# **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: <a href="http://lcountyrecords.blogspot.com/">http://lcountyrecords.blogspot.com/</a>

Facebook Posts:



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Licking County Records & Archives

June 21 - 6

LICKING COUNTY RECORDS AND ARCHIVES AWARDED OHIO HISTORICAL RECORDS ADVISORY BOARD (OHRAB) GRANT The Licking County Records and Archives Center has been awarded an Ohio Historical Records Advisory Board (OHRAB) grant in the amount of \$1,226.00 to assist the Center in cleaning and re-housing over 300 historic records that were recently removed from the Licking County Courthouse attic. The project will be supported in part by the award from the Ohio Historical Records Advisory Board, through funding from the National Historical Publications and Records Commission (NHPRC), National Archives and Records Administration.

In the spring of 2018, the Records and Archives Center staff was tasked with removing records from the Licking County Courthouse Attic, some of which had been stored there since the building's construction in 1880. Staff removed over 300 records, including permanent historic volumes from the Clerk of Courts, Probate Court, Treasurer, Auditor, and Recorder's Office, many of which were contaminated with mold or otherwise deteriorating due to poor storage conditions. In order to make these records available for public use, Records and Archives staff will inventory and clean those volumes that will be retained, and will eventually relocate them to the newly constructed Records and Archives Center. Once this project is completed, hundreds of historic records that were previously inaccessible to the public for decades will be made available for public use and research.

The funds awarded by the OHRAB grant will be utilized to pay for supplies for the project, including Tyvek suits, masks, gloves, archival paper, and HEPA vacuum replacement parts. Staff will begin work on the project in July with a goal of completion at the end of 2019.

In July of 2018, the Records and Archives Center moved to its new facility, located at 61 East Main Street in downtown Newark. Later that year the Center was awarded the 2018 OHRAB Achievement Award for its efforts to build its collections of historic county records and increase public accessibility of those collections.

The Records and Archives Center is open to the public Monday through Friday from 8 a.m. to 4:30 p.m. To view a list of the Center's holdings, visit their website at www.lcounty.com, or contact the staff at archives@lcounty.com or 740-670-5121. For extensive research, the Center

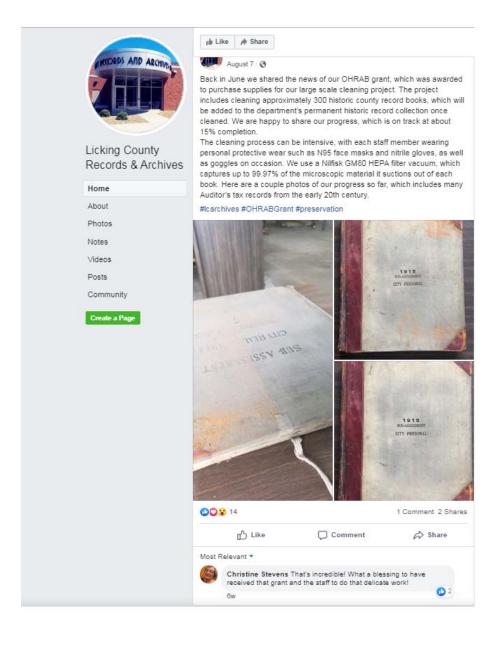
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A Facebook video with County Commissioner Tim Bubb can be found HERE

# Licking County Boxes with Files

	Box Number	User Box Number Box Description	Box Title
Audito	or		
	7410	2019-6-2	Sub Assessment - City Personal 1915
	7411	2019-6-3	Property for tax year 1915. Includes name, property owned, and taxes owed. Sub Assessment Wards 1-2-3 Newark 1915
owned	, and	•	perty for Wards 1, 2, and 3 in Newark. Includes person's name, property
		taxes owed. For tax year 19	
	7412	2019-6-4	Auditor's Duplicate 1919 Wards 1, 2, 3
		Auditor's Tax List Real Prop	
	7413	2019-6-5	Auditor's Duplicate 1919 Wards 4, 5, 6
		Auditor's Tax List Real Prop	
	7414	2019-6-6	Sub Assessment 1915 Wards 4, 5, 6
		Auditor's Tax List Real Prop	
	7415	2019-6-7 No. 18 - 23	Sub Assessment Township 1916
		McKean, Madison, Mary Ar	ın, Monroe, Newark, Newton
	7416	2019-6-8	Sub Assessment Township 1918
		Auditor's Duplicate Tax List No. 23-28	Real Property (Lands)
		Newton, Perry, St. Albans,	Union, Washinton, Utica Village
	7417	2019-6-9 Auditor's Tax List Personal No. 24 - Perry No. 25 - St. Albans No. 26 - Union No. 27 - Washington No. 28 - Utica Village	Sub Assessment 1915 Property
	7418	2019-6-10	Assessment Duplicate 1909 Traiffic of Intoxicating Liquors
		Includes property owner, de	escription of premises, date of assessment, etc.
· · · · · · · · · · · · · · · · · · ·		Auditor's Duplicate Tax List Real Property 1918 Wards 1, 2, 3	
	Auditor's Duplicate Tax List Real Property 1918 Wards 1, 2, 3 Includes the owner, description of property, and value of property		Real Property 1918 Wards 1, 2, 3
	7420	2019-6-12	Auditor's Tax List Personal Property 1919
		Auditor's Tax List Personal 1919 Hanover Harrison Hartford Hopewell Jersey Liberty Licking Lima Pataskala Villiage	Property
	7421	2019-6-13 1927-1929	Cigarette Traffic Tax Duplicate
	7422	2019-6-14 Auditor's Tax List Personal	Sub Assessment - City Personal 1914 Property
	7423	2019-6-15	Sub Assessment Township No. 24-28 1917

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

Box Number	User Box Number Box Description	Box Title
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 Pro	1919 Township Tax Record
	Newton Perry St. Albans Union Washington Utica Village	
7435	2019-6-27 Auditor's Tax List Real Pro	1915 Sub Assessment
7436	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 2019-6-28	1917 Sub Assessment
7430	Auditor's Tax List Personal	-
	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	1919 Township Tax Record

McKean

Madison Mary Ann Monroe

Box Number	User Box Number Box Description	Box Title	
Auditor			
	Newark		
7439	2019-6-31	1915 Sub Assessment	
	perty (Lands) 1915		
	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	1918 Township Tax Record No. 1-9	
7440		•	
	Auditor's Tax List Real Property (Lands)		
	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	4047.0   4	
7441	2019-6-33 Auditor's Tax List Real Pro	1917 Sub Assessment No. 10-17	
		, <b>,</b> (=)	
	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	1918 Township Tax Record	
	Auditor's Tax List Real Pro	perty (Lots)	
	No. 10 Hanover		
	No. 11 Harrison No. 12 Hartford		
	No. 12 Hartiord No. 13 Hopewell		
	No. 14 Jersey		
	No. 15 Liberty		
	No. 16 Licking No. 17 Lima		
	Pataskala		
7444	2019-6-35	Sub Assessment City Real 1914 Wards 1-2-3	
	Auditor's Tax List Real Pro	perty (Lots)	
7445	2019-6-36	Duplicate of Taxes Assess on Lands	
	Duplicate of Taxes Assess	·	
7446	2019-6-37	Duplicate of Taxes Assessed on Lands	
	Duplicate of Taxes Assess		
7447	2019-6-38	Duplicate of Taxes Assessed on Lands	
7448	Duplicate of Taxes Assesse 2019-6-39	ed on Lands in townships Sub Assessment City Personal 1914	
1 <del>44</del> 0	ZU 13-U-U3	ous Assessment Oity I cisonal 1814	

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and cattle owned; state and canal, school and courthouse taxes paid.	carriages,	·	
7469 2019-6-60 Duplicate of Taxes Assessed on Personal Property	-		·
	7469	2019-6-60	Duplicate of Taxes Assessed on Personal Property

Box Number	User Box Number Box Description	Box Title
Auditor		
7470	Duplicate of Taxes Assesse 2019-6-61 Direct Inheritance Tax Vol.	ed on Personal Property in townships 1897 Direct Inheritance Tax
7472	2019-6-62 Interitance Tax Record 195	Inheritance Tax Record
7473	2019-6-63 Auditor's Transfer Record	Transfer Record documenting the transfers in ownership of real
property, 1915	, taution of Trainerer Property,	accumenting the transfers in emissions 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
	Auditor's Transfer Record,	documenting the transfers in ownership of real
property, vol. 4		
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
1411	Auditor's Transfer Record,	
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 7485	2019-20-06 2019-20-07	Court Docket Court Docket
7486	2019-20-07	Court Docket 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 7407	2019-20-18	Court Docket
7497 7498	2019-20-19 2019-20-20	Court Docket Court Docket
7498 7499	2019-20-20 2019-20-21	Court Docket Court Docket
7500	2019-20-21	Court Docket
7501	2019-20-23	Court Docket