

## **OHRAB Mid-Year Project Report September 2014**

**Institution / Organization Name:** Clinton County Records and Archives

**Project Title:** Indexing and Rehousing Probate Records

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### **Summary**

The Clinton County Records and Archives was extremely grateful to receive an amended \$1500 from the Ohio Historical Records Advisory Board for the Indexing and Rehousing Probate Records project. We were notified of our award in early March 2014 and submitted an amended budget along with our official acceptance letter. We faced a few obstacles after receiving the award due to internal miscommunication about grant reporting and accounting requirements. This meant that several of the hours that the Records Manager was to provide as in-kind match were actually devoted to accounting issues and budgetary matters instead of strictly training and working on the project.

After conducting interviews, we selected Rebekah Bogan from Ohio State University in May 2014 to be hired as a part-time employee by Clinton County using the awarded grant money. Rebekah started on May 19<sup>th</sup> and worked 150 hours over the next 13 weeks. She learned the procedures quickly, asked good questions and was an excellent choice for this project. Rebekah completed her portion of the project at the end of August. We determined that it was too confusing for more than one person to be working on this project at the same time, so the remaining 60 hours of work as part of the in-kind match are on track to be completed prior to the end of the year. This means that we should exceed our goal of 100 drawers processed, indexed and rehoused.

With the completed drawers we are up to the letter "H" and have gotten significant use out of the index already. Researchers are eager for the entire project to be complete so that they get a full picture of the records available in these packets. We have also had a few instances where we were able to locate a name using the secondary name in the index – something that wasn't possible with the previous, inaccurate index.

### **Completed**

- 6,853 entries in index
- 40 boxes completed → 80 drawers

### **Summary of Expended Funds\***

- Grant (\$1500 / \$1500)
  - 150 hours → \$1500
- Matching (\$881 / \$2033)
  - 50 storage boxes → \$111
  - 40 hours from Records Manager → \$770

### **Hours Spent on Project as of September 1, 2014**

- Intern: 150 hours
- Records Manger: 40 hours

\*More details in Final Report