

OHRAB Final Project Report 2014

Institution / Organization Name: Clinton County Records and Archives

Project Title: Indexing and Rehousing Probate Records

Project Director:

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Records Manager and Archivist

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SUMMARY OF PROJECT

The Clinton County Records and Archives is extremely grateful to have received a 2014 grant award from the Ohio Historical Records Advisory Board in the amount of \$1500 as part of the SNAP re-grant program. Notification of the award was received in March 2014 and an amended budget and goals were re-submitted to reflect the change in amount awarded. We began conducting interviews in the spring for an intern to work on this project and hired Rebekah Bogan from Ohio State University in May 2014. Rebekah worked for a total of 150 hours and Records Manager contributed 100 hours as part of the match for the grant.

FUNDS EXPENDED

Intern

Internal issues regarding grant reporting and accounting procedures delayed the start of this project at the onset. While the initial application intended for the grant award to be solely used as a stipend for an intern, the Records and Archives were later directed that the intern must be hired as a part-time employee. Therefore, the \$1500 granted from OHRAB was used to pay a salary at \$8.65 / hour as well as the employer portion of OPERS contributions and Medicare. A breakdown of the amounts are viewable in the appendix in the budget summary as well as printouts from the accounting software.

Rebekah Bogan, an undergraduate student at the Ohio State University majoring in Criminal Justice, was hired and began work on these court papers on May 19, 2014. She worked for a total of 150 hours over the next 13 weeks on processing, cleaning, rehousing, and indexing the probate packets. She learned the procedures quickly with the aid of the manual and training by the Records Manager. Rebekah indicated her interest in learning about the history of court proceedings as she worked on these papers. She asked great questions and was very conscientious in her work.

Records Manager

As mentioned previously, several hours of Record Manager Kayla Harris' time was used working out the details of the administration of the grant. After the Clinton County Records and Archives were told that they must hire a part-time person, Kayla worked on the necessary components in the county's budgeting system, MUNIS.

The original grant application indicated that both Kayla Harris, and Imaging Technician Sharon Allen would contribute a specific number of hours per week. It was then later determined that it would create more problems trying to track grant hours from two people that reported to different appointing authorities. Therefore, the same value for the in-kind match of \$1922 in salary was met solely by the Records Manager for a total of 100 hours.

Supplies

One of the few parts of this project to go exactly as planned, it was determined that 50 storage boxes would be used and purchased as part of the cash match. The Clinton County Records and Archives already had some records boxes available so those were used until the order was placed to Paige in August of 2014. A report is attached showing the payment from the cash match portion of the grant for the 50 record boxes at \$111.

Summary of Expended Funds – Reports in Appendix

- Grant (\$1500 / \$1500)
 - 150 hours → \$1500
- Matching (\$2033 / \$2033)
 - 50 storage boxes → \$111
 - 100 hours from Records Manager → \$1922

THE PROJECT

Once work was underway by Rebekah the project went fairly smoothly. Some drawers contain more packets than others, and the condition of the packets in each varied. In addition to training Rebekah, Kayla started work on some drawers simultaneously with Rebekah. However, it seemed to work smoother when only one person was processing at a time because of the shared index. Having these filed indexed has already been tremendously helpful. At one time an index existed but it is not in alphabetical or chronological order. It was handwritten and therefore difficult to read, and has been found to be very different from what actually exists.

This new index also provides more access points for the researcher. For example, if a single parent died and a minor child was placed with a guardian the packet was filed under the child’s name. The guardian wasn’t always related and did not always have the same last name. This index uses a primary name (in this example, the primary name would be the child), as well as a secondary name (the person taking guardianship of the child). This information was not available to researchers before and has facilitated more records being found. Below is a screenshot from the index.

	A	B	C	D	E	F	G	H	I
1	Box Num	Drawer	Date	Last Name Primary	First Name Primary	MI Primary	Last Name Secondary	First Name Secondary	MI Secondary
'136	2014-47	H24	1903/09/16	Holmes	Charles		Lutrell	C.	P.
'137	2014-47	H24	1897/11/20	Horseman	Levi				
'138	2014-47	H24	1904/06/20	Horseman	Levi		Horseman	Susan	
'139	2014-47	H24	1897/12/04	Horseman	Zachariah		Hetherington	S.	
'140	2014-47	H24	1898/10/28	Horseman	Zachariah		Hetherington	S.	
'141	2014-47	H24	1898/02/07	Horseman	Zachariah				
'142	2014-47	H24	1898/03/08	Hughes	Maria				
'143	2014-47	H24	1898/12/16	Hughes	Maria		Adams	Josephine	

Drawers for letters A – H are processed along with several “miscellaneous” boxes that were found containing probate packets from various people. Below is a photo boxes of probate packets on the shelf, a marked improvement from being in the metal drawers!



Completed

- 7,461 entries in index
- 50 boxes completed → 100 drawers

While this project didn’t set out to rehouse and index ALL of the probate packets at the Clinton County Records and Archives, the goal of 100 drawers was met, and a large volume of records are now available and are being accessed by researchers. The momentum of this project will help the office continue working on these papers into 2015.

OHRAB Grant Budget Form

Salaries and Wages (<i>list items</i>)	Grant Funds	Cash Match	TOTAL
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Subtotals

Supplies (<i>list items</i>)	Grant Funds	Cash Match	TOTAL
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Subtotals

Equipment (<i>list items</i>)	Grant Funds	Cash Match	TOTAL
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Subtotals

Contracted Services (<i>list items</i>)	Grant Funds	Cash Match	TOTAL
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Subtotals

Other Eligible Expenses (<i>list items</i>)	Grant Funds	Cash Match	TOTAL
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Subtotals

Summary Budget	Grant Funds	Cash Match	TOTAL
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Salaries & Wages
 Supplies
 Equipment
 Contracted Services
 Other Eligible Expenses

Total Project Costs			
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If you do not receive full funding, will you accept partial funding and still complete the project as outlined in the application? Yes
No