



DEPARTMENT OF *Planning &* ZONING

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Mr. Fred Previts
OHRAB Grant Program
c/o the Ohio History Connection State Archives
800 E 17th Ave
Columbus, OH 43211

Final Report: Boardman Township Digitization and Preservation of Zoning Department
Records

Dear Mr. Previts,

In March 2019 the Department of Planning and Zoning was awarded \$2,516 from the Ohio Historical Records Advisory Board under their Ohio Archives Grant program. This funding was requested as part of the department's ongoing *Digitization and Preservation of Zoning Department Records* project.

Summary of Project Activities and Accomplishments

Township staff scanned all permits from 2013-2016 as part of the grant fulfillment. Four years' worth of permits are now readily available and more accessible than ever before. We will be concluding our project by reorganizing and re-boxing all of the 2013 permits to be returned to storage. This is a total of 21,111 cubic feet of documents. Each year of permits consists of 400-500 permits each consisting of multiple pages and sometimes large site plans.

At the conclusion of this grant time, we have spent some 248.6 hours preparing documents, scanning, labeling, filing both digital copies, and preparing the physical copies for a life in acid-free archival boxes. This is detailed in attachment 1. In total our complete in-kind match for the project was \$3,662.89, a \$1,137.89 over what was expected. As well as a cash match of \$5,000.00 which we used to contract out 8 years (2004-2011) of permit scanning.

Self-Assessment Narrative

Over the course of the last nine months the department has seen considerable changes in regards to staff and process. Staff time from 3 members of our team was dedicated to this project as well as some time from a local high school volunteer intern. Throughout the duration of this process Lukas Darling, who was initially our Zoning Intern became a full-time Property Enforcement Officer. Additionally the department hosted to a volunteer intern from Boardman High School who remained with us for just over a month. These changes and additional hands helped us reach our ultimate goal of creating an efficient mechanism and process for scanning these one-of-a-kind documents.



Throughout this process, we met with industry leaders from mass-document digitization such as InfoStore, Iron Mountain, CASO Document Management, and GBS Corporation, who provided both recommendations as well as the potential to contract solutions in the future. As of this writing we have a contract to work with GBS Corporation to perform \$5,000 worth of scanning for 2020 and over time the remainder of our collection over the next several budget cycles. GBS Corporation will scan 8 years of permits for the initial contract. GBS will not reorganize and re-box the documents at this low fee so staff will be contributing more in-kind time to the reorganization of those 8 years of documents once they have been scanned and returned. The amount of scanning they are performing for the township is slightly more than 42.39 cubic feet of documents.

Project Impact

This project so far will result in 64 cubic feet of documents now stored digitally that were previously not easily accessible and located in another building. Now when requested we can furnish these records in a much more timely fashion for the public and have them easily available for our own reference. Before starting this project we were pulling records as we needed them and scanning them which resulted in very little progress to permanently saving these records long term. Now we are exploring another funding source to get all our record from the 1980's to current scanned by the end of this year. While this is only half of the total number of records we will at least have scanned records of all of the stormwater management projects in the Township over the last 40 years easily available to the stormwater district and county personnel that review these plans for compliance.

This grant certainly aided in our staffs ability to make others interested in preserving these records and realize their overall importance. The creation of the local stormwater district and their desire to have access to these records as well has aided in our ability to move forward with saving additional records before they become damaged or lost permanently.

Respectfully,

Tricia D'Avignon

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Attached: Attachment 1-OHRAB Report-Time (Project Match Hours)
Attachment 2-Boardman TWP Proposal Signed (GBS Contract)
Attachment 3-Boardman Reporter - Fall 2019 (Sent to all township residents)
Attachment 4-Copies of catalog entries and other finding aids (screen shots, before and after photos)