

*A Nice Place to Call Home*

# BOARDMAN TOWNSHIP

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## PLANNING AND ZONING

August 29, 2019

Mr. Fred Previts  
OHRAB Grant Program  
c/o the Ohio History Connection State Archives  
800 E 17<sup>th</sup> Ave  
Columbus, OH 43211

Mr. Previts,

In March 2019 the Department of Planning and Zoning was awarded \$2,516 from the Ohio Historical Records Advisory Board under their Ohio Archives Grant program. This funding was requested as part of the department's ongoing *Digitization and Preservation of Zoning Department Records* project.

The digitization project is currently underway. The Department determined it would start with the most recent year that we did not have a complete scanned collection for and work backwards. As of this writing permits, plans, and applications for the 2016 permitting year have been scanned, and we have begun to scan in 2015 (just over 5 square feet). Additional plans and documents are scanned as public requests for access to these files are made as well. To date 450 permit files have been scanned, and 75.5 hours of staff time spent on the project. During this grant, the assigned intern has taken another position within the department, but has continued to work on this project.

On July 12, 2019 the Department received 13 boxes of archival supplies from University Products - including legal and letter size folders and acid-free storage boxes; all funding from OHRAB has been spent on these materials.

The Department has submitted an article to be published in the Boardman Reporter, a township-published magazine that goes to every residence in Boardman, which goes to print next week. A press release was also sent to all local news organizations.

As of this writing, the *Digitization and Preservation of Zoning Department Records* project is on track to have the permits from 2013-2016 fully digitized by the end of 2019, with the intention of continuing this process into the future. We expect to be able to increase what we scan as the department gets less permit requests as we head into the fall and winter months, which provides our staff with additional time to spend on other projects.

Best regards,



Tricia D'Avignon  
Assistant Director of Zoning and Development  
Department of Planning and Zoning  
Boardman Township

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