

*Columbus Mayoral Collections Processing Project*

**Columbus Historical Society**

**Final Report**

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**Aimee Briley**

**614-224-0822**

**[abriley@columbushistory.org](mailto:abriley@columbushistory.org)**

**Summary of Project Activities and Accomplishments**

Our intention was to have “three fully-processed collections.” Our expectations for what we could accomplish evolved as the archival process progressed. This evolution was based on available funds, worker availability, and feedback from grant administrators.

We severely underestimated the contents of the three collections. In retrospect, the amount of time and money allotted for accessioning would have sufficed for a more thorough processing of one or two of the collections. Once we got into the work, however, we made decisions about how best to accomplish our goal that enabled all three collections to be archived sufficiently for meeting the requirements of the grant.

We have rehoused items in archival boxes and folders where applicable. Other items, such as framed prints, have been wrapped in archival materials and either boxed or placed on shelves in the manner best suited to them. Further details for each project are listed below.

In future, we will be clearer in our wording of what is a fully processed collection and err on the side caution in estimating materials and hours required to accomplish similar processing tasks.

Whereas we were successful in processing the collection, we will be dedicating additional volunteer hours in 2017 to input a more detailed level of cataloging in PastPerfect and labeling more of the smaller items individually to allow better controls over our materials once researchers start using them. We will also process items, such as 3D materials, that we purposely did not include in this project.

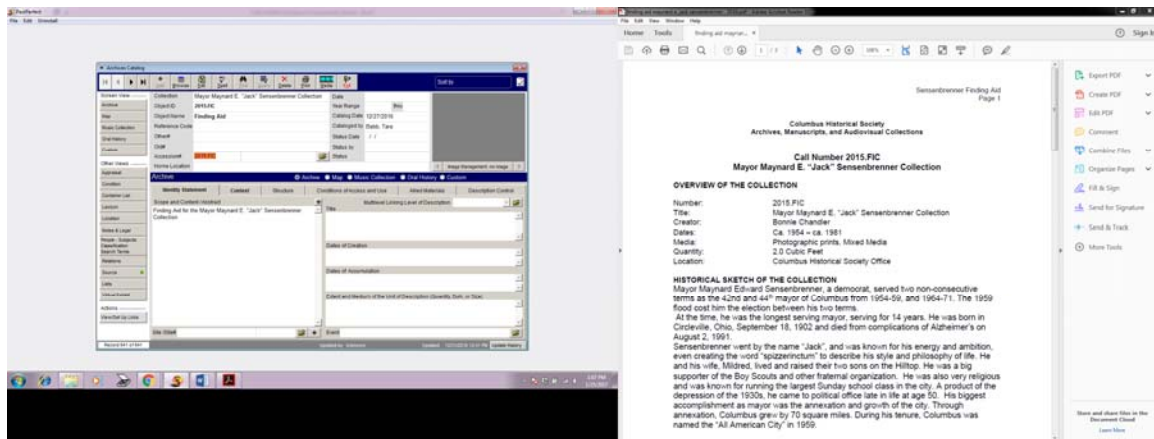
We are pleased that our finding aids for all three mayoral collections are thorough, including box-level (and folder-level, where applicable) content descriptions. All three finding aids are accessible through our website and through PastPerfect catalog records (as shown below).

## Mayor Maynard E. “Jack” Sensenbrenner Collection, ca. 1954- ca. 1981, 2 cubic feet

Finding Aid Location on CHS website:

<https://static1.squarespace.com/static/576ed3a8579fb313164109e6/t/58681037b8a79bf46add7660/1483214906595/Finding+Aid+Maynard+E.+Jack++Sensenbrenner+++2016.pdf>

Screenshot of PastPerfect file, PDF on right linked via the Media icon

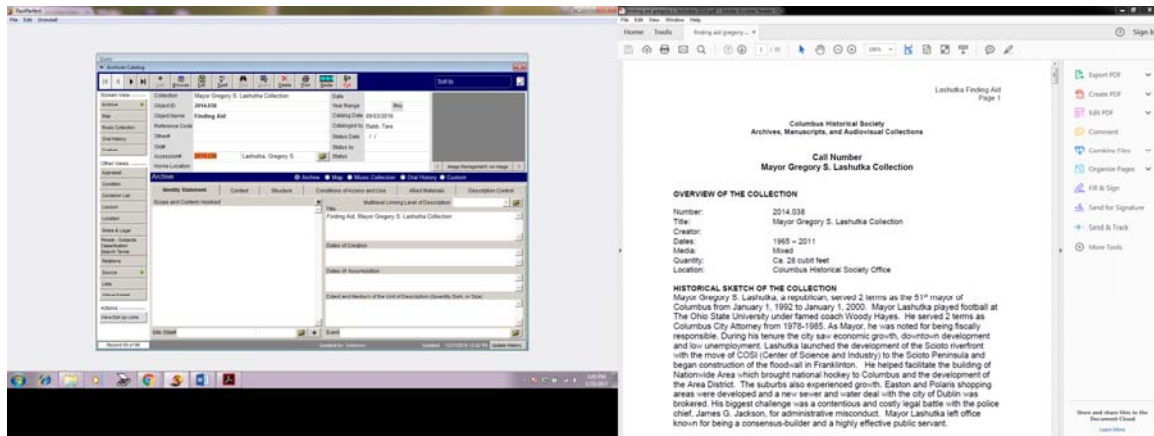


## Mayor Gregory S. Lashutka Collection, 1965-2011, ca. 28 cubic feet

<https://static1.squarespace.com/static/576ed3a8579fb313164109e6/t/588a185b893fc0fc0355ef1b/1485445213031/Finding+Aid+Gregory+S.+Lashutka+2016.pdf>

Finding Aid Location on CHS website:

Screenshot of PastPerfect file, PDF on right linked via the Media icon

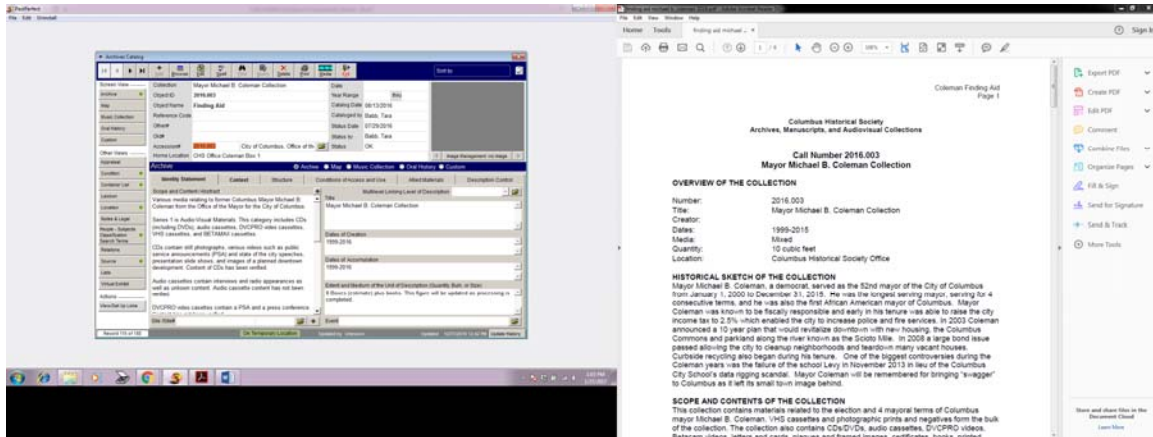


## Mayor Michael B. Coleman Collection, 1999-2015, 10 cubic feet

Finding Aid Location on CHS website:

<https://static1.squarespace.com/static/576ed3a8579fb313164109e6/t/588a1cfbff7c5080fae92e9c/14854446395926/Finding+Aid+Michael+B.+Coleman+2016.pdf>

Screenshot of PastPerfect file, PDF on right linked via the Media icon



**Sensenbrenner:** All photos rehoused in archival folders and box. Some photos are actually too large for the box, so we'll have to revisit later to determine best how to store them. Two plaques and one portrait wrapped but not boxed (how they should be). One large oil portrait has not been wrapped. We think it will be better to wait until we have more room to work with before we tackle that as we don't want to damage the painting or the frame.

Other affiliated items will be added to the collection later and are not part of the grant.

The finding aid complete and attached to record in PastPerfect. The finding aid is object ID 2015.FIC in the archives module (same as accession #) in PP. From there, click the "Media" button at the top of the page to access the link. Click the line for the finding aid (so far the only media link attached). The PDF will open.

**Coleman:** All grant-covered items have been rehoused in archival boxes and numbered/labeled where relevant. All discs and audio cassettes have been entered in PP. Most but not all VHS and other video have been. As it was not deemed necessary for the grant, they will be entered later. All books have been entered into PP and put in non-archival boxes ready for moving and shelving at the new facility. All photos have been put in sleeves and then in folders. Folders have been labeled as have some sleeves. Negatives are stored separately in sleeves. The finding aid indicates subject matter where known, but there was little in the way of labeling.

Papers have been put in folders and the folders labeled based on type and then date. Plaques and other framed items have been labeled, entered into PP, and wrapped. Except for oversized items, they have been placed in archival boxes.

Three-dimensional objects have not been rehoused. They were not included in the grant and will be addressed later.

The finding aid PDF has been linked to the PP record for the same, under object ID 2016.003. It can be accessed in the same manner as previously described.

**Lashutka:** All items requiring rehousing have been rehoused in archival boxes. Photographs sorted by date, kept in original envelopes when acceptable, put in archival folders. Folders all labeled. Papers sorted. Planners and scrapbooks labeled, entered in PP, and boxed (some wrapped). Other papers sorted and removed from binders when necessary. All folders have been labeled. News clippings are in separate folders, organized by date, and boxed with papers.

Books have been labeled and entered in PP. Fragile books have been wrapped and boxed so as not to add strain to the bindings. Other books are in a non- archival box for moving purposes. Oversize books are flat on the shelves until we move. Plaques and framed items have been wrapped and labeled. Most have been entered in PP. The remainder will be done later. Smaller items have been boxed. Larger ones are stored flat on the shelves (boxing is not necessary for these).

Discards are in a separate box. There are a few stray items that will have to be incorporated into the collection as we clean up.

For all collections, the boxes have been labeled front and top and are shelved in numerical order.

We believe this all satisfies the grant requirements.

### **Internship and Matching Staff and Volunteer Time**

Tara Babbs's internship hours: 100

Matching hours (including CHS staff and volunteers): 268

## **Publicity**

We have also been successful in promoting the project through social media and our newsletter as detailed below.

### **April Newsletter**

This article ran in our April Newsletter which was emailed to 1,652 subscribers and is located in our newsletter archives on our website.

### **The Columbus Historical Society Awarded Ohio Archives Grant**

The Columbus Historical Society is pleased to announce it has been awarded an archives grant of \$1,539 from the Ohio Historical Records Advisory Board, funded by the National Historical Publications and Records Commission of the National Archives. The money will go towards processing and preserving our Columbus Mayors Collection. The collection consists of papers, images and artifacts from the terms of Mayors Maynard E. “Jack” Sensenbrenner, Gregory S. Lashutka and Michael B. Coleman. These collections provide an unprecedented insight into the offices of the mayors between 1954-1960 and 1964-1972.

The grant runs from April 1 to December 1 and will culminate in a fully processed collection which will be accessible to researchers, teachers and the general public. The next step will be to digitize the collection and make it available on Columbus Memory, a digital archive that is managed by the Columbus Metropolitan Library. We hope this will lead to future donations of mayoral memorabilia. If you have any material you would like to donate please contact the Columbus Historical Society at 614-224-0822.

**Submitted by Bonnie Chandler, Board of Trustee Member & Chair of the Collections Committee**

<https://static1.squarespace.com/static/576ed3a8579fb313164109e6/t/57bc93339de4bb8a467f22eb/1471976253523/CHS+Newsletter+April+2016.pdf>

## November Newsletter

This article ran in our November Newsletter which was emailed to 1,645 subscribers and is located in our newsletter archives on our website.

### Mayor Sensenbrenner Photo Collection



The Columbus Historical Society is currently working on the archives of our 42nd mayor, Maynard Edward (Jack) Sensenbrenner. He served for 14 years and is well known for tripling the town's size, paving the way into making it the metropolis it is today. Through the Ohio Historical Records Advisory

Board (OHAB) Grant, the Columbus Historical Society is currently working on archiving over 600 pictures from his term.

<http://us6.campaign-archive2.com/?u=e9a5009ae5e8130e5864ba5dd&id=584c512b63>

**Twitter** (as of 01/25/2017 this account has 2,242 followers):

<https://twitter.com/CbusHistory/status/765629003608760321>

**Facebook** (as of 01/25/2017 this post has been seen by 2,096 people):

<https://www.facebook.com/ColumbusHistoricalSociety/posts/10153942498855892>

**Instagram** (as of 01/25/2017 this account has 1,031 followers):

<https://www.instagram.com/p/BJLq5CRhBUK/?taken-by=cbushistory>

As we are being required to move our facility in the coming months, we have postponed our public presentation for the project. Once we are established at our new location, we hope to plan an event related to the project. Fortunately, processing the collection of Mayor Gregory S. Lashutka has led to his offering support for our organization, so we expect to include him in any potential upcoming events. We have also been coordinating with the Lashutka Event Center about potentially displaying some of the items from his collection at the center in 2017.

## **Addendums**

Addendum A Finding Aid Maynard E. Jack Sensenbrenner 2016

Addendum B Finding Aid Gregory S. Lashutka 2016

Addendum C Finding Aid Michael B. Coleman 2016

Addendum D Itemized List of Expenditures

Addendum E Grant Funded Expenditures

Addendum F CHS Funded Expenditures