

## **Village of Lockington, Interim report for the OHRAB grant September 30, 2019**

In June 2019, the Village of Lockington was awarded \$850 from the Ohio Historical Records Advisory Board (OHRAB) through a grant from National Historical Publications and Records Commission (NHPRC), National Archives and Records Administration. The Village has contracted for professional services with Archivist Stephen Brent Adams for the purpose of sorting, identifying, inventorying, and organizing over 300 cubic feet of records. The completion of this 100-hour project will result in the beginning stages of organizing Lockington's historical records in a manner that is professional, consistent with appropriate archival practices, and provides ease of access for all interested parties.

Currently, our Archivist is 75 hours into the project with the sorting, identifying and inventorying of three-fourths of the records or approximately 180 cubic feet having been completed. The expenses incurred to date are the Archivist's contracted services which have been covered by the Village's matching funds and half the grant monies. We have the 25 hours of grant monies remaining to cover the cost of completion of our project, which will be finalized well in advance of December 31, 2019. At completion of the project, we will have had most of all records sorted and inventoried, with a few of the unique kinds of records left to do.

Much progress has been made for the sorting of our records into the categories necessary for determining which items can be immediately purged without a RC-3 and those that will require a RC-3 based on our Record Retention Schedule. Approximately one-third of the records thus far can be purged without the requirement of a RC-3. Roughly two-thirds of the records sorted are over 50 years old and will need approval from the Ohio History Connection on how to proceed with those. Most of those records ready for immediate disposal consist of long ago financial and police department documents.

The word has gone far and wide as to the awarding of your grant to our Village. It was published in the Sidney Daily News (article attached to email), a notification was posted on the bulletin board outside the Village Hall and on several social media pages. The Wikipedia page for Lockington will be updated with accurate information which will document the grant award and how it was utilized. We celebrated Shelby County's Bicentennial on September 29, 2019 in which Village Hall was open to the public to view the progress of the grant project in real time.

Letters were sent to elected officials, other dignitaries, historical societies, and organizations with an interest in the Locks of the Miami-Erie canal era. The announcement of our receipt of the grant was made and the attendees were invited to come inside our Village Hall to see the progress of this grant award in real time with many interesting documents on display. It truly was an awesome sight to see!

Council adopted a Records Retention Schedule Policy in May 2019. This is the first step in sustaining records management for the Village of Lockington's records. As Records Management Committee Chair, I will meet with the Records Commission, at least, twice a year to make sure records are kept in accordance to professional standards and easily accessible. Records that can be purged, according to the Village of Lockington's Records Retention Schedule, will be identified at this time and handled accordingly.

Our Archivist, Mr. Adam's, expertise will provide the knowledge needed for the Records Committee, Fiscal Officer, Council Members, Mayor, and other employees of the Village, to sustain the practice(s) of identifying, inventorying, organizing, and preserving physical records on an ongoing basis by implementing new and adhering to current policies, protocols, and recommendations of the Local Government Records Program provided through the Ohio History Connection.