

2022 OHRAB Grant Final Report

Institution/Organization Name: Plain Township Historical Society

Project Title: Reorganization, standardizing storage and digitation of PTHS archive for selected segments

Project Director:

Cindy Guest

Archivist

330-224-2660

preservingplaintwp@gmail.com

Summary of Project Activities and Accomplishments

The Plain Township Historical Society (PTHS), Stark County, Ohio was established in 2005 to preserve, promote and protect the heritage of Plain Township, Stark County, Ohio and is a non-profit 501©(3) organization. As we have focused our resources on researching and writing, the need to reorganize and digitize our collection became a top priority. Along with the fact that our archives continue to grow as we do our research, we need to standardize storage containers to maximize our limited storage space. This grant helped us to build the foundation and standards to make our archives more accessible. We chose to focus this grant on information relating to land and buildings which is one of our main research areas.

Titles, series titles, dates and cubic footage/number of images scanned, of records addressed by your project.

Our land and building archives are stored by section. Plain Township is divided into 36 one-mile square sections numbered 1 through 36. We moved what was originally stored in folders and hanging files to archival quality folders and archival storage boxes. Each archival storage box is one section. The folders within the storage box represent an address or location within that section. Also included in the storage box is the Land Index Record and any property abstracts related to that section. We also added several steps to the transition process that were not originally included in the grant. We took advantage of physically going through the files to remove any duplicates and put items into archival quality plastic sleeves. All items were verified to see that they were accessioned, cataloged, digitized and following current file naming standards. We also developed standardized labeling for the boxes to help located information easier. A total of 16 cubic feet of archival material was transitioned and 428 pages scanned. (See Appendix 1)

Since we are a researched based organization, part of this grant was geared towards digitizing property abstracts. These abstracts are a key to understanding how land has changed hands over time. Within the abstract, other information can be found as well (wills, genealogy, references to other buildings, etc.) Our original goal was to digitized and make available on our website 50% of the abstracts in our archives. We scanned the abstracts and other related land documents

into text searchable PDF files using a portable scanner purchased through this grant. 55 abstracts were scanned which is over the 50% goal for the grant with 28 of the abstracts available on our website. Including all of the ancillary land documents 1,650 pages were scanned. (See Appendix 2)

In acquiring various collections, we were donated two scrapbooks that are in poor condition that contain important information about a local family. The scrapbooks mainly consisted of newspaper clippings from the early 1900s. Using the portable scanner, we scanned these two scrapbooks into PDF files and placed them in archival storage boxes. 66 pages were scanned creating two PDF files. (See Appendix 3)

Summary:

16 cubic feet of material rehoused

2,144 paged scanned

57 PDF files created

Copies of catalog entries and other finding aids (these might include screen shots, links, and before and after photos), if applicable.

Appendix 2 shows how to access the abstracts online. The abstracts are under the menu History – Land – Property Abstracts.

Appendix 1 shows the box signage in use to help researchers locate the correct information. On the side of the box is a map of Plain Township with a map push pin located on the section that is contained in the box. We use a modern map so that a researcher can use today's landmarks to find the correct container.

Appendix 4 shows catalog records in our Excel Spreadsheet. Also as part of this catalog entry, we noted the last time the item was audited physically and digitally.

Narrative of self-assessment about how the project met the objectives submitted in your application.

As with any project there are gains, set backs and unexpected results and this project is no different. We consider this project a success and the foundation for building a more accessible archive both physically and digitally. Our physical archives were slowly moving towards standardizing the containers we store items in and labeling them. With this project, we formalized and designed what signage and boxes we need to use. We understand that we can not have everything in archival boxes overnight and will continue to work towards moving other items to archival boxes as funds become available.

We also were able to successfully scan key research documents, property abstracts, and make them available online. This information was shared with the McKinley Presidential Library and Museum since they do similar research. We have prioritized the type of documents we scan and make available online based on what research materials we need to get our hands on easier and

property abstracts fit that criteria. Also, we will be able to easily tell which sections we need to focus on getting abstracts for.

There was one set back. In the middle of the project, we had to consolidate our physical archives to “protect our assets” from a plumbing issue. Fortunately, nothing was damaged. The positive that came from this was not only did we pull together as a team in a moment’s notice to tarp and move items, we got the opportunity to move filing cabinets around. We are taking our time to move items back. We are designating areas for certain storage needs and labeling the areas accordingly. Our goal is that you should be able to find a location label that makes sense for the items you are looking for. We also moved key items out of the “splash zone” to protect them. Any items moving into these newly designated areas need to be not only labeled according to the standards developed under this grant but also audited to make sure the item is digitized, accessioned, cataloged and fits with our naming standard. This process will take some time, but in the long run researchers will be able to quickly and easily locate the items they need.

This biggest unexpected result was how efficient and time saving the portable scanner was. We did time trials during the grant writing phase to see how long it took to scan an average abstract (30 pages). For our HP 7470 it was two hours to process the document. On the exact same document, the IRIScan Desk Portable Scanner took 45 minutes. This cut our scanning time in half which is the main reason we were able to scan more abstracts than we estimated. The quality was equal or better. Being able to make scanning adjustments on the fly and not lifting the lid of the scanner for each page were huge gains for us. We were also able to use the scanning experience to expose our volunteers who are not comfortable with technology to how easy scanning is. We put volunteers into two person teams. One person was in charge of turning the page and making sure things were lined up and the other person operated the scanning software. Our volunteers gain confidence and are now more eager to help with the scanning process. Also, volunteers got to work with and see what type of information we keep. (See Appendix 5)

An Evaluation of the Project’s Impact

Since we do not have a physical museum and easy access to our archives, the first goal is to make our own researchers aware of what resources we have. By making these researchers part of the process, we raise awareness. We continue to work with these researchers to define what material they need quick access to and then make that available via our website. Part of this education process includes getting our own researchers to become familiar with our website. As the saying goes “built it and they will come”, which is the philosophy we are taking. We continue to expand our network of historical societies and making them aware of the resources we have available. We already partner with the core research group at the McKinley Presidential Library and Museum (of which some our members are part of that group) to raise awareness. We are scheduling a couple of speaking engagements in 2023 as well. As our 2023 research season gets underway, we will put these new assets to the test.

Share how your institution will build upon the success of the project through additional initiatives.

Since this grant developed the standards for signage and storage, as new items come in, they will follow those guidelines. We will continue the reorganization of the “rest” of the archives to align those items with the standards. The portable scanner is used weekly to continue the process of digitizing our archives. Also, we have deployed the portable scanner to work on one of our next publications “History of the Plain Township Fire Department.” In this project alone, we have scanned over 4,000 photos with portable scanner. This scanner is one of work horses to keep our archives moving forward.

Quotes from Local Press Coverage and also Copies of Articles cited

As Appendix 2 shows, our website not only references the grant on the abstract page, but also has the logo in the footer. We also announced the grant opportunity on our website back in May 2022. We have featured several articles in our monthly newsletter. Our newsletter goes out to our members, other historical societies, Stark Community Foundation and other community partners. OHRAB is also featured on our Community Partner flyer that we display at our meetings and events we participate. (See Appendix 6)

Project Expenses

The volunteer time on this project falls into two categories. There were five work sessions with six people at each session. Two of the sessions were dedicated to going thru the sections folders and making sure the correct items were in the folder, moving the items to an archival folder and labeling that folder to our naming standard. Three sessions were dedicated to scanning abstracts where we used two portable scanners. We budgeted for 88 hours and actually had 201 volunteer hours in this project (volunteer rate \$28.54/hr. for 201 hours for a total of \$5,736 cash match.)

- 2 sorting work sessions (6 people for 3 hours each) = 36 hours
- 3 scanning sessions (6 people for 3 hours each) = 54 hours
- Project leader setup time for each session (1 person for 1 hour, 5 sessions) = 5 hours
- Project leader time to format abstracts for posting on website (1 person, 28 abstracts for 1 hour) = 28 hours
- Project leader time to audit and move folders to archival boxes (36 sections + 2 Extras, 2 hours each box) = 76 hours
- Project leader time to scan and move scrapbooks to archival boxes (2 scrapbooks for 1 hour each) = 2 hours

Gaylord archival boxes totaling \$1,393 (\$1,323 paid with grant funds, \$60 cash match)

Two IRIScan Desk Scanner totaling \$600 (\$300 paid with grant funds, \$300 cash match)

Legal archival file folders totaling \$156 (\$156 cash match)

Archival quality sheet protectors \$75 (\$75 cash match)

Project Expenditures	Grant Funds	Matching Funds
Volunteer Hours		\$5,736
Gaylord archival boxes and supplies	\$1,323	\$60
Two IRIScan Desk Scanners	\$300	\$300
Legal archival file folders		\$156
Archival quality sheet protectors		\$75
Totals	\$1,623	\$6,327
Grand Total		\$7,950

Appendix 1

Land Section Storage Area



Before Grant Project



After Work Session – Moved Items
to Archival Folders



Today – Moved Items to Archival
Storage Boxes

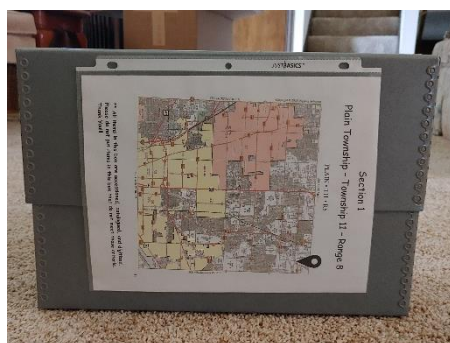


Today –Archival Storage Boxes Stored in the Lateral File Cabinet

Appendix 1 – Continued



Transition of Hanging File Folders to Archival Storage Boxes



Archival Storage Box Standardized Label (4x6 Label on top of Box as well)

Appendix 2

Abstracts Available on Our Website

<https://preservingplaintwp.org/property-abstracts/>

Plain Township Historical Society

A source for historical information on Plain Township, Stark County, Ohio

WELCOME **HISTORY** RESOURCES NEWSLETTER PUBLICATIONS DONATIONS CONTACT US
ABOUT US



Property Abstracts

A property abstract is a chronological account of the owners of a property. They are not the same as a deed which denotes legal ownership. Abstracts are multi-page documents which historically were legal paperwork for land ownership. They were updated each time the property was sold and were passed to the new owner(s). This legal obligation was terminated in the late 1930s and abstracts are not used legally today.

Property abstracts contain a wealth of information about the property and, often, the families who owned the property through the years. Sometimes they contain genealogical information about the family and may even contain a copy of an existing will.

Each section of Plain Township had, at one time, many abstracts as there were many property owners in each section and an abstract was required for each individual property. When they were no longer legally required many people simply kept the abstract with the legal papers for their home, but they were not updated anymore.

Abstracts today are not kept by any governmental agency so you cannot go to a county office to view them. The documents may still be kept by families or donated to historical groups. If you know the Section and Quarter of the area

In Partnership with ...



Upcoming Events

FEB 7:00 pm - 9:00 pm
20 PTHS Free Monthly Meeting – “How You Remember Historic Events” (group discussion) – Presenter Judith Pocock

MAR 4:00 pm - 8:00 pm
15 PTHS 9th Annual McDonald's Quarterly Fundraiser

MAR 7:00 pm - 9:00 pm

Appendix 2 - Continued

donated to historical groups. If you know the Section and Quarter of the area you want to research and are somewhat lucky, you may find an abstract which has been donated. The McKinley Presidential Library and Museum and the North Canton Heritage Society have some abstracts in their archives.

Supported in part by an award from the Ohio Historical Records Advisory Board, through funding from the National Historical Publications and Records Commission (NHPRC), National Archives and Records Administration.

2022 OHRAB Grant funded the equipment to aid in the digitization and storage of the following abstracts:

Here is a list of what we have (* digital copy available):

- [Section 1 Southwest Quarter Abstract – Diamond St NE 3064 1977 *](#)
- [Section 1 Southwest Quarter Abstract – Diamond St NE 3064 Lot 1977 *](#)
- [Section 1 Southwest Quarter Abstract – Diamond St NE 3226 1966 *](#)
- Section 3 Northwest Quarter
- [Section 3 Southeast Quarter Abstract – Applegrove NE 1825 1964 *](#)
- [Section 3 West Half Abstract – Lawr-Chester Allotment No 2 Lot 98 1964 *](#)
- [Section 3 West Half Abstract – Lawr-Chester Allotment No 2 Lot 99 1964 *](#)
- [Section 3 West Half Abstract – Lawr-Chester Allotment No 2 Lot 128 1965 *](#)
- [Section 5 Northwest Quarter Abstract – Waltham Woods No 5 Lot 199 – River Run Cir 2810 1985 *](#)
- [Section 5 -Southwest Quarter Abstract – Chatham Hills Allotment No 2 Lot 66 – Sunnyfield NE 366 1970 *](#)
- [Section 7 North Half Abstract – P. Rohrer's Addition Lot 1762 – Aurora Blvd NW 4560 1977 *](#)
- [Section 7 Southwest Quarter Abstract – Lindy Lane 128 1961 *](#)
- [Section 11 Northeast Quarter Abstract – Middlebranch Ave NE 7375 1930 *](#)
- [Section 11 Southeast Quarter Abstract 1973 *](#)
- [Section 11 Southeast Quarter Abstract and Section 12 Southwest Quarter Abstract 1977 *](#)
- Section 11 Southwest Quarter
- [Section 12 Northwest Quarter Abstract – Winchester Hills Allotment Lot](#)

MAR 7:00 pm - 9:00 pm
20 PTHS Free Monthly Meeting – “A Labor of Love – the Jessie Borrowway Story” – Presenter Mark Holland

APR 7:00 pm - 9:00 pm
17 PTHS Free Monthly Meeting – “Plain Township Fire Dept Coverage of Significant Events Through the Years” – Presenter John Sabo

MAY 7:00 pm - 9:00 pm
15 PTHS Free Monthly Meeting – “How Jewelry Reflects History” – Presenter Susan Henry

MAY 6:00 pm - 8:00 pm
18 Stark County Genealogical Society Meeting – Plain Township Historical Society Presenting

JUN 6:00 pm - 8:00 pm
19 PTHS Covered Dish Picnic – Celebrating the Birthdays of Our 90+ Year Old Members

JUL 7:00 pm - 9:00 pm
17 PTHS Free Monthly Meeting – To Be Announced

AUG 7:00 pm - 9:00 pm
- -

Appendix 2 - Continued

- [Section 12 Northwest Quarter Abstract – Winchester Hills Allotment Lot 22 – Highspire St NE 3626 1972 *](#)
- [Section 12 Northwest Quarter Abstract – Winchester Hills Allotment Lot 23 – Highspire St NE 3626 1959 *](#)
- [Section 12 Northwest Quarter Abstract – Winchester Hills Allotment No 2 Lot 71 – Mehaffie Dr NE 1976 *](#)
- Section 12 Southeast Quarter 1967 *
- Section 14 Northeast Quarter
- Section 15 Northeast Quarter
- [Section 15 Northwest Quarter Abstract – Pleasant View Farm Not 69 – Grove St NE 1200 1946 *](#)
- Section 16 Northeast Quarter
- Section 17 Southwest Quarter
- [Section 20 Parts Northwest, Southwest, and Southeast Quarters Abstract 1922 *](#)
- Section 20 Northwest Quarter
- Section 20 Southwest Quarter
- Section 21 Northeast Quarter
- [Section 22 Southeast Quarter Abstract 1953 *](#)
- Section 23 Northeast Quarter
- [Section 23 Northwest Quarter Abstract – Dunloe Estates No 1 Lot 33 – Lindford Ave NE 5404 1969 *](#)
- [Section 23 Northwest Quarter Abstract – Norwood Hills Lot 44 Rocky Hill NE 5151 1983 *](#)
- [Section 24 North Half – Southeast Quarter Abstract – 55th St NE 3240 *](#)
- [Section 25 Northeast Quarter Abstract 1986 *](#)
- [Section 26 Northeast Quarter Abstract 1957 *](#)
- Section 27 Northwest Quarter
- Section 27 Southeast Quarter 1956 *
- [Section 27 Southeast Quarter Abstract – Oakwood Park No 5 Lot 172 34th St NE 1615 1981 *](#)
- [Section 27 Southwest Quarter Abstract – Martindale Rd NE 3116-3118 1976 *](#)
- Section 28 Southeast Quarter
- Section 29 Northeast Quarter
- Section 29 Northwest Quarter
- [Section 29 Southeast Quarter 1922 *](#)

AUG 7:00 pm - 9:00 pm

21 PTHS Free Monthly
Meeting – To Be
Announced

SEP 7:00 pm - 9:00 pm

18 PTHS Free Monthly
Meeting – To Be
Announced

[View Calendar](#)

Appendix 2 - Continued

- [Section 29 Southeast Quarter 1922 *](#)
- Section 31 Southeast Quarter
- Section 32 Northwest Quarter
- Section 33 Southeast Quarter

[Edit](#)

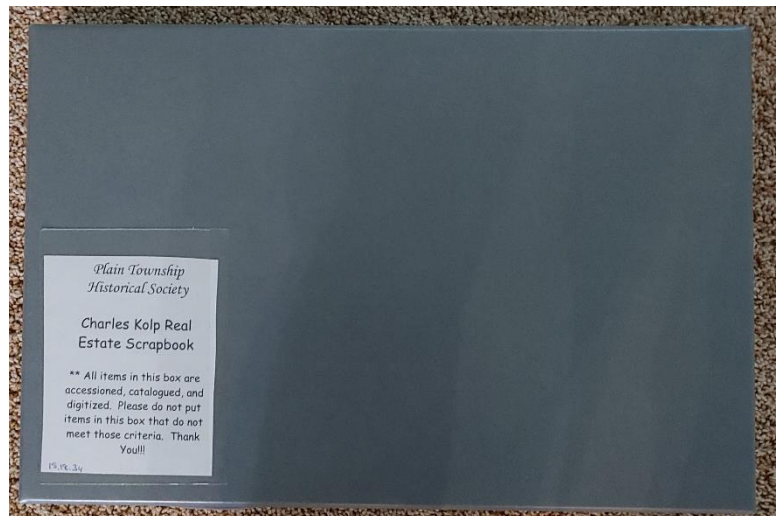
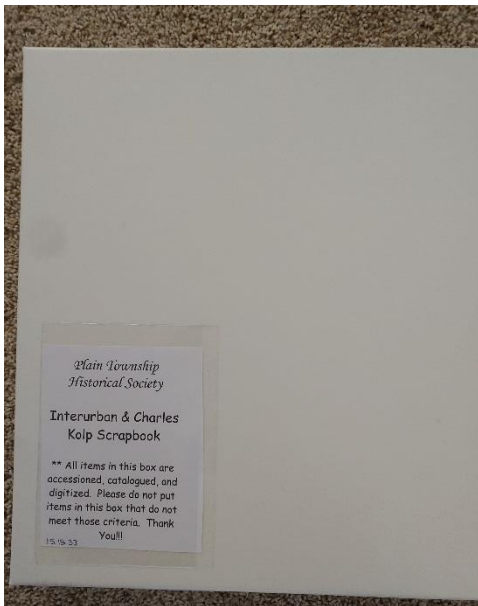
MISSION STATEMENT

To promote, preserve and protect the heritage of Plain Township Stark County. We are a 501(c)3 non-profit.



Appendix 3

Scrapbooks



Appendix 4

Sample Catalog Entries

	A	B	C	D	E	F	G	H	I	J	K
1	Accession No	Date	Qty	Category	Description	Donor	Physical Location	Digital Location	Physical Audit	Digital Audit	
1379	15.18.32	8/28/2015	1	Photograph	Section 17 - Main St 5 - Lorenz Farm	Tom Kolp	Library	Library			
1380	15.18.33	8/15/2015	1	Scrapbook	Interurban and Charles A Kolp Sr Scrapbook	Thomas Kolp	Scrapbook Storage	Transportation	12/23/2022	12/23/2022	
1381	15.18.34	8/15/2015	1	Scrapbook	Kolp Charles A Sr Scrapbook Real Estate and Family	Thomas Kolp	Scrapbook Storage	People	12/23/2022	12/23/2022	
1382	15.19.1	9/1/2015	1	Paper	Section 11 - Middlebranch Ave NE 7375 - Hometown Veterinary Services Postcard	Ron and Ruby Bair	Sections	Sections	12/25/2022	12/25/2022	
1383	15.19.10	9/1/2015	1	Paper	1978-10-11 Ruby Bair Letter	Ron and Ruby Bair	Digital Only	People/Kandel			
1384	15.19.11	9/1/2015	3	Photograph	Lake Twp - Middlebranch Ave NE - Knowledge Hill One Room School 1912 Class R	Ron and Ruby Bair	Digital Only	Sections	N/A	1/25/2023	

	A	B	C	D	E	F	G	H	I	J	
1	Accession No	Date	Qty	Category	Description	Donor	Physical Location	Digital Location	Physical Audit	Digital Audit	
20	07.11.01	10/15/2007	1	Abstract	Stambaugh home 4403 Harrison NW Canton, OH 44709 Abstract	Richard Stambaugh	Plain Township Hall				
21	08.01.01	2/26/2008	1	Abstract	Section 5 - SWQ Abstract - Chatham Hills Allotment No 2 Lot 66 - Sunnyfield NE 3	Chuck and Dawn Roteck	Sections	Sections	7/20/2022	7/20/2022	
22	08.02.01	4/1/2008	1	Abstract	Section 5 - NWQ Abstract - Waltham Woods No 5 Lot 199 - River Run Cir 2810 198	Tom Pieper	Sections	Sections	7/20/2022	7/20/2022	
23	08.03.01	7/21/2008	1	Abstract	Section 3 - WH Abstract - Lawr-Chester Allotment No 2 Lot 98 1964	Connie Blinn	Sections	Sections	7/20/2022	7/20/2022	
24	08.03.02	7/21/2008	1	Abstract	Section 3 - WH Abstract - Lawr-Chester Allotment No 2 Lot 99 1964	Connie Blinn	Sections	Sections	7/20/2022	7/20/2022	
25	08.03.03	7/21/2008	1	Abstract	Section 23 - NWQ Abstract - Lindford Ave NE 5404 1969	Connie Blinn	Sections	Sections	7/20/2022	7/20/2022	
26	08.04.01	7/21/2008	1	Abstract	Section 25 - NEQ Abstract - Brown Hannelore 1986	Hannelore Brown	Sections	Sections	7/20/2022	7/20/2022	
27	08.05.01	8/17/2008	1	Abstract	Section 16 - NEQ Abstract 6123 N Market Ave Josiah Correll	Al Meyer	Sections	Sections		12/21/2022	
28	08.06.01	8/18/2008	1	Abstract	Section 24 - NH-SEQ Abstract - 55th St NE 3240 - Franklin Hall Denver and Betty B	Dawn Firestone Pegg	Sections	Sections			
29	08.07.01	8/18/2008	1	Book	Ohio Land Subdivisions Vol III Final Report 1925 CE Sherman 233 pp	Mr. and Mrs. Richard Cook	Plain Township Hall				

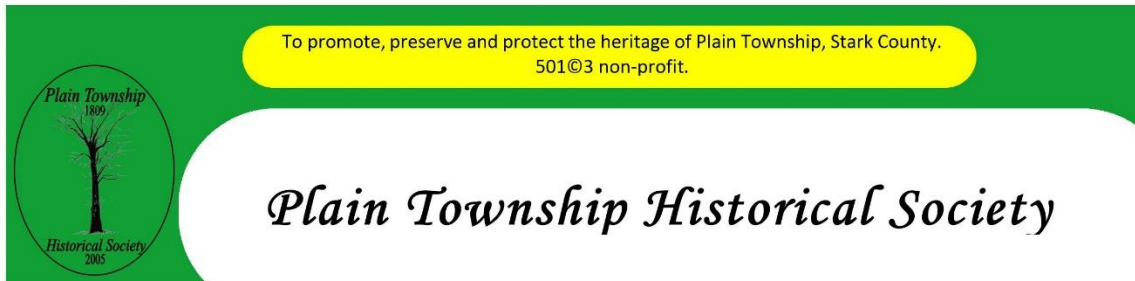
Appendix 5

Storage Area Labeling

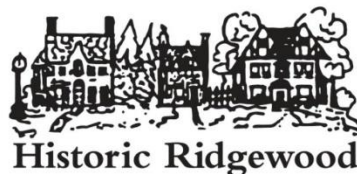


Appendix 6

Publicity



In Collaboration with:



Contact Us

Web: www.preservingplaintwp.org

Email: preservingplaintwp@gmail.com

Facebook: www.facebook.com/PlainTownshipHistoricalSociety/

Donate online: www.starkcf.org/give-plain-historical

Meetings are held at Plain Township Offices - 2600 Easton St NE at 7:00pm unless otherwise noted the 3rd Monday of the month. No meeting in December. Check our website for a meeting schedule.

Appendix 6 - Continued



To promote, preserve and protect the heritage of Plain Township Stark County

Plain Township Historical Society

May 2022

Memorial Day

Volume 9, Issue 5

Treasurer's Report

Account Balances:

Checking	\$97.48
Money Market	15,028.12
Endowment	26,054.82

We are a 501c3. Contributions to our organization are tax deductible.

Current Officers

President: Judith Pocock
330-492-3566
rcjap@sbqglobal.net

Vice-President: Cindy Guest
330-224-2660
cjquest@att.net

Secretary: Susan Henry
330-477-3272
Susanhenry72@gmail.com

Treasurer: JoEllen Reikowski
330-806-3146
jreikowski@neo.rr.com

Directors:
Connie Blinn
Cheryl Hutcheson
David Ross
Phyllis Rustifo
Lynda Theriault

May Meeting

German Speaking Era
in Stark County
presented by Richard Haldi
Monday, May 16th
7:00pm

Got Granted!

We were notified on Friday, April 22, 2022 that we were selected for a 2022 OHRAB grant. The Ohio Historical Records Advisory Board grant was applied for in March to cover supplies to upgrade our archival storage and add additional equipment to our mobile scanning fleet. As our archives continues to grow, we need to, from time to time, assess how we store items and better ways to access them. The Board of Directors picked 2022 as the year for PTHS to take a look at this issue especially since our space is limited. Also, we have many areas in our archives that have expanded and need to be regrouped so like items are stored together. We also wanted to expand our ability to scan items to add to our digital archive. With an additional scanner, we can train our volunteers and be able to process donations in a more efficient manner. We will be scheduling "work days" to have volunteers come in an assist with this project as this project focuses on scanning our abstracts, refiling into archival quality storage containers our information we store by Sections and items that are stored in Banker Boxes. The grant period runs from May 2, 2022 to Dec 31, 2022. So, keep those donations coming and watch for volunteer opportunities. Thank You!!!!

-- Archives In Action --

The newsletter always highlights new additions to our archives. As a way to share these items on another level, we are going to start displaying some of them at our monthly meetings. We are hoping to get people thinking about items that can be donated or scanned and returned, as well as, picking up a story or two. Sometimes as the saying goes "a pictures worth a thousand words" and hopefully we can get around 300 or so to add to our knowledge base. At the next meeting, stop by the table and take a gander and share something about these pieces of history.



Archives in Action

Summer Events

It is that time of the year, cook outs, graduation parties, working in the garden, farmer's markets and more. Summer is one of our busier times of the year as we "put boots on the ground" and get out into the community and share our story. This year is no different, so mark your calendars, volunteer if you can and we hope to see you out and about. Also, if you know of any possible community events that will lend themselves to us sharing our story, please let a board member know.

Annual Picnic

— Fun in the park. Hopefully no wind or rain to grill the hot dogs in. Splash Park nearby to cool off and bathrooms. Mark your calendar for June 20th at Veterans Park from 5-8 pm for our Annual Picnic in the Park covered dish. Dinner is served at 6 pm. Hot dogs, buns, condiments, utensils, plates, napkins, and water are provided. Bring your favorite covered dish to share. Come and share fellowship and stories as we gather to kick off summer.

McDonald's Fund Raiser

— We are back to Wednesdays after celebrating St. Patrick's day in March. So, plan on joining us on Wednesday, June 15th at McDonald's on Market Ave across