

Union County Records Center & Archives



Annual Report 2024

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2024 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	13	16	10	2	5	9	2			3
February	12	23	14	4	3	6				1
March	11	19	17	6		9	2		1	5
April	6	16	3	7	9	3			1	
May	11	34	8	15	11	5	1			3
June	5	5	15	15	2	3		1		
July	7	9	12	10	6	2	1			
August	8	13	9	9	2		1			
September	5	8	5	4	5	7				2
October	4	5	10	19	3	6				3
November	4	14	4	5	6	10	1			1
December	7	8	7	5	1		2	5		
TOTALS	93	170	115	101	53	62	10	6	2	18

2024 GRAND TOTAL: 460 Requests

	Public (People)	Public (Records)	Clerk of Courts	Juvenile Court	Probate Court	Engineer	Sheriff	Prosecutor	Auditor	Other
2023	116	177	103	69	32	63	12	4	0	11
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

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Record Requests from Records Center & Archives (Continued)

2024 GRAND TOTAL: 460 Requests

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

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Record Transfers to Records Center & Archives

Department	2024	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013
Auditor	16		12	43	31		10	65	14	5	65	84
Auto Title Division	13	14	18	31	41	83	73	61	23	20	18	18
Board of Elections	41	4	30	39	20		38	23	15	19	32	33
Board of Revision			7	3	2		6	5	7		3	3
Clerk of Courts	57	38	80	38	143	12	78	44	105	48	63	86
Commissioners	10	7	11	20	9		20	12	20	17	12	14
Common Pleas Court	6											
Coroner		2			1	5	1	21				
Council for Families										1		
Dog Warden												1
EMA												
Engineer	43	61	33	48	28	39	22	49	26	103	53	54
Facilities				12								2
Human Resources				1		4				2		
Job & Family Services	179	51	37	9	181	242	13					
Law Library												
Probate/Juvenile Court	9	127	22	27	32	51	78	1	817	45	6	108
Prosecutor					125	91	39	154	76	87	72	94
Recorder											3	3
Records Center & Archives												
Senior Services	8		2							6		
Sheriff	119	68	99	61	54	57	34	90	15	52	10	47
Soil & Water District												
Treasurer		45	34	16	30	20		34	55	22	27	84
UCATS			1			6						
Veterans Services												
TOTAL	501	417	386	348	697	610	412	559	1,173	427	364	631

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Record Transfers to Records Center & Archives (Continued)

2024 GRAND TOTAL:	Boxes:	501	2016 GRAND TOTAL:	Boxes:	1,173
	Volumes	3		Volumes	45
2023 GRAND TOTAL:	Boxes:	417	2015 GRAND TOTAL:	Boxes:	427
	Volumes	7		Volumes	0
2022 GRAND TOTAL:	Boxes:	386	2014 GRAND TOTAL:	Boxes:	364
	Volumes	1		Volumes	41
2021 GRAND TOTAL:	Boxes:	348	2013 GRAND TOTAL:	Boxes:	631
	Volumes:	4		Volumes	207
2020 GRAND TOTAL:	Boxes:	697	2012 GRAND TOTAL:	Boxes:	643
	Volumes	1		Volumes	117
2019 GRAND TOTAL:	Boxes:	610	2011 GRAND TOTAL:	Boxes:	591
	Volumes	6		Volumes	0
2018 GRAND TOTAL:	Boxes:	412	2010 GRAND TOTAL:	Boxes:	769
	Volumes	1		Volumes	35
2017 GRAND TOTAL:	Boxes:	559			
	Volumes:	7			

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Records Commission Certificates

One-Time Records Disposal (RC-1)

- Council for Union County Families

Records Retention Schedules (RC-2)

- Auditor
- Council for Union County Families
- Board of County Commissioners
- Board of Elections
- Emergency Management Agency
- Health Department
- Human Resources
- OneOhio Local Governance Committee
- Sheriff
- Soil & Water Conservation District

Records Disposal Certificates (RC-3)

- Archives & Records Center
- Auditor
- Auto Title
- Board of County Commissioners
- Board of Elections (2)
- Board of Revision
- Clerk of Courts
- Developmental Disabilities (2)
- Engineer
- Human Resources
- Job and Family Services
- Law Library
- Probate & Juvenile Court
- Prosecuting Attorney
- Recorder
- Senior Services
- Sheriff
- Soil & Water Conservation District
- Treasurer
- UCATS

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Records Commission Certificates (Continued)

2024 GRAND TOTAL:	One-Time Records Disposal (RC-1)	1	2019 GRAND TOTAL:	One-Time Records Disposal (RC-1)	1
	Records Retention Schedule (RC-2)	10		Records Retention Schedule (RC-2)	13
	Records Disposal Certificate (RC-3)	22		Records Disposal Certificate (RC-3)	19
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

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Records Disposal

Department	2024	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
Airport									4		
Auditor	13	11	10	14	12	24	61	401	55	66	82
Auto Title Division	161	151	181	200	420	73	61	47	38	42	48
Board of Elections	40	6	5	35		44	21	37	9	40	12
Board of Revision	6	2	3	5	4	4	5	4	3	5	2
Clerk of Courts	5	10	13	8	7	22	9	16	10	16	13
Commissioners	8	16	39	23	12	17	14	18	17	10	13
Common Pleas Court								12	1	43	2
Coroner							2				
Council for Families		1					1	1	1		1
Dog Warden								1			4
EMA					2						
Engineer	22	25	21	16	17	14	15	14	25	7	22
Facilities			8					25			
Health Department										176	
Human Resources	1	1	1	1	3	2	1	1			
Job & Family Services	65	40	38	30	49	105	550		252		93
Law Library	1	1	1	1	2	1					
Mental Health Board		42								35	
Probate/Juvenile Court	25	6	5	10	17	25	5	12	18	9	128
Prosecutor	13	52	1		6	7	18	9	8	74	13
Recorder	1	1	1	1	1	1	3	2	3	2	2
Records Center & Archives	3	2	1	1	2			1			
Senior Services	2	4	1	1	5	4	29	6	17		14
Sheriff	40	47	33	43	42	34	71	26	38	21	63
Soil & Water District						1		8			
Treasurer	42	27	18	27	19	16	27	47	24	42	59
UCATS	1	6	1	2	4	4	4	24	4		18
Veterans Services											
TOTAL	449	450	381	418	624	398	897	712	527	588	589

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Records Disposal (Continued)

2024 GRAND TOTAL:	449 Cubic Feet Disposed	2016 GRAND TOTAL:	527 Cubic Feet Disposed
2023 GRAND TOTAL:	450 Cubic Feet Disposed	2015 GRAND TOTAL:	588 Cubic Feet Disposed
2022 GRAND TOTAL:	381 Cubic Feet Disposed	2014 GRAND TOTAL:	589 Cubic Feet Disposed
2021 GRAND TOTAL:	418 Cubic Feet Disposed	2013 GRAND TOTAL:	352 Cubic Feet Disposed
2020 GRAND TOTAL:	624 Cubic Feet Disposed	2012 GRAND TOTAL:	382 Cubic Feet Disposed
2019 GRAND TOTAL:	398 Cubic Feet Disposed	2011 GRAND TOTAL:	1,219 Cubic Feet Disposed
2018 GRAND TOTAL:	897 Cubic Feet Disposed	2010 GRAND TOTAL:	1,145 Cubic Feet Disposed
2017 GRAND TOTAL:	786 Cubic Feet Disposed		

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Box Requests

Department	2024	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
Auditor	16	6	17	45	27	19	16	69	22	6	65
Auto Title Division	13	14	18	31	41	83	85	61	23	20	18
Board of Elections	43	6	29	1	46	10	29		30	19	20
Clerk of Courts	55	38	80	40	143	11	71	27	106	10	60
Commissioners	10	7	11	30	7		20	9	22	12	15
Common Pleas Court			8			6					
Coroner		1				3	1	32			
Council for Families										1	
Dog Warden									1		
EMA										1	
Engineer	33	33	42	34	36	32	16	51	31	86	63
Human Resources						3	1			2	
Job & Family Services	187	51	14	1	181	220	8				
Law Library						2					
Probate/Juvenile Court	9	126	25	30	52	46	60	1	724	4	37
Prosecutor	5				125	89	41	107	91	69	10
Recorder								3			3
Senior Services						7					
Sheriff	78	69	107	60	36	28	45	61	14	35	14
Treasurer		36	35		45	10	8	36	64	14	24
UCATS			1			1					
Veterans Services											
TOTAL	449	387	387	272	739	570	406	457	1,128	279	329

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Box Requests (Continued)

2024 TOTAL REQUESTS:	444 Boxes	2016 TOTAL REQUESTS:	1,128 Boxes
2023 TOTAL REQUESTS:	387 Boxes	2015 TOTAL REQUESTS:	279 Boxes
2022 TOTAL REQUESTS:	387 Boxes	2014 TOTAL REQUESTS:	329 Boxes
2021 TOTAL REQUESTS:	272 Boxes	2013 TOTAL REQUESTS:	506 Boxes
2020 TOTAL REQUESTS:	739 Boxes	2012 TOTAL REQUESTS:	618 Boxes
2019 TOTAL REQUESTS:	570 Boxes	2011 TOTAL REQUESTS:	334 Boxes
2018 TOTAL REQUESTS:	406 Boxes	2010 TOTAL REQUESTS:	538 Boxes
2017 TOTAL REQUESTS:	457 Boxes		

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Record Imaging

Archives Bound Volume Imaging		Archives Document Imaging		Latter-day Saints Imaging	
2024 Total:	20 Volumes 4,855 Images	Engineer:	152 Images	2024 Total:	121,533 Images
2023 Total:	0 Volumes 0 Images	Probate Court:	20,076 Images (OnBase)	2023 Total:	105,032 Images
2022 Total:	65 Volumes 11,027 Images	2024 Total:	20,228 Images	2022 Total:	69,559 Images
2021 Total:	8 Volumes 1,490 Images	2023 Total:	122 Images	2021 Total:	70,020 Images
2020 Total:	45 Volumes 16,423 Images	2022 Total:	2,308 Images	2020 Total:	134,450 Images
2019 Total:	85 Volumes 48,285 Images	2021 Total:	36,241 Images	2019 Total:	488,057 Images
2018 Total:	179 Volumes 70,106 Images	2020 Total:	7,718 Images	2018 Total:	461,285 Images
GRAND TOTAL:	402 Volumes 152,186 Images	ONBASE TOTAL:	20,076 Images	GRAND TOTAL:	1,449,936 Images
		GRAND TOTAL:	66,617 Images		

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Shelf Inventory

Permanent Records			Retention Records		
Boxes	Office		Boxes	Office	
1,955	Clerk of Courts		474	Sheriff	
1,236	Prosecutor		83	Board of Elections	
835	Juvenile Court		38	Auditor	
757	Probate Court		32	Commissioners	
610	JFS		31	Engineer	
405	Engineer		29	Juvenile Court	
299	Auditor		24	JFS	
215	Treasurer		16	Treasurer	
167	Miscellaneous Books		13	Auto Title	
135	Sheriff		9	Clerk of Courts	
79	Commissioners		8	Senior Services	
68	City of Marysville		7	Prosecuting Attorney	
55	Board of Elections		1	Electronic/Audio Media	
27	Coroner		1	Human Resources	
16	Common Pleas		1	Law Library	
16	Recorder		1	Recorder	
14	Facilities		1	Records Center & Archives	
2	Law Library				
1	Bar Association				
1	Council for Families				
6,893	Total		769	Total	

	2024			2023			2022	
Total Capacity:	9,934 Boxes	100%	Total Capacity:	9,934 Boxes	100%	Total Capacity:	9,934 Boxes	100%
Current Use:	7,662 Boxes	77%	Current Use:	7,416 Boxes	75%	Current Use:	7,185 Boxes	72%
Permanent	6,893 Boxes	90%	Permanent	6,665 Boxes	90%	Permanent	6,355 Boxes	88%
Retention	769 Boxes	10%	Retention	751 Boxes	10%	Retention	830 Boxes	12%
Available Space:	2,272 Boxes	23%	Available Space:	2,518 Boxes	25%	Available Space:	2,749 Boxes	28%

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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.
- 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.
- Performed annual county records destruction from the Records Center & Archives – 449 boxes.
- Completed installation and implementation of an Enterprise Content Management (ECM) Solution – Hyland OnBase.
- Established list of created electronic permanent records to be migrated into Hyland OnBase on an annual basis.
- Hired Imaging Technician to digitize and index records into Hyland OnBase.
- Hyland OnBase Scanning & Digitization
 - Probate Court Marriage Records
 - Volumes AA-AY (1988-2024)
 - 20,076 Images
- Digitized Building Department Commercial Certificates of Occupancy from 2020 – 152 images.
- Started digitization of township records – meeting minutes and officials’ bonds records:
 - Claibourne Township
 - Jackson Township
- Finished Latter-day Saints imaging project of county records at the Records Center & Archives – 121,533 images. Total project from 2018 to 2024 captured 1,449,936 images.
- Updated job description of Director of Archives & Records Manager.
- Designed future Records Center & Archives preliminary shelving plan for 2025 second floor expansion project.
- Finished transfer of Children Protective Services case files from 1972-2020 to the Records Center & Archives – 512 boxes.
- Finished working on the transfer of Justice of the Peace records to the Records Center & Archives for digitization and storage:
 - Claibourne Township
 - Jackson Township
- Completed microfilm rolls inventory – 2,706 rolls.
- Transferred Probate Court and Clerk of Courts master microfilm from Tronitech, Indianapolis, IN, to Montgomery County Records Center & Archives, Dayton, OH, for storage – 955 rolls.
 - Clerk of Courts
 - 245 rolls – 16mm
 - Probate & Juvenile Courts
 - 412 rolls – 35mm
 - 298 rolls – 16mm
- Unfolded, flattened, and rehoused tri-folded Clerk of Courts Civil and Domestic Relations case files from 1901-1932 – case numbers 7901 to 13255 – 5,354 case files.
- Unfolded, flattened, and rehoused tri-folded City of Marysville Ordinances and Resolutions – 19 boxes.

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- Transferred City of Marysville records from the Records Center & Archives to Vital Records Control (VRC) in Columbus except for Ordinances and Resolutions.
- Completed Probate Court case file index from 2001-2019 – 5,876 index entries. Completed Probate Court case file index project from 1820-2019 – indexed 53,378 entries.
- Indexed Clerk of Courts Domestic Relations case files from 1978-1990 – 3,202 index entries.
- Indexed Clerk of Courts Reciprocal Support case files from 1983-1989 – 248 index entries.
- Indexed Children Protective Services case files from 2014-2020 – 2,651 index entries.
- Indexed Engineer Commercial Building Permits from 2020 – 422 index entries.
- Indexed Engineer Residential Building Permits from 2020 – 1,393 index entries.