

2020 OHRA Grant Interim Report-Delhi Historical Society-Flat File Project

In May of this year, the Delhi Historical Society was awarded a grant to support a project with the unwieldy title of Improving the Preservation, Organization, and Accessibility of Large Documents, Drawings, and Photographs. It has become known as the Flat File Project.

As of September 30, 2020, the Flat File Project is 60%-70% complete (64.5 combined staff and volunteer hours have been used.) All materials have been ordered and received. This includes:

- A 36"x48" flat file and its base
- Large archival folders for maps and documents
- Archival folders for panoramic photographs
- Archival sleeves for photos, newspapers, and posters

The staff and volunteers began work on the project well before the flat file and materials arrived. This included:

- Removing the collections from the old failing flat file
- Assessing the condition of each item removed
- Ensuring each item was properly entered into our collections management database, Past Perfect
- Photographing each item and attaching the photo to the Past Perfect entry
- Placing them in temporary storage until the new flat file arrived and could be used.

The emptied, old flat file was given to a local artist, who then gratefully made a \$20.00 donation toward the Society's Collections budget. The new flat file was received, moved inside *and upstairs*, assembled, and installed. Moving the collections into the new flat file began, ensuring Past Perfect was updated with the correct location of each item.

In late August, work on the Flat File Project was interrupted by another project: completion of our SCHOOLS of DELHI exhibition, which was to open September 4. That became an all-hands-on-deck task for about two weeks. Despite that interruption, the Flat File Project is still on track for completion by December 31, 2020.

Items in a newer (but still 30 years old) wood flat file are now being assessed and considered for storage in the new metal flat file. Large photographs stored in lateral files, including several panoramic photos, are being assessed for moving to the new flat file as well.

Receipt of the award was announced by the Delhi Historical Society in its newsletter and via social media. A screen shot of the social media post appears on the next page. A hard copy of the newsletter is available upon request. PDF of the article accompanies this report.

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- Located at 468 Anderson Ferry Road in Delhi Township, Ohio, the Delhi Historical Society's mission is to collect, preserve and share the history of Delhi.
- Keep up with our news in events by subscribing to our mailing list today!
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Delhi Historical Society

Some of the most interesting items in Delhi Historical Society's collections are large format documents, maps, drawings, and photographs. These special pieces must be stored flat, in protective folders, to protect them from curling, folding, or soiling from other documents. The Delhi Historical Society is completing a project which will improve the preservation, storage, and accessibility of these pieces.

Among the most treasured of these documents are original architectural drawings of the Williams District School, which once stood on Delhi Pike at Plum Street. These rare and unique drawings were created in 1898 by Cincinnati's acclaimed architectural firm, Samuel Hannaford & Sons.

A key element of this project was the purchase of a new, archival quality flat file cabinet. The new flat file and storage materials were purchased using grant money. Volunteers transferred the documents and photographs from the old cabinet to the new one, ensuring their catalog entries were correct and up to date. The unique items, such as the Hannaford drawings, were photographed. Those photos were added to the catalog entries. Finally, the catalog entries have been uploaded to the Society's online searchable database, available at www.DelhiHistoricalSociety.org. Visitors to our website can see these wonderful pieces without visiting our research center.

The project is supported in part by an award from the Ohio Historical Records Advisory Board, through funding from the National Historical Publications and Records Commission (NHPRC), National Archives and Records Administration.

Completion of the project is expected by the end of 2020.

Your Delhi Historical Society continues to preserve our community's past for the future.

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