	83%	Permanent Records	3,745 Boxes	86%
Retention Records	801 Boxes	17%	Retention Records	622 Boxes	14%
Available Space:	1,703 Boxes	26%	Available Space:	2,083 Boxes	32%