Butler County Records Center and Archives

123 North Third Street
Hamilton, Ohio 45011
Monday - Friday 8:00 a.m. - 5:00 p.m.
Telephone: (513) 887-3437

Rhonda Freeze, Records Manager and Archivist
Tina Slaughter, Records Specialist
Dan Barrett, Record Specialist
Melissa Gray, Record Specialist
Volunteer Genealogists

Offices Served

Commissioner Offices
- Airport
- Board of Elections
- Care Facility
- Emergency Management
- Dept. of Development
- Human Resources
- Records Center & Archives
- Veterans Services
- Water & Sewer Dept.

Courts
- Adult Probation
- Area I, II & III Courts
- Clerk of Courts
- Common Pleas
- Court of Appeals
- Domestic Relations
- Juvenile
- Probate

Elected Officials
- Auditor
- Coroner
- Engineer
- Prosecutor
- Recorder
- Sheriff
- Treasurer

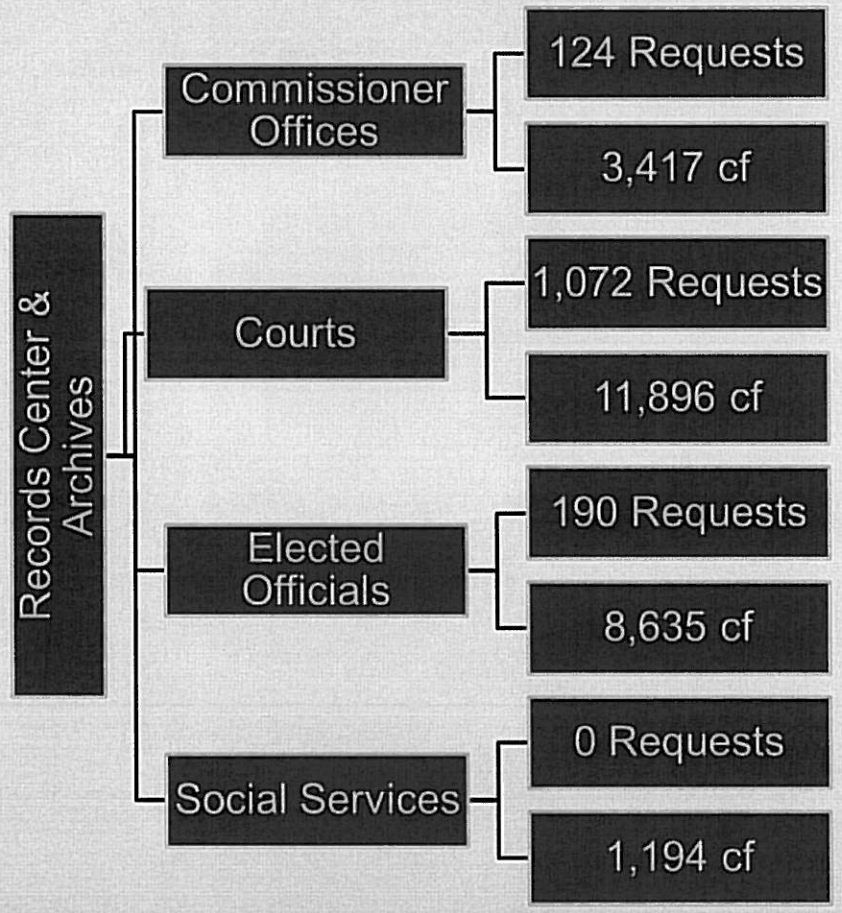
Social Services
- Child Support
- Children Services
- Job & Family
- Dept. of Disabilities
- Parachute

Offices organized by function/operation not by appointing authority

Butler County Records Center and Archives

At-A-Glance Record Management Services
March 2014 YTD

This chart represents year-to-date record storage holdings and requests managed/processed by Records Center for county offices. Holdings are in cubic feet.



25,142 cf record storage
1,386 record requests

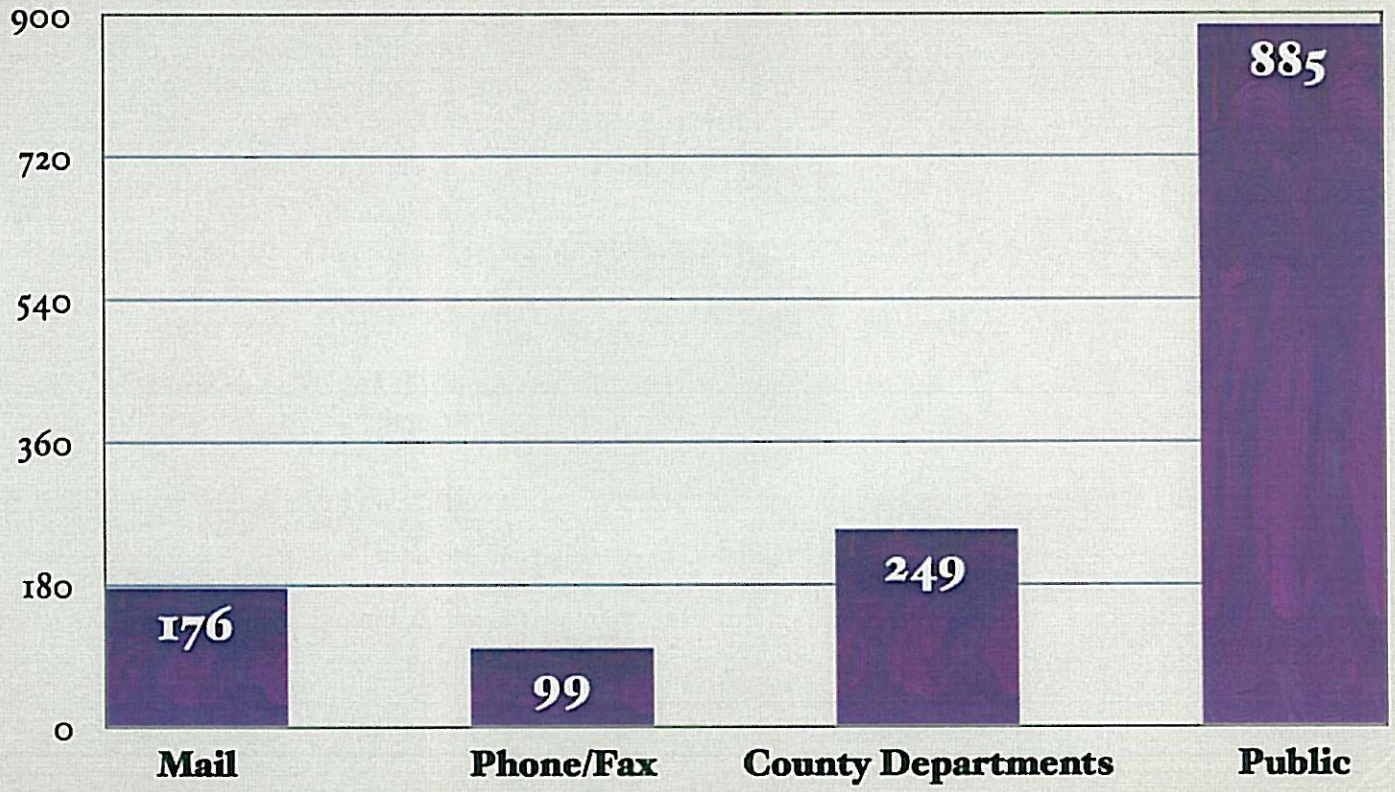
Butler County Records Center and Archives

Historical

The Records Center essential function is to provide county offices with a centralized record management program and storage facility to ensure the creation, preservation, and access to records. We coordinate the timely transfer of records from county offices to the Records Center and maintain the ongoing disposition of those records by scheduling them for proper storage or disposal.

Butler County Records Center and Archives

Customer Services
March 2014 YTD



Butler County Records Center and Archives

Customer Service (Genealogical Research)

March 2014 YTD

Birth Records	28
Chancery Records	2
Common Pleas Records	3
County Infirmary Records	1
Death Records	17
Estate Inventory Records	4
Estate Packets	25
Marriage Records	83
Naturalization Records	4
Other Records	21
Tax Duplicates	3
Testamentary Records	1
Will Records	29
Grand Total	**221**

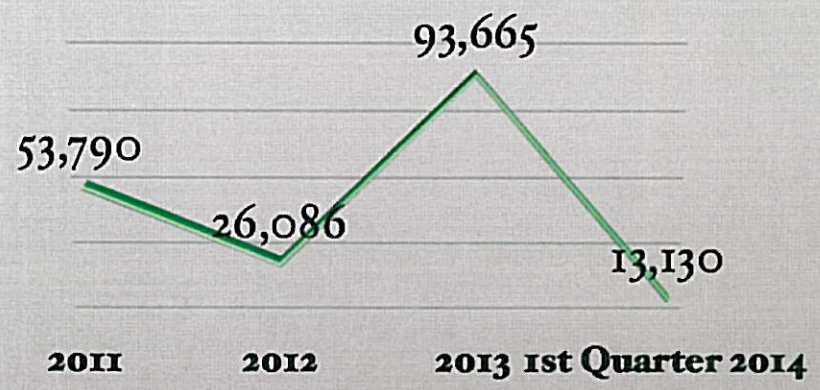
Our public research area is also an important service we provide. The Center houses records dating back to Butler County's founding in the early 1800's. It provides access to these records for persons interested in the County records of historical importance.

Pam, Bob, Howard, Nancy and James are volunteers that are skilled in genealogical research.

They each donate a few hours a weeks to assist researchers with requests received via website, telephone, mail and walk-ins.

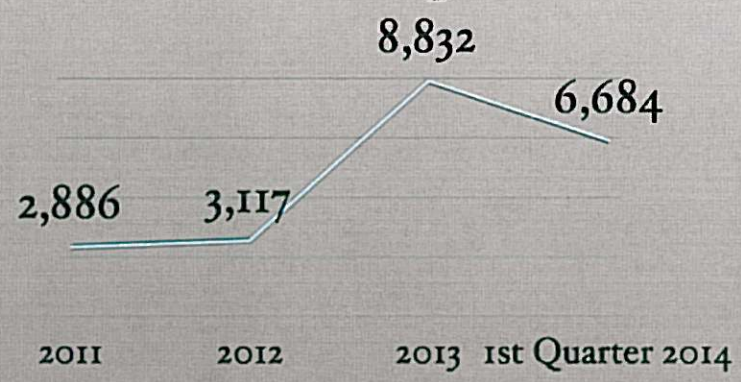
An electronic system in which records are collected and organized to facilitate their preservation, access and disposition

Detailed Record Indexing



Record Center staff enters detailed description of individual files or records according to their general information, subject, content, or administrative function.

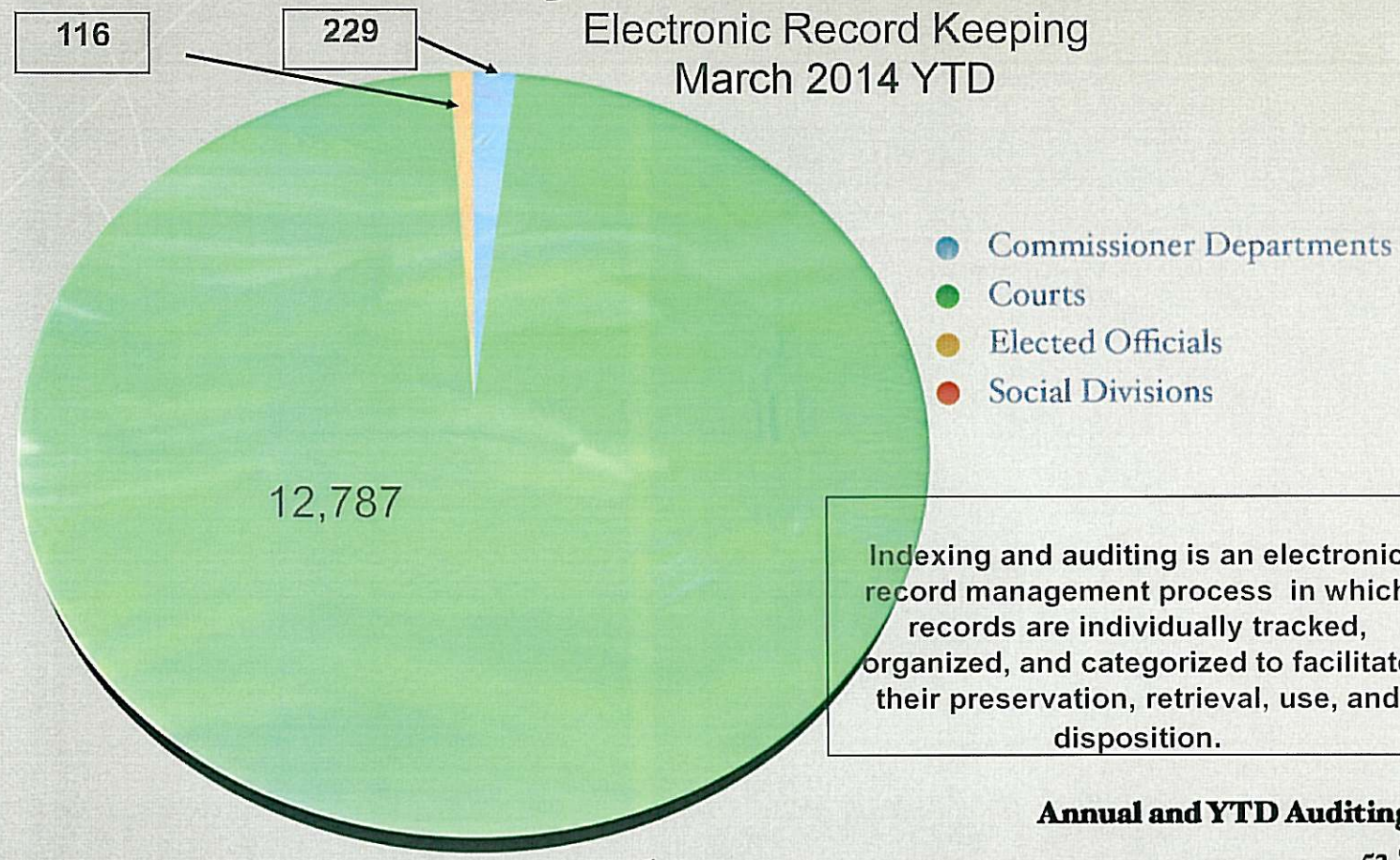
Records Management Tracking



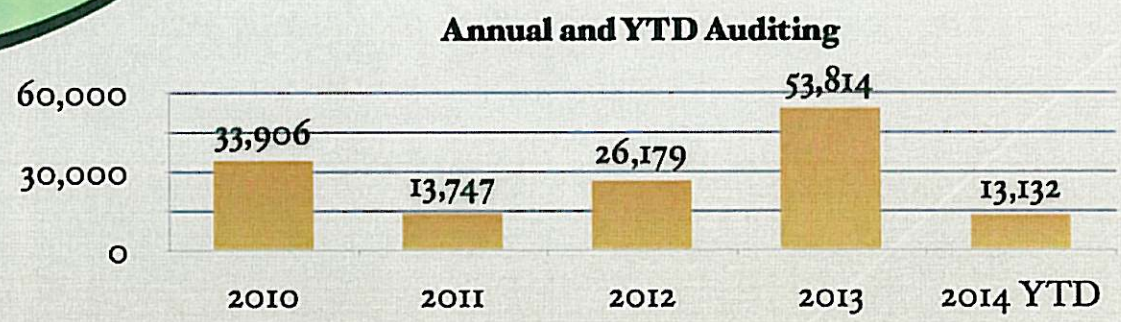
Record Center maintains electronic location of inventory to ensure access and track disposition.

Butler County Records Center and Archives

Electronic Record Keeping
March 2014 YTD



Indexing and auditing is an electronic record management process in which records are individually tracked, organized, and categorized to facilitate their preservation, retrieval, use, and disposition.



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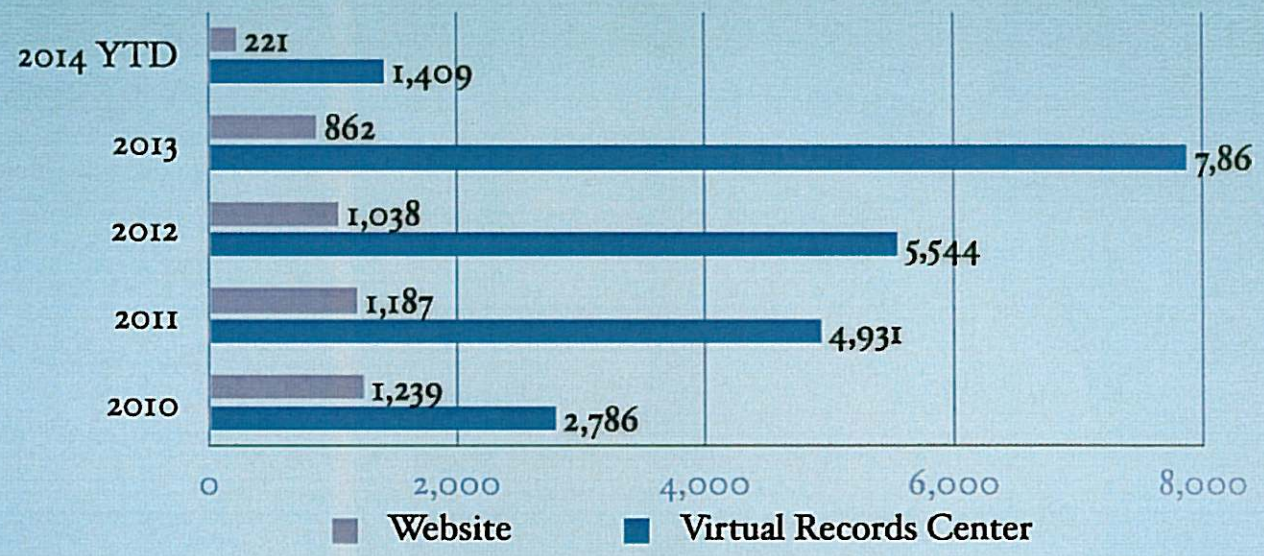
Technology

Record Requests and Record Management



Virtual Records Center

A comprehensive electronic records center management system that increases the efficiency of managing physical records stored, accessed, and managed at the Records Center. The system is used to track inventory, requests, disposition of records with its primary function to foster adherence to core record management standards; and coordinate information technology and records management planning.

Records Inventory by Division
1st Quarter 2014

16,479 cf of Vital (Permanent) Records
25,142 Total cf Inventory