



WARREN COUNTY RECORDS CENTER & ARCHIVES

Director, Jen Haney Conover
Assistant Archivist, Tori Otten

WC Genealogical Society,
August 16, 2023

WELCOME



Background:

1990 – Microfilm Department Created

1998 – Hired First Archivist

2002 – Dedication of Edna Bowyer Warren County Records Center & Archives

2013 – Hired Third Director, Jen Haney Conover

Mission: The mission of the Warren County Records Center & Archives is to serve the public through the protection, preservation and access to public records that document the activities and functions of Warren County government.

Two divisions:

- Imaging and Microfilm
- Archives and Records Management



OVERVIEW

Responsibilities:

- Records and information management over all Warren County departments and agencies
- Records Destruction and Disposition
- Microfilm and Imaging
- Delivery and Box Storage
- Preservation of historic county records
- Give access and support outreach to the history of Warren County government
- Provide requested records to the public

RECORDS MANAGEMENT & RECORDS DESTRUCTION AND DISPOSITION

Over 45 County Retention Schedules

County Policies
County Trainings



JUST THE BASICS:
RECORDS
MANAGEMENT

Presented by Jen Haney Conover
Director, Records Management & Archives



special media disposal of
obsolete records, 2017



BODD document destruction
shred, March 2018

MICROFILM AND IMAGING

Digitizing and microfilming for county departments since 1992

- Current and advanced imaging technology
- Large wide format scanning capability
- High-capacity multipage scanning
- Conversion of digital images for long-term preservation/disaster recovery to microfilm format
- High resolution digital preservation of older fragile county records for accessibility and preservation
- Digital conversion of county records previously only in microfilm/microfiche format



DELIVERY AND RECORDS STORAGE

- Storage capability of 20,000 cubic feet for all county agencies
- Climate controlled archival storage room
- Provide records delivery to all county agencies – over 10,000 requests since 2013
- Provide records storage boxes to all county agencies at no cost to the departments



PRESERVATION



2017 Return of Lady Justice
on the Old Court House



De-acidification and framing of
1915 Infirmary Building Drawing



Intern Lauren Lyon processing
19th century Sheriff's bonds for
long term preservation

OUTREACH



- Exhibits within the county
- Community Shred Days
- Oral History Program
- K-12 Education Outreach
- Social Media: Blog, Facebook, YouTube



ORAL HISTORY PROGRAM

- Since 2017, the Records Center & Archives staff have conducted oral history interviews to capture Warren County government history. Below are oral histories from a variety of individuals who all share the same thing: their own distinct connection to Warren County.

- [YouTube Channel](#)



Warren County Records Center & Archives / Microfilm Department
406 Justice Drive • Lebanon, Ohio 45036 • Phone: (513) 695-1815 • Fax: (513) 695-2415 • archives@co.warren.oh.us

Warren County Jail Exhibit Oral History Committee



Image: 1903 Warren County Atlas

Did you or someone in your family live or work in the Warren County Silver Street Jail? Or do you have a personal experience about the old Silver Street Jail?

If so, we would love to hear your story!

What is an oral history and why is it important?

Oral histories preserve first-person recollections of those who shaped the past and laid the foundation for the future. The Archives staff will be conducting interviews in late June and July to capture this unique part of Warren County government history.

To schedule an interview contact:

Jenifer Baker, Deputy Archivist

513-695-1815

archives@co.warren.oh.us

OUR WEBSITE



Warren County Ohio

Home General Information Online Resources Retention Schedules Stay Connected!

Warren County & RECORDS CENTER ARCHIVES



The Warren County Records Center & Archives has committed to providing county agencies with exceptional records management services since 2001. This department consists of two divisions: the Records Center & Archives and the Microfilm Department. These two units work collaboratively to preserve and make available government records to researchers, genealogists, internal and external agencies, and the public.

Directed by the County Records Manager & Archivist, Jen Haney Conover, this facility is housed in the County Administration Building at 406 Justice Drive in Lebanon, Ohio.

Check out our new wall exhibits on the History of the Records Center and the Common Pleas Court

PRESERVING OUR PAST TO PROTECT OUR FUTURE



The exhibit is a large wall display with a central timeline from 1962 to 2022. The timeline is flanked by two large panels. The left panel is titled 'A GROWING NEED' and 'READY, SET, RECORDS CENTER' and features a photo of a woman. The right panel is titled 'EXPLORE THE ARCHIVES' and 'RECORDS, RECORDS, EVERYWHERE' and features a photo of a group of people. The timeline itself is divided into sections: 'TIMELINE', 'TECHNOLOGICAL CHANGING ROLES', 'COMMUNITY CONNECTIONS', and 'RECORDS, RECORDS, EVERYWHERE'. Each section contains text and photos illustrating the history of the Records Center and the Common Pleas Court.

<https://www.co.warren.oh.us/RecordsCenter/Default.aspx>

DEPARTMENTAL COLLECTIONS



❖ We are committed to providing the public with swift and accurate responses to historic records requests. Under these tabs you will find comprehensive departmental lists of historic public records located within our facility. Our indexes and collections lists will be added periodically as more items get inventoried and indexes get transcribed. These searchable county indexes can be found here. All public records created 75 years ago and older in our collection are accessible and researchable.

❖ **All items newer than 75 years must be requested to the originating department that created the record.**

DEPARTMENTAL COLLECTIONS

Auditor
Clerk Of Courts/Common Pleas Court
Commissioners
Emergency Services
Engineer
Probate Court
Recorder
Records Center & Archives
Sheriff
Treasurer

RECORDS REQUEST?

Click Here!

COUNTY INDEXES

Click Here!

Questions about other records?
Email – archives@co.warren.oh.us
Telephone – 513.695.1815



SEARCHABLE INDEXES AND RECORDS

1. Select Department

- Commissioners
- Common Pleas Court
- Coroner
- Engineer's Office
- Probate Court
- Recorder's Office
- Sheriff


Searchable Indexes and Records

Welcome to our online inventory and searchable records indexes. These resources are added to periodically as more items get inventoried, historic records get scanned, and indexes get transcribed. To learn more about what these records are and how to use them, please visit our [How to Guides](#) and our [Description of Departmental Records Indexes](#) links.

We look forward to assisting you on your local and family history journey!

Select Department

Select Index



RECORDS REQUEST?
Certificate of Birth
Certificate of Death
HOSPITAL
Click Here!

Questions about other records?
Email – archives@co.warren.oh.us
Telephone – 513.695.1815

2. Select Index

3. Filter Search

- Search:
- Show entries
- Organize A-Z / 1-3 by column of choice (↑↓)
- View documents if available

Select Department

Select Index

Show entries

Search:

Year ↑↓	Name ↑↓	Box ↑↓	Number ↑↓	Docket ↑↓	Page ↑↓	Series ↑↓	Document ↑↓
1863	Fox, Samuel & Francis & Job Henry	86	12	1	406	Guardianship	View Document
1863	Garrison, J. M. C.	88	3	1	409	Guardianship	View Document

HOW TO SEARCH

<https://www.co.warren.oh.us/RecordsCenter/Desc.aspx>

How To Guide for Searchable Records and Indexes

Here are steps to make your search of the Warren County Records Center & Archives online inventories easier and more efficient. If you have any questions, please call the Records Center at 513-695-1815.



- Our website is equipped with the materials to help you in your research
- The How To Guide gives you step by step instructions on utilizing the searchable indexes and records
- Description of Departmental Records Indexes gives further detail of what to expect in online collections



Description of Departmental Records Indexes

We are actively adding to our historic records' online collections. Below you will find definitions of what each record index is and how to use these resources. If you have any questions, please call the Records Center at 513-695-1815.

<https://www.co.warren.oh.us/RecordsCenter/Guide.aspx>

DIDN'T SEE WHAT YOU NEEDED?



Warren County Ohio

Home General Information Available Records Retention Schedules Stay Connected

Records Request

Welcome to the new and improved Warren County Records Center and Archives Records Request page. Our staff will gladly assist you with short, specific inquiries regarding records of Warren County government. The Records Center & Archives limits the number of records requested that we will transit by United States mail to ten per month per person, unless the person certifies to the Records Center & Archives in writing that they do not intend to use or forward the requested records, or the information contained in them, for commercial purposes. This form is available by request at archives@co.warren.oh.us.

Copies of public records requests on one-sided paper in black and white ink cost \$.10 per page; for one-sided color copies, the copy cost is \$.20 per page. Payments may be made by check or money order, made payable to the Warren County Records Center & Archives, 406 Justice Drive, Lebanon Ohio, 45036. For more in-depth genealogical/historical requests, please contact the Warren County Genealogical Society at 513-695-1144 or wccgs@co.warren.oh.us.

Request Form

Department	<input type="text"/>
Record Type	<input type="text"/>
First Name/Party on Record	<input type="text"/>
Last Name/Party on Record	<input type="text"/>
Record Date	<input type="text"/> / <input type="text"/> / <input type="text"/> MM / DD / YYYY
Additional Information	<input type="text"/>



Try out our online Records Request Portal

<https://www.co.warren.oh.us/RecordsCenter/RecordsRequest.aspx>

Search through out past social media

[Facebook](#)

[WordPress](#)

WARREN COUNTY, OHIO - RESOURCES

- ❑ Warren County Records Center and Archives - <https://www.co.warren.oh.us/recordscenter/> - Phone: 513-695-1815
- ❑ Warren County Recorder's Office - <https://www.warrencountyrecorder.com> - Phone: 513-695-1382
- ❑ Warren County Auditor's Office - <https://www.wcauditor.org> - Phone: 513-695-1235
- ❑ Warren County Genealogical Society - <https://www.wcgsohio.org/> - Phone: 513-695-1144
- ❑ Warren County Historical Society - <https://www.wchsmuseum.org/> - Phone: 513-932-1817
- ❑ The History of Warren County, 1882
<https://archive.org/details/oh-warren-1882-beers/page/n5/mode/2up?view=theater>
- ❑ The Western Star Online, Ohio Memory - <https://ohiomemory.org/digital/collection/p16007coll84/search>
- ❑ Ohio History Connection - <https://www.ohiohistory.org/>
- ❑ Find A Grave - <https://www.findagrave.com/>

QUESTIONS OR COMMENTS?

Thank you again for your time!

Jen Haney Conover, MA
Director
jennifer.haney@co.warren.oh.us

Tori Otten,
Assistant Archivist
tori.otten@co.warren.oh.us

Warren County Records Center and Archives
phone 513.695.1815

Warren County Records Center and Archives – <http://www.co.warren.oh.us/recordscenter/>

Facebook Page – @warrencorecordscenterandarchives