

2022

OHRAB Grant Interim Report

American Industrial Mining Co. Museum

May 10, 2022 to October 31, 2022



American Industrial Mining Co. Museum
P.O. Box 2345
Buckeye Lake, Oh 43008

*“Preserving our heritage
that changed the world”*

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We regret the delay in submitting this interim report but there have been significant challenges which have impacted the project. The primary challenge was obtaining the Unique Entity ID (UEI) from the Federal Government. This was a new system from the Federal Government, we experienced multiple delays as this system was implemented. It took more than 4 months to obtain this number. Subsequently, the funds for the grant were not released until the middle of October.

Prior to the receipt of funds, initial steps were already being taken for the project. Catalogs and files from the Atlas Car & Manufacturing Company were identified and located from storage.

A 1 hr. orientation for handling archival materials was completed for two volunteers (see attached orientation guidelines Appendix B). Total volunteer hours currently completed for the project are 25 of the total 72 Match.

We are presently in the process of distributing a press release to the Newark Advocate and placing announcements of the grant funds received on our website and Facebook page.

Since the receipt of the \$1614.43 funding for the project, archival storage boxes, labels, and protectors were immediately purchased and received.

Currently the project is estimated to be at 48 % completion. Due to the delay in receiving the UEI and receipt of grant funds, the project had a delay receiving material. The project should be completed on time by December 31, 2022 with the final report and financial statement.



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Appendix A

Photos of Atlas Car and Manufacturing Company factory photo albums before





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Appendix B

Orientation to Handling Archival Materials (Handout for Volunteers)

AMERICAN INDUSTRIAL MINING COMPANY MUSEUM

ORIENTATION TO HANDLING/ORGANIZING ARCHIVAL MATERIALS

General Guidelines

- No food or drink is permitted when handling archival materials
- Only use pencils. Pens, highlighters, and sticky notes are not permitted around archival materials
- Please make sure that your hands are clean prior to handling archival materials to prevent dirt and oils from transferring from your hands to the materials.
- Wear nitrile gloves when handling photographs or metal objects.
- Never use a flash if you are photographing materials.
- Leave items on the table. Do not hold them in your hands to read them. Keep items flat when possible and try not to bend paper unnecessarily.
- Always keep items in the original order in which they are found.
- If a document is rolled or folded, use two hands to unfold, one crease at a time. If the item is printed, you can support perpendicular creases using small weights. Never place weights directly on manuscript ink or painted surfaces.
- To prevent stress on the manual or catalog’s binding use a book cradle or a wedge and light weights
- Turn the manual or catalog pages by lifting from undamaged areas, avoiding the corners.

Handling Photographic Prints

- Please watch the following video on YouTube:
https://www.youtube.com/watch?v=dVG3RHhm_Zw



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Arrangement of Archival Records

- Arrangement refers to organizing archives based on archival principles. One of the primary principles of organizing archives is description. Description refers to the process of capturing information about the archives using a standardized format. This can either be a database or a paper form. AIMCO will initially be entering the information into a computerized inventory.
- A basic principle is the principle of provenance or respects des fonds. This term refers to the organization or person that created and used the records during the course of their business or personal life. In this case we will be archiving the albums and records of the Atlas Car & Manufacturing Company. The principle of provenance dictates that archives cannot be physically mixed with any other entity. The records that we have for Atlas Car & Manufacturing Company must be kept separate from other companies. It is essential to keep the records in their original order. Original order refers to the order in which the records were kept and organized. In the case of the Atlas Car & Manufacturing Company, the catalogs and other materials must be organized in chronological order according to the year in which they were published (if known).

Pete Jedlicka,

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Ray Mercado,

Secretary/Equipment Curator

American Industrial Mining Co. Museum
501(c)(3) nonprofit vintage equipment
preservation / restorations & education

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