

Licking County Records & Archives Department

2011 Award Recipient

Selected for:

- Salvaging records in county courthouse attic
- Managing contemporary records via a county Records Keepers' Roundtable



County Records





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Attic Salvage Project

at Application Submission

- Records inventoried, appraised for Value, & packaged for transfer
- 1300 cubic feet transferred & 350 cubic feet of records destroyed
- Basic preservation cleaning project implemented

Today

- Facility filled to capacity; project 80% complete
- Historical records cataloged



Contemporary Records Management

- Created Records Keepers' Roundtable
 - Group of records personnel from each county department
 - Receiving yearly training and records consultations
 - Records Management
 - Social Media
 - Responding to Records Requests
 - Inspired by County Archivists & Records Managers Association



Result of Both Projects

- Transitional records center
- Records retention forms submission increased 416%
- Twelve county agencies implemented records management practices within their offices



Nomination Writing

- Focused on overall growth v. one large project
- Highlighted archival and contemporary historical records



Results of Award Recognition

- Support for a county-wide records center & archives
 - Building purchased in January 2012
 - In design phase with architect
 - Projected move in 2014
- One additional full-time staff
- Support from elected officials and community



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