

**Ohio Historical Records Advisory Board 2011 Grant
Summary Page**

Organization

Funding required for project

Name _____

Grant \$ _____

Address _____

Matching \$ _____

City/Zip _____

Total \$ _____

FEIN # _____

Project Director

Authorizing Official

Name/Title _____

Name/Title _____

Address _____

Address _____

City/Zip _____

City/Zip _____

Phone _____ Fax _____

Phone _____ Fax _____

E-mail _____

E-mail _____

Project description

Title of Project _____

Starting Date _____ Ending Date _____

Summary Statement *Briefly summarize the nature and purpose of the project you propose for funding. State the programmatic and financial need.*

Ohio Historical Records Advisory Board 2011 Grant Narrative

Section I. Organization Description:

The Union County Records Center and Archives is the records repository for all general funded county departments and agencies. The Records Center was established in 2008 in a renovated facility in downtown Marysville. It was designed to hold 6,450 cubic feet of records with additional rolling-book-shelving to hold approximately 1,050 bound volumes. The facility has one full-time staff member, who serves as the Records Center and Archives Coordinator. The public hours of operation are Monday and Wednesday from 8:30 to 4:00, while being closed during the lunch hour. All other times are scheduled by appointment, by either calling or e-mailing the coordinator. The 2011 annual budget for the Center is \$43,600, which includes the employee's salary.

The Union County Records Center exclusively houses government records. The records date from 1820, the county's founding, to 2010. Departments that have records stored at the Records Center include the following: Auditor, Board of Elections, Clerk of Courts, Commissioners, Common Pleas Court, Coroner, Department of Job and Family Services, Engineer, Juvenile Court, Prosecutor, Recorder, Sheriff, Treasurer and Veterans Services. Currently, the center has approximately 3,800 cubic feet of material with an additional 2,700 bound volumes.

The Clerk of Court's records this grant covers range in date from 1820 to 1982. These records had previously been stored in the Clerk of Court's office and the courthouse attic until the mid 1990s when they were moved to the basement of the County Administration building. These records, given some of their ages, are in good overall shape, but lack organization, as they were just thrown into boxes during the mid 1990s move. While currently being available to the public, under the Ohio Public Records Act, their current organizational state makes them virtually inaccessible. In essence, we do not advertise we have them, so as to prevent people from asking for them. This grant would remove this situation by making the records accessible and the documents easier for the staff to find.

Ohio Historical Records Advisory Board 2011 Grant Narrative

Section II. Project Description and Scope of Work:

- 1. What is the historical significance of the materials involved? What user groups will utilize these materials? Does the information content of your records exist elsewhere, or in another format?**

The historical significance of these records is manifold pending upon the exact record series. The executions (1820-1915) and orders of sale (1857-1879) both expand upon information in the original court case files and complete the happenings of final court judgments. The transcripts (1916-1982), while going hand-in-hand with the previous two record series, offers an in-depth account of the actual court proceedings and testimony, which is usually absent from most court case files. The court journals and complete records (1820-1878) contain the original written record of court proceedings, motions and orders of the court – i.e. decrees of divorce. Campaign expense reports (1898-1902) and statements of nomination (1898-1902) give researchers insight into political campaigns and the political process at the turn of the twentieth century. These records also offer individuals a complete slate of candidates for village and township offices, some of which were not printed in local newspapers. The civil transcripts (1831-1937) show the original complaint in execution and lien proceedings heard before justices of the peace. They correspond directly to the execution and lien docket, but the docket does not show the origins or the reason for the execution only the results. The marriage returns (1820-1851), which during this time period were under the Clerk of Court's jurisdiction, contain the original certificate of marriage returned to the court by the person performing the marriage ceremony. Other record series that have already been placed into acid-free folders, but will be placed in document storage boxes in this grant include abstract of votes (1820-1908), poll books and tally sheets (1820-1888), officials bonds (1820-1993), naturalization records (1832-1919), railroad police commissions (1912-1932), auctioneer records (1846-1963), officials' oaths (1849-1993), justice of the peace

oaths (1838-1953) and quadrennial enumerations (1843-1911). There are most likely additional record series involved, but due to the nature of the previous organizational scheme it is impossible at this time to identify them, which this grant will directly benefit in correctly this problem. All of these record series and the content contained in them would be beneficial to both genealogists and historical researchers.

Only a handful of the records involved have their information content kept elsewhere in another format. The executions are journalized in the execution docket, but there is no guarantee that when the final execution was done that the subsequent journalizing occurred. The marriage returns are usually recorded in with the marriage licenses, but this is not always the case. Previously, the Probate Court, who had in their possession some of the early marriage returns, donated them to the Union County Historical Society. It was discovered that in the period 1833 to 1836 that thirty-six marriage returns were not recorded in the Probate Court marriage records. The court journals and complete records information is also usually contained in the case files, but this is wholly unreliable, as some case files are missing and others have had documents removed over the years. The journals and complete records are the most authoritative source of information. Certain parts of the journals and complete records have been microfilmed, but it is extremely important to preserve the original records, as the microfilm is not readily accessible, but only a backup copy. The content information of the other records involved is unique and original to those specific records and is not replicated elsewhere.

2. What actions, activities, or steps will you take during your project and when and in what order will they be undertaken?

This grant project will allow for the foldering, boxing and organization of the record series listed above. A book truck will be ordered to place many of the records on for temporary storage and used to transport them when necessary. It will also be a key component afterwards in retrieving

the records involved in this grant, but other records requested by the general public and in the processing and organization of other records in years to come. Book boxes – fourteen – will be ordered for the court journals and complete records for their future preservation. Document storage boxes – twenty-one – will be ordered for the boxing of the abstract of votes, poll books and tally sheets, officials bonds, naturalization records, railroad police commissions, auctioneer records, officials' oaths, justice of the peace oaths, and quadrennial enumerations. This will place these records in self-contained storage devices and make their handling much easier, while helping to ensure their future preservation.

The executions (7cf), orders of sale (0.3cf), campaign expense reports (0.5cf), statements of nomination (0.5cf) and marriage returns (0.6cf) will be placed in open ended legal envelopes lined with acid-free paper. They will be organized according to record series and sub-categorized by date, case number, or alphabetically. The reason for the placement into envelopes and not file folders is due to space constraints and the necessity not to expand the current cubic foot space allotments. The transcripts (14cf) will be placed in file folders and separated between civil and criminal and organized by case number. The civil transcripts (8cf), which are already in self-contained packets, will be organized by case number. All of these records, except the marriage returns, will be stored in record center boxes.

3. Who will complete these actions or perform these activities? Identify the project staff and provide a summary of the individuals' qualifications.

The project will be undertaken by Stephen Badenhop, Records Center and Archives Coordinator. He received a Bachelor of Arts degree in history from Heidelberg College in Tiffin, Ohio, and received his Master of Arts degree in history from Bowling Green State University in Bowling Green, Ohio. Prior to becoming the Union County Records Center and Archives Coordinator he

was employed for two years at the Center for Archival Collections at Bowling Green State University.

4. Identify the results (products) to be produced by this project.

The results of this project are that the records involved will be divided separately into their corresponding record series. These records series in turn will be either organized by date, case number, or alphabetically pending upon the needs or requirements of the specific record series. This will greatly improve the accessibility of these records for use and enhance their availability to the general public.

5. What is your organization's ability to implement the project and the project's results? How will the results be sustained?

Similar projects have been implemented in the past for other record series. These previous projects – i.e. court case file reorganization, ditch record reorganization, etc. – were done under similar circumstances – i.e. records just placed into boxes. These projects were planned and executed in comparable fashion and the results have been a dramatic improvement in the record's accessibility. Meticulous care in replacing pulled files and documents have sustained the convenient use of these records for both the people requesting them and the staff who pull them.

6. How will the effectiveness of the project be evaluated? How will the award of this grant change the use of these records? What long-term benefits will be derived?

The effectiveness of this project can be gauged through the use of mock records requests for the materials involved. If the requests can be easily met and the records produced then the project can be deemed successful. Almost any organizational scheme, other than the current, will enhance the use of these records. It will make these records accessible and available, while the long-term benefits will be the enhancement and follow-up from other related record series – i.e.

case files to the executions, orders of sale and transcripts. It will also be possible in the future, once these records have been organized, to index them.

7. How will you publicize the results to your community and what will you do to build on the project accomplishments in terms of ongoing work or funding?

The results of this project will be publicized in the local genealogical society newsletter. The record series involved in this project will be described in detail along with appropriate genealogical benefits from their use. The completion of the project will also be announced to the local historical society along with the record series merits for historical research.

OHRAB 2011 Grant Budget Form

Salaries and Wages (<i>list items</i>)	Grant Funds	Cash Match	TOTAL
Stephen W. Badenhop (Archivist) - 130 Hours		\$2,500	\$2,500
			\$0
			\$0
Subtotals	\$0	\$2,500	\$2,500

Supplies (<i>list items</i>)	Grant Funds	Cash Match	TOTAL
Legal File Folders (Hollinger) - 200	\$100		\$100
Letter File Folders (Hollinger) - 500	\$180		\$180
Clamshell Book Boxes (Gaylord) - 14	\$280		\$280
Document Storage Cases - 5" (Hollinger) - 15	\$100		\$100
Document Storage Cases - 2.5" (Hollinger) - 6	\$50		\$50
Open Ended Legal Envelopes - 1" (Quill) - 1 Box	\$90		\$90
Open Ended Legal Envelopes - 2" (Quill) - 4 Boxes	\$450		\$450
Acid Free Paper (Gaylord) - 1	\$25		\$25
Subtotals	\$1,275	\$0	\$1,275

Equipment (<i>list items</i>)	Grant Funds	Cash Match	TOTAL
Book Truck (Gaylord)	\$500		\$500
			\$0
			\$0
			\$0
Subtotals	\$500	\$0	\$500

Contracted Services (<i>list items</i>)	Grant Funds	Cash Match	TOTAL
			\$0
			\$0
			\$0
Subtotals	\$0	\$0	\$0

Other Eligible Expenses (<i>list items</i>)	Grant Funds	Cash Match	TOTAL
			\$0
			\$0
			\$0
Subtotals	\$0	\$0	\$0

Summary Budget	Grant Funds	Cash Match	TOTAL
Salaries & Wages	\$0	\$2,500	\$2,500
Supplies	\$1,275	\$0	\$1,275
Equipment	\$500	\$0	\$500
Contracted Services	\$0	\$0	\$0
Other Eligible Expenses	\$0	\$0	\$0

Total Project Costs	\$1,775	\$2,500	\$4,275
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If you do not receive full funding, will you accept partial funding and still complete the project as outlined in the application?

Yes Yes, but maybe
 No not all aspects