

Village of Lockington, Final Progress Report for the OHRAB Grant December 31, 2019

Project Title: Organization of Village Historical Records
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Summary:

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 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 has resulted in the organization of Lockington's historical records in a manner that is professional, consistent with appropriate archival practices, and provides ease of access for all interested parties.

At the completion of the 100-hour project, all Village records; which consist of approximately 300 cubic feet, have been identified, sorted, filed, and inventoried into categories. Approximately, one-third of the records have been identified as those that can be purged without a RC-3 form. Two-thirds of the records have been identified as being over fifty years old and, as such, require a RC-3 form.

The original goals and objectives have been surpassed, in part, due to the Archivist's efficiency and productivity. The Village has adopted a Records Retention Schedule, and policies and procedures to sustain records organization; which include, the creation of a Records Management Committee that will meet frequently to make sure current records are being filed correctly, to recommend records to be purged or archived according to the Records Retention Schedule, and to make sure records are kept in accordance to professional standards and have ease of access.

Although, the Village records have been identified, sorted, filed, and inventoried, there is more work to be completed. The records are stored in file boxes and labeled as to what type of document is inside. However, the records are not filed chronologically. Filing records chronologically is the next project for the Village to complete.

Albeit, the records are not filed chronologically, the records have been filed, inventoried, placed in file boxes, and labeled (inventory list attached). This provides for ease of access in locating records and is one of the sustainable goals of the Village. At this time, a requested document could be found in a reasonable amount of time.

The expenses incurred for this 100-hour project consists of the \$850 in grant monies and the \$850 from the Village of Lockington's matching funds made in payment for the contracted services of the Archivist, Stephen Brent Adams (pdf attached). The mound of boxes, papers and books was so incredibly intimidating that we may never have accomplished this project without the help of your grant to hire the Archivist to make some sense out of it all and get it sorted, organized and inventoried. His work will make it much more manageable for us to continue.

Also attached to this report are three images of interesting documents discovered during this project. One document from Court Docket book shows an entry in 1858 of a fine in excess of \$400 for the possession of liquor and another document from the book shows an entry in 1890 regarding the use of God's name in vain. The third document is the voter summary page from 1928 for the election of Herbert Hoover as President of the United States.

Publicity and Crediting:

The word of your grant awarded to our Village was first published in the Sidney Daily News (article attached), a notification was posted on the bulletin board outside the Village Hall and on several social media pages. Also, the Wikipedia page for Lockington has been updated with accurate information which documents the grant award and how it was utilized. (https://en.m.wikipedia.org/wiki/Lockington,_Ohio#)

We celebrated Shelby County's Bicentennial on September 29, 2019 (formal announcement image attached) in which Village Hall was open to the public to view the progress of the grant project in real time (article attached). 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.