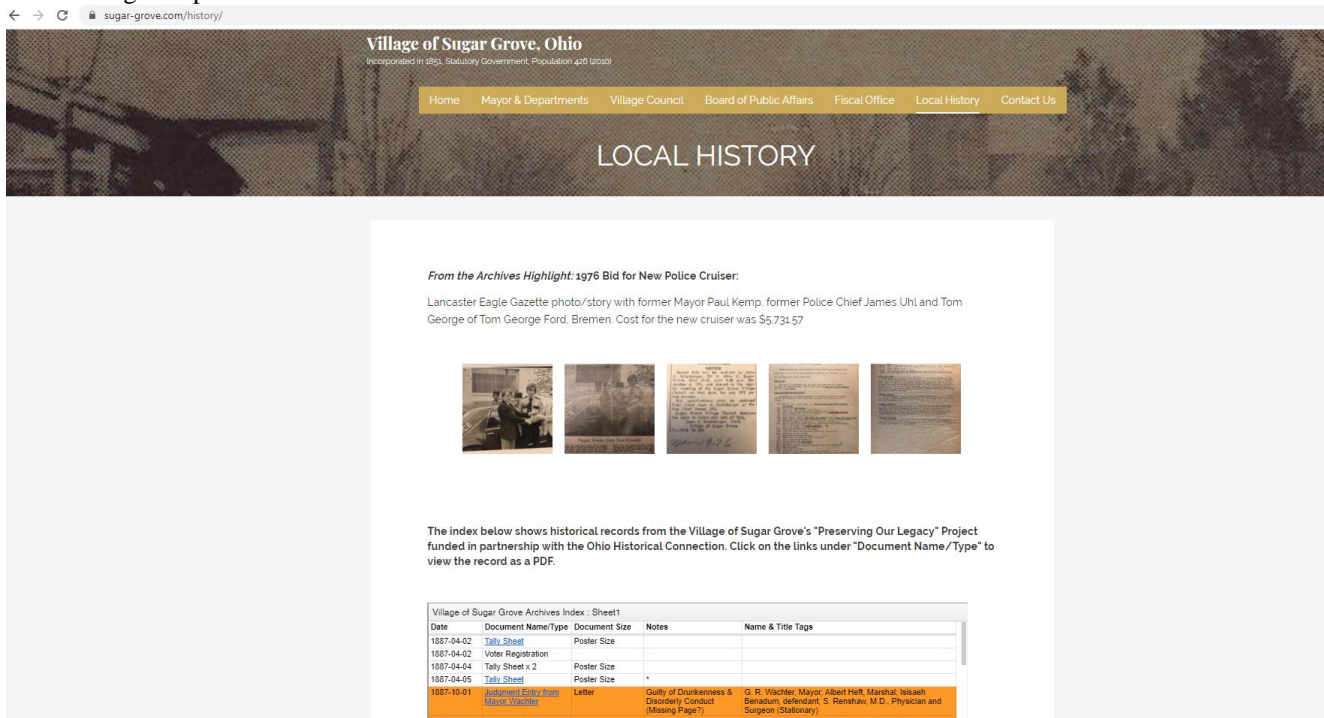


**“Preserving Sugar Grove’s Legacy”
Ohio Historical Records Advisory Board Grant
Final Report Summary – January 31, 2020**

Summary of Project Activities and Accomplishments:

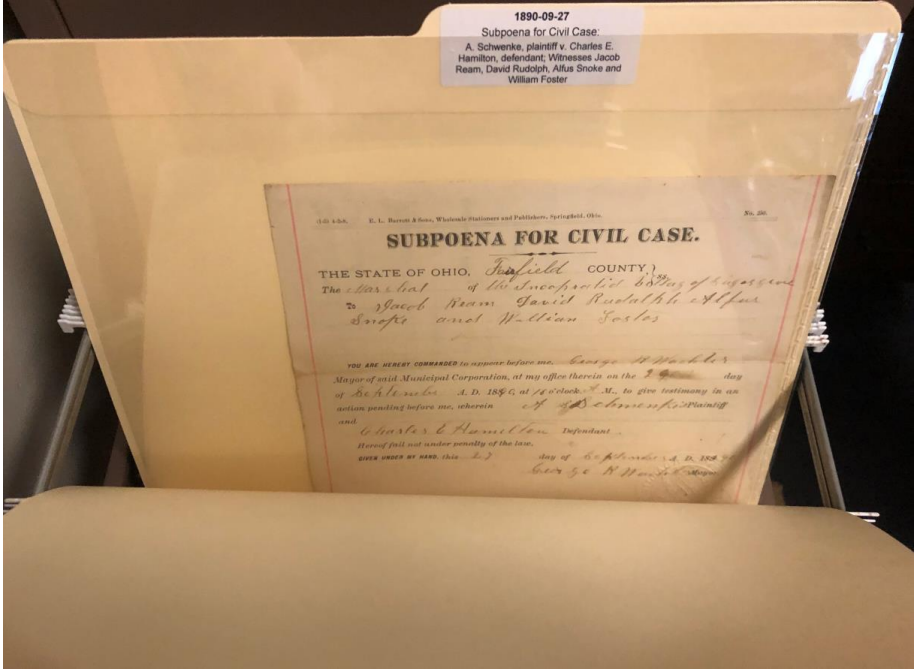
- **Self-Assessment Narrative:** From the onset of the grant application process and award of grant monies, the Municipal Records Commission and Village staff main objective was to digitize and preserve the oldest known records of the Village. Through initiating application for the grant, the Village ended up creating and filling a part-time position known as the “Village Archivist” who specializes in the maintenance of historical records. The Village committed additional monies beyond what it had originally agreed to in the application for ongoing records storage (archival quality boxes, folders, and sleeves) to preserve records. As the Village Archivist worked through the boxes of historical documents, it became apparent that there was more than originally thought existed. Additionally, the Village Archivist began appraising various documents for historical meaning to present during Commission and Council meetings, which included documents relating to old cisterns that once existed on school grounds that were recently excavated, records pertaining to the Village’s cemetery, Ordinances and Resolutions not kept bound and organized as part of the official record, as well as various political petitions dealing with local options for alcohol. This discovery of historic information is now catalogued on our website in the form of an index of the documents and links to a scanned PDF version of the document accessed by anyone that visits the Village’s website (<https://sugar-grove.com/history/>). Additionally, the archivist has tagged names associated with each document that can be searched online for genealogical research. This feature also added to the mission of preserving the Village’s legacy.
- **Impact Evaluation:** Due to the extent of the records discovered and the excitement surrounding what has been unearthed, the Village Council continues to support additional financial resources to ongoing preservation efforts. The index will continue to grow as the archivist continues to work and organize the documents. Council has also appropriated funds for an industrial quality filing cabinet (36”x48”) to store large maps, blueprints, and documents not currently stored in a manner that is conducive to long-term permanent retention and preservation (approximately \$2,400 appropriated for such purposes). Lastly, and most importantly, the Village recognizes the challenges of its current Municipal Hall in accommodating records and has set aside \$22,000 in FY2020 for redesigning Council Chambers and the Clerk’s office to accommodate the need for space and storage in a climate controlled environment.
- **Titles/Series/Catalog/Index of Historical Documents:** Accessible to the public by visiting(<https://sugar-grove.com/history/>) and viewing the spreadsheet.



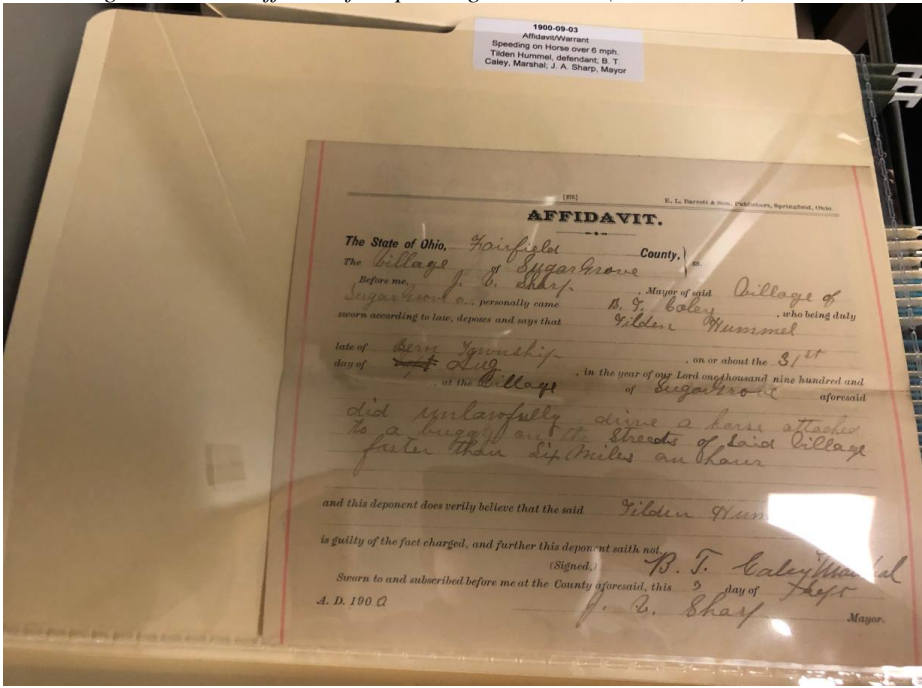
- **Photos:**
 - Example of how we are filing and organizing our historical records within the Clerk’s Office (sorted by date):



- o Individual file example (1890 Subpoena for Civil Case):



- o Interesting Find: 1900 Affidavit for speeding on a horse (over 6MPH):



- o 1904 Ordinance (Payment of Certain Bills):

ORDINANCE NO. ...
For the Payment of Certain Bills.

Be it ordained by the Council of the Village of Sugar Grove
that the following bills be allowed, and paid from the following funds, and that the Cor-
poration Clerk be directed to draw his warrant on the Treasurer for the amount: ...

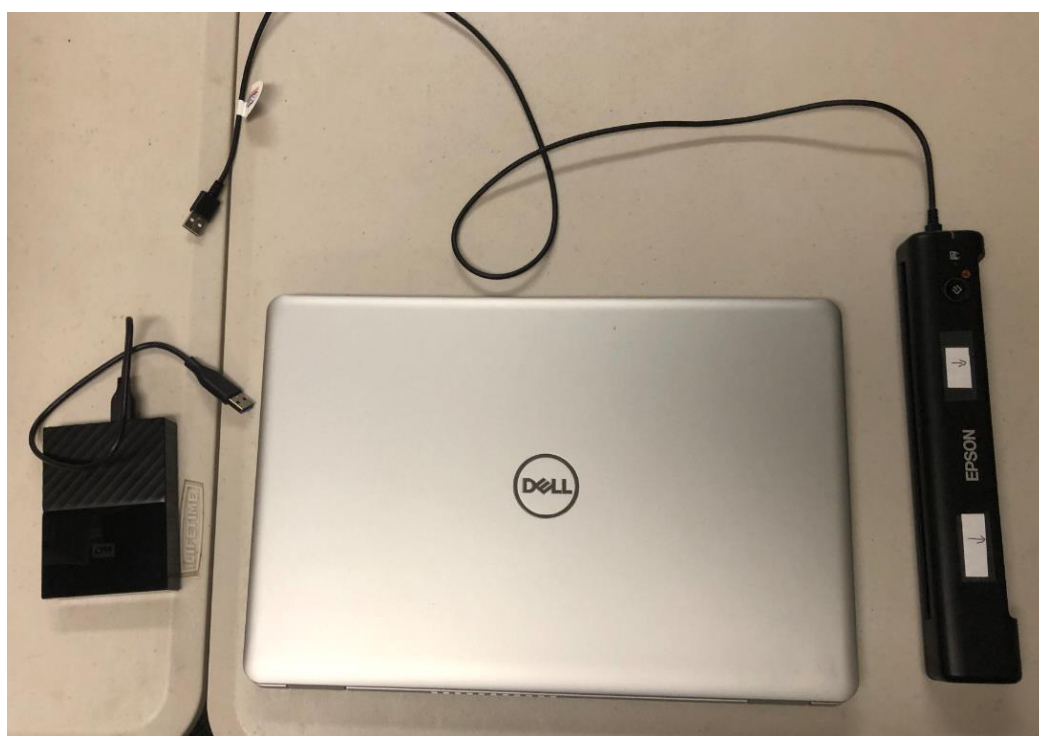
CLAIMANTS NAME	AMOUNT	REMARKS	PAID FROM
1. M. A. Taylor	12.00	6 days as Auditor/Blk	Over
2. J. W. Taylor	10.00	as Marshal	Police
3. Do	5.00	Salary of Supt	Light
4. C. A. Barrett	7.50	200 lbs of Sugar/Blk	Sugar
5. J. W. Taylor	7.50	Salary of Supt	Council
6. J. W. Taylor	10.00	Salary of Marshal/Blk	Police
7. Do	2.50	Salary of Supt	Light
8. Do	5.00	Salary of Supt	"
9. John Taylor	2.00	1 Day as Secretary/Blk	Over
10. W. M. Taylor	12.50	Police salary	Over
11. E. U. Taylor	5.00	"	"
12. Henry W. Taylor	10.00	Salary of Supt	Police
13. W. H. Taylor	6.00	Police Salary/Blk	Light
14. Passage Book	7.50	Sugar for Supt	"
Total			\$ 118 8.45

Done at the Council Chamber in Sugar Grove, Ohio
this 6th day of January, A. D. 1904.

Signed: H. M. Taylor, Clerk; A. M. Taylor, Mayor.

I hereby certify that the amount required for the payment of the expenditure in this ordinance provided for, is in the treasury to the credit of the funds from which it is to be paid, and not appropriated to any other purpose.
A. M. Taylor, Corporation Clerk.

- o Equipment Purchases (External Hard Drive, Laptop, Mobile Scanner Unit):



- **Publicity:**
 - July 3, 2019 - Website Press Release (Village's Home Page): (www.sugar-grove.com)
 - July 6, 2019 – Lancaster Eagle Gazette News Brief: (<https://www.lancastereaglegazette.com/get-access/?return=https%3A%2F%2Fwww.lancastereaglegazette.com%2Fstory%2Fnews%2Flocal%2F2019%2F07%2F05%2Fnews-briefs-upcoming-road-closures-next-week%2F1655153001%2F>)

- **Itemized Expenses:**

Payment Advice #: 11751 **Status:** Cleared
Vendor / Payee: GAYLORD ARCHIVAL **Post Date:** 07/08/2019
Type: Accounting Warrant **Transaction Date:** 07/08/2019
Purpose: **Original Amount:** \$1,449.49

Detail					
Quantity	Units	Description	Unit Price	Extended Price	Invoice #
25.00		LIGHT TAN CLASSIC RECORD STORAGE CARTONS	\$10.95	\$273.75	
2.00	50 PACK	HEAVY STOCK FULL TAB LEGAL SIZE FOLDER	\$35.15	\$70.30	
4.00	100 PACK	REINFORCED HALF-CUT TAB LETTER SIZE FOLDERS	\$57.29	\$229.16	
30.00	10 PACK	8 1/2 BY 11" 3 MIL POLYESTER L-SLEEVES WITH UV PROTECT	\$22.89	\$686.70	
1.00		SHIPPING CHARGE	\$189.58	\$189.58	

Payment Advice #: 11761 **Status:** Cleared
Vendor / Payee: Office Depot **Post Date:** 07/12/2019
Type: Accounting Warrant **Transaction Date:** 07/12/2019
Purpose: **Original Amount:** \$183.99

Detail					
Quantity	Units	Description	Unit Price	Extended Price	Invoice #
1.00		BROTHER COMPACT WIRELESS MONOCHROME LASER ALL-IN-ONE PRINT	\$183.99	\$183.99	335437093001

Distribution

Payment Advice #: 11808 **Status:** Cleared
Vendor / Payee: GAYLORD ARCHIVAL **Post Date:** 08/22/2019
Type: Accounting Warrant **Transaction Date:** 08/22/2019
Purpose: **Original Amount:** \$258.85

Detail					
Quantity	Units	Description	Unit Price	Extended Price	Invoice #
10.00	10 PACK	8 1/2 BY 14" 3 MIL POLYESTER L SLEEVES WITH UV PROTECT	\$25.19	\$251.90	2615113
1.00		shipping	\$6.95	\$6.95	2615113

Payment Advice #: 11834 **Status:** Cleared
Vendor / Payee: Office Depot **Post Date:** 09/09/2019
Type: Accounting Warrant **Transaction Date:** 09/09/2019
Purpose: **Original Amount:** \$955.97

Detail					
Quantity	Units	Description	Unit Price	Extended Price	Invoice #
1.00		DELL INSPIRON 15 LAPTOP, 15.6" SCREEN, 8GB MEMORY	\$699.99	\$699.99	368315912001
1.00		WD PORTABLE EXTERNAL HARD DRIVE	\$135.99	\$135.99	368315912001
1.00		EPSON WORKFORCE PORTABLE COLOR DOCUMENT SCANNER	\$119.99	\$119.99	368315912001

Distribution

Payment Advice #: 12008 **Status:** Cleared
Vendor / Payee: GAYLORD ARCHIVAL **Post Date:** 01/02/2020
Type: Accounting Warrant **Transaction Date:** 01/02/2020
Purpose: **Original Amount:** \$243.30

Detail					
Quantity	Units	Description	Unit Price	Extended Price	Invoice #
10.00		Gaylord Archival® 3 mil Polyester L-Sleeves with UV Protection (10-Pack) 8 1/2"	\$19.46	\$194.60	2639814
1.00		Gaylord Archival® Reinforced Half-Cut Tab Letter Size File Folders (100-Pack)	\$48.70	\$48.70	2639814

- **Summary of Expenses:** (*see copies of invoices and payments attached)

Warrant #	Amount
11751	\$1,449.49
11761	\$183.99
11808	\$258.85
11834	\$955.97
12008	\$243.30
Grand Total	\$3,091.60 (\$2,538.00 Grant Funded, \$553.60 In-Kind Match)

- **Project Cost Match:**

Personnel (Hours)	Village Cost
Chief Fiscal Officer (est. 40 hours)	\$1,300.00
Village Archivist (actual 40 hours)	\$400.00
Assistant Fiscal Officer (est. 40 hours)	\$500.00
Subtotal Salaries Match	\$2,200.00

Grant Funded \$2,538.00 and Village matched with salaries and equipment purchases in-kind totaling \$2,753.60 (\$2,200 + \$553.60)

- **Project Files Statistics:**

- Total Documents Indexed: 672
- Total Documents Linked on Website: 255
- Total Documents Scanned and Archived*: 500
- *Archived means placed within folders and protective sleeves.