

**Preservation, Organization and Digitization of Records from the Boys' Industrial School
and the Fairfield County Chapter of the American Red Cross**

OHRAB Interim Progress Report, September 6, 2019

Submitted by Kady Wolfe

Upon receiving the grant funding in April, we worked to quickly order the supplies needed to begin the project. We immediately purchased a CZUR Book Scanner and external hard drive for the digitizing phase of the project. We also ordered archival boxes, sleeves, and tissue paper for processing. Finally, we purchased plastic totes and grating to make humidification chambers to help flatten the extremely curled photographs in the Boys' Industrial School Collection.

Once we had received our supplies and equipment, I began digitizing ledgers in the Boys' Industrial School Collection using the CZUR Book Scanner. Throughout May and June, I was able to digitize two payroll ledgers and one student record book. This stage of the project did prove to be quite difficult in terms of quality control for the scanned images. I experienced much trial and error in trying to get legible scans of the ledger pages. Though this did add some unexpected time to the project, it did not negatively affect our timeline too much.

While I was working on scanning the BIS ledgers, I had the BIS photographs inside of three different humidification chambers. This process involved letting the photographs sit in the chambers for two to three hours, then removing them and flattening them under blotting paper and spun polyester. The flattening process was the most time intensive, taking anywhere from three to four days. From May to June, I estimate that close to 100 photographs have received humidification and flattening.

Using the archival boxes ordered from Gaylord Archival, I was able to appropriately house the oversized scrapbooks from the collection of the Fairfield County Chapter of the American Red Cross. These scrapbooks are full of mixed media, including newspaper clippings, photographs, and brochures. They had previously been stored in bins in the basement of the former site of the Red Cross. They are now appropriately housed in acid free scrapbook boxes.

In early July, I resigned as FCHA's Records Manager, thus temporarily halting work on the project. For the month of July, no progress was made on the project. In early August, I began to work on the project on a contingent basis. I was able to humidify and flatten approximately 50 more photographs from the BIS Collection. However, my absence, along with the lack of a replacement Records Manager, has affected the chances of the project being completed by December 31. There are still many tasks to be done to complete the project, the most important and time consuming of which is the digitization of the BIS photographs and ledgers. Though the project is not as far along as we had hoped to be by this point in the year, I estimate that we can complete it within a reasonable amount of time from the desired completion date.

Please see the attached documents for a summary of expenses.