



The Village of
GREENHILLS

www.GreenhillsOhio.org

August 31, 2018

Fred Previts
OHRAB Grant Program
c/o The Ohio History Connection State Archives
800 E. 17th Ave.
Columbus, Ohio 43211

RE: Village of Greenhills Ohio Historical Records Grant Interim Report

Mr. Previts,

The Village of Greenhills records project to identify, organize and digitize building plans and other important architectural and engineering drawings from the 1930s currently housed in the basement of the Village Municipal Building is underway. Despite being slightly behind the desired schedule, the records are currently in the process of being categorized by type and size. This will assist the scanning process by ensuring records of similar structures or addresses are organized together. Once this has been completed, I am anticipating meeting the previously stated completion date of Spring 2019.

I am currently shopping and comparing box options for permanent storage of the delicate record sheets. I have selected Gaylord Archival Blue B-Flute Deep Lid Oversize Map & Print Box, to be organized by each lettered street. Through the application of our records retention schedule, I will be disposing of outdated and unneeded records on shelves in a climate-controlled record storage room on the second floor of the Greenhills Municipal Building. This relocation accomplishes several goals. First, the proposed space is closely monitored and protected by security camera coverage. Second, it is connected to an independent HVAC system which allows Village staff to maintain the records at the appropriate temperature and humidity – a luxury not enjoyed by their current location in the basement near an exterior door. These shelves will serve as the home to these records.

Our next steps include beginning the scanning process, which will be the most time-consuming portion of the project. We are hopeful that much of the scanning will be concluded by the end of the year, leaving only a certain amount remaining into 2019, keeping us well within the Spring 2018 to Spring 2019 duration we outlined in our original application. After scanning begins, staff will organize the digital files for easy access and permanent digital storage.

In conclusion, we are making progress, albeit slightly slower than we previously anticipated. That said, we intend to reach the original end date. This project is a worthwhile and necessary one and we know its results will be interesting and beneficial in the efforts to preserve and make known the history of Greenhills, Ohio.

Sincerely,

David Lumsden
Executive Assistant to the Municipal Manager

cc: Stephen Badenhop, Records Manager & Archivist, Union County, Ohio