



2025 Annual Report



HIGHLAND
COUNTY • OHIO
RECORDS CENTER
& ARCHIVES

Executive Summary

This report describes the development and growth of the Highland County Records Center & Archives during 2025. This year we made great strides in identifying and inventorying records in storage. All records destined for the record center have been inventoried; many required organization, cleaning, stabilization, and rehousing.

Because of building construction in our current building, we had to pivot a considerable amount due to lack of workspace. Many digital projects have launched that we planned to tackle later in our development:

- Outreach projects like a website and social media presence are underway, and we hope to gain traction with our Teaching with Primary Sources and Citizen Archivist projects to advertise our presence in 2026.
- Established Digitization plan for early court records.
- Designed foundation of Citizen Archivist program and started building relationships with local genealogists and historians.
- Began initial research into cybersecurity/AI and policy updates.
- Created a Guide to Public Record Exemptions.
- Identified procedures and costs for website and social media backups.
- Researched and planned email archiving.
- Investigated priority emergency response programs for area-wide disasters and established relationship.
- Created Integrated Pest Management & Environmental Monitoring eForm and guide with seasonal maintenance and cleaning requirements outlined for each week.
- Planned baseline assessment. In 2026, we will be relocating to our new, centralized record repository. As we move records onto the shelves, we will be conducting a baseline assessment to document the condition of each box as we log its new location at the Records Center & Archives. This information will be invaluable for grant applications, care plans, and exhibits.

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Julie Wallingford, Records Manager

As Records Manager, Julie directed all aspects of the Highland County Record Center & Archive's record management, inventory, and Laserfiche record repository since the program's inception in March 2023. Julie has over ten years of experience in record management and more than two decades experience in project management. She earned a Master of Informatics degree from Northern Kentucky University in 2015 and a GARA Certificate in 2024.

Halle Jones, Records Assistant

Halle was an intern through the ACCESS/Ohio Means Jobs program, then became a valued part-time employee. She plans to stay on staff through college graduation. Halle qualified for a generous scholarship from Wilmington College and will be pursuing a double major in Agriculture Business and Communication Arts with a focus in Media/Marketing.

Austin Neville, Records Assistant

Austin earned an Associate of Arts in Arts & Science from Southern State Community College and a Bachelor of Arts in History from the University of Cincinnati. He was awarded the Lenore F. McGrane Prize for the Most Promising Student in U.S. History. Austin was also nominated for the George Newberger Capstone Prize, Best Research Essay (U.S. History) for his capstone project "King Cotton: Southerners' Arguments for Economic Independence."

Successes & Challenges





Digitization Plan

Our digitization plan, primarily completed, will outline record prioritization, handling, workflows, file formats, naming conventions by record type, record preparation, quality control, standards and best practices. Our goals include:

- Improve accessibility, management, and productivity.
- Higher probability of funding for future projects.
- Preservation of damaged records.
- Future use in Teaching with Primary Sources program, socials, or exhibits.
- Additional transparency by sharing records via online repository.



Collection Assessment Design

Our collections assessment has been designed and will look for various issues that may slow down a digitization workflow, such as fasteners, mold, or damage, allowing accurate cost estimates. This assessment will help us prioritize items for digitization by indicating which records are most fragile and those at highest risk. We will log pest existence or evidence to help us determine where additional monitoring is necessary and allows us to catch problems early.

Records will be flagged with subject areas for better searchability and to identify those records most sought after by FamilySearch for free digitization.



Social Media

We established accounts on Facebook, Instagram, LinkedIn, and Pinterest for outreach. Holiday themed posts have been created, as well as style guides that lay out on-brand color, font, and image choices.



Integrated Pest Management/Environmental Monitoring

Created Integrated Pest Management & Environmental Monitoring eForm and guide with seasonal maintenance and cleaning requirements outlined for each week.



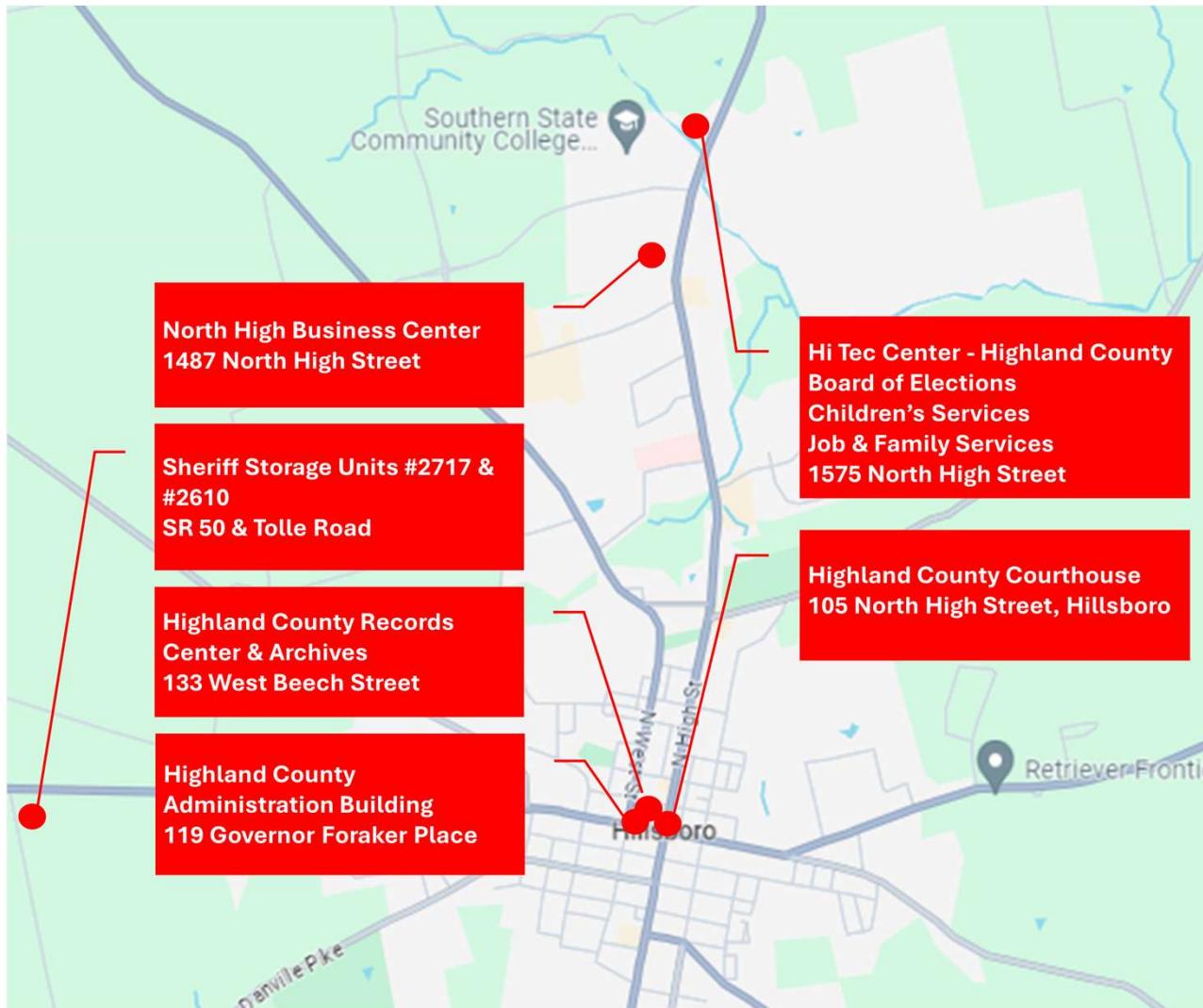
Relocation Plans

The Administration Building, Hi-Tec Building, Engineer's Office, and Courthouse were under reconstruction or renovation this year. Record relocation plans had to be re-drafted repeatedly to track the location of furniture and records. We are proud of the well-designed and thorough Relocation and High-Density Shelving Request for Proposals. We did not wish to repeat the bid process but feel the long-term result will be worth the investment. We feel very positive about the firm selected and look forward to finalizing the high-density shelving plans.

Major Successes

Inventory & Cataloging

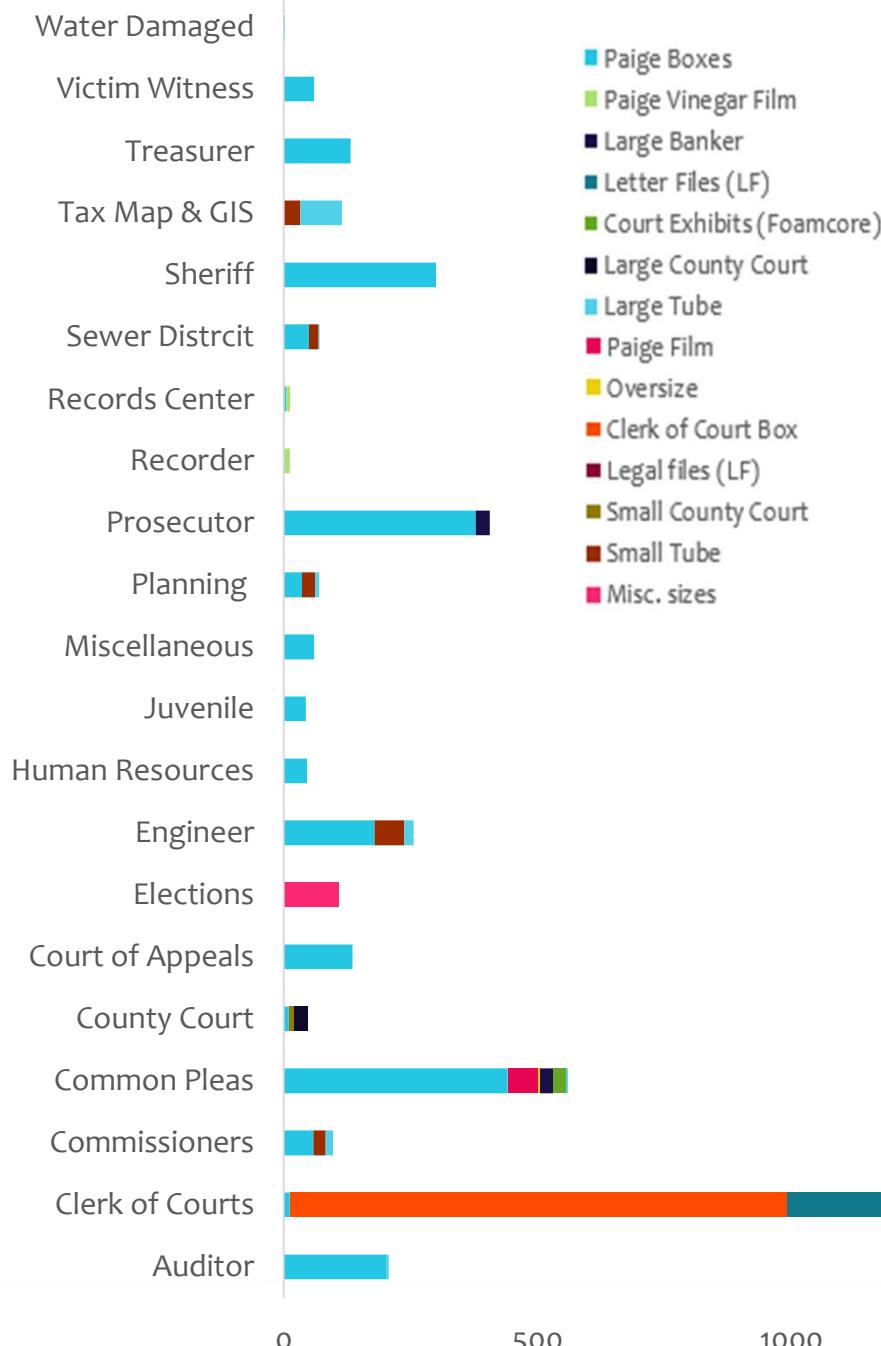
All records destined for the Records Center & Archives have been inventoried. This includes 22 departments and committees, in six locations.



- 2209 Standard Boxes**
- 66 Standard Film Boxes**
- 10 Vinegar Film Standard Boxes**
- 2054 LF Letter-size Files**
- 415 LF Legal-size Files**
- 980 Clerk of Court Boxes**
- 105 Miscellaneous Boxes**
- 161 Small Tubes**
- 132 Large Tubes**
- 1832 Bound Volumes**
- 3 Microfilm Cabinets**
- 27 Large County Court Boxes**
- 11 Small County Court Boxes**
- 54 Large Bunker Boxes**
- 12 Court Exhibits**
- 3 Common Pleas Oversize**

Major Successes

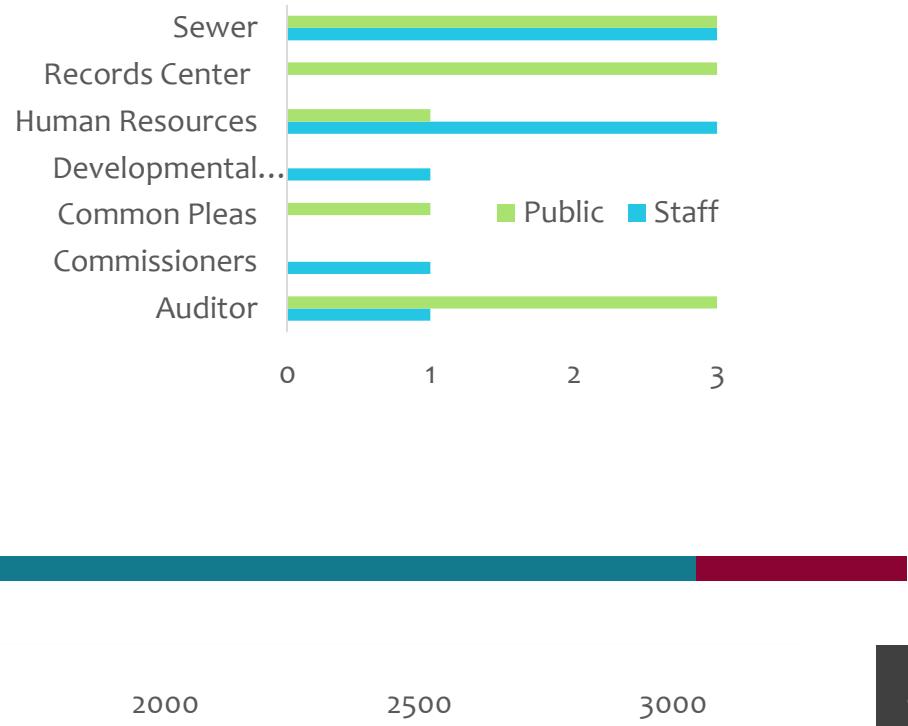
Inventory & Cataloging: Boxes by Department



Record Requests by Month



Record Requests by Department



Major Successes

Citizen Archivists Program

Our Citizen Archivist program development is well underway. Much planning is completed:

- Created Job Descriptions, Applications, Interview prompts, and Agreements
- Designed Recognition plans and developed Event inspiration
- Produced Standard Operating Procedures
- Outlined Volunteer Opportunities and described Peer Mentoring Program
- Produced onboarding & training resources: established references for tags, transcription, location, abbreviations, and handwriting
- Gathered example advertisements and correspondence



Website

Our website is live; we hope to add a public portal for indexes next year.

Interested in requesting a public record? [Make Request](#)

Highland County, Ohio
Records Center & Archives

Home Record Request Policies Employee Resources Records Commission Contact Us

Our Mission

Highland County offices create and maintain records that document the processes of our government as well as the rights and responsibilities of its constituents.

[Read More](#)

Our Mission Statement

Highland County offices create and maintain records that document the processes of our government as well as the rights and responsibilities of its constituents. Under the Ohio Public Records Act (Ohio Revised Code 149.43), we are tasked with the organization and preservation of public records, and to make them available to the public upon request.

"Public record" means records kept by any public office. Some records that may be used in public offices are not public records, generally due to personally identifiable information, or PII. Our retention schedules indicate what types of public documents are available in each department/office. Retention schedules are available to view in each department, or the Records Center & Archives and Board of Commissioners office both house hard copies for all county departments. Retention schedules are also available for download in the 'Records Commission' tab above.

To better serve the public and our county's public servants we are in the process of organizing a County Records Center which will house records not essential to day-to-day business. This office will inventory and catalog our records to establish retention schedules for the documents of all county entities as required by law.

Highland Co. Records Center & Archives

Please use the links below to learn more about the services and resources we provide.

[Meet Our Records Commission](#) [View Our Employee Resources](#) [Records Commission Calendar](#) [Learn More About the Request Process](#)

Toughest Challenges

This year legal changes across the public records landscape changed significantly and often, making it very challenging to stay compliant.



State legal changes

- **Electronic record access:** By June 30, 2026, Ohio counties must provide an electronic method for recording and accessing certain documents on the county recorder's website.
- **Pre-litigation Complaint Requirement:** Individuals believing a public records request was improperly denied must now first file a complaint directly with the public office, giving them three business days to resolve the issue before pursuing a lawsuit (such as a mandamus action) in court.
- **Protections for Former Workers:** Qualifying former designated public service workers and their spouses can also request the redaction of their personal information from publicly available records, including county auditor records and those published online.
- **Limits on Vexatious Litigators:** Public offices are now authorized to require identification from requesters they reasonably believe to be "vexatious litigators" (persons who habitually file groundless lawsuits) and are not obligated to respond to their requests without a specific court order.

- **Journalist Access:** Journalists can still obtain certain records that are otherwise exempt (like residential addresses of public service workers) if they make a written request stating the disclosure is in the public interest.
- **No Damages for Incarcerated Individuals:** Incarcerated persons are prohibited from recovering statutory damages in public records lawsuits.
- **Record retention rules:** The Ohio Rules of Superintendence for the Courts of Ohio have been revised to address how records must be preserved and the minimum time they must be kept. These rules affect various courts, including common pleas, probate, and municipal courts.
- **Post-conviction relief:** A bill (HB 177) introduced in March 2025 creates a new pre-hearing judicial review for certain post-conviction relief motions based on new evidence.
- **Veteran status:** A bill (SB 179) introduced in April 2025 requires institutions to verify and note veteran status on records and assist individuals with veteran-related services.
- **Cybersecurity:** records related to security are no longer public records (ORC 149.433, 1306.23, and 9.64). Many new regulations are coming out on this topic.



State legal changes

- Executive Session: Security and emergency response are to be discussed in executive sessions only.
- Fees for Video Records (Effective March 1, 2025): Law enforcement agencies are now permitted to charge fees for the actual cost of preparing video records for public requests (e.g., staff time for redacting or blurring footage), capped at \$75 per hour or a total of \$750 per request. The agency may require payment of an estimated cost upfront.
- Lawmaker Communication Exemptions (Effective late September 2025): Text messages and emails between state lawmakers and their staff, if prepared for another lawmaker or staffer, are now largely exempt from public records requests for the duration of the two-year legislative session.
- Pending Legislation (HB 314): A bill was introduced in June 2025 that would allow courts to limit or deny requests from individuals deemed to be engaging in "harassing or disruptive" behavior with a high volume of requests, though this has not yet been enacted into law.



Federal legal changes

- Council on Environmental Quality (CEQ): Finalized changes to its Freedom of Information Act (FOIA) and Privacy Act regulations to make them clearer and align with current policies.
- Health and Human Services (HHS) and National Institutes of Health (NIH): Issued final rules for a specific system of records to address access, amendment, and accuracy requirements under the Privacy Act.
- Federal Trade Commission (FTC): Updated the Children's Online Privacy Protection Rule to strengthen protections for children's personal information and adapt to new online practices.
- The TAKE IT DOWN Act: Amends the Communications Act of 1934 to create new criminal penalties for the publication of intimate images and adds requirements for platforms to address these images.
- Medical Debt Reporting: A new rule from the Consumer Financial Protection Bureau (CFPB) largely prohibits creditors and consumer reporting agencies from obtaining and reporting information on medical debts. Currently being challenged.
- News Media Policy: The Department of Justice issued a new policy regarding obtaining information from, or records of, members of the news media.
- Data Security Program: Protects American citizen's personal data that can be used by bad actors.



Construction

- Delays in our Record Center's completion made planning for the move and furnishings very challenging. Without an occupancy date it was a huge challenge to make companies interested in bidding. The proposal process for the Relocation and high-density shelving had to be repeated, which put us behind, but we decided it was better to invest a bit more time to ensure all our needs are met.
- During this time, the County Engineer also moved and their building was demolished, making it necessary to find space for their records and furnishings.
- Our current home base, the Administration building, was being renovated, which meant workers moved to the large meeting room full time for months. This is where we work on our large record requests and other projects, making it necessary to pivot to future or smaller projects. During this time, Records staff were flooded with unexpected records, making it a challenge to find space for records in the Administration building prior to the Records Center & Archives receiving its certificate of occupancy. I had three separate offices this year.
- We could not utilize the Telephone Room (my staff's main workspace) or Room 12 due to rewiring for many days. This was extremely challenging because it was difficult to access our supplies or find room for large projects such as organizing our historic tax maps, which can be ten or more feet long. Additionally, we needed to rearrange the space many times this year to better configure it for projects.
- To remedy this issue, we spent time working on future projects such as our citizen archivist program, social media, and website.

Toughest Challenges



Federal legal changes

- Online Resource Removals: Following executive orders, many federal agencies removed or altered web pages and datasets related to topics like diversity, equity, and inclusion, gender identity, and public health research, though some content has been restored.
- Court Rules: Proposed amendments to federal rules of procedure for appellate, bankruptcy, civil, and criminal cases were published for public comment. The Judicial Conference Committee on Rules of Practice and Procedure (Standing Committee) approved the publication of proposed amendments. The public comment period ends in Feb 2026.



Grant Funding changes

- The Executive Order (EO) titled "Improving Oversight of Federal Grantmaking" has increased uncertainty for archives substantially. This year many grants were rescinded and are not planned to be offered in the future. Grants that remain often have a termination for convenience clause which means funding can be removed at any time regardless of good performance. Oversight is stricter, increasing the amount of time applicants must invest in these projects. Additionally, federal grants must align with political agendas.

Financials



Finances: Professional Development



Professional Organizations make the bulk of our training possible at low cost. They offer access to presentations and discussions on diverse topics related to government records management, including electronic records, preservation strategies, compliance issues, and emerging technologies. Of particular importance in our constantly changing political landscape are coverage of new regulations and laws. Current Professional Organizations:

- [Society of American Archivists \(SAA\)](#)
- [National Association of Government Archives & Records Association \(NAGARA\)](#)
- [Society of Ohio Archivists \(SOA\)](#)

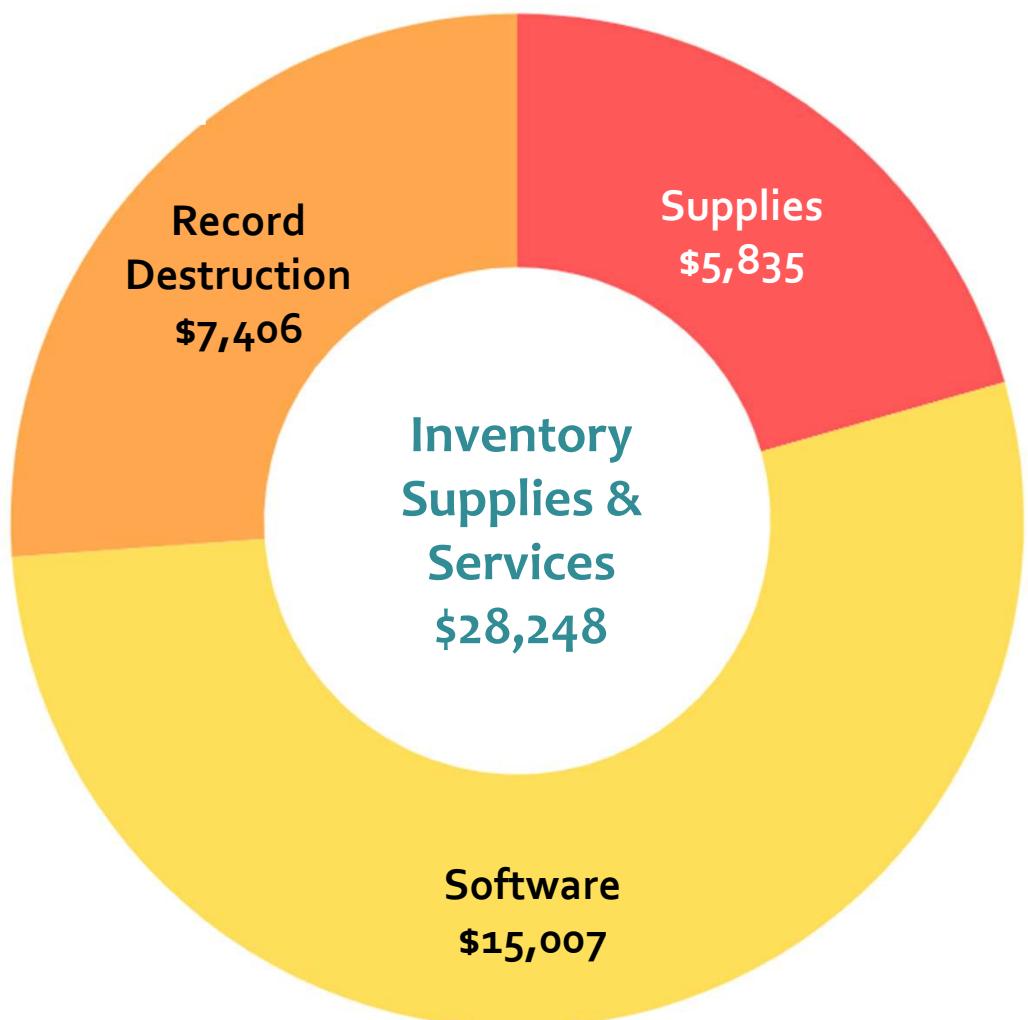
We also utilize free classes from numerous professional organizations, universities, and companies, including:

- [Association of Records Managers and Administrators \(ARMA\)](#)
- [County Archivists and Records Managers Association \(CARMA\)](#)
- [American Institute for Conservation/Foundation for Advancement in Conservation \(AIC/FAIC\)](#)
- [Digital Library Federation \(DLF\) Project Managers Group](#)
- [Laserfiche Software](#)
- [Cities Digital \(CDI\)](#)
- [Society of Ohio Archivists \(SOA\)](#)
- [Northeast Document conservation Center \(NEDCC\)](#)
- [National Archives](#)
- [American Library Association](#)
- [Pratt Institute](#)

Finances: Inventory



Approximately half of our Inventory funds are spent on our repository software, with the remaining money split between supplies and record destruction. We look for destruction costs to drop in the coming years as departments become legally compliant.



Strategic Goals



Completed Goals

2023

PLANNING,
DISCOVERY, &
ANALYSIS

2024

PHYSICAL RECORDS

2025

RELOCATION PREP,
PLANNING CITIZEN
ARCHIVIST
PROGRAM,
DIGITIZATION PLAN

- Defining the project scope, objectives, and deliverables
- Interviewed vendors to identify software that beat met our needs
- Began inventorying previously unmanaged records
- Detailed project plans created, as well as policies and employee manuals
- Built Laserfiche Record Repository
- Continued Inventorying
- Created relocation plan
- Planned record and furniture relocation from six locations and 22 departments throughout the county to our new centralized records center:
 - Partnered with Common Pleas to fully inventory their records, in all locations
 - Processed all oversize prints
 - inventoried all remaining records for move
 - Cleaned and wrapped damaged bound volumes for stabilization
- Planned digitization projects and began documenting a Digitization Plan
- Enhanced emergency plans:
 - Cybersecurity & AI
 - Belfor Red Alert program
- Developed outreach projects:
 - Citizen Archivist Volunteer program to transcribe or enter metadata
 - Teaching with Primary Sources outreach project for schools or libraries
 - Established social media accounts; created list of post inspiration and began amassing posts
 - Website started



Five Year Plan

Due to construction delays, we revised our five-year plan considerably. The lack of physical workspace led us to pivot to future projects such as the citizen Archivist Program during 2025.



2026 RELOCATION, COLLECTION ASSESSMENT, & OUTREACH

2027 DIGITIZATION, PUBLIC PORTAL, & CITIZEN ARCHIVISTS

2028 PRESERVATION PLAN & FAMILYSEARCH

2029 GRANT FUNDING & IMPROVED DESCRIPTIONS

2030 GROWTH

- Relocate records from 22 departments and commissions, from 6 locations, to our centralized record repository
- Complete Digitization Plan
- Soft start/development of Teaching with Primary Sources and Citizen Archivists program
- Address cybersecurity more fully
- Institute Integrated Pest Management & Environmental Monitoring
- Begin archiving Socials & Websites

- Begin digitization of high-priority records such as indexes
- Create public portal for record repository access
- Official Kick off, Citizen Archivist program
- Begin metadata entry
- Identify preservation grants
- Email archiving
- Import/organize existing digital records

- Preservation Plan
- FamilySearch Scanning
- Continued Metadata Entry

- Utilize Baseline Condition Assessment and Preservation Plan to apply for funding
- Record Remediation
- Currently our record analysis and labeling are minimal. Many records need enhanced organization or descriptions

- Attract, train, support and retain a skilled, diverse, and cohesive group of employees and volunteers
- Align internal efforts to agency goals, reduce operational silos, and create a transparent, performance-focused culture
- Modernize and optimize core business processes, facilities, operations, and services to meet evolving needs



Completed Projects

Completed Plans & Policies



Collections Management Policy

The Collections Management Policy governs all aspects related to the development, management, preservation, and the use of the Highland County Record Center & Archive's collections. It serves as a guide to staff and volunteers in performing their collection-related responsibilities. The policy also provides the public with information about objects and information the organization collects and preserves and how the organization performs these functions.



Environmental Monitoring & Preventative Maintenance

These checklists outline the Record Center & Archive's responsibilities for preventative maintenance of structure and collections.



File Plan

A file plan is a map of sorts that shows where different types of files are stored in the repository, how they are named, and how they are managed. This classification simplifies management, offering an easy way to identify, locate, and retrieve records.



Essential Records Plan

Our plan helps to identify, use, and protect essential records. These records are necessary to ensure an organization's continuity of operations and to protect the legal and financial rights of the organization and the public during an emergency.



Record Disaster Mitigation Plan & Pocket Plan

To protect and preserve county functions as well as irreplaceable historic records, the Record Center has prepared this Record Disaster Mitigation Plan. While we have a county-wide emergency plan, we need a plan that specifically addresses record salvage and prioritization. In an emergency, our Emergency Management Director will lead activities to counteract or prevent damage to buildings, infrastructure, and systems. The Records Center Staff will be responsible for leading the record salvage effort, documenting losses, and restoring the record repository.



Directory of County Records & Services

Outlines all county Departments with their location, contact information, document types and services.



Employee Manual

This manual establishes standards and procedures to streamline records management County-wide. We wish to create an accurate and complete documentation of policies and transactions of the Highland County Government. Simplification of records creation, maintenance, and transfer, will enhance transparency.



Public Record Policy – A Guide for Constituents

Our public record policy explains the definition of public records, outlines the request process, how to address grievances, and the legal basis for our policies.

Completed Software Projects

Laserfiche Record Repository

Established a Laserfiche records repository.

Laserfiche was chosen because of the vast opportunities for process automation primarily and was the most competitively priced software we reviewed.

I mapped routing to department folders & subfolders, set retention periods, and built all the record types needed by our departments, then implemented version tracking.

While Laserfiche doesn't have a location feature out of the box, I found that an application could be created, which is in development. Many useful features like redaction reasons, stamps (reviewed, received, etc.) have been created.



Eforms & Process Automations

There are many ways to harness the power of Laserfiche Eforms and Workflows. Key differentiators:

-  Accurate – Much less prone to typos
-  Low Technical Barrier - Low-code
-  Ensures regulatory compliance rules are followed
-  Connects to but doesn't disrupt information systems
-  Routine tasks are performed the same way each time
-  Bots work 24/7 around the clock and on holidays
-  Workers dedicate more time to engaging, interesting tasks
-  Increased productivity due to faster processing

Internal Record Request

Eforms simplify employee record entry and makes processes analogous across the organization. The Internal Record Request Eform, below, will standardize record requests. When an employee completes the form, it creates a task for record center staff. Many data points can be retrieved to monitor employee performance, including time spent, person or organization making request, and communications to clarify request if needed. Redaction reasons can be supplied at the touch of a button. If a request must be denied the user has pre-loaded denial reasons that site Ohio Revised Code.



Physical Record Entry Form

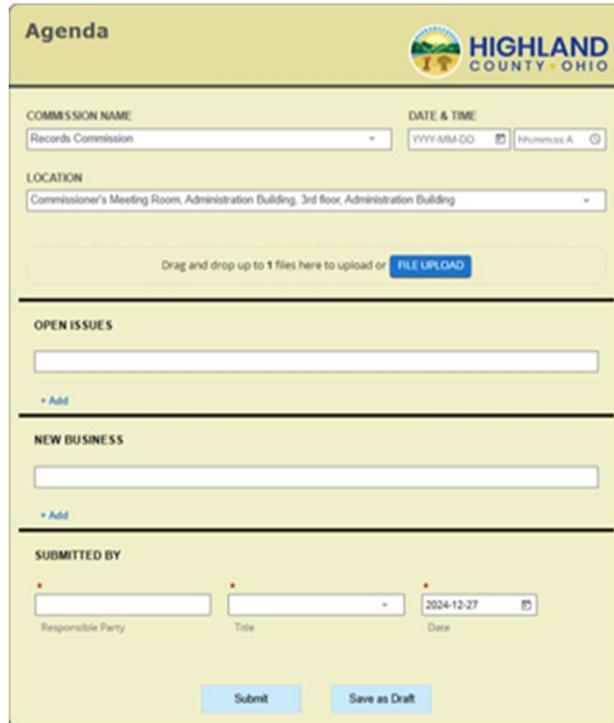
The Physical Record Entry Form is used to input boxes or other hard-copy records into the Laserfiche record repository. The department field determines which record types are displayed in the record title field to narrow search parameters. Location can be entered by scanning the bar code on the shelf or may be entered manually. The form is designed to drill down on locations, showing only the floors available in each building, then showing only the rooms or aisles located on the floor selected, and so forth. The schedule number and retention period autofill based on a lookup table, decreasing staff time.



Software Projects

Agenda & Minutes

This two-part eForm is currently in testing. Depending on the commission name selected, it will send the completed agenda form to commission members along with any prior minutes, retention schedules, or destruction forms that need to be approved.

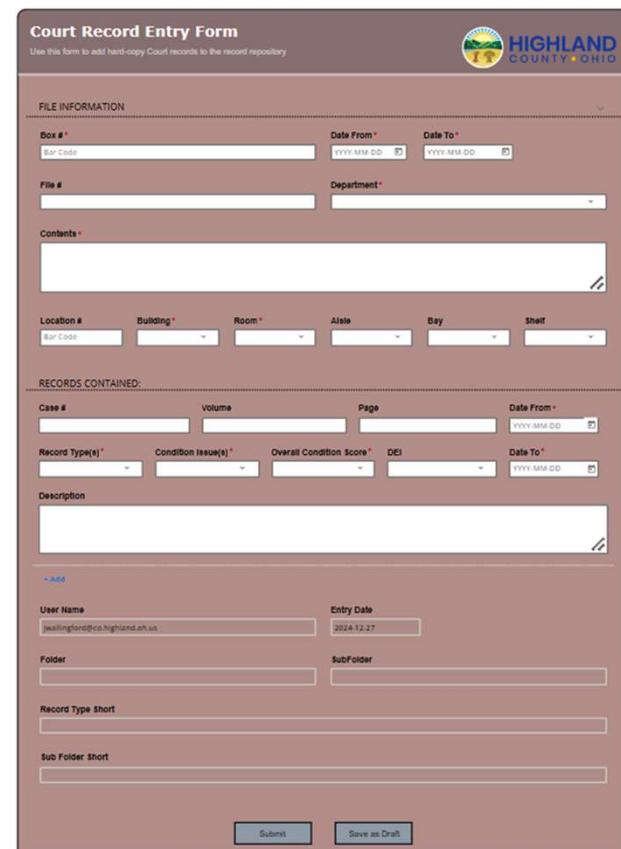


Upon submittal, the minutes form is available to record roll call, location, and movements to approve or adjourn.



Court Record Entry

This project was inspired by the historic Clerk of Court record collection that has never been inventoried or described. These records are primarily Common Pleas but also include Circuit Court, Mayor's Court, and Supreme Court. Upon initial examination we found many exciting glimpses into history and decided to prioritize this group of records.



Services Request

Record Center & Archives Services Request

Use this form to request Record Center services and Lawerche Tech support.

HIGHLAND
COUNTY, OHIO

Department*	User Name*	Email	Phone	Ticket Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	2020-01-12 12:40:30
Request Category*	I need...*			
<input type="text"/>	<input type="text"/>			
Error #	Last Update	Original Post		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Troubleshooting				
<input type="text"/> <input type="button" value="Search"/>				
Subject*	<input type="text"/>			
Task	Title	Link		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Task	Title	Link		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Task	Title	Link		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Task	Title	Link		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Did these materials resolve your issue?				
<input type="radio"/> Yes				
<input type="radio"/> No				
+ Add				
Description of Request				
<input type="text"/>				
Please describe how to recreate the error. List any error codes received.			Please attach screenshots or video and any files needed to re-create the problem.	
<input type="text"/>			<input type="button" value="Choose File"/>	
Please indicate exactly what troubleshooting steps have been done so far. This will help expedite the troubleshooting process by avoiding suggestions that have already been performed.				
<input type="text"/>			<input type="text"/>	
Please note whether the problem is specific to one user, type of web browser, document, page, etc. If the issue is more widespread, take note whether it occurs in all situations.				
<input type="text"/>				
Ticket #		Lawerche Cloud Account ID	Organization	
<input type="text"/>		<input type="text"/>	Highland County, Ohio (H21-GWGN-0000-LYAL)	
<input type="button" value="Submit"/> <input type="button" value="Save as Draft"/>				

The Services Request Form is a 'help desk' type of application. Under request categories, the user can choose from access, record destruction or storage, record documentation, repository modification, training, or other, leading to sub-categories that further refine the service needed.

For troubleshooting, there is a search box that will deliver links to articles that may resolve their issue or will allow the user to send the request to record center staff if unresolved. Like the record request form, we can also track variables related to the service.

Onboarding

Too large to show in its entirety, this form will simplify onboarding through rules that duplicate data on various pages, making forms faster to complete. The exact process is still evolving but we are excited about the possibilities.

Onboarding Form

The logo for Highland County, Ohio, featuring a circular design with a landscape scene and the text "HIGHLAND COUNTY OHIO".

INSTRUCTIONS

1. As a public employee you are required to complete this form and return it to your employer within 30 days of commencing employment. Failure to do so may limit the options available to you as well as delay transactions.
2. For elected officials: An elected official, or person appointed to a publicly elected position, who is not retired from an Ohio retirement system and does not have contributions on deposit with OPRRS through previous elected service, has the option of contributing to OPRRS or Social Security.
3. Be sure your date of birth and Social Security Number, which are used to identify your account, are entered correctly.
4. Sign the form in SECTION 3 - EMPLOYEE CERTIFICATION.
5. The employer is required to complete SECTION 4 - EMPLOYER CERTIFICATION.
6. The employer is required to return the completed form to OPRRS no later than 30 days from when the public employee commenced employment.

OPERS Personal History Record: Section 1 - Personal Information

Social Security Number*

Gender

Male
 Female
 Prefer not to say

Software Projects

Integrated Pest Management

Integrated Pest Management Form

Use this form to record pests in the record repository

Location #*	Trap Type*	Current Date*		
		Current Date <input type="button" value="Current Time"/>		
Temperature*	Humidity*	User* (<u>_currentuser_display</u>)		
<input type="button" value="New Record"/> <input type="button" value="Search"/> <input type="button" value="Print"/> <input type="button" value="Email"/>				
Pest Type*	Species	Life Stage*	Alive or Dead*	Count*
<input type="button" value="New Record"/> <input type="button" value="Search"/> <input type="button" value="Print"/> <input type="button" value="Email"/>				
File Upload <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <input type="button" value="Choose files"/> </div>				
Drag and drop up to 1 files here to upload or Choose files				
<small>1-1 of 1</small>				
<< < Page <input type="text" value="1"/> of 1 > >>				
Build				

The Integrated Pest Management (IPM) form is a tool for tracking insect and rodent activity in the Records Center & Archives. Combined with environmental data, this data will help us actively manage and monitor our records' environment. We hope to catch any issues quickly by monitoring pest activity monthly or as needed. For each trap location, multiple pests can be documented, allowing us to visualize trends.

Software Projects

Citizen Archivist Program Forms

Citizen Archivist Application



Current Date 2025-11-20	First Name*	Last Name*	Start Date YYYY-MM-DD																																				
Gender*	Birthday YYYY-MM-DD	Email	Mobile Phone*																																				
Emergency Contact*		Phone 1*	Phone 2																																				
<p>Are there any physical limitations or other medical conditions we should be aware of?</p> <p>The Highland County Records Center & Archives does not and shall not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status, in any of its activities or operations. We ask that you that we can prepare accommodations.</p>																																							
<input type="checkbox"/> Vegetarian <input type="checkbox"/> Vegan <input type="checkbox"/> Sugar Free <input type="checkbox"/> Other		<input type="checkbox"/> Dairy <input type="checkbox"/> Peanuts <input type="checkbox"/> Tree Nuts <input type="checkbox"/> Gluten <input type="checkbox"/> Other																																					
Education*	Major*	Employer*	Occupation*																																				
How did you hear about this opportunity?*		Why do you wish to volunteer with us?*																																					
<p>Skills and Experience</p> <p>Please check all that apply.</p> <table border="0"> <tr> <td><input type="checkbox"/> Facebook</td> <td><input type="checkbox"/> Writing/Editing</td> <td><input type="checkbox"/> Excel</td> <td><input type="checkbox"/> Historic Society</td> <td><input type="checkbox"/> Fundraising</td> <td><input type="checkbox"/> Carpentry</td> </tr> <tr> <td><input type="checkbox"/> Instagram</td> <td><input type="checkbox"/> Teaching/Presenting</td> <td><input type="checkbox"/> PowerPoint</td> <td><input type="checkbox"/> Genealogical Soc</td> <td><input type="checkbox"/> Event Planning</td> <td><input type="checkbox"/> Painting</td> </tr> <tr> <td><input type="checkbox"/> Tic Tok</td> <td><input type="checkbox"/> Customer Service</td> <td><input type="checkbox"/> Word</td> <td><input type="checkbox"/> Library</td> <td><input type="checkbox"/> Marketing</td> <td><input type="checkbox"/> Sewing</td> </tr> <tr> <td><input type="checkbox"/> HTML</td> <td><input type="checkbox"/> Clinical work</td> <td><input type="checkbox"/> LaTeX</td> <td><input type="checkbox"/> Museum</td> <td><input type="checkbox"/> Graphic Design</td> <td><input type="checkbox"/> Landscaping</td> </tr> <tr> <td><input type="checkbox"/> LinkedIn</td> <td><input type="checkbox"/> Data Entry</td> <td><input type="checkbox"/> Databases</td> <td><input type="checkbox"/> Archive</td> <td><input type="checkbox"/> Public Outreach</td> <td><input type="checkbox"/> Exhibits</td> </tr> <tr> <td colspan="3"><input type="checkbox"/> Foreign Language</td> <td><input type="checkbox"/> Library</td> <td colspan="2"></td> </tr> </table>				<input type="checkbox"/> Facebook	<input type="checkbox"/> Writing/Editing	<input type="checkbox"/> Excel	<input type="checkbox"/> Historic Society	<input type="checkbox"/> Fundraising	<input type="checkbox"/> Carpentry	<input type="checkbox"/> Instagram	<input type="checkbox"/> Teaching/Presenting	<input type="checkbox"/> PowerPoint	<input type="checkbox"/> Genealogical Soc	<input type="checkbox"/> Event Planning	<input type="checkbox"/> Painting	<input type="checkbox"/> Tic Tok	<input type="checkbox"/> Customer Service	<input type="checkbox"/> Word	<input type="checkbox"/> Library	<input type="checkbox"/> Marketing	<input type="checkbox"/> Sewing	<input type="checkbox"/> HTML	<input type="checkbox"/> Clinical work	<input type="checkbox"/> LaTeX	<input type="checkbox"/> Museum	<input type="checkbox"/> Graphic Design	<input type="checkbox"/> Landscaping	<input type="checkbox"/> LinkedIn	<input type="checkbox"/> Data Entry	<input type="checkbox"/> Databases	<input type="checkbox"/> Archive	<input type="checkbox"/> Public Outreach	<input type="checkbox"/> Exhibits	<input type="checkbox"/> Foreign Language			<input type="checkbox"/> Library		
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<input type="checkbox"/> Foreign Language			<input type="checkbox"/> Library																																				
Foreign Language	Proficiency	Historical or Genealogical Society	Museum, Library, or Archive																																				
What were your responsibilities there?		What were your responsibilities there?																																					
<p>Preferences</p> <p>We ask a list of questions so that we can optimize your experience. It's important to us to give you volunteer opportunities that are meaningful and rewarding for you. Your happiness matters.</p>																																							
Duration*	Preferred Method of Contact	Frequency*	Availability*	Time*																																			
<input type="checkbox"/> Long-term: 2-3 weeks <input type="checkbox"/> Short-term: a few hours <input type="checkbox"/> Weekly <input type="checkbox"/> One-time Project, Spec <input type="checkbox"/> Call Event <input type="checkbox"/> Ongoing projects: 2-4 h ours weekly/monthly	<input type="checkbox"/> Cell Phone <input type="checkbox"/> Home Phone <input type="checkbox"/> Email <input type="checkbox"/> Text <input type="checkbox"/> Teams	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Occasionally	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday	<input type="checkbox"/> Mornings <input type="checkbox"/> Afternoons <input type="checkbox"/> Evening (Special Even ts only) <input type="checkbox"/> Any																																			
Do you use a report of hours worked?	Do you prefer to work alone or as part of a team?	Is there anyone you do not wish to work with?	Location*	Do you consider yourself an introvert or extrovert?																																			
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Alone <input type="checkbox"/> Team <input type="checkbox"/> Both	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> In-person <input type="checkbox"/> Remote	<input type="checkbox"/> Introvert <input type="checkbox"/> Extrovert <input type="checkbox"/> It depends																																			
E-mail for Report		Name(s) of Individual(s)																																					
<p>Volunteer Opportunities</p> <p>Please check all opportunities of interest. Please be aware that some of these roles are contingent on fitting other positions. See our website for full details.</p> <table border="0"> <tr> <td><input type="checkbox"/> Identify, sort, label, and process records for conservation</td> <td><input type="checkbox"/> Digitize, describe, or transcribe records</td> <td><input type="checkbox"/> Emergency Response</td> <td><input type="checkbox"/> LinkedIn Development</td> <td><input type="checkbox"/> Teaching with Primary Sources</td> </tr> <tr> <td><input type="checkbox"/> Conduct research or data research analysis</td> <td><input type="checkbox"/> Develop and present I writing with (History) Resources program in local schools</td> <td><input type="checkbox"/> Emergency Document Creation</td> <td><input type="checkbox"/> Outreach</td> <td><input type="checkbox"/> Genealogy</td> </tr> <tr> <td><input type="checkbox"/> Assist genealogists and researchers</td> <td><input type="checkbox"/> Produce records for a local media outlet or website content</td> <td><input type="checkbox"/> Leadership/Management</td> <td><input type="checkbox"/> Event Planning</td> <td><input type="checkbox"/> Grand Management</td> </tr> <tr> <td><input type="checkbox"/> Contribute to exhibits</td> <td><input type="checkbox"/> Submit articles for our website</td> <td><input type="checkbox"/> Fundraising</td> <td><input type="checkbox"/> Facebook development</td> <td><input type="checkbox"/> Performing, ratio using, and stabilization</td> </tr> <tr> <td><input type="checkbox"/> Oral History</td> <td><input type="checkbox"/> Oral History</td> <td><input type="checkbox"/> Clinical work</td> <td><input type="checkbox"/> Instagram development</td> <td><input type="checkbox"/> Planning</td> </tr> <tr> <td colspan="5"> <input type="checkbox"/> Sewing <input type="checkbox"/> Carpentry </td> </tr> </table>					<input type="checkbox"/> Identify, sort, label, and process records for conservation	<input type="checkbox"/> Digitize, describe, or transcribe records	<input type="checkbox"/> Emergency Response	<input type="checkbox"/> LinkedIn Development	<input type="checkbox"/> Teaching with Primary Sources	<input type="checkbox"/> Conduct research or data research analysis	<input type="checkbox"/> Develop and present I writing with (History) Resources program in local schools	<input type="checkbox"/> Emergency Document Creation	<input type="checkbox"/> Outreach	<input type="checkbox"/> Genealogy	<input type="checkbox"/> Assist genealogists and researchers	<input type="checkbox"/> Produce records for a local media outlet or website content	<input type="checkbox"/> Leadership/Management	<input type="checkbox"/> Event Planning	<input type="checkbox"/> Grand Management	<input type="checkbox"/> Contribute to exhibits	<input type="checkbox"/> Submit articles for our website	<input type="checkbox"/> Fundraising	<input type="checkbox"/> Facebook development	<input type="checkbox"/> Performing, ratio using, and stabilization	<input type="checkbox"/> Oral History	<input type="checkbox"/> Oral History	<input type="checkbox"/> Clinical work	<input type="checkbox"/> Instagram development	<input type="checkbox"/> Planning	<input type="checkbox"/> Sewing <input type="checkbox"/> Carpentry									
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<p>Are there certain types of projects you would prefer not to do? *</p> <p>What do you hope to gain from this experience? *</p> <p>Check all that apply.</p>				
<p>Social Opportunities</p> <ul style="list-style-type: none"> <input type="checkbox"/> Meet new friends <input type="checkbox"/> Stay active <input type="checkbox"/> Give back <input type="checkbox"/> Serve on Committees <input type="checkbox"/> Social gatherings <p>Technology</p> <ul style="list-style-type: none"> <input type="checkbox"/> Learn MS Word <input type="checkbox"/> Learn MS Excel <input type="checkbox"/> Learn MS Powerpoint <input type="checkbox"/> Learn Canva <input type="checkbox"/> Learn LaTeX/Beamer <p>Service Organization Hours</p> <ul style="list-style-type: none"> <input type="checkbox"/> High School Organization <input type="checkbox"/> College Organization <input type="checkbox"/> Community-based Organization <input type="checkbox"/> Service Club <input type="checkbox"/> Other 				
<p>Career Skills</p> <ul style="list-style-type: none"> <input type="checkbox"/> Enhance my resume <input type="checkbox"/> Networking opportunities <input type="checkbox"/> Enhance presentation skills <input type="checkbox"/> Improve writing skills <input type="checkbox"/> Project Management <input type="checkbox"/> Reference for job search <p>Genealogy & History Lovers</p> <ul style="list-style-type: none"> <input type="checkbox"/> Intellectual Stimulation <input type="checkbox"/> Share my passion for history <input type="checkbox"/> Utilize genealogy skills <input type="checkbox"/> Publish articles <input type="checkbox"/> Increase the visibility of our historic records <input type="checkbox"/> Improve searchability of historic records <p>Archives Skills</p> <ul style="list-style-type: none"> <input type="checkbox"/> Reading Cursive <input type="checkbox"/> Digitization <input type="checkbox"/> Enhance Genealogy Skills <input type="checkbox"/> Disaster Response for Historic records <input type="checkbox"/> Learn Record Conservation 				
<p>What is the best way to show our appreciation? *</p> <p>Check all that apply.</p>				
<ul style="list-style-type: none"> <input type="checkbox"/> Thank you cards/letters <input type="checkbox"/> Phone calls <input type="checkbox"/> Texts <input type="checkbox"/> Shouldals on social media/sites <input type="checkbox"/> Thank you messages <input type="checkbox"/> Swag Bag <input type="checkbox"/> Commemorative Wall plaque <input type="checkbox"/> Certificates of Appreciation <input type="checkbox"/> Continuing Education <input type="checkbox"/> Pass or Badges <input type="checkbox"/> Priority Event Registration <input type="checkbox"/> Awards <input type="checkbox"/> Field Trips <input type="checkbox"/> References for Job Seekers <input type="checkbox"/> Social Events <input type="checkbox"/> Annual Awards Event <input type="checkbox"/> Other 				
<p>References</p> <p>Please list two business, school, or volunteer work references (not relatives) who we may contact regarding your application.</p>				
Reference 1 Name	Reference 1 Title	Reference 1 Email	Reference 1 Phone	Reference 1 Relationship
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Reference 2 Name	Reference 2 Title	Reference 2 Email	Reference 2 Phone	Reference 2 Relationship
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<p>We will make every effort to give you a safe workplace and provide any tools or assistive devices needed. Discuss any needs with your supervisor.</p>				
<p>Volunteers must provide their own medical insurance should they become injured while volunteering. Primary payer for any injuries which</p>				
<input type="button" value="Submit"/>				

Software Projects

Citizen Archivist Program Forms, Continued

Information for Report

Name(s) of Individual(s)

Volunteer Opportunities
 Check all opportunities of interest. Please be aware that some of these roles are contingent on filling other positions. See our website for full detail.

Identify, sort, label, and assess records for conservation	Digitize, describe, or assemble records	Emergency Response	Leadership Development	Teaching with Primary Sources
Conduct research or create research aids	Develop and present I-watching with Primary Resources program in local schools	Emergency Document	Outreach	Generativity
Assist genealogists and researchers	Leadership/Management	Event Planning	Great Management	Great Management
Contribute to exhibits	Facilitation	Facebook development	Perform cleaning, rehousing, and stabilization	Teaching
Oral History	Posture research for a specific topic or in specific context	Cultural work	Instagram development	
	Submit articles for our newsletter	Seeing	Job task development	

Are there certain types of projects you would prefer not to do? *

What do you hope to gain from this experience? *

Check all that apply.

Social Opportunities

Meet new friends	Technology	Service Organization Hours
Stay active	Learn MS Word	High School Organization
Give back	Learn MS Excel	College Organization
Serve on Committees	Learn Microsoft Paint	Community-based Organization
Social gatherings	Learn Canva	Service Clubs
	Learn LaTeX	Other

Career Skills

Enhance my resume	Genealogists & History Lovers	Archive Skills
Networking opportunities	Intellectual Curiosity	Reading Curious
Enhance presentation skills	Share my passion for history	Digitalization
Improve writing skills	Utilize genealogy skills	Enhance Genealogy Skills
Project Management	Publish articles	Enhance Response for Historic Records
Reference for job search	Increase the availability of our historic records	Learn Record Conservation

What is the best way to show our appreciation? *

Check all that apply.

Thank you card/stickers	Swag Bag	Press or Badges	References for Job Seekers
Phone calls	Commemorative Wall plaque	Priority Event Registration	Social Events
Texts	Certificates of Appreciation	Awards	Annual Awards Event
Showcases on social media/websites	Continuing Education	Field Trips	Other

Appreciation

It's important to us that Citizen Archivists feel appreciated. Do you have any suggestions not listed? *

References

Please list two business, school, or volunteer work references (not relatives) who we may contact regarding your application.

Reference 1 Name	Title	Email	Phone	Relationship	Rating *
Reference 2 Name	Title	Email	Phone	Relationship	Rating *

We will make every effort to give you a safe workplace and provide any tools or assistive devices needed. Discuss any needs with your supervisor.

Volunteers must provide their own medical insurance should they become injured while volunteering. Primary payer for any injuries will be:

Interview

What do you know about our organization? (try to eliminate any misconceptions) *

Describe a stressful situation in the past. *

What goal were you working toward? *

Describe the actions you took (focus on YOU). *

Describe the outcome. What did you learn? *

If a person doesn't take responsibility for their actions it's a -/- at best.

What is an accomplishment that you are really proud of? *

What goal were you working toward? *

Describe the actions you took (focus on YOU). *

Describe the outcome. What did you learn? *

Tell me about implementing feedback. *

Who gave the feedback? *

Must be RECENTED feedback

What changes did you make? *

What did you learn? *

Do you have leadership experience? *

1-3 years	4-6 years	7 or more years
-----------	-----------	-----------------

Where did this take place? *

What did you manage? *

How many people did you manage? *

1-5	6-10	11 or more
-----	------	------------

What causes are you passionate about? *

Tell me about learning a skill. *

Who taught you? *

What was the skill? *

I taught myself	Friend/Colleague	Teacher	Other
-----------------	------------------	---------	-------

When do you utilize this skill? *

What are your hobbies? *

How do you imagine a typical Citizen Archivist's day? *

Points to Convey

- Make sure they are aware that at the beginning we will be still developing the program in coordination with the Citizen Archivists.
 - Remind them that all volunteers will start with logging and transcription if needed.
 - Remind them that our forms allow us to give each person a uniform application and interview process, and that their answers will be scored to allow us to easily match participants with the projects that they are best suited for and that will be the most rewarding.

That concludes our interview today, [Candidate's Name]. We appreciate you sharing your experiences and insights. Do you have any final thoughts or questions for us before we conclude? *

Follow up: *

Follow up

Required? *

Y

N

Follow up

Thank you

Thank you for your time today. As I mentioned before, we will respond to you within two weeks with next steps. We plan to hold a meeting with the cohorts to get your feedback and brainstorm possible collaborations in the next months. Have a great day!

Submit

Citizen Archivist Agreement

Highland County, Ohio

Current Date **First Name*** **Last Name*** **Start Date***
 Current Date: First Name: Last Name: Start Date: YYYY-MM-DD

Please check to acknowledge that you have read this Volunteer Agreement and have had an opportunity to ask questions.

Nature of the Agreement: *

Citizen Archivists are a volunteer position. This means that, if you accept the role, you perform all duties on a voluntary basis and you will not receive recompensation or payment for your work - neither the Organization or the Volunteer entail any employment or contractual relationship to be created. i.e. you are not an employee, independent contractor or consultant at the Organization.

If this changes at any time, and there is a possibility that you might undertake past work for the Organization or be involved in vocational training, the Organization will discuss this with you and document the arrangement in a formal employment contract, contract for services or other arrangement.

What to Expect: *

A description of your position as you understand your role and the tasks you're authorized to do

Orientation and all the training necessary for the volunteer position

A support system, so that you have the opportunity to ask questions and get feedback

Regular appreciation events

Small perks that archive visitors normally don't see

Priority seating at events

References available for job seekers

Opportunity to enhance career skills

You will be credited for your work in our website, outreach projects, reports, and digital repository

What the Organization Expects from its Volunteers: *

Support the Organization's goals and objectives and do everything in their power to promote and achieve them

Participate in all orientation and training programs

Only undertake duties you're authorized to carry out and always operate under the direction and supervision of nominated staff or obey reasonable directions and instructions

Understand and comply with the Organization's policies and procedures

Behave appropriately and courteously to all staff, constituents, citizen archivists, and any other party the Organization has relations with

You will notify your supervisor if you wish to change the nature of your contribution

Be open and honest in all their dealings with the organization

Comply with local laws at all times

Supervisor and Peer Mentor:

You will be assigned both a Supervisor and a Peer Mentor in case you require assistance regarding your role. If neither can be reached, direct questions to any staff member. Contact information will be in your welcome packet.

Duration of Agreement: *

Short- and Long-term and in-person or remote opportunities available.

Upon expiry of this agreement, the agreement between the Organization and the Volunteer will come to an end and neither party intends for a contractual or employment relationship to be created.

Training: *

The Organization is committed to providing suitable training, which varies by role.

Office hours are available for drop-ins or by appointment. Request an appointment with the Citizen Archivist at [email] or contact your supervisor. See your welcome packet for details.

Duration of Agreement: *

Short- and Long-term and in-person or remote opportunities available.

Upon expiry of this agreement, the agreement between the Organization and the Volunteer will come to an end and neither party intends for a contractual or employment relationship to be created.

Training: *

The Organization is committed to providing suitable training, which varies by role.

Office hours are available for drop-ins or by appointment. Request an appointment with the Citizen Archivist at [email] or contact your supervisor. See your welcome packet for details.

Expenses: *

We will not reimburse any out-of-pocket expenses without advance written permission from the Records Manager.

Media Agreement: *

I hereby grant to the Organization, and its authorized agents, vendors, officers, directors, employees, licensees, affiliates, successors, and assigns the non-exclusive, irrevocable, perpetual, worldwide right and license to use, reproduce, display, perform, edit, create derivative works of, and distribute, in whole or in part, any photographs and/or recordings taken by me during activities sponsored by the Organization, for any purpose, in any and all manner I or my heirs may choose or hereafter develop.

Background Check: *

As a condition of interviewing, I give permission for the Organization to conduct a background check, which may include a review of sex offender registration, child abuse, and criminal history records. I understand that, if accepted, my position is conditional upon the Organization receiving no inappropriate information on my background. I hereby release and agree to hold harmless from liability to the Organization, the employees and volunteers thereof, or any person or organization that may provide such information.

Contributor's Policy: *

All volunteers will be credited for their work.

Contributions provided in no way constitute a legal or official notice to HCHCA or any officer or employee of HCHCA for any purpose.

Contributions are a public county record.

By contributing to our Citizen Archivist Program, you accept that other users may edit, alter, or remove your entry.

You agree that you will not assert any intellectual property or other claims to your work.

If you suspect any record is subject to a valid copyright claim, please contact us at [email].

HCHCA does not discriminate against any views, but reserves the right not to post content that does not adhere to these standards. HCHCA reserves the right to deactivate the accounts of individuals that repeatedly violate the terms outlined in this policy.

County Commissioners have final authority on contributions.

Software Projects

Citizen Archivist Program Forms, Continued

Termination:
At the discretion of Highland County Records Center & Archives management, any violation of the expectations outlined below may lead to the termination of your volunteer position with the Organization.

I agree to maintain the confidential information of the organization.

I understand that all activities and reporting conducted while volunteering is associated with the Organization and must be monitored and credited in all media presentations, excluding but not specific to written articles, telecasts, or film.

Any publicity in association with this project must be approved directly through the Record Manager. Do not speak with media unless authorized first by the Organization.

I agree to provide the Organization with a copy of any pictures taken at the Organization related events.

All Highland County Records Center & Archives, we value all of our employees and citizen archivists as unique individuals, and we welcome the variety of experiences they bring to our archive. Abusive, vulgar, offensive, threatening, or harassing language and personal attacks of any kind are not tolerated and will not be tolerated. Highland County Records Center & Archives is a Title VI compliant organization. It is the policy of Highland County Records Center & Archives that everyone should be treated equally regardless of race, sex, gender identification, sexual orientation, national origin, native language, religion, age, disability, marital status, citizenship, gender, information, pregnancy, or any other characteristic. If you feel that you have been discriminated against, please let your supervisor know as soon as possible. Complaints will be investigated, and we will pursue mediation or termination based on severity.

I agree not to promote services, products, or politics, or include personally identifiable information (PII) not related to the historical document.

We developed multiple forms to assist in tracking volunteer applicants through the onboarding process. We plan to collect a lot of data to make sure that volunteer opportunities are tailored to our citizen archivist's skills and interests, leading to better volunteer satisfaction.

Baseline Condition Assessment

Baseline Condition Assessment
This form is used to add locations to records pool/box, and to assess recent center policies & practices, collection conditions, and environmental issues.

Location # **Building #** **Floor #** **Room or Area #** **Bay #**
Bar Code Date From Date To Box # Department

Record Type **Schedule #** **Retention Period** **Enclosure #**

For all items

Item-based Records	Sound Records	Paper-based Records	Arrangement & Description	Area of Interest	FamilySearch
<input type="checkbox"/> Re-bottles	Before opening	<input type="checkbox"/> For bound	<input type="checkbox"/> By record type	<input type="checkbox"/> Birth/Death/	<input type="checkbox"/> Cemetery
<input type="checkbox"/> Box	When handling	<input type="checkbox"/> After opening	<input type="checkbox"/> Box & Subseries	<input type="checkbox"/> First Nations	<input type="checkbox"/> Cemetery or Vo
<input type="checkbox"/> Receipts	film until	<input type="checkbox"/> Handle by the	<input type="checkbox"/> By Record Type	<input type="checkbox"/> LBGITQA+	<input type="checkbox"/> Employee Re
<input type="checkbox"/> Bills	edges	<input type="checkbox"/> edges	<input type="checkbox"/> By format	<input type="checkbox"/> First Nations	<input type="checkbox"/> postal/Profe
<input type="checkbox"/> Adhesives		<input type="checkbox"/> Scratches	<input type="checkbox"/> Chronological	<input type="checkbox"/> Immigration/	<input type="checkbox"/> x
<input type="checkbox"/> Active mold		<input type="checkbox"/> Torn	<input type="checkbox"/> Alphabetical	<input type="checkbox"/> Naturalization	<input type="checkbox"/> Property Rec
<input type="checkbox"/> Inactive mold		<input type="checkbox"/> Warped	<input type="checkbox"/> No clear ord	<input type="checkbox"/> cords	<input type="checkbox"/> cords
<input type="checkbox"/> Pests present		<input type="checkbox"/> Bent	<input type="checkbox"/> art	<input type="checkbox"/> Marriage Div	<input type="checkbox"/> Military
<input type="checkbox"/> Pest damage		<input type="checkbox"/> Cover loose	<input type="checkbox"/> Unsorted	<input type="checkbox"/> orce	<input type="checkbox"/> Poor Fema
<input type="checkbox"/> Response Im		<input type="checkbox"/> Cover misaligned	<input type="checkbox"/> Boxed	<input type="checkbox"/> Probate Wili	<input type="checkbox"/> x
<input type="checkbox"/> media/electronic		<input type="checkbox"/> Metal fasten	<input type="checkbox"/> Unboxed	<input type="checkbox"/> x	<input type="checkbox"/> x
<input type="checkbox"/> Water damage		<input type="checkbox"/> Other	<input type="checkbox"/> Described by	<input type="checkbox"/> School	<input type="checkbox"/> School
<input type="checkbox"/> Fire			<input type="checkbox"/> Series	<input type="checkbox"/> Slavery	<input type="checkbox"/> Slavery
<input type="checkbox"/> Sunlight			<input type="checkbox"/> Container	<input type="checkbox"/> Tax Lists & A	<input type="checkbox"/> Tax Lists & A
<input type="checkbox"/> Heat			<input type="checkbox"/> Described by	<input type="checkbox"/> District	<input type="checkbox"/> District
<input type="checkbox"/> Cold			<input type="checkbox"/> Item & Folder	<input type="checkbox"/> Other	<input type="checkbox"/> Other
<input type="checkbox"/> Other			<input type="checkbox"/> Other		

Drag and drop up to 10 files here to upload or [Upload Images](#)

Notes

[Submit](#)

This form will document the condition of each box as we log it in its new location at the Records Center & Archives. This information will be invaluable for grant applications, care plans, exhibits.

Disaster Documentation Form

Disaster Documentation: RC-3
Use this form to document damaged records that have met their retention periods. Send the RC-3 form to the History Connection fifteen business days before destruction.

Entry Date **User Name**
Current Date Current Time (username_display)

Department **Record Title** **Schedule #** **Box #** **Barcode**

Date From **Date To** **Current Location** **Retention Period** **Material Type**

Condition **Condition Notes**

Description

1 of 1 of 1 < Page 1 > >>

[Add](#)

I created this form to allow staff to document records for destruction in an emergency.

Completed Inventory Projects



Common Plea & County Court Record Classification

We just completed the inventory and rehousing of Common Pleas and County Court records at North High and the Courthouse, which were boxed up haphazardly during a water emergency. Extensive organization and cleaning was necessary.



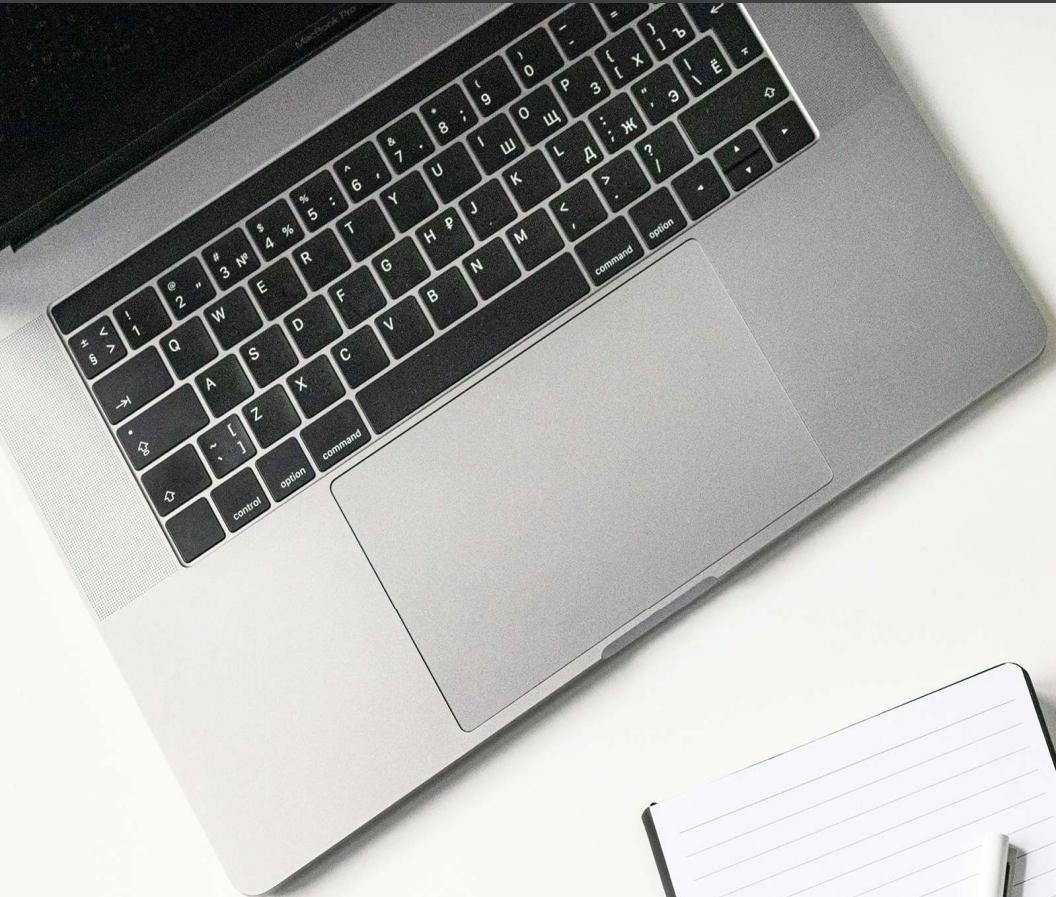
Stabilizing Bound Volumes

Many historic bound volumes need to be wrapped prior to the move due to poor condition. The pages are very brittle and are fragmenting significantly around the margin of the page. We must do this to preserve the value of the object from a structural standpoint, but more importantly, to preserve the historical value.



Oversize Print Organization and Rehousing

All oversize prints such as tax maps, surveys, blueprints, and subdivision plans have been catalogued.



Current Projects



Current Software Projects

Help Desk

Record Center & Archives Services Request
Use this form to request Record Center services and Laverchech tech support.

Highland County, Ohio

Department*	User Name*	Email	Phone	Ticket Date																					
<input type="text" value="User Name"/>	<input type="text" value="User Name"/>	<input type="text" value="User Name"/>	<input type="text" value="User Name"/>	Current <input type="radio"/> Current <input type="radio"/>																					
Request Category*	I need...																								
Error #	Error Message or Issue	Last Update	Original Post	YYYY-MM-DD <input type="text"/> YYYY-MM-DD <input type="text"/>																					
<h3>Troubleshooting</h3> <p>Search <input type="text"/></p> <p>Subject*</p> <table border="1"> <tr> <td>Task</td> <td>Title</td> <td>Link</td> </tr> </table> <p>Did these materials resolve your issue?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>Description of Request</p> <p>(Please describe how to recreate the error. List any error codes received.)</p> <p>(Please attach screenshots or videos and any files needed to re-create the problem.)</p> <p>(Choose file)</p> <p>(Please indicate exactly what troubleshooting steps have been done so far. This will help expedite the troubleshooting process by avoiding suggestions that have already been performed.)</p> <p>(Please note whether the problem is specific to one user, type of web browser, document, page, etc. If the issue is more widespread, list note whether it occurs in all situations.)</p>					Task	Title	Link																		
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Ticket #	Laverchech Cloud Account ID	Organization	Highland County, Ohio (VNL2-SWGN-800Q-566234393)																						

This three-part form allows employees to place a request for services, Record Center staff to reply for clarification, and to log the staff's response.

Record Center & Archives Services Request
Use this form to request Record Center services and Laverchech tech support.

Highland County, Ohio

Department*	User Name*	Email	Phone	Ticket Date																				
<input type="text" value="User Name"/>	<input type="text" value="User Name"/>	<input type="text" value="User Name"/>	<input type="text" value="User Name"/>	Current <input type="radio"/> Current <input type="radio"/>																				
Request Category*	I need...																							
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Organization	Laverchech Cloud Account ID	Ticket #	Highland County, Ohio (VNL2-SWGN-800Q-566234393) <input type="text"/>																					
Administrator Actions*	<input type="checkbox"/> Approve & Send Records <input type="checkbox"/> Request More Information <input type="checkbox"/> Deny Request <input type="checkbox"/> Send Spokane, articles, or other resources <input type="checkbox"/> Request third-party information <input type="checkbox"/> Schedule a meeting <input type="checkbox"/> Pending <input type="checkbox"/> On Hold <input type="checkbox"/> Resolved <input type="checkbox"/> Closed due to Inactivity <input type="checkbox"/> Legal Review																							
<p>Administrator Comments*</p> <p><input type="text"/></p> <p>File Upload <input type="file"/></p> <p>Choose file</p> <p>Current Date <input type="text"/> Current Time <input type="text"/></p>																								

Record Center & Archives Services Request
Use this form to request Record Center services and Laverchech tech support.

Highland County, Ohio

Department*	User Name*	Email	Phone	Date Time				
<input type="text" value="User Name"/>	<input type="text" value="User Name"/>	<input type="text" value="User Name"/>	<input type="text" value="User Name"/>	Current <input type="radio"/> Current <input type="radio"/>				
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Other EForms

Other EForms I'd like to develop in 2026 include Loss or Unauthorized Destruction of Records Form, Feedback forms, Record deletion or destruction, Job Separation, Record Request Log, Electronic record entry, Daily Staff Update.

Current Policy Development



Artificial Intelligence (AI) Policy

Laserfiche software utilizes AI to summarize records, and I anticipate that AI functions will increase exponentially over time. This report will list all the ways that Laserfiche uses AI for transparency.



Collections Care Policy

Outlines guidance on storage, housing, and housekeeping.



Digitization Plan

Outlines prioritization, procedures and best practices. We can utilize FamilySearch scanning for public records, which is free if the records will be available online. We can also utilize FamilySearch's volunteers in addition to our citizen archivist program and our own staff to transcribe or tag records. The Southern Ohio Genealogy Society has also expressed interest in involvement.

This plan documents preservation of digital content for future use; sets priorities; specifies file formats; and ensures compliance with standards and best practices for responsible stewardship of digital information. Addresses content creation, integrity, maintenance, and management.

Current Outreach Projects

Outreach projects were chosen to grow symbiotically together. It is our hope that citizen archivists will want to become involved in many aspects.



Social Media

- Identified procedures and costs for social media backups.
- Created digitization program, which will provide raw material for socials.
- We established accounts on Facebook, Instagram, and Pinterest for outreach.
- Compiled list of post inspiration and began amassing posts.
- Goal: beginning social archiving in 2026.



Website

- Began establishing a web presence:
 - Mission
 - Visitor Information
 - Requesting a record
 - Policies
 - Employee Resources
 - Records Commission Information
- Identified procedures and costs for website backups.
- Goal: beginning website archiving in 2026.



Citizen Archivist Program

Created robust framework for this program, including:

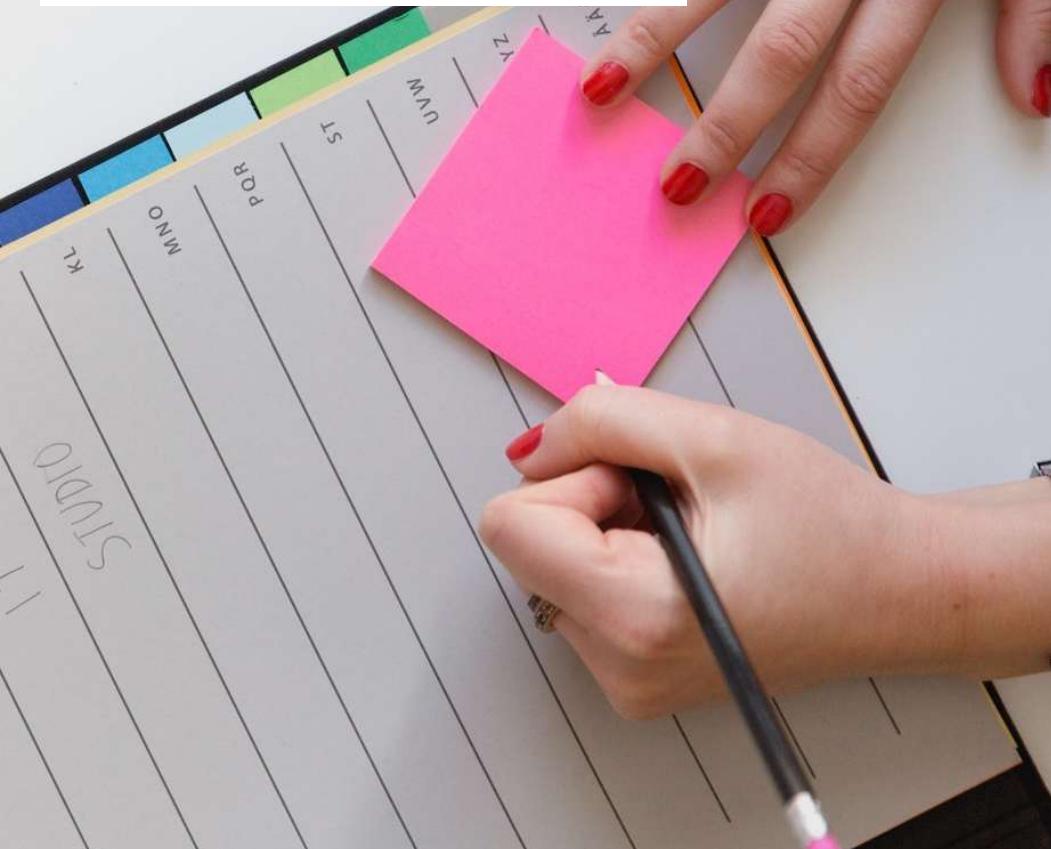
- Initial planning for a citizen archivist program modeled on the National Archive's has been completed, where participants would use an Eform to transcribe or tag records.
- Started building relationships with local genealogists & historians.
- Developed Application, Interview, and Agreement in Laserfiche.
- Job Descriptions, Applications, Interview prompts, and Agreements
- Recognition plans
- Event inspiration
- Standard operating procedures
- Peer mentoring program
- Volunteer opportunities
- Onboarding & training resources
- References for tags, transcription, location, abbreviations frequently encountered, and handwriting
- Example advertisements and correspondence
- Advisory committee



Teaching with Primary Resources

- Initial offering is completed.
- Next year's digitization will provide ample raw materials

Closing Statement



As we look ahead to 2026, the Highland County Records Center & Archives is committed to building upon our policies and procedures to increase availability and improve maintenance of our records. We hope to increase the transparency of government processes, to embrace new opportunities, and to deliver technological enhancements for County employees.

In 2025, we made significant progress on the inventory of previously unmanaged records, sifting through nearly every known storage area. We have destroyed decades of records past retention. Plans and policies are in place to chart a course for our archive in the future.

Our Laserfiche record repository will allow us to track all aspects of a record's life cycle, make siloed records available from anywhere in the world, and streamline complicated multi-departmental workflows utilizing process automation.

We could not have achieved our goals without the buy-in from managers, elected officials, subject matter experts, and stakeholders. Many employees generously added to our organizational knowledge. We look forward to future collaborations and technologic advances to achieve our ambitious strategic goals next year and in the years ahead.



Thank You

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