



**Planning &  
ZONING DEPT**  
BOARDMAN TOWNSHIP

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February 5, 2021

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

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

Dear Mr. Previts,

In March 2020 the Department of Planning and Zoning was awarded \$3,837 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**

Over the last several months, GBS Corporation (the chosen contractor) has scanned department records from 1955-1976 as part of the grant fulfillment, with permits from 2003-2012 (which were previously scanned) being re-boxed. 33 large boxes worth of permits are now readily available and more accessible than ever before. During this time, department staff were tasked with organizing, filing, and re-boxing all scanned permits. This grant cycle, a total of 73.92 cubic feet of documents were digitized and placed in stable storage. Each year consisted of anywhere from 300 to 800 permits, each consisting of multiple pages and occasionally large format architectural plans.

At the conclusion of this grant period, we have spent 179.5 hours labeling, filing both digital and hard copies, and preparing the physical copies for a life in acid-free archival folders and boxes. This is detailed in attachment 1. In total our complete in-kind match for the project was \$5,665.11, and cash match was \$13,800.00, a \$13,886.55 surplus over what was expected in our application (\$5,578.56). This includes the \$4,000 in funding provided by the ABC Water and Stormwater District and \$9,800 in an end of year surplus in the department budget that was reallocated to this scanning project to finish the other half of the boxes that GBS took during the initial pick up this summer.

**Self-Assessment Narrative**

Over the course of this grant cycle, the department has been faced with the unprecedented issues brought on by the COVID-19 pandemic. However, thanks to the efforts over the last several years and the department's goal of creating a digital-first environment through our contract with OpenGov, our operational capacity remained high even when staff were working remotely.

In terms of this project, our staff was able to reorganize and box scanned permits in under a month during December 2020. This was possible by staff utilizing the now unused public meeting



room, which assured safe social distancing during this stage of the process. The number one goal of this project was to assure the safe and long-term stability of these records. We are currently working with the Township Administrator and the building superintendent to ensure that the Raupp Ave facility is clean, safe, and free from potentially damaging pests. As of this writing, we have already budgeted for an additional \$10,000 worth of records utilizing funds from our department budget for 2021. This advance in funding will allow us to continue our records digitization efforts and draw nearer to the close of this phase of the project.

### **Project Impact**

During the 2020 grant period, 33 cubic feet of documents were scanned by GBS Corporation. Additionally, during this grant period, 72.6 cubic feet of documents were received, boxed, and properly stored, this includes 39.6 cubic feet of documents that were scanned as part of the 2019 grant period. Since the first grant period in 2019, 97 cubic feet of documents have been processed as part of this project. Additionally, the contractor provided 104,826 images were made during the scanning project this year. (Attachment 2)

Our staff and residents have already seen the benefit of this project, with staff seamlessly sharing permit records, appeals case proceedings without needing to locate physical boxes. This project has also greatly decreased our response time to public records requests from several days to same-day or next-day and has facilitated the easy sharing of data via email, without requiring that staff members locate and scan records as needed.

### **Conclusion**

The support from OHRAB and the ABC Water and Stormwater District and their desire to have access to these records has aided in our ability to move forward with saving additional records before they become damaged or lost permanently.

This grant brings our department one-step closer to the final goal of a digital-first environment for all planning and zoning operations. As we move forward, we are currently working with the GBS Corporation to complete the digitization of zoning permits from 1950-1976 half of which are still in their possession as funding run short this year, before moving to the proceedings from the Board of Zoning Appeals, which established legal changes to individual properties. We would especially like to thank the Ohio Historic Records Advisory Board for their confidence and support of our department and our special projects.

Respectfully,

**Tricia D'Avignon**  
Assistant Director  
Department of Planning & Zoning  
Boardman Township  
330-726-4181  
tdavignon@boardmantwp.com



**Attached:**

**Attachment 1** - OHRAB Budget & Match Hours excel spreadsheet

**Attachment 2** – Images breakdown from GBS

2020	Images	LF Images
jan	0	0
feb	4989	1524
mar	15663	2938
apr	8648	908
may	13122	1307
jun	20323	3481
jul	14595	3784
aug	10591	2953
sep	HOLD for PO	
oct		
nov		
dec		
	87,931	16,895

**Attachment 3** - Resolution 20-06-10-05, ABC Water & Stormwater District

**Attachment 4** – GBS new PO to complete permits already in their possession that we estimated would be finished during this grant period, but under-estimated the number of large scale plans

**Attachment 5**-Copies of catalog entries and other finding aids (screen shots, before and after photos)

**Attachment 6**- Document Transportation Records



Additional Examples to Attachment 5-Copies of catalog entries and other finding aids (screen shots, before and after photos)

1960-12	11/5/2020 10:36 AM	Adobe Acrobat D...	143 KB
1960-13	11/5/2020 10:36 AM	Adobe Acrobat D...	71 KB
1960-14	11/5/2020 10:36 AM	Adobe Acrobat D...	72 KB
1960-15	11/5/2020 10:36 AM	Adobe Acrobat D...	78 KB
1960-16	11/5/2020 10:36 AM	Adobe Acrobat D...	79 KB
1960-18	11/5/2020 10:36 AM	Adobe Acrobat D...	81 KB
1960-19	11/5/2020 10:36 AM	Adobe Acrobat D...	72 KB
1960-20	11/5/2020 10:36 AM	Adobe Acrobat D...	153 KB
1960-21	11/5/2020 10:36 AM	Adobe Acrobat D...	155 KB
1960-22	11/5/2020 10:36 AM	Adobe Acrobat D...	170 KB
1960-23	11/5/2020 10:36 AM	Adobe Acrobat D...	86 KB
1960-25	11/5/2020 10:36 AM	Adobe Acrobat D...	70 KB
1960-26	11/5/2020 10:36 AM	Adobe Acrobat D...	71 KB
1960-27	11/5/2020 10:36 AM	Adobe Acrobat D...	73 KB
1960-28	11/5/2020 10:36 AM	Adobe Acrobat D...	74 KB
1960-29	11/5/2020 10:36 AM	Adobe Acrobat D...	75 KB
1960-30	11/5/2020 10:36 AM	Adobe Acrobat D...	73 KB
1960-31	11/5/2020 10:36 AM	Adobe Acrobat D...	71 KB
1960-32	11/5/2020 10:36 AM	Adobe Acrobat D...	75 KB
1960-33	11/5/2020 10:36 AM	Adobe Acrobat D...	69 KB
1960-34	11/5/2020 10:36 AM	Adobe Acrobat D...	69 KB
1960-35	11/5/2020 10:36 AM	Adobe Acrobat D...	69 KB
1960-36	11/5/2020 10:36 AM	Adobe Acrobat D...	68 KB
1960-37	11/5/2020 10:36 AM	Adobe Acrobat D...	69 KB
1960-38	11/5/2020 10:36 AM	Adobe Acrobat D...	70 KB
1960-39	11/5/2020 10:36 AM	Adobe Acrobat D...	71 KB

Z:\Permits Scanned\1960

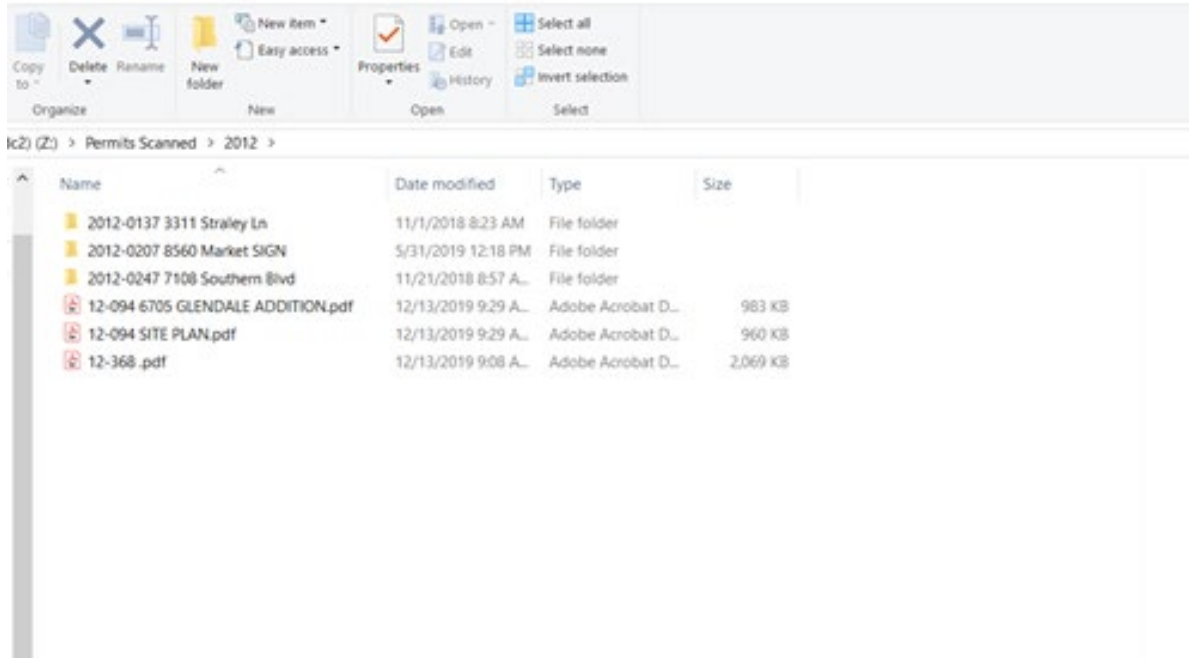
1956-40 915 Afton (SRAG)	8/6/2020 11:51 AM	Adobe Acrobat D...	85 KB
1956-41 Boardman-Canfield (SIGN)	8/6/2020 11:51 AM	Adobe Acrobat D...	67 KB
1956-42 5247 West (DUPLEX)	8/6/2020 11:51 AM	Adobe Acrobat D...	73 KB
1956-43 168 Ridgewood (SRAG)	8/6/2020 11:51 AM	Adobe Acrobat D...	73 KB
1956-44 4055 South (PATIO)	8/6/2020 11:51 AM	Adobe Acrobat D...	70 KB
1956-45 1642 Boardman Poland (SIGN)	8/6/2020 11:51 AM	Adobe Acrobat D...	67 KB
1956-46 Market (SIGN)	8/6/2020 11:51 AM	Adobe Acrobat D...	75 KB
1956-47 3990 Hopkins (SRAG)	8/6/2020 11:51 AM	Adobe Acrobat D...	74 KB
1956-48 4004 Hopkins (SRAG)	8/6/2020 11:51 AM	Adobe Acrobat D...	75 KB
1956-49 4972 Market (MOTEL)	8/6/2020 11:51 AM	Adobe Acrobat D...	74 KB
1956-50 7140 Glendale (DUPLEX)	8/6/2020 11:51 AM	Adobe Acrobat D...	86 KB
1956-51 832 Wildwood (SRAG)	8/6/2020 11:51 AM	Adobe Acrobat D...	75 KB
1956-52 7075 Glendale (DUPLEX)	8/6/2020 11:51 AM	Adobe Acrobat D...	93 KB
1956-53 7130 Glendale (DUPLEX)	8/6/2020 11:51 AM	Adobe Acrobat D...	75 KB
1956-54 7229 Glendale (HOUSE)	8/6/2020 11:51 AM	Adobe Acrobat D...	78 KB
1956-55 7445 Salinas (HOUSE)	8/6/2020 11:51 AM	Adobe Acrobat D...	73 KB
1956-56 7217 Glendale (HOUSE)	8/6/2020 11:51 AM	Adobe Acrobat D...	75 KB
1956-57 7214 Vineland (GARAGE)	8/6/2020 11:51 AM	Adobe Acrobat D...	73 KB
1956-58 728 Cherrewood (SRAG)	8/6/2020 11:51 AM	Adobe Acrobat D...	640 KB
1956-59 731 Cherrewood (SRAG)	8/6/2020 11:51 AM	Adobe Acrobat D...	90 KB
1956-60 3972 Hopkins (SRAG)	8/6/2020 11:51 AM	Adobe Acrobat D...	73 KB
1956-61 3984 Hopkins (SRAG)	8/6/2020 11:51 AM	Adobe Acrobat D...	73 KB
1956-62 6330 Market (COM ADD)	8/6/2020 11:51 AM	Adobe Acrobat D...	363 KB
1956-63 157 Afton (PORCH)	8/6/2020 11:51 AM	Adobe Acrobat D...	74 KB

Z:\Permits Scanned\1956

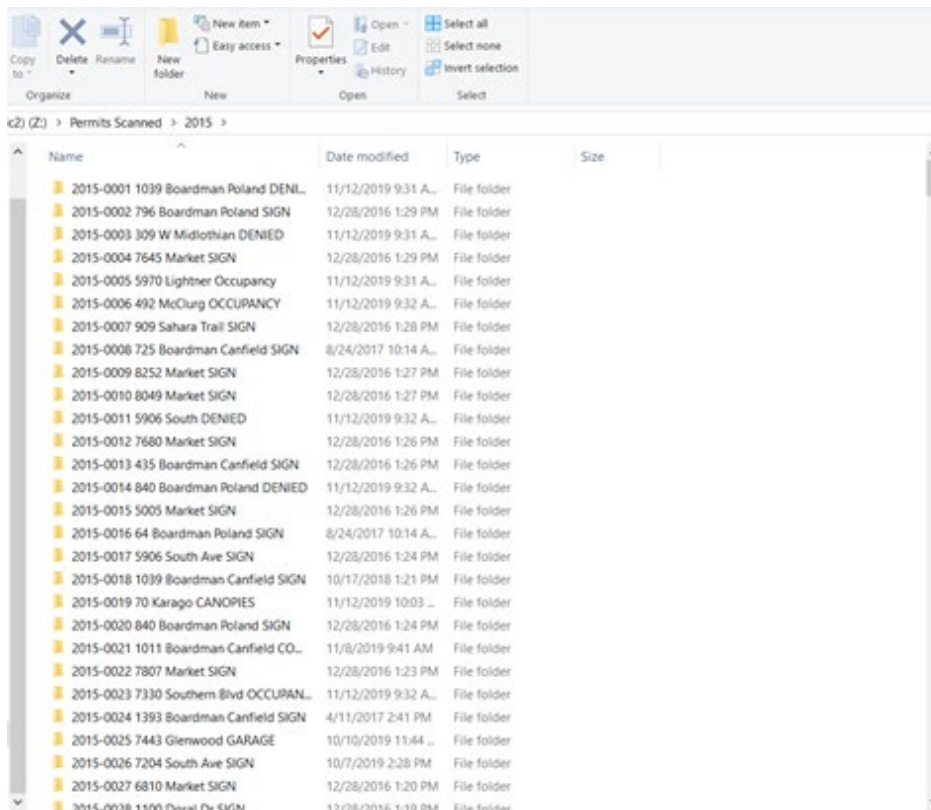
**Ohio Historical Records Advisory Board  
National Historical Records & Publications (NHPRC)  
State and National Archival Partnership (SNAP) Grants Regrant Program**

<b>Salaries and Wages</b>	<b>Grant Funds</b>	<b>Matching Funds</b>	<b>Total</b>	<b>Actual Match</b>
Assistant Director (75.5 hrs)		\$3,420.00	\$3,420.00	\$ 2,038.50
Property Enforcement Officer (95.75 hours)		\$2,158.56	\$2,158.56	\$ 1,532.00
Department Secretary (8.25 hrs)		\$86.55	\$86.55	\$ 140.25
<b>Subtotals: Salaries and Wages</b>	<b>\$0.00</b>	<b>\$5,578.56</b>	<b>\$5,578.56</b>	
<b>Supplies</b>	<b>Grant Funds</b>	<b>Matching Funds</b>	<b>Total</b>	
Paperclips for permits				\$ 25.92
<b>Subtotals: Supplies</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Equipment</b>	<b>Grant Funds</b>	<b>Matching Funds</b>	<b>Total</b>	
			\$0.00	
			\$0.00	
<b>Subtotals: Equipments</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Contracted Services</b>	<b>Grant Funds</b>	<b>Matching Funds</b>	<b>Total</b>	
GBS Corp. Scanning Services		\$9,800.00	\$9,800.00	\$9,800.00
GBS Corp. Scanning Services	\$3,837.00	\$4,000.00	\$7,837.00	\$17,637.00
<b>Subtotals: Contracted Services</b>	<b>\$3,837.00</b>	<b>\$13,800.00</b>	<b>\$17,637.00</b>	
<b>Other Eligible Expenses</b>	<b>Grant Funds</b>	<b>Matching Funds</b>	<b>Total</b>	
			\$0.00	
<b>Subtotals: Other Eligible Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Summary Budget</b>	<b>Grant Funds</b>	<b>Matching Funds</b>	<b>Total</b>	
<b>Salaries and Wages</b>	<b>\$0.00</b>	<b>\$5,578.56</b>	<b>\$5,578.56</b>	\$ 3,710.75
<b>Supplies</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	\$ 25.92
<b>Equipment</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Contracted Services</b>	<b>\$3,837.00</b>	<b>\$13,800.00</b>	<b>\$17,637.00</b>	\$ 17,637.00
<b>Other Eligible Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Total Project Budget</b>	<b>\$3,837.00</b>	<b>\$19,378.56</b>	<b>\$23,215.56</b>	\$ 21,373.67
	<b>Yes</b>	<b>No</b>		\$ 25,210.67
<b>If you do not receive full funding, will you accept partial</b>	X			

## A year of permits that has not yet been scanned and organized (Example 2012)



## After permits scanned labelled and organized (Example 2015)





Before photos of storage building





Reboxing after permits are returned from contractor scanning





After photos of storage building reorganization Clean finished labels were created for all boxes



