

# Union County Records Center & Archives



## Annual Report 2014

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# 2014 Annual Report

## 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
<b>January</b>	12	16	7	7	3	3	3	3	1					
<b>February</b>	9	34	13	9	3	1	4	1	2					
<b>March</b>	13	48	12	8	3	12	1	1	2			1		
<b>April</b>	19	46	8	10	3	1	80	2						
<b>May</b>	5	7	11	5	2	1	2	5						
<b>June</b>	13	88	9	7	4	2		4						
<b>July</b>	27	150	5	9				2						
<b>August</b>	17	28	6	2	4	1	2			1				
<b>September</b>	20	40	2				3							
<b>October</b>	17	36	13	7	4			1	1					
<b>November</b>	19	54	2	4			1	3						
<b>December</b>	20	36	6	3	6			6						
<b>TOTALS</b>	<b>191</b>	<b>583</b>	<b>94</b>	<b>71</b>	<b>32</b>	<b>21</b>	<b>96</b>	<b>28</b>	<b>6</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>

**2014 GRAND TOTAL: 541 Requests**

	Public (People)	Public (Records)	Clerk of Courts	Juvenile Court	Pros.	Sheriff	Auditor	Engineer	Comms.	BOE	Common Pleas	Treasurer	Probate Court	Recorder
<b>2013</b>	<b>143</b>	<b>528</b>	<b>112</b>	<b>82</b>	<b>84</b>	<b>22</b>	<b>24</b>	<b>39</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>
<b>2012</b>	<b>168</b>	<b>1,211</b>	<b>125</b>	<b>101</b>	<b>63</b>	<b>39</b>	<b>36</b>	<b>46</b>	<b>15</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>
<b>2011</b>	<b>233</b>	<b>1,400</b>	<b>122</b>	<b>79</b>	<b>35</b>	<b>26</b>	<b>62</b>	<b>16</b>	<b>8</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>2010</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>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>

**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

	Auditor	Auto Title	Board of Elections	Clerk of Courts	Commissioners		Engineer	Juvenile Court		Prosecutor	Recorder	Sheriff	Treasurer
	Boxes	Boxes	Boxes	Boxes	Boxes	Vols.	Boxes	Boxes	Vols.	Boxes	Boxes	Boxes	Boxes
<b>January</b>	1	18		1	1				30				
<b>February</b>					1								
<b>March</b>						11		6					1
<b>April</b>										72			
<b>May</b>													14
<b>June</b>					10		7						
<b>July</b>													
<b>August</b>			12	4									
<b>September</b>	62												
<b>October</b>													
<b>November</b>	5			11			46				3	10	12
<b>December</b>			20	47									
<b>TOTALS</b>	<b>68</b>	<b>18</b>	<b>32</b>	<b>63</b>	<b>12</b>	<b>11</b>	<b>53</b>	<b>6</b>	<b>30</b>	<b>72</b>	<b>3</b>	<b>10</b>	<b>27</b>

**2014 GRAND TOTAL” Boxes: 364**

**Volume: 41**

**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

	<b>RC-1 One-Time Records Disposal</b>	<b>RC-2 Records Retention Schedule</b>	<b>RC-3 Records Disposal Certificate</b>
<b>General</b>		1	
<b>ABLE</b>			
<b>Airport</b>			
<b>Auditor</b>			1
<b>Auto Title Division</b>			1
<b>Board of Elections</b>		1	2
<b>Board of Revision</b>			1
<b>Budget Commission</b>			
<b>Clerk of Courts</b>			1
<b>Commissioners</b>		1	1
<b>Common Pleas Court</b>			1
<b>Coroner</b>			
<b>Council for Families</b>			1
<b>Developmental Disabilities</b>			
<b>Dog Warden</b>			1
<b>Job and Family Services</b>			1
<b>Engineer</b>			2
<b>Emergency Management</b>			
<b>Facilities/Risk Management</b>		1	
<b>Health Department</b>			2
<b>Information Technology</b>			
<b>Investment Advisory Board</b>			1
<b>Law Library</b>			
<b>Probate/Juvenile Court</b>		1	2
<b>Prosecuting Attorney</b>	1	1	1
<b>Recorder</b>			1
<b>Records Center &amp; Archives</b>			
<b>Records Commission</b>			
<b>Senior Services</b>			1
<b>Sheriff</b>			2
<b>Treasurer</b>	1		1
<b>UCATS</b>			1
<b>Veterans Service Commission</b>			
<b>TOTAL</b>	<b>2</b>	<b>6</b>	<b>25</b>

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### Records Commission Certificates (Continued)

**2014 GRAND TOTAL:** One-Time Records Disposal (RC-1): 2  
Records Retention Schedule (RC-2): 6  
Records Disposal Certificate (RC-3): 25

**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	BOE	Clerk of Courts	Comms.	Common Pleas	CFUCF	DJFS	Engineer	Probate/Juvenile Court	Prosecutor	Recorder	Sheriff	Senior Services & UCATS	Treasurer
<b>January</b>	84	48	12	11	17	2	1		22	115	13	2	60		59
<b>February</b>															
<b>March</b>								93							
<b>April</b>															
<b>May</b>															
<b>June</b>				2						13			3		
<b>July</b>														32	
<b>August</b>															
<b>September</b>															
<b>October</b>															
<b>November</b>															
<b>December</b>															
<b>TOTALS</b>	<b>84</b>	<b>48</b>	<b>12</b>	<b>13</b>	<b>17</b>	<b>2</b>	<b>1</b>	<b>93</b>	<b>22</b>	<b>128</b>	<b>13</b>	<b>2</b>	<b>63</b>	<b>32</b>	<b>59</b>

**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**

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### Box Requests

Department	2014 Boxes	2013 Boxes	2012 Boxes	2011 Boxes	2010 Boxes
Auditor	65	82	101	73	142
Auto Title Division	18	18	16	11	14
Board of Elections	20	22	20	22	4
Clerk of Courts	60	87	43	63	110
Commissioners	15	15	10	9	16
Common Pleas Court	0	3	0	11	8
Dog Warden	0	3	0	0	0
Juvenile Court	0	8	250	0	13
Engineer	63	9	17	17	38
Probate/Juvenile Court	37	0	0	0	0
Prosecutor	10	150	110	71	81
Recorder	3	2	40	0	0
Sheriff	14	20	1	29	80
Treasurer	24	87	10	28	42
Veterans Services	0	0	0	0	0
<b>TOTAL</b>	<b>329</b>	<b>506</b>	<b>618</b>	<b>334</b>	<b>538</b>

**2014 TOTAL REQUESTS: 329 Boxes**

**2013 TOTAL REQUESTS: 506 Boxes**

**2012 TOTAL REQUESTS: 618 Boxes**

**2011 TOTAL REQUESTS: 334 Boxes**

**2010 TOTAL REQUESTS: 538 Boxes**

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## Shelf Inventory

Permanent Records		Retention Records	
Boxes	Office	Boxes	Office
1,383	Clerk of Courts	248	Auditor
744	Prosecutor	140	Sheriff
488	Juvenile Court	109	Prosecutor
379	Treasurer	100	Board of Elections
247	Miscellaneous Books	94	Commissioners
177	Engineer	53	Treasurer
157	Auditor	18	Auto Title
126	City of Marysville	18	Engineer
91	Sheriff	16	Clerk of Courts
53	Commissioners	12	Juvenile Court
25	Historical Society	3	Common Pleas Court
18	Board of Elections	2	Recorder
12	Common Pleas Court		
10	Recorder		
7	Bar Association		
3	DJFS		
2	Facilities		
1	Council for Families		
<b>3,923</b>	<b>Total</b>	<b>813</b>	<b>Total</b>

2014			2013			2012		
Total Capacity:	6,450 Boxes	100%	Total Capacity:	6,450 Boxes	100%	Total Capacity:	6,450 Boxes	100%
Current Use:	4,736 Boxes	73%	Current Use:	4,747 Boxes	74%	Current Use:	4,367 Boxes	68%
Permanent	3,923 Boxes	83%	Permanent	3,946 Boxes	83%	Permanent	3,745 Boxes	86%
Retention	813 Boxes	17%	Retention	801 Boxes	17%	Retention	622 Boxes	14%
Available Space:	1,714 Boxes	27%	Available Space:	1,703 Boxes	26%	Available Space:	2,083 Boxes	32%



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## Substantive Accomplishment

- Through the partnership with the City of Marysville the Records Center and Archives disposed of an additional 320 cubic feet of records from the offices and departments of the City of Marysville.
- Finished an inventory of bound volumes of the Union County Probate Court and Justices of the Peace – 192 volumes.
- Identified an additional 56 boxes of obsolete materials, originally marked as permanent, and prepared them for destruction, which will be transpire in January 2015.
- Worked with regional governmental partner Licking County in microfilming the 2013 Union County Tax List and Union County Tax Duplicate.
- Formed partnerships with the Union County Health Department, Mental Health and Recovery Board and Soil and Water Conservation District for record commission and records management services.
- Assisted the Juvenile Court in filing various case related documents into the case files that are stored at the Records Center and Archives.
- Created and implemented a new records management plan and filing system for the County Commissioners' Office.
- Oversaw the operations of the Union County Law Library and overhauled the operating procedures and processes of the Law Library including the process of starting to eliminate obsolete holdings of the Law Library
- Developed the necessary documents and outlays to create a Union County Records Center and Archives webpage to be implemented as part of the overall Union County webpage redesign.
- Worked with the Juvenile Court in identifying and preparing to expunge sealed Juvenile Court case files pursuant to statute.
- Completed the following record indexes to help increase the accessibility and availability of the records:
  - Probate Court Board of County Visitors and School Examiners records (1853-1960)  
250 records
  - Probate Court criminal case files (1820-1960)  
537 records
  - Probate Court death records (1867-1908)  
7,484 records
  - Probate Court guardianship case files (1820-1960)  
5,236 records
  - Probate Court will case files (1820-1960)  
4,136 records
  - Probate related Common Pleas Court case files (1863-1950)  
3,145 records
  - Prosecutor juvenile case files (1990-2004)  
108 records