

Dear Mr. Previts,

Please allow this report to meet the requirements for a brief narrative report on the status of our Inaugural Collection Archival Internship. The following is an estimation:

1. We estimate the project is 65% complete at this time. Approximately 600 items have been archived into our electronic system (Omeka) and preserved.
2. Additionally, our intern has also completed 2 interviews with historical figures in our community, who were tied to some of the items archived.
3. Staff time spent to-date has been approximately 160 hours.
4. Volunteer time spent on the project to-date has been approximately 40 hours.
5. The project is indeed on track to be completed by 12/31/18. The intern who was hired is looking to stay on free-of-charge through the fall of 2018 and complete a required internship in her MA program.
6. This project was promoted in our Newsletter, and on our social media.
7. Please find your required documents attached.

Thanks,

Kristina Sorensen
Collections Chair
Broadview Hts Historical Society