

**Preservation, Organization, and Digitization of Records from the Boys' Industrial School and the Fairfield County Chapter of the American Red Cross**

**OHRAB Final Report – February 11, 2021**

**Submitted by Tammy Drobina, Fairfield Co. Heritage Association Executive Director**

Due to the resignation of our Records Manager in July 2019 and then the pandemic, this project's completion was delayed. The extension to finish it and your patience are very much appreciated.

With this grant we have been able to humidify photos from the Boys Industrial School (BIS) Collection so they were able to be scanned and housed safely. They have been added to many other candid, one-of-a-kind photos in the rest of our BIS Collection and are included on finding aids and posted on the Columbus Metropolitan Library's My History page.

Some ledgers and scrapbooks have been scanned and are available to the public through the My History page as well. This work will continue, with the goal to have all information uploaded as soon as we are able, working around other duties. We did not fill the Records Manager position but former Records Manager Kady Wolfe worked in a contingent capacity to finish as much as possible and office staff then scanned the photos she humidified and finished processing them as well as other items, using the archival boxes we purchased with grant funds. Currently there should be enough processed to meet the requirements of the grant.

The Fairfield County Red Cross Chapter items, consisting of mostly scrapbooks from 1940-2014 but also photos and clothing, have been processed and placed in archival boxes. Scanning of photos for the CML website has started and will continue until done and items are uploaded.

There is great interest in BIS, especially in this geographical area, and our social media postings on the subject are some of our most engaged. Allowing the public access to the photos will be a great benefit to researchers, former BIS students and their family members. We will announce the completion of the work so far in our next quarterly newsletter (late February) and also on our social media accounts.

We are very appreciative of this grant that allowed us to purchase the necessary equipment and correct storage materials for the collections. Thank you again for your patience and cooperation as we fulfilled our local match for the project, which took longer than planned due to Ms. Wolfe's departure, COVID closures, staff having to learn the scanning when Ms. Wolfe could no longer help, and then doing it in addition to other duties.

**Summary Submitted**

Grant Funds:	\$1,222.00
Matching Funds:	\$4,932.00
Project Cost:	\$6,154.00

**Matching Funds as Used**

Kady Wolfe, Records Manager (152 hrs 2019-2020)	\$2,533.84
Mary Lawrence, Marketing Director (64 hrs 2019-2020)	\$1,186.56
Debbie Henry, Office Manager (108 hrs 2020-2021)	\$1,334.88
Tammy Drobina, Executive Director (25 hrs 2019-2021)	\$ 617.75
<b>Total:</b>	<b>\$5,673.03</b>