

## **OHRAB Grant Update**

### **Level of Completion**

As of October 1, the Licking County Records & Archives OHRAB grant project is 50% complete. Partway through the project, the staff did a more thorough inventory of the records that are to be cleaned, to determine that a portion of the records may be destroyed through retention laws and hold little historic value. While these records have not yet been approved for destruction through the Records Commission or the State Archives, it is anticipated that they will be approved and will not be cleaned during the project. This dropped the overall number of records to under 200, which has lessened the burden of the staff.

The completed records include Auditor's and Treasurer's tax duplicates, sub assessments, and property transfer records. These records are permanent per the departments' retention schedules, and hold valuable information on land ownership in Licking County. These records span over 100 years – from 1834 through the 1970s. The staff has also completed cleaning two dozen volumes of court dockets from the Clerk of Courts, which are permanent through the Rules of Superintendence Rule 26. These dockets range from the 1860s through 1890s.

The remaining records to be cleaned primarily include Clerk of Courts records, including partition records (again pertaining to land ownership and therefore permanent), and court dockets and journals. The department has just fewer than 100 volumes of records to clean.

As stated in the grant proposal, part of the project is centered on cataloging and rehousing the records. All records cleaned to this point have been cataloged and wrapped in archival paper to ensure long-term preservation. All records are also going to be permanently stored in the Records Center's climate controlled space.

### **Supplies/Budget**

About 94% of the grant funds have been used. Supplies were necessary to begin the project, so the funds were used to purchase those supplies within the first two weeks. The primary supplies used so far include the archival paper, gloves, and face masks. The Nilfisk filter replacement parts will be used before the project is over, and the Tyvek suits have not yet been used.

In terms of time, the staff has spent approximately 115 hours on the project. This is lower than the original estimate of time that would be spent, for three reasons. First, as previously mentioned, a portion of records were determined to have met retention and therefore there are fewer records to clean. Second, the estimated amount of time was calculated from the original number of books and a perception of an "average" book size. However, the books vary greatly in size – some are larger than average, but many are small and do not require as much time or effort to clean. Finally, the staff decided to fully wrap books rather than create book covers. This alleviates some extra time because fully wrapping is more efficient than creating a cover that must be formatted specifically for each book.

### **Social Media/News Releases**

The department announced the grant award and project details through a news release toward the beginning of July. The news release was shared with local media through the County Commissioners office, on the Licking County Government website, and on social media pages of the Records & Archives Department. Subsequent social media shares have included Instagram posts, a video demonstration shared on the County Commissioners Facebook page, and photos posted on the department's individual Facebook page. The department has also done blog updates, offering a more detailed description of the process used to clean the books.

Licking County Records Blog: <http://lcountyrecords.blogspot.com/>

Facebook Posts:





## Licking County Records & Archives

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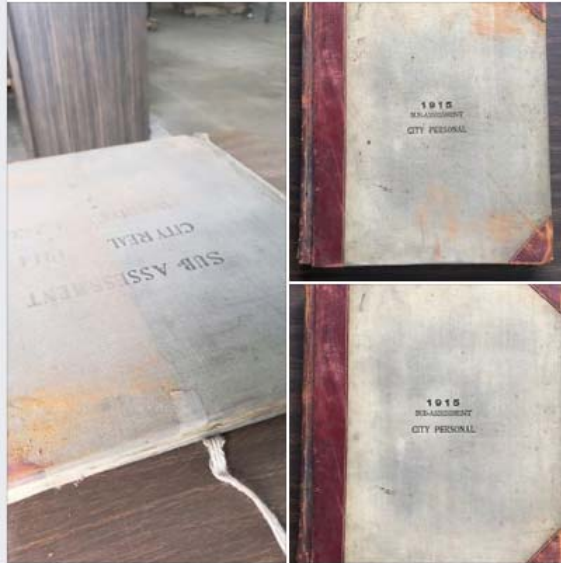
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August 7 · 🌐

Back in June we shared the news of our OHRAB grant, which was awarded to purchase supplies for our large scale cleaning project. The project includes cleaning approximately 300 historic county record books, which will be added to the department's permanent historic record collection once cleaned. We are happy to share our progress, which is on track at about 15% completion.

The cleaning process can be intensive, with each staff member wearing personal protective wear such as N95 face masks and nitrile gloves, as well as goggles on occasion. We use a Nilfisk GM80 HEPA filter vacuum, which captures up to 99.97% of the microscopic material it suctions out of each book. Here are a couple photos of our progress so far, which includes many Auditor's tax records from the early 20th century.

#lcarchives #OHRABGrant #preservation



👍❤️👍 14

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Christine Stevens That's incredible! What a blessing to have received that grant and the staff to do that delicate work!

6w

👍 2

A Facebook video with County Commissioner Tim Bubb can be found [HERE](#)

# Licking County

## Boxes with Files

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Box Number	User Box Number Box Description	Box Title
Auditor		
7410	2019-6-2 Auditor's Tax List Personal Property for tax year 1915. Includes name, property owned, and taxes owed.	Sub Assessment - City Personal 1915
7411	2019-6-3 Auditor's Tax List Real Property for Wards 1, 2, and 3 in Newark. Includes person's name, property owned, and taxes owed. For tax year 1915.	Sub Assessment Wards 1-2-3 Newark 1915
7412	2019-6-4 Auditor's Tax List Real Property (Lots)	Auditor's Duplicate 1919 Wards 1, 2, 3
7413	2019-6-5 Auditor's Tax List Real Property (Lots)	Auditor's Duplicate 1919 Wards 4, 5, 6
7414	2019-6-6 Auditor's Tax List Real Property (Lots)	Sub Assessment 1915 Wards 4, 5, 6
7415	2019-6-7 No. 18 - 23 McKean, Madison, Mary Ann, Monroe, Newark, Newton	Sub Assessment Township 1916
7416	2019-6-8 Auditor's Duplicate Tax List Real Property (Lands) No. 23-28 Newton, Perry, St. Albans, Union, Washinton, Utica Village	Sub Assessment Township 1918
7417	2019-6-9 Auditor's Tax List Personal Property No. 24 - Perry No. 25 - St. Albans No. 26 - Union No. 27 - Washington No. 28 - Utica Village	Sub Assessment 1915
7418	2019-6-10 Includes property owner, description of premises, date of assessment, etc.	Assessment Duplicate 1909 Traffick of Intoxicating Liquors
7419	2019-6-11 Auditor's Duplicate Tax List Real Property 1918 Wards 1, 2, 3 Includes the owner, description of property, and value of property	Auditor's Duplicate Tax List Real Property 1918 Wards 1, 2, 3
7420	2019-6-12 Auditor's Tax List Personal Property 1919 Hanover Harrison Hartford Hopewell Jersey Liberty Licking Lima Pataskala Villiage	Auditor's Tax List Personal Property 1919
7421	2019-6-13 1927-1929	Cigarette Traffic Tax Duplicate
7422	2019-6-14 Auditor's Tax List Personal Property	Sub Assessment - City Personal 1914
7423	2019-6-15	Sub Assessment Township No. 24-28 1917

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Auditor	Auditor's Tax List Real Property No. 24 - Perry No. 25 - St. Albans No. 26 - Union No. 27 - Washington No. 28 - Utica Village	
7424	2019-6-16	City Personal - 1918
7425	Auditor's Duplicate Tax List 2019-6-17	Personal Property Auditor's Duplicate - City Personal 1919
7426	Auditor's Tax List Personal Property 2019-6-18	Sub Assessment No. 1-9
	No. 1 - Bennington No. 2 - Bowling Green No. 3 - Burlington No. 4 - Eden No. 5 - Etna No. 6 - Fallsbury No. 7 - Franklin No. 8 - Granville Township No. 9 - Granville Village	
7427	2019-6-19	Sub Assessment No. 1-9 1915
	No. 1 - Bennington No. 2 - Bowling Green No. 3 - Burlington No. 4 -Eden No. 5 - Etna No. 6 - Fallsbury No. 7 - Franklin No. 8 - Granville Twp. No. 9 - Granville Village	
7428	2019-6-18	Auditor's Tax List Personal Property 1919
	Newton, Perry, St. Albans, Union, Washington, Utica Village	
7429	2019-6-21	Auditor's Tax List Real Property (Lands)
	Bennington Bowling Green Burlington Eden Etna Fallsbury Franklin Granville Twp. Granville Village	
7430	2019-6-22	Auditor's Tax Duplicate - City Personal
	Auditor's Tax List Personal Property in Wards 1-6	
	*Cover indicates 1919, however some dates show as early as 1918	
7431	2019-6-23	Auditor's Tax List Sub Assessment 1917
	No. 24 - Perry No. 25 - St. Albans No. 26 - Union No. 27 - Washington No. 28 - Utica Village	
7432	2019-6-24	1918 City Personal
	Tax Record - 1918 City Personal	
7433	2019-6-25	1919 Township Tax Record

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Auditor	Auditor's Tax List Personal Property	
	Bennington Bowling Green Burlington Eden Etna Fallsbury Franklin Granville Township Granville Village	
7434	2019-6-26 Auditor's Tax List Real Property	1919 Township Tax Record
	Newton Perry St. Albans Union Washington Utica Village	
7435	2019-6-27 Auditor's Tax List Real Property (Lands)	1915 Sub Assessment
	No. 1 Bennington No. 2 Bowling Green No. 3 Burlington No. 4 Eden No. 5 Etna No. 6 Fallsbury No. 7 Franklin No. 8 Granville Township No. 9 Granville Village	
7436	2019-6-28 Auditor's Tax List Personal Property	1917 Sub Assessment
	No. 1 Bennington No. 2 Bowling Green No. 3 Burlington No. 4 Eden No. 5 Etna No. 6 Fallsbury No. 7 Franklin No. 8 Granville Township No. 9 Granville Village	
7437	2019-6-29 No. 18 McKean No. 19 Madison No. 20 Mary Ann No. 21 Monroe No. 22 Newark No. 23 Newton	1915 Sub Assessment
7438	2019-6-30 Auditor's Tax List Real Property (Lands) 1919	1919 Township Tax Record
	McKean Madison Mary Ann Monroe	

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Auditor		
7439	Newark 2019-6-31 Auditor's Tax List Real Property (Lands) 1915	1915 Sub Assessment
	No. 10 Hanover No. 11 Harrison No. 12 Hartford No. 13 Hopewell No. 14 Jersey No. 15 Liberty No. 16 Licking No. 17 Lima	
7440	2019-6-32 Auditor's Tax List Real Property (Lands)	1918 Township Tax Record No. 1-9
	No. 1 Bennington No. 2 Bowling Green No. 3 Burlington No. 4 Eden No. 5 Etna No. 6 Fallsbury No. 7 Franklin No. 8 Granville Township No. 9 Granville Village	
7441	2019-6-33 Auditor's Tax List Real Property (Lands)	1917 Sub Assessment No. 10-17
	No. 10 Hanover No. 11 Harrison No. 12 Hartford No. 13 Hopewell No. 14 Jersey No. 15 Liberty No. 16 Licking No. 17 Lima	
7442	2019-6-34 Auditor's Tax List Real Property (Lots)	1918 Township Tax Record
	No. 10 Hanover No. 11 Harrison No. 12 Hartford No. 13 Hopewell No. 14 Jersey No. 15 Liberty No. 16 Licking No. 17 Lima Pataskala	
7444	2019-6-35 Auditor's Tax List Real Property (Lots)	Sub Assessment City Real 1914 Wards 1-2-3
7445	2019-6-36 Duplicate of Taxes Assess on Lands	Duplicate of Taxes Assess on Lands
7446	2019-6-37 Duplicate of Taxes Assessed on Lands	Duplicate of Taxes Assessed on Lands
7447	2019-6-38 Duplicate of Taxes Assessed on Lands in townships	Duplicate of Taxes Assessed on Lands
7448	2019-6-39 Sub Assessment City Personal 1914	Sub Assessment City Personal 1914



<b>Box Number</b>	<b>User Box Number Box Description</b>	<b>Box Title</b>
Auditor		
7449	Auditor's Tax List Personal Property 1914 2019-6-40 Auditor's Tax List Personal Property 1917	1917 Sub Assessment No. 18-23
	No. 18 - McKean No. 19 - Madison No. 20 - Mary Ann No. 21 - Monroe No. 22 - Newark No. 23 - Newton	
7450	2019-6-41	Duplicate of Taxes Assessed on Personal Property in 1897
		Duplicate of Taxes Assessed on Personal Property in 1897
7451	2019-6-42	Auditor's Classified Tax List for 1944
		Auditor's Classified Tax List for 1944
7452	2019-6-43	Duplicate of Taxes Assessed
		Duplicate of Taxes Assessed
7453	2019-6-44	Collateral Inheritance Tax Vol. 1
		Collateral Inheritance Tax Vol. 1 1916-1923
7454	2019-6-45	Duplicate of Taxes Assessed on Lands in 1898
		Duplicate of Taxes Assessed on Lands in 1898
7455	2019-6-46	Duplicate of Taxes Assessed on Lands in 1902
		Duplicate of Taxes Assessed on Lands in 1902
7456	2019-6-46	Duplicate of Taxes Assessed on Personal Property in 1909
		Duplicate of Taxes Assessed on Personal Property in 1909
7457	2019-6-48	Duplicate of Taxes Assessed on Town Lots in 1902
		Duplicate of Taxes Assessed on Town Lots in 1902
7458	2019-6-49	Auditor's Duplicate Vol. 2 1899
		Auditor's Duplicate Vol. 2 1899
7459	2019-6-50	Auditor's Duplicate Vol. 3 1899
		Auditor's Duplicate Vol. 3 1899
7460	2019-6-51	1917 Sub Assessment
		1917 Sub Assessment
7461	2019-6-52	Auditor's Classified Tax List
		Auditor's Classified Tax List
7462	2019-6-53	Duplicate of Taxes Assessed on Lands
		Duplicate of Taxes Assessed on Lands in townships Vol. 3 1900
7463	2019-6-54	Duplicate of Taxes Assessed on Lands
		Duplicate of Taxes Assessed on Lands in townships Vol. 2 1900
7464	2019-6-55	Duplicate of Taxes Assessed on Town Lots
		Duplicate of Taxes Assessed on Town Lots in 1898
7465	2019-6-56	Duplicate of Taxes Assessed on Lands
		Duplicate of Taxes Assessed on Lands in townships Vol. 1 1900
7466	2019-6-57	Auditor's General Tax List
		Auditor's General Tax List for 1945
7467	2019-6-58	Auditor's Classified and General Tax List
		Auditor's Classified and General Tax List for 1945
7468	2019-6-59	Real Estate Duplicate
		Real Estate Duplicate dated 1834, contains information on property owned and taxes paid - horses, carriages,
		and cattle owned; state and canal, school and courthouse taxes paid.
7469	2019-6-60	Duplicate of Taxes Assessed on Personal Property



<b>Box Number</b>	<b>User Box Number Box Description</b>	<b>Box Title</b>
Auditor		
7470	Duplicate of Taxes Assessed on Personal Property in townships 1897 2019-6-61	Direct Inheritance Tax
7472	Direct Inheritance Tax Vol. 2 2019-6-62	Inheritance Tax Record
7473	Interitance Tax Record 1954-1955-1956 2019-6-63	Transfer Record
property, 1915	Auditor's Transfer Record, documenting the transfers in ownership of real	
7474	2019-6-64	Register of Transfers
property, vol. 3	Auditor's Transfer Record, documenting the transfers in ownership of real	
7475	2019-6-65	Register of Transfers
property, vol. 4	Auditor's Transfer Record, documenting the transfers in ownership of real	
7476	2019-6-66	Register of Transfers
property, vol. 1	Auditor's Transfer Record, documenting the transfers in ownership of real	
7477	2019-6-66	Auditor's Transfer Record
	Auditor's Transfer Record, 1949-1950	
Clerk of Courts		
7479	2019-20-01	Court Docket
7480	2019-20-02	Court Docket
7481	2019-20-03	Court Docket
7482	2019-20-04	Court Docket
7483	2019-20-05	Court Docket
7484	2019-20-06	Court Docket
7485	2019-20-07	Court Docket
7486	2019-20-08	Court Docket
7487	2019-20-09	Court Docket
7488	2019-20-10	Court Docket
7489	2019-20-11	Court Docket
7490	2019-20-12	Court Docket
7491	2019-20-13	Court Docket
7492	2019-20-14	Court Docket
7493	2019-20-15	Court Docket
7494	2019-20-16	Court Docket
7495	2019-20-17	Court Docket
7496	2019-20-18	Court Docket
7497	2019-20-19	Court Docket
7498	2019-20-20	Court Docket
7499	2019-20-21	Court Docket
7500	2019-20-22	Court Docket
7501	2019-20-23	Court Docket