



The Village of **GREENHILLS**

www.GreenhillsOhio.org

January 31, 2019

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 2nd Interim Report

Mr. Previts,

The Village of Greenhills records project is continuing 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.

Unfortunately, this project has been subject to some delay. However, progress has been made toward the completion of our project. Currently, the records are being removed from the existing storage in the basement, categorized and relocated into archival quality storage boxes. The Village purchased 8 boxes from Gaylord Archival. The boxes are 36.5" x 48.5", large enough to hold the building plans that are being categorized and scanned under this project. They are acid-free, with a lid designed to prevent dirt, dust and UV infiltration. Once categorized and boxed, the records are relocated to a climate-controlled storage location. Moving forward, the Village will take the boxed records for scanning and digitization.

The records are evaluated based on the information listed on each, including the date, area, building number, plan number, sheet number and contents. An example of the categorization is attached to this report. The purpose of this categorization is twofold – first, it allows a complete, central database of all records included in our project as well as providing sheets which are attached to the archival boxes as they are filled, providing guidance to someone looking for a specific record.

The Village purchased the archival storage boxes using the grant funding provided by OHRAB. This represents an adjustment from our originally submitted budget sheet. Please find an amended budget sheet attached as well. We will make necessary adjustments as we proceed to ensure we meet or exceed our match requirement for this grant funding.

This project is a worthwhile and necessary one. Its results will be interesting and beneficial in the efforts to preserve and make known the history of Greenhills, Ohio. Without this grant funding, this project would be too expensive and time-consuming to undertake. We thank the grant committee for their extension of our project deadline, and we will continue diligently to complete our project within that timeframe.

Sincerely,

David Lumsden
Executive Assistant to the Municipal Manager

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

AREA NO. F

BLDG NO.	DATE	PLAN NO.	SHEET NO.	DESCRIPTION
F-41	6/26/1936	None	A-101	Foundation elevations
F-50	7/16/1936	None	A-101	Foundation elevations
			A-102	Basement plan
			A-103	First floor plan
			A-104	Second floor plan
			A-105	Road elevations
			A-106	Garden elevations
			A-107	End elevations
F-10	6/26/1936	None	A-101	Foundation elevations
			A-102	Basement plan
			A-103	First floor plan
			A-104	Second floor plan
			A-105	Road & garden elevations
			A-106	End elevations
F-42	7/18/1936	None	S-101	Foundation & structural first floor plan
	7/14/1936	None	A-101	Foundation elevations
F-43	7/23/1936	None	A-101	Foundation elevations
F-44	7/18/1936	None	S-101	Foundation & structural first floor plan
	7/17/1936	None	A-101	Foundation elevations
F-45	7/16/1936	None	A-101	Foundation elevations
F-46	8/12/1936	None	A-101	Foundation elevations
			A-102	Basement plan
			A-103	First floor plan
			A-104	Second floor plan
			A-105	Road elevations
			A-106	Garden elevations
			A-107	End elevations
			A-108	Foundations & floor plans of garages
F-47	8/3/1936	None	A-101	Foundation elevations
			A-102	Basement plan
			A-103	First floor plan
			A-104	Second floor plan
			A-105	Road elevations
			A-106	Garden elevations
			A-107	End elevations
F-51	7/14/1936	None	A-101	Foundation elevations
F-52	8/7/1936	None	A-101	Foundation elevations
			A-102	Basement plan
			A-103	First floor plan
			A-104	Second floor plan
			A-105	Road elevations
			A-106	Garden elevations
			A-107	End elevations

AREA NO. F

BLDG NO.	DATE	PLAN NO.	SHEET NO.	DESCRIPTION
F-48	8/1/1936	None	A-101 left	Foundation elevations
			A-102 left	Basement plan
			A-103 left	First floor plan
			A-104 left	Second floor plan
			A-105 left	Road elevations
			A-106 left	Garden elevations
			A-107 left	End elevations
			A-101 right	Foundation elevations
			A-102 right	Basement plan
			A-103 right	First floor plan
			A-104 right	Second floor plan
			A-105 right	Road elevations
			A-106 right	Garden elevations
			A-107 right	End elevations
			A-108	Foundations & floor plans of garages
F-49	7/14/1936	None	A-101	Foundation elevations
			A-102	Basement plan
			A-103	First floor plan
			A-104	Second floor plan
			A-105	Road elevations
			A-106	Garden elevations
			A-107	End elevations
F-53	7/2/1936	None	A-101	Foundation elevations
			A-102	Basement plan
			A-103	First floor plan
			A-104	Second floor plan
			A-105	Road elevations
			A-106	Garden elevations
			A-107	End elevations
F-54	7/17/1936	None	A-101	Foundation elevations
			A-102	Basement plan
			A-103	First floor plan
			A-104	Second floor plan
			A-105	Road elevations
			A-106	Garden elevations
			A-107	End elevations
F-55	7/2/1936	None	A-101	Foundation elevations
F-56	7/18/1936	None	A-101	Foundation elevations
F-61	7/21/1936	None	A-101	Foundation elevations
			A-102	Basement plan
			A-103	First floor plan
			A-104	Second floor plan
			A-105	Road elevations
			A-106	Garden elevations
			A-107	End elevations

AREA NO. F

BLDG NO.	DATE	PLAN NO.	SHEET NO.	DESCRIPTION
F-58	8/3/1936	None	A-101	Foundation elevations
			A-102	Basement plan
			A-103	First floor plan
			A-104	Second floor plan
			A-105	Road elevations
			A-106	Garden elevations
			A-107	End elevations
F-62	7/9/1936	None	A-101	Foundation elevations
			A-102	Basement plan
			A-103	First floor plan
			A-104	Second floor plan
			A-105	Road elevations
			A-106	Garden elevations
			A-107	End elevations
F-63	8/7/1936	None	A-101	Foundation elevations
			A-102	Basement plan
			A-103	First floor plan
			A-104	Second floor plan
			A-105	Road elevations
			A-106	Garden elevations
			A-107	End elevations
F-65	7/29/1936	None	A-101	Foundation elevations
			A-102	Basement plan
			A-103	First floor plan
			A-104	Second floor plan
			A-105	Road elevations
			A-106	Garden elevations
			A-107	End elevations
F-66	7/25/1936	None	A-101	Foundation elevations
			A-102	Basement plan
			A-103	First floor plan
			A-104	Elevation
			A-105	Garden & end elevation
F-67	8/6/1936	None	A-101	Foundation elevations
			A-102	Basement plan
			A-103	First floor plan
			A-104	Elevation
			A-105	Garden & end elevation
F-68	7/6/1936	None	A-101	Foundation elevations
			A-102	Basement plan
			A-103	First floor plan
			A-104	Second floor plan
			A-105	Road elevations
			A-106	Garden elevations
			A-107	End elevations

AREA NO. F

BLDG NO.	DATE	PLAN NO.	SHEET NO.	DESCRIPTION
F-70	6/26/1936	None	A-101	Foundation elevations
			A-102	Basement plan
			A-103	First floor plan
			A-104	Second floor plan
			A-105	Road elevations
			A-106	Garden elevations
			A-107	End elevations
F-71	7/21/1936	None	A-101	Foundation elevations
			A-102	Basement plan
			A-103	First floor plan
			A-104	Second floor plan
			A-105	Road elevations
			A-106	Garden elevations
			A-107	End elevations
F-72	7/28/1936	None	A-101	Foundation elevations
			A-102	Basement plan
			A-103	First floor plan
			A-104	Second floor plan
			A-105	Road elevations
			A-106	Garden elevations
			A-107	End elevations
F-73	7/21/1936	None	A-101	Foundation elevations
			A-102	Basement plan
			A-103	First floor plan
			A-104	Second floor plan
			A-105	Road elevations
			A-106	Garden elevations
			A-107	End elevations
F-74	8/7/1936	None	A-101	Basement plan
			A-102	First floor plan
			A-103	Second floor plan
			A-104	Road elevations
			A-105	Garden elevations
			A-106	Section & end elevations
F-75	7/1/1936	None	A-101	Foundation elevations
			A-102	Basement plan
			A-103	First floor plan
			A-104	Second floor plan
			A-105	Road elevations
			A-106	Garden elevations
			A-107	End elevations

AREA NO. F

BLDG NO.	DATE	PLAN NO.	SHEET NO.	DESCRIPTION
F-76	7/8/1936	None	A-101	Foundation elevations
			A-102	Basement plan
			A-103	First floor plan
			A-104	Second floor plan
			A-105	Road elevations
			A-106	Garden elevations
			A-107	End elevations
F-77	7/29/1936	None	A-101	Foundation elevations
			A-102	Basement plan
			A-103	First floor plan
			A-104	Second floor plan
			A-105	Road elevations
			A-106	Garden elevations
			A-107	End elevations

OHRAB Grant
Updated budget form

3/26/2018 Original budget form		1/31/2019 Expended to date	
Grant funds	Matching funds	Grant funds	Matching funds

Salaries

Municipal Manager	\$0.00	\$500.00	\$0.00	\$100.00
Executive Assistant	\$0.00	\$1,500.00	\$0.00	\$350.00
Administrative Assistant	\$0.00	\$500.00	\$0.00	\$0.00

Supplies

Gaylord Archival boxes	\$0.00	\$1,000.00	\$456.00	\$0.00
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Contracted services

Phipps Reprographics (scanning)	\$3,091.00	\$0.00	\$0.00	\$0.00
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Total	\$3,091.00	\$3,500.00	\$456.00	\$450.00
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