

INSTITUTION/ORGANIZATION NAME

Laurel School

PROJECT TITLE

“Blazing the Trail: 125 Years at Laurel School”

PROJECT DIRECTOR NAME, TELEPHONE NUMBER, AND EMAIL ADDRESS

Mrs. Venta Cantwell

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SUMMARY OF PROJECT ACTIVITIES AND ACCOMPLISHMENTS

- Titles, series titles, dates and cubic footage/images scanned, of records addressed by your project.

The records that the Archival Intern was able to examine included a range of historical documents such as photographs from the early 20th Century through the 1960s (including glass slides), yearbooks, written correspondence (student, faculty, board), as well as audio and visual recordings.

- Copies of catalog entries and other finding aids (these might include screen shots, links, and before and after photos), if applicable.

Not applicable.

- *Narrative of self-assessment about how the project met the objectives submitted in your application.*

In the original grant application, Laurel School sought to contribute to the history of women who attended independent all girls' schools in Ohio. More specifically, Laurel would address this historical gap by hiring an Archival Intern to lead efforts to identify, organize, and improve public access to the local and national accomplishments of its alumnae.

Project objectives included the following:

- Oral histories highlighting 125 Laurel School Trailblazers;
- A formalized records retention policy and schedule for the historic records of the archive; and
- An online, free searchable database of these women on Laurel's website.

Overall, the project achieved considerably less than was originally intended. Due to a paucity of qualified candidates, the process of identifying and hiring someone to fill the position of Archival Intern took longer than expected. This delay led to a significantly shortened time period to complete all of the project objectives. However, the Archival Intern was able to assess Laurel's current archival holdings, investigate storage potential and climate/security issues, identify the appropriate archiving supplies, and create an archives report which included drafts of an Archives Collection Policy, Records Group System, and Records Transfer Form. The Archival Intern also provided recommendations concerning identifying and uploading archival

records for public usage via a free, online searchable database on the school's website.

- *An evaluation of the project's impact (such as increased researcher demand for the records or actions the organization will take to sustain the results of the project).*

As described in the original proposal, Laurel is preparing to celebrate its 125th Anniversary in 2020. This celebration will highlight the milestones achieved in inspiring each girl to fulfill her promise and to better the world which includes providing public access to the local and national accomplishments of its alumnae. Thanks to the initial support provided by the Ohio Historical Records Advisory Board, Laurel was able to hire an Archival Intern and obtain the appropriate archival supplies to provide the foundation for the school community and general public to access records related to alumnae accomplishments.

In continuing this important work, Laurel's Archival Intern has provided a list of recommendations for archival policies and procedures including strategies to digitize audio and video recordings that are already, or soon to be, obsolete. This report also includes recommendations on partnering with another school or consortium to share a common platform for storing and accessing digitized archival records to reduce costs associated with additional staffing and equipment expenses. Laurel will continue to work towards the recommendations set forth by the Archival Intern and seek additional funding to create an online platform for public access to the local and national accomplishments of its alumnae.

- Quotes from local press coverage and also copies of articles cited.

Due to the delay in hiring an Archival Intern, there was no press coverage concerning this grant. However, Laurel will provide credit to OHRAB once the archival records are ready for public use.

- Itemized list of expenditures. Include copies of invoices, checks and/or receipts.

The following is an itemized list of expenditures. Copies of invoices are attached for the archival supplies.

Expenditure	Total
Supplies	
Gaylord Full Tab Letter Size File Folders Pkg 50 (1)	\$31.79
Gaylord Full Tab Legal Size File Folders Pkg 50 (1)	\$35.15
Blue Grey Flip Top International A4 Size Document Case (1)	\$9.35
Blue Grey Barrier Board Flip Top Case (10)	\$82.50
Gaylord Buffered Acid Free Tissue 8x10" Pkg 100 (2)	\$21.38
Unbuffered Spider Tissue Roll 38"W x 328"L (1)	\$140.69
Blue Grey Barrier Board Drop Front Archival Marvel Poster Box (5)	\$179.25
SHIPPING AND PROCESSING	\$69.43
SUPPLIES SUBTOTAL	\$569.54
Salaries and Wages	
Archival Intern	\$1,000.00
TOTAL EXPENDITURES	\$1,569.54

PROJECT COST MATCH

<u>Expenditure</u>	<u>Total</u>	<u>Grant Funds</u>	<u>Matching Funds</u>
<i>Supplies</i>			
Gaylord Full Tab Letter Size File Folders Pkg 50 (1)	\$31.79	\$31.79	-
Gaylord Full Tab Legal Size File Folders Pkg 50 (1)	\$35.15	\$35.15	-
Blue Grey Flip Top International A4 Size Document Case (1)	\$9.35	\$9.35	-
Blue Grey Barrier Board Flip Top Case (10)	\$82.50	\$82.50	-
Gaylord Buffered Acid Free Tissue 8x10" Pkg 100 (2)	\$21.38	\$21.38	-
Unbuffered Spider Tissue Roll 38"W x 328'L (1)	\$140.69	\$140.69	-
Blue Grey Barrier Board Drop Front Archival Marvel Poster Box (5)	\$179.25	\$144.14	\$35.11
SHIPPING AND PROCESSING	\$69.43	-	\$69.43
SUPPLIES SUBTOTAL	\$569.54	\$465.00	\$104.54
<i>Salaries and Wages</i>			
Archival Intern	\$1,000.00	\$1,000.00	-
Director of LCRG	\$1,000.00	-	\$1,000.00
Director of Alumnae and Communications	\$1,000.00	-	\$1,000.00
TOTAL EXPENDITURES	\$1,569.54	\$1,465.00	\$2,209.08
TOTAL GRANT FUNDS		\$1,465.00	
TOTAL MATCHING FUNDS			\$2,209.08