



Rocky River Historical Society
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FEIN #: 23-7080591
UEI#: F38XB58RSJ98

Rocky River Historical Society Midterm Report

Ohio Historical Records Advisory Board Regrant Project
“Rehousing of the Rocky River Community Archives”
December 31, 2022

Funding Amount: \$1,419.00

Project Start Date: May 2, 2022

Project End Date: TBD

Project Director/Authorizing Official

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Project Summary

The Rocky River Historical Society (RRHS) is using funding from the Ohio Historical Records Advisory Board (OHRAB) to rehouse its archival collection. RRHS has purchased archival boxes, folders, envelopes, and metal shelving, and volunteers are organizing and transferring the Society’s photos and documents from file cabinets and bins into these archivally safe storage options. This project supports ongoing efforts by the organization to adopt best practices for the preservation of its archives, and to better connect with its surrounding community through the publishing of a finding aid on the RRHS website at the project’s completion.

Estimated Percentage of Project Completed

Presently, we are approximately halfway through the project. Considering the delay in access to funding, this puts us on track. Once we secured the funds, we purchased all of the archival storage from our budget, plus additional materials since the pricing had changed from our original budget from 5 months prior and we had a surplus of about \$300.

Once we ordered our shelves and storage materials, we prepared a large closet area to serve as the new archives storage space. We had the broken partition doors removed from the closet space and constructed and installed the metal shelves that we ordered (pictured below). We then worked through three full bankers boxes of material that comprise the Marsalek and Governor Woods collections. We transferred the contents of these boxes into 84 acid-free folders, took notes for the finding aid, and transferred the folders into flip-top boxes that are now on the metal shelving system in the new archives closet.



In the second half of our grant period, we need to transfer the two file cabinets that comprise the document and photo collections of general Rocky River history into new folders and boxes. This process will be easier than the Marsalek and Governor Woods collections since volunteers have been working to better organize these files since 2020; therefore, the transfer process will be easier. Once all of this is complete, we will type up our notes to complete the finding aid for our archive and upload it to the RRHS website.

Summary of Expenses

We have spent all of our grant money with the exception of about \$4.00. In our initial order, we purchased two four-tier metal shelves, 35 A4 flip-top boxes, 600 A4 size file folders, 100 3 mil archival polyester document folders, and 40 polypropylene label holders. Since our proposed budget in our grant application, some of the prices had fluctuated, and a volunteer discovered a coupon that was able to reduce the cost of the shelving at Office Depot. Therefore, we had about \$300 left of our grant which we used to purchase 200 polypropylene sleeves, 3 oversize flip-top boxes, 75 legal size file folders, and 30 oversize file folders. In total, we spent \$1,414.83.

Volunteer Time Spent on Project

So far, our volunteers have contributed approximately 432 hours to this project. There have been three volunteers consistently working on the organization and transfer of the archives into new storage. Three other volunteers have intermittently assisted with this work throughout. We have also had two volunteers who have assisted with tech needs remotely, including to help purchase items online and to update social media and the RRHS website about the grant project.

Status of Project to Original Project Deadline (Dec. 31)

We started the project on May 2, 2022, as planned in the grant application, however we had difficulties securing a DUNS# (which is now a UEI#). Working with the government portal to secure a UEI# took many months during which we could not receive the grant money. Therefore, we worked on organizing our files and preparing for the check to purchase the proper storage materials for the duration of the summer. Once we finally secured a UEI#, we received the grant check on September 13 and could really start our project. This delay in receiving the grant money has set the original project deadline back. However, since we were able to work on organizing our files while waiting for the grant money, we have been making steady progress.

Reflecting on our original plan proposed in our grant narrative, we are about on track. We are approximately halfway through the project at this midterm report, which is what we proposed in our application. As long as we stay on track, we can complete the grant project by an extended deadline of April 30, 2023.

Project Publicity

As with much of our grant project, our publicity has been delayed. However, we have a plan in place that will begin in the new year. We have drafted text for an article announcing the grant

and requesting additional volunteer help. This article is being sent to two local papers, Sun Post and WestLife.

We also have a social media plan for the RRHS Facebook page that includes at least seven posts to be published throughout the first six months of the year. These posts will include updates on project progress as well as appeals for additional volunteers to join in on the project. The posts will include pictures like the ones below. Text for the first post is also included below.



Betsy takes notes for finding aide | Ginni organizes materials in a box | Jeannette tallies volunteer hours

Facebook Post One

Publish Date: January 4, 2023

Text

The Rocky River Historical Society is excited to announce that the Ohio Historical Records Advisory Board chose our organization for a grant to support our collections! With the money granted to us, we have been able to purchase lots of archivally safe storage, and now we are hard at work transferring photos, letters, and more from old metal file cabinets into our brand new flip-top boxes and acid-free folders.

As we're working on this grant-funded project, we welcome any additional helping hands from the Rocky River community. If you have been looking for a way to volunteer with RRHS,

now is the time! Visit our website to fill out a contact form, or direct message us right here on Facebook. We hope to hear from you soon.

<https://www.rockyriverhistoricalsociety.org/contact>

Photo



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SOCIETY**

**Volunteer with
the RRHS
Archives Grant
Project**

*Discover your local history while
helping preserve the past for the
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the Ohio Historical Records
Advisory Board and the
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