OHRAB Grant Program
The Ohio History Connection State Archives
800 E. 17th Avenue
Columbus, OH 43211

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2016 OHRAB Grant Interim Report

Digitizing & Improving Access to Cuyahoga County's Historic Property Appraisal Records

Cuyahoga County Archives' Historical Records Scanning Project

Dr. Judith G. Cetina, 216-443-7262, jcetina@cuyahogacounty.us

Grant Amount: $2,000

Goals of project:

Will improve both the County Archives' organization and access to these particular Cleveland historical real estate records in County Archives' collection through digital preservation to increase user audience and preservation of these important governmental records.

I. Estimated percentage of project completed and number of images scanned

The Cleveland 1935-1945 real estate appraisal cards, are organized by address and arranged in nine columns of 111 unique stackable metal file drawers. The space occupied by these records is approximately 8.5 feet in length by 10 feet in height by 2.5 feet in depth. This equates to approximately 212.5 cubic feet.

26,460 cards and associated items have been scanned to date. This encompasses fifteen of the overall desired one hundred and eleven total file cabinets being scanned as of the middle of August 2016.
This includes properties on streets that begin with the letters A, B, C, M, N, and O for properties within Cleveland, Ohio. All other municipalities, villages, townships, etc. (the suburbs of Cuyahoga County) within this series are not part of the original, nor intended, final scope of work for this project. Should additional funding and volunteers become available in the future, it is certainly a desired outcome to add these records to make this collection's digitization and access complete.

Thus 96 drawers remain to be scanned still if this project desires to be able to have scanned all address appraisal cards for the City of Cleveland from the 1930's and 1940's era. The streets that remain to be scanned from drawers include: D- L and P-Z.

Using three Fijitsu ScanSnap scanners, our team has scanned all records thus far at the highest resolution (1200 dpi), in color, and as PDF searchable text files. The files are being backed up on two external hard drives until future funding can hopefully allow their inclusion online.

II. Project time frame

Once the project began it gradually became clear that the initial count of approximately 550 appraisal cards per drawer represented far fewer than the actual number of items that needed to be digitized. Thus, each of the fifteen drawers scanned as of August 2016 averages closer to 1,800 unique items.

	Original **Estimate** February 29, 2019 (Prior to commencement of funded project)	**Actual Numbers** as of August 1, 2016 (Based upon unique count and inventory of each item by drawer now that project has commenced)
Contents of each file cabinet drawer	550 items	1,800 items
Total records that would thus be need to scan entire Cleveland address appraisal cards' collection from 1935-1945	(550 items per drawer x 111 drawers) = 61,050 items	(1,800 items per drawer x 111 drawers) = 199,800 items

One will note from the above chart that there is a substantial difference between the original estimate of 61,050 cards and the revised assessment of 199,800 cards, with the difference being 138,750 items. This new number is three times greater than the entire scope of the project as outlined in the original grant proposal. It takes approximately nine business days, or seventy-two hours, to prep all of the cards in a drawer, scan the documents, input information from each card—including address and permanent parcel number—into a database, and then re-staple and re-file all of the records back into the appropriate drawer. In short, to complete the process as outlined above for all 111 drawers, at the rate of nine days devoted to each drawer, it would take an estimated 999 days or over two years to reach the project's original goal of scanning all 111 drawers.

However, based on the project's original total estimate of 61,050 cards, the goals to prep, scan, identify, and re-file the cards is attainable by the end of the grant period. If this is acceptable and consistent with the spirit of the grant proposal, we would like to proceed accordingly. In keeping with our preliminary estimate of the number of overall records, our team is right on track to meet the December 2016 deadline given the mid-way deliverables achieved to date. We have scanned double sided 26,460 out of 61,050 items. This is a 43.3% completion rate.

However, in regards to our overall number of records, based upon actual counts by staff and volunteers now that the project has begun, our team is closer to a 13% completion rate (26,460 out of 199,800 items). It is hoped that additional cards might be digitized prior to the end of December, bringing us closer to the larger overall objective.

III. Summary of expenses

The new vendor and W-9 paperwork has been signed by Cuyahoga County and returned to Ohio History Connection. Through the memorandum of understanding between Cleveland State University and Cuyahoga County, CSU will provide contracted scanning services for Cuyahoga County Archives; imaging the historic real estate appraisal cards that are of inestimable value to the people of Cuyahoga County. The $2,000 contracted services for a historic preservation consultant stipend is in the process of being paid out following invoicing from Cleveland State University.

IV. Staff and volunteer time spent on project

Grant Funds:
CSU PhD candidate- (**93** hours covered under **grant funds** contracted services) $ 2,000

    Subtotal grant funds = $2,000

Matching Funds as original proposed February 2016:

CSU undergraduate student- (**630** hours covered under **matching funds**) $ 6,300

CSU PhD candidate- (**257** hours covered under **matching funds**) $ 5,500

Volunteer – (**35** hours covered under **matching funds**) $ 750

Cuyahoga County Employee's Time into Project as "Cash-match" at volunteer rate ($21.40/hr)
Dr. Cetina, County Archives personnel- (**20** hours covered under **matching funds**) $ 600

    Subtotal matching funds = $13,150

Additional Matching Funds leveraged not originally anticipated for project:

Cuyahoga County Employee's Time into Project as "Cash-match" at volunteer rate ($21.40/hr)
Matthew Black – County Archives personnel- (**600** hours covered under **matching funds**) $ 12,840

May to August (20 weeks of work, average of 30 hours a week devoted to this project = 600 hours)

CSU PhD candidate- (**250 hours** covered under **matching funds**) $ 5,350

CSU consultant's extra hours.

600 hours worked thus far- 93 paid hours under CSU stipend = 507 hours

507- 257 hours 'paid' under match external grant = (250 extra hours purely volunteer time)

    Subtotal additional matching funds = $18,190

Total grant funds (hourly labor)   = $ 2,000

Total matching funds (hourly labor portion, not including $3,152 in materials & supplies) = $31,340

Total grant + matching funds used for labor involved in this project to date   = $33,340

Total time = 1,885 total labor hours as of August 9, 2016 have been put into this project since it began late spring 2016 to now.

Note Cuyahoga County employee Matthew Black's time of 600 hours as well as the PhD candidate historic consultant from Cleveland State University's additional 250 hours worked on this project to date, exceed our grant match budget as originally submitted for OHRAB grant funding. At the time the grant's submission in February 2016 we estimated leveraging OHRAB's $2,000 grant 8:1 with outside match ($2,000 grant funds to $16,302 match funds). As of date, OHRAB's grant funding is being leveraged 16:1 for this project ($2,000 grant funds to $33,340 match funds). For every $1 OHRAB invested into this project, $16.67 was matched in-kind grant support.

V. Project publicity

To date there has not been an extensive amount of publicity on the project. The project was advertised via two online newsletters at Cleveland State University as well as fliers posted at two local historical societies. By the end of the project however, we intend to have additional publicity regarding the project.