



December 17, 2011

Archival Records Grant Program
The Ohio Records Advisory Board (OHRAB)
c/o The Ohio Historical Society
1982 Velma Avenue
Columbus, OH

Dear Sir/Madam:

On behalf of the Granville (Ohio) Historical Society, I formally request a two month extension of our grant period for the grant entitled: *Preservation and Access to Historical Government Documents of the Village of Granville, Ohio, for these reasons:*

Our new addition to the Broadway building of the Granville Historical Society has been delayed by the very rainy fall and we will not be finished by the end of the year, as we had been assured it would be.

We have absorbed the archives of another institution which has ceased operations and are extremely crowded. We simply do not have room to rehouse the government records and store them safely. We need the new shelving units and are not allowed to occupy the new archives space until the building is finished and inspected. I do have the order ready to go.

Therefore, I have not ordered the boxes and barrier board because we have no place to put them. I have not rehoused the government records, because they cannot safely stored in the present archives space. We do continue to provide reference service to them. The shelving units have been ordered for delivery when we notify them.

We remain grateful to the National Historical Publications and Records Commission (NHPRC) and the Ohio Records Advisory Board (OHRAB) for this opportunity to safely rehouse the records of our local government. We look forward to doing that. I will send my report of the completion of the project by March 1, 2012, if you will grant the extension of the grant period until that time.

Sincerely,

Florence W. Hoffman,
Archivist, Granville Historical Society
Project Director