

**The Ohio Historical Records Advisory Board  
Final Report – NAR10-RC-10065-10  
July 1, 2009 – December 31, 2010**

An administrative support grant, NAR10-RC-10065-10, in the amount of \$20,000 allowed the Ohio Historical Records Advisory Board (OHRAB) to plan and implement activities integral to its mission of advocating, nurturing, and advising programs that identify, preserve, and provide access to Ohio's documentary heritage. This final narrative report highlights activities that resulted from the board's seven meetings during the grant period. A more complete narrative of board activities can be found in the meeting minutes located on the OHRAB website: [http://ohsweb.ohiohistory.org/ohrab/index.php?title=Minutes\\_and\\_Reports](http://ohsweb.ohiohistory.org/ohrab/index.php?title=Minutes_and_Reports).

**The board accomplished the following activities in the grant period:**

*Board Nominations and Reappointments*

Between July 2009 and December 2010, OHRAB received the resignations of four members, nominated four new members, and reappointed two members.

**Resignations**

Robert Keener, Treasurer, Ohio Genealogical Society, Akron

J. Bernie Quilter, Clerk of Courts, Lucas County Ohio, Toledo

Pamela Speis, Archivist, Mahoning Valley Historical Society, Youngstown

Nikki Taylor, Assistant Professor, University of Cincinnati, Cincinnati

**Nominations**

Rhonda Freeze, Director, Butler County Records Center and Archives, Hamilton  
Term: 1 April 2010 – 31 March 2013

E. Paul Morehouse, Past-President, Ohio Genealogical Society, Akron  
Term: 1 April 2010 – 31 March 2013

Ruby Rogers, Director, Cincinnati Historical Society Library, Cincinnati  
Term: 1 April 2010 – 31 March 2013

Pari Swift, Senior Records Manager, Ohio Attorney General's Office, Columbus  
Term: 26 October 2010 – 27 October 2013

**Reappointments**

Judy Cetina, Cuyahoga County Records Manager and Archivist, Cuyahoga County Archives, Cleveland  
Term: 29 April 2008 - 31 March 2013

Jill Tatem, University Archivist, Case Western Reserve University, Cleveland  
Term: 29 April 2008 - 31 March 2013

### NHPRC Grant Reviews

During this period OHRAB reviewed seven NHPRC grant applications. In July 2009, OHRAB reviewed a Digitizing Historical Records grant from Lucas County. At its November 2009 meeting OHRAB reviewed five Basic Processing grants: Ohio Genealogical Society; Wright State University; Cuyahoga Community College; Baldwin-Wallace College; and the University of Cincinnati. In October 2010 OHRAB reviewed a Basic Processing grant from the Hebrew Union College – American Jewish Archives. The Wright State University and University of Cincinnati grants reviewed in November 2009 were funded by the NHPRC.

### Ohio's Archives Month Poster

OHRAB contributed \$500.00 to the Society of Ohio Archivists (SOA) to cover the cost of printing Ohio's 2009 Archives Month poster. The theme was "Documenting the Path to Freedom: Abolition and Anti-Slavery in Ohio". OHRAB provided \$1500.00 to SOA to cover the cost of printing and mailing copies of Ohio's 2010 Archives Month poster. The theme in 2010 was "Let the Music Move You: Music in the Archives."

### Local Government Records Brochure

At its October 2009 meeting OHRAB finalized a brochure discussing the importance of preserving Ohio's local government records. The brochure highlights the challenges local governments face in preserving their records and the opportunities available for addressing the issue. 10,000 copies of the brochure were printed and copies were distributed to Ohio's 88 counties through the County Archivists and Records Managers Association. The brochure is also available through OHRAB's website at

[http://ohsweb.ohiohistory.org/ohrab/index.php?title=The Ohio Historical Records Advisory Board](http://ohsweb.ohiohistory.org/ohrab/index.php?title=The_Ohio_Historical_Records_Advisory_Board).

### OHRAB Website

In the fall of 2009 OHRAB's website was converted to a wiki format. This allows OHRAB to share more information by adding committee pages to the site and updates can be posted faster.

### Statehood Day

OHRAB members participated in Statehood Day advocacy events at the Ohio Statehouse on March 3, 2010. Copies of the local government records brochure were distributed at the event.

### Connecting to Collections Summit

In March 2010, OHRAB members participated in the Connecting to Collections Summit, a meeting of statewide preservation officials, to discuss needs and implementation strategies for preserving Ohio's historical records. The meeting was attended by nearly 100 archivists, preservation and conservation specialists, and administrators from around the state. OHRAB contributed \$3,620.77 towards the cost of the meeting. More information about the project is available at <http://oh.webjunction.org/ohconnectcollect>.

### History Day

OHRAB presented two awards of \$250.00 each for the best use of Ohio primary sources in a History Day project in April 2010. Board members Janet Carleton, Galen Wilson, Judy Cetina, and Jill Tatem served as judges. The winners were Amir Farhat (*Garrett Augustus Morgan: An Innovator Whose Inventions Still Save Many Lives Today*) and Ruolin Yang (*Canals and Locks - What America Has Forgotten*).

### Workshops

At the Society of Ohio Archivists Annual Conference on April 9, 2010, board members Galen Wilson and Dawne Dewey presented "Writing Your Way to Cash: Help from OHRAB with your NHPRC Grant Proposal." The presentation discussed the various grant opportunities available from the NHPRC and also gave advice on completing the applications. The PowerPoint presentation was also posted on OHRAB's website.

The Ohio Electronic Records Committee, with funding provided from the NHPRC through OHRAB, offered three free seminars on "Guidelines for Managing Electronic Mail" and "Digital Imaging Guidelines" in the spring 2010. These seminars presented the requirements, guidelines, and best practices for managing and preserving email and digitizing documents. More than 300 state and local government officials and employees of private organizations attended the three hour seminars which were held across the state in Columbus, Dayton, and Elyria.

### Bylaws Revision

OHRAB formed a committee in October 2009 to examine possible changes to its bylaws. The committee presented its recommendations at the October 2010 meeting. Changes included designating the State Archivist as the State Coordinator instead of the Ohio Historical Society's Director. The revised bylaws also separated the position of Chair from the State Coordinator's position so that the Chair is elected on an annual basis from the board's membership. The board voted to accept the revised bylaws, effective after the January 28, 2011 meeting. The revised bylaws are available at <http://ohsweb.ohiohistory.org/ohrab/index.php?title=Bylaws>.

### Archives Achievement Award

In October 2010, OHRAB awarded its inaugural Archives Achievement Award during Archives Month. The award recognized significant accomplishments in preserving and improving access to historical records in any format by an Ohio archival institution. The board received five nominations for four repositories and OHRAB chose Cleveland State University Library for its digital *Cleveland Memory* project and the Montgomery County Records Center for its preservation program as the winners. Each winner received a plaque and \$700.00. The awards were presented at the meetings of the Miami Valley Archives Roundtable and the Cleveland Archival Roundtable.

### Local Government Records Regrant Program

In September 2010, OHRAB submitted a grant application to the NHPRC to fund a regrant program for repositories that hold local government records. Grants would be awarded to preserve records and/or improve access to records. The NHPRC awarded OHRAB \$21,377.00 for the program which was implemented in 2011.

### **The board was not able to complete the following activity:**

#### Ohio Association of Historical Societies and Museums Workshops

OHRAB was to have conducted Basics of Archival Continuing Education and grant writing workshops in conjunction with the 2009 and 2010 annual meetings of the Ohio Association of Historical Societies and Museums but was unable to do so due to administrative changes on the Board.