

INTERIM REPORT

While Ohio archives focused on women already exist, there is a scarcity of information regarding the contributions of women who attended independent all girls' schools in Ohio. Thanks to the Ohio Historical Records Advisory Board (OHRAB), Laurel School is working to address this historical gap by hiring an archival intern to lead the efforts to identify, organize, and improve access to the local and national accomplishments of its alumnae.

According to the original project timeline, the process of conducting the internship search and hiring a qualified candidate was slated to be completed in April of 2019. However, due to a paucity of possible candidates, the timeline has shifted. In July, Julie Donahue '79 and Hope Murphy '73 (Laurel School's Director of Alumnae and Communications and Director of Laurel School's Center for Research on Girls, respectively) finalized the interview process and selected a seasoned archivist with nearly 30 years' experience in libraries and archives. Starting in mid-September, she will conduct an environmental scan of Laurel's current archives. This work will include an assessment of the current holdings and finding aids, as well as an investigation of storage potential and climate/security issues in order to purchase the most appropriate archiving supplies. It will also include a plan for identifying valuable records in the organization and setting up transfer schedules and retention practices for those that will be stored in the archives, or alternatively retention practices/policies for those remaining in specific departments. In addition, the archivist will create a finding aid for the records to facilitate identification and retrieval.

Despite the initial barriers, the archival work is still scheduled to be complete by December 31, 2019. However, the activities surrounding the cultivation of the oral history interviews with 125 Laurel Trailblazers and sharing them with the public will not occur until the start of 2020. In the final report to OHRAB, Laurel will provide a summary of the collection process, expenses, staff and volunteer time spent, and examples of project publicity.