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
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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