

Ohio Historical Records Advisory Board Final Report, Grant #12-RC-10124-12

This is the final report on the activities of the Ohio Historical Records Advisory Board (OHRAB) between January 1 and December 31, 2012 as funded by an administrative support grant of \$31,577. This report highlights activities that resulted from the board's four 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.

Board Appointments

Between January 1 and December 31, 2012 the Governor of Ohio made the following appointments and reappointments to the board:

New Appointments:

Ron Davidson, Archives Librarian, Sandusky Library (Term: April 4, 2012 – March 31, 2015)

Tonya Matthews, Vice President for Museums, Cincinnati Museum Center (Term: April 9, 2012 – March 31, 2014)

Heidi Samuel, Project Manager, Capitol Integrity Group (Term: April 12, 2012 – March 31, 2015)

Reappointments:

Janet Carleton, Digital Initiatives Coordinator, Ohio University Libraries (Term: April 4, 2012 – March 31, 2015)

Dawne Dewey, Head Archivist, Wright State University Special Collections and Archives (Term: April 4, 2012 – March 31, 2015)

Dan Noonan, Assistant Professor and Digital Resources Archivist, Ohio State University (Term: April 9, 2012 – March 31, 2014)

John Runion, Records Manager, Stark County (Term: April 4, 2012 – March 31, 2015)

Pari Swift, Senior Records Manager, Ohio Attorney General's Office (Term: April 5, 2012 – March 31, 2015)

Galen Wilson, Senior Records Analyst, National Archives and Records Administration (Term: April 9, 2012 – March 31, 2014)

NHPRC Grant Reviews

In October 2012 OHRAB reviewed a Documenting Democracy grant application from Kenyon College.

Statehood Day

The 2012 Statehood Day advocacy event was held at the Ohio Historical Society on March 1. Twelve members of OHRAB attended the event which was held to promote and advocate on behalf of Ohio history. OHRAB also had a display board at the event discussing its regrant program.

History Day

On April 28, 2012 OHRAB presented two awards of \$100 each for the best use of Ohio's historical records in a History Day project. Hannah Cipinko won for her project "From Cincinnati to Oberlin: The Story of the Lane Rebels" and Maya Farhat won for her project "Jane Edna Hunter: a Revolutionary Reformer in Cleveland's Black Community."

Society of Ohio Archivists Conference

At the Society of Ohio Archivists Conference on May 18, 2012 in Dublin, Ohio OHRAB members John Runion and Fred Previts participated on a panel discussing OHRAB's regrant program. Representatives from three of the institutions that received regrant funding in 2011 also participated and discussed their projects.

Archives Month Poster

OHRAB contributed \$500 to the Society of Ohio Archivists to cover the cost of printing Ohio's 2012 Archives Month poster. The theme was "The Peoples of Ohio."

Archives Achievement Award

In October 2012 OHRAB awarded its Achievement Award during Archives Month. The award recognizes significant accomplishments in preserving and improving access to historical records in any format by an Ohio archival institution. The board received five nominations and chose the Euclid Public Library and the Clark County Historical Society. The Euclid Public Library's historical digitization project increased access to the historical records of the city, including recordings of city council meetings, oral histories, residents' family photos, high school yearbooks, and local newspaper editions. The Clark County Historical Society's probate court preservation project not only preserved court case files but also engaged the public in the process. Each winner received a plaque and a check for \$250.

Ohio Electronic Records Committee Workshop

This year OHRAB provided funding to the Ohio Electronic Records Committee (Ohio ERC) to host two workshops on records management for social media. These workshops were based on the Ohio ERC's guidelines: *Social Media: The Records Management Challenge*. More than a hundred records managers, archivists, and information technology staff from across the state attended the training.

OHRAB Brochure

The board created a brochure emphasizing the importance of NHPRC funding for Ohio's archives and records centers (please see attached). 5,000 copies of the brochure have been printed and will be distributed to Ohio Genealogical Society chapters as well as local historical organizations around the state.

Regrant Program

As part of its 2012 NHPRC grant, OHRAB received \$20,000 for a regrant program. In early January 2012 OHRAB's Local Government Records Regrant Committee announced the regrant opportunity through Ohio archives and records management listservs and networks. Between January 3 and February 29, 2012 OHRAB received 31 applications requesting a total of \$69,461.

OHRAB's Local Government Records Regrant Committee reviewed the applications and chose the recipients via a phone conference on March 13. Thirteen institutions were chosen. On March 15 the successful and unsuccessful applicants were notified. The recipients were publicized through the Ohio Historical Society's blog (<http://ohiohistory.wordpress.com/2012/04/16/ohio-archives-and-libraries-awarded-preservation-and-digitization-grants/>) and other social media tools. Members of OHRAB worked one-on-one with the grant recipients to provide oversight and guidance for the projects.

Below is a list of the institutions that received grant funding (please see the attached for more information about each of these projects):

- Ashland University Archives: *Vermillion Institute Minute Books Preservation Project* (\$500.00). This project microfilmed and digitized the minute books of the Vermillion Institute, a prep school located in Hayesville, Ohio.
- Baldwin-Wallace College: *Baldwin-Wallace College Photograph Organization and Preservation* (\$2,724.00). Baldwin-Wallace College preserved and organized its collection of historical photographs.
- Clark County Historical Society: *Probate Court Rehousing Project* (\$1,364.00). This project preserved probate court records.
- City of Cleveland Heights Landmark Commission: *Reorganization of Historic Records Related to Cain Park* (\$1,500.00). The Landmark Commission organized, indexed and preserved the records of the Cain Park Theater archives.
- University of Dayton: *Preservation of the Charles W. Whalen Jr. Congressional Papers* (\$1,243.00). This project preserved the records of Representative Charles Whalen.
- Historical Society of Greenfield, Ohio: *Accessing, Organizing, and Preserving Our Historical Collections* (\$1,835.00). The Historical Society organized, cataloged and preserved 800 historical photographs.
- Little Cities of Black Diamonds: *Improving Access to Historical Records of the Little Cities of Black Diamonds* (\$2,606.00). This project organized, preserved and cataloged the documents, maps, photographs, newspapers and other records pertaining to the businesses, industries and communities of southeast Ohio.
- Malone University Library: *Preservation, Description, and Access for the Friends Mission Collection* (\$1,137.00). Malone University preserved and indexed a collection of records pertaining to Quaker missionaries, including journals and correspondence from trips to India, China and Africa.
- Massillon Museum: *Massillon Museum Archival Preservation and Access Project* (\$970.00). This project preserved and digitized records relating to the city of

Massillon, politician Jacob Coxey (one-time mayor of Massillon) and Massillon native Robert Skinner, diplomat to Germany, France and England in the early 20th Century.

- Media Heritage, Inc.: *Ziv Radio History Archival Storage Project* (\$1,500.00). Media Heritage, Inc. preserved and cataloged more than 5,000 transcription discs of radio shows from the 1940s and 1950s.
- WACO Historical Society, Inc.: *WACO Library Upgrade* (\$2,250.00). The Weaver Aircraft Company cataloged and preserved its collection of aircraft documents, including photographs and drawings.
- Warren County Historical Society: *WCHS Digital Archive Project 2012* (\$1,750.00). This project indexed and digitized collections, including collections pertaining to the National Normal University and documents pertaining to the Shakers.
- Wyandot County Historical Society: *Catalogue and Storage of Wyandot County One-Room Schoolhouse Documentation* (\$621.00). The Historical Society preserved and digitized documents pertaining to one room school houses in Wyandot County, including expense reports and class rosters, from the mid-19th century to the early 20th century.

The board was not able to complete the following activities:

Plan for Sustainable Records Programs

OHRAB was unable to develop a plan, in conjunction with the County Archivists and Records Managers Association (CARMA), to promote the benefits of sustainable records programs at the local level. OHRAB did distribute copies of its *Preserving Ohio's Local Government Records: Why It Matters To You* brochure at Statehood Day and the Society of Ohio Archivists conference. This brochure discusses the importance of local government records and the need for records management funding.