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August 31, 2021

Ohio Historical Records Advisory Board
Union County Records Center
223 W 6th St
Marysville, OH 43040

Dear Advisory Board,

This is our interim report on the Council Record Modernization Project, and we are happy to report we are thus far ahead of schedule despite some hardware and technological issues.

The physical labor portion of the project was completed by Admin Assistant Raven Behrens on June 28, with a grant total of 6,127 records scanned, approximately 25,000 pages (based on an average of 4 pages per record). This turned out to be more than the 17,000 pages we'd originally estimated.

On July 7, 2021, Ms. Behrens completed the labeling process for all the records as well, a task that was done manually. Due to the variable formatting of the records, there was no good software solution to naming the files automatically that did not result in errant windings. These files are now housed on a network drive which is routinely backed up daily, and on a dedicated internal SharePoint site for future integration with a public-facing website.

The hours breakdown is thus:

Raven Behrens: 83 hours

Ms. Behrens resigned her position as of July 9, 2021 to relocate to Vermont. However, the team will continue to work to complete the project on schedule. With the only remaining task being to create the website, we are hopeful to complete this project ahead of schedule. We couldn't have done it without Ms. Behren's hard work, and she will be missed.

Sincerely,

A handwritten signature in black ink, appearing to read "Josue", is written over a horizontal line.

Josue Salmeron
Village Manager