

MUSKINGUM

U N I V E R S I T Y

TO: Fred Previts
FROM: Nainsí Houston
DATE: 31 January 2022
RE: OHRAB Grant Extension

The archives project supported by the OHRAB Archives Grant awarded on April 23, 2021 is progressing, though not as quickly as we had hoped when writing the grant. To that end, I respectfully request an extension until June 30, 2022.

While we have made what I believe is amazing progress, we underestimated the level of the overall disorganization of the archives (the disorganization is due, in part, to the boxing up of the archives during a multi-year renovation that ended in 2016). To that end, we have veered from our initial concept of a one-to-one swapping out of folders and archival boxes, to one that is more attentive to the materials of the folders/boxes, as they are now more organized and more safely in the Social and Historical Muskingum University Archive than before. We often found boxes with four or five over-filled folders that fit into very general and vague categories (“19th-century,” for instance). Now, the box contains one folder per document or grouping of similar documents. Once various sized boxes purchased with grant funding were received, we were able to further preserve documents by using the best-sized boxes (both in width and depth) for the items.

This re-thinking of the archives has also allowed the Social and Historical Muskingum University Archive to start fresh with our finding aid, abandoning the original system, which was vague and not terribly user-friendly. We believe that the finding aid is now a better method for searching through the materials in the archives than before.


We were initially hampered by the delayed and sporadic delivery of the archival supplies needed to fulfill the grant. While we ordered the supplies the first day we were able to do so, we received the supplies in fits and spurts, but never in a way that would allow us to start on the archival documents. For example, the legal-sized boxes arrived along with the letter-sized folders, and until we received the appropriately-sized boxes and folders, we were only able to triage the paper documents. We were able to cobble together enough supplies to make headway on the Agnes Moorehead Collection, but even that work stalled because of supplies.

Once the supplies arrived, our student interns (one for Summer and one for the Fall 2021 semester) worked carefully and efficiently to house the documents appropriately, label the folders and boxes, and enter clear and thoughtful information into the Finding Aid. As Project Director, I spent an average of 8 hours per week working in the archives, as well. This Spring 2022 semester we have another intern working in the archives, and she’s continuing the good work of her predecessors. My work in the

archives also continues this semester. I am making plans for a Summer 2022 intern in the archives to help us complete the work by the June 30, 2022 requested extension.

OHRAB Grant					
Invoice Date	Order number	Vendor	Subtotal	Shipping	Total
5/12/2021	2708464	Gaylord	\$453.53	\$67.36	\$520.89
5/14/2021	2708918	Gaylord	529.84	51.32	581.16
5/22/2021	2710104	Gaylord	126.00	8.23	134.23
5/4/2021	113-1586938-6005060	Amazon	26.93	0.00	26.93
6/3/2021	26714493	Gaylord	67.92	12.88	80.80
5/26/2021	26714493	Gaylord	86.25	10.45	96.70
7/2/2021	26714493	Gaylord	2,085.00	68.76	2,153.76
7/15/2021	26736234	Gaylord	123.39		123.39
7/9/2021	3513	Hollinger Metal Edge	717.00		717.00
8/6/2021	2722995	Gaylord	0.44		0.44
TOTAL spent			\$4,216.30	\$219.00	\$4,435.30
Amounts from Grant Budget			\$4,216.30	\$219.00	\$4,435.30

Matching Grant					
Invoice Date	Order Number	Vendor	Subtotal	Shipping	Total
5/14/2021	2708918	Gaylord	\$355.50	\$0.00	\$355.50
6/4/2021	2711589	Gaylord (return)	-355.50	0.00	-355.50
7/2/2021	26714493	Gaylord		178.29	178.29
7/15/2021	26736234	Gaylord		38.80	38.80
7/9/2021	3513	Hollinger Metal Edge		112.00	112.00
8/6/2021	2722995	Gaylord	384.81	20.92	405.73
8/30/2021	2727409	Gaylord	100.07	27.92	127.99
TOTAL Spent			\$484.88	\$377.93	\$862.81
Amounts from Grant Budget			\$355.50	\$364.00	\$720.00
5/3/21-12/31-21 Project Director Salary		\$35.67/hour @ 120 hours	\$4,280.00		
			Amount from Grant Budget	\$4,280.00	

 Indicated Invoice Included OHRAB and Matching Grant Items