



February 7, 2013

Ohio Historical Records Advisory Board 2011 Grant Final Report

Institution: Cleveland City Council Archives

Project Title: Providing Access to Demolition Files of Cleveland's Urban Renewal Program

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Summary of Project Activities and Accomplishments

Please accept this as the final report regarding the OHRAB grant received by the Cleveland City Council Archives in 2011. All of the original objectives under the grant proposal have been completed.

The Ohio Historical Records Advisory Board (OHRAB) grant supported in part by an award from the Ohio Historical Records Advisory Board, through funding from the National Historical Publications and Records Commission (NHPRC), National Archives and Records Administration allowed the Cleveland City Council Archives to process, organize, and preserve the Building and Housing Department's Demolition Records *circa* 1950s to 1980s.

From the original 190 boxes the files were re-folded to occupy 243 archival quality storage boxes. The total of 6,587 files was entered into an Access database. The 43,167 photos were interleaved and stored in archival quality polypropylene bags.

Prior to this grant, these records were unidentified and inaccessible from when the collection was received in 1998.

The new boxes will protect the collection from dust, dirt, light and other environmental degradation. The folders will aid in buffering the leaching of the acidic paper used in the working files. The database will provide a quick and efficient search tool for researchers:

Fields used in the Access Database:

New Box Number	Shelf Location	Address	Street	Rd. /Ave. /Blvd./Street	East or West	# Pictures or (No)	Parcel number	Work file #	Date open	Date closed

From the original database design, two additional fields were added. First, the earliest date found for beginning the inspection process that led to demolition and second, was the final date found for all legal proceedings. These dates represent different steps in the process for different files as there were inconsistencies in the information recorded between files.

Without this grant it would have been difficult to provide the proper archival storage materials to complete this project.

The original proposal was based on having two high school student interns per week to provide for the processing and re-housing. However, the program for interns was changed and we only received four students each month. For the summer school vacation period we were originally assigned one student every day for two months. The student left after four weeks and no replacement was given to us. In addition to less labor, it soon became apparent that the number of photos per file were underestimated resulting in the project being even more labor intensive.

From the first week of January 2012 until the submission of this Final Report, this grant project consumed at least 95% of the time of the Project Manager.

The entire grant of \$2,215. was used for archival grade preservation and storage supplies:

OHRAB 2011 Grant Budget for Supplies				
Supplies	Estimated costs	Grant monies spent	Cash Match	Total expense
Storage boxes	\$1,270	\$1,740	\$7	\$1,747
Polypropylene photo sleeves	\$945	\$475	\$132	\$607
Folders			\$2,279	\$2,279
	\$2,215	\$2,215	\$2,419	\$4,633

Attachments:

PAGE	ITEM
4	Workflow training form for student interns
5	Photos of Demolition files before re-boxing
6	Photos of Demolition files after re-boxing
7	Letter to Property Owners implementing new Housing Code
8	News clip found in file concerning the implementation of Housing Code
9	Property owned by inventor Garrett A. Morgan
10	Home once occupied by poet/author Langston Hughes as a teenager
11	Two houses showing interesting architectural details
12	Hotel showing architectural details and conditions between inspections

The main objective of this project has been met that makes this collection accessible to researchers and preserves the files for the future.

WORKFLOW GUIDE FOR STUDENT INTERNS

BOX	1	2	3	4	5	6	7	8
Remove staples from front cover, photos, and loose within folder								
Remove binder clips								
Put clean paper between photos before inserting in photo sleeves (more than one photo per sleeve and/or put smaller photos in with larger photos.								
Count the photos (separate count for color photos) and write on recycled paper including a count of "0". Cross out any previous count on recycled slip.								
Write neatly and clearly the address in the left corner and file number in right corner of new file folder								
Use pencil only								
Clean up work space at the end of each day. Remove any staples from the desk and carpet.								
A <u>minimum</u> of 2 boxes should be processed each day.								

DEMOLITION FILES BEFORE RE-BOXING	
1	DEMOLITION FILES BEFORE RE-BOXING



DEMOLITION FILES AFTER RE-BOXING



Box Numbers 181 to 243



Box numbers 1 to 180

City of Cleveland

DEPARTMENT OF URBAN RENEWAL AND HOUSING

JAMES M. LISTER
DIRECTOR

ROBERT C. GREENHALGH
COMMISSIONER
DIVISION OF HOUSING

Dear Property Owner:

The City of Cleveland has its first Housing Code. On April 6, 1960 this Code became effective and it is firmly believed that this Code, with proper enforcement, will have a noticeable impact upon the residential properties in the City of Cleveland.

The primary purpose of this Code is to establish minimum standards necessary to make all dwelling structures safe, and sanitary and beneficial to the public welfare.

One of the chapters of this Code requires the owner of a multiple dwelling structure to annually obtain a Certificate of Occupancy for the structure. This Certificate shall be issued after the owner has submitted the appropriate application and fee and only when it has been determined by inspection that the particular building conforms to the requirements of the Code.

The conscientious property owner will undoubtedly welcome this program as the periodic inspections by the Division of Housing will not only preserve the quality of residential neighborhoods but will help protect the property values.

Please find enclosed an application for a Certificate of Occupancy which will be required for the property listed on the application. This application contains all of the information and instructions necessary to complete it properly.

Your cooperation in this program will be greatly appreciated and will help to make Cleveland a better city in which to live.

Very truly yours,

Robert C. Greenhalgh
Commissioner of Housing

DIVISION OF HOUSING	
SEP 20 1961	
FILE	<i>13</i>

3/7 c/o appx sur. 4/7

PLAIN DEALER
FRIDAY 12-16-66

FILE 62403

Fire and the Code

The E. 68th Street fire in which three children lost their lives was not the result of any known violation of the building code but this was not because of any policing or strict enforcement of the code.

The building department was not aware that the property existed because no complaint had ever been made that would have warranted inspection by the department.

Because of a shortage of help, inspections in Cleveland are limited to multifamily dwellings.

A dozen years ago several children died in a fire in an East Side home in which multiple violations of the building code were discovered after the fire.

Lack of money has prevented any progress in protecting children and adults from such tragedies.



5206 Harlem

Property owned by inventor Garrett A. Morgan with factory in the rear



Poet/ author Langston Hughes lived here as a teenager.

Examples of Architectural Details



HOTEL DEMOLISHED at 1962 East 79TH STREET December 1970



INSPECTION 1958



INSPECTION 1969