INTERIM REPORT
For
The GRANT PROPOSAL
To
Ohio Historical Records Advisory Board
August 21, 2023

Preservation and Digitization of Historical Records at Fallen Timbers
Union Cemetery District

Fallen Timbers Union Cemetery District
651 Farnsworth Road
Waterville, Ohio
43566

Project Director: Kim Anderson, Waterville Township Trustee
The following is the interim report for the Preservation and Digitization of Historical Records at Fallen Timbers Union Cemetery District. Fallen Timbers Union Cemetery District (FTUCD) was formed in 2019 by consolidating the records and operations of five rural cemeteries, all with their own style and method of record keeping. Records needed to be organized, environmentally secure, and digitally preserved for future generations. FTUCD has historical records dating back to the 1800’s; the area is a historical site from the Battle of Fallen Timbers.

•Organizing

Approximately 95% of the materials available have been organized. This has been a labor-intensive operation, as records had to be compiled from various sources prior to being catalogued chronologically. It was our original intent to digitize as we sorted, but the sheer volume of materials made that prohibitive. To our surprise, we found approximately 15 more cubic feet of documents were stashed in an attic, and these had to be integrated with documents already filed. Digitizing prior to being organized would not be beneficial.

Many of the documents were very fragile (see Attachment 1) and it was decided that the fewer people handling the documents, the better, so one person was assigned the task of compiling the burial permits. Not only does this help preserve the documents, but also provides consistency in how things are labeled and filed. This person logged her time and has currently logged 114 hours as a volunteer for this grant. (see Attachment 2).

•Expenses

Delays were encountered in ordering equipment. A government account had to be established so that the purchases were not taxed. Secondarily, we were pursuing another grant that would have allowed us to re-surface the concrete floor of the office and we did not want to have to move heavy file cabinets around to accomplish this re-flooring. We did not get that grant, however, so some of the lesser-weight equipment has been ordered. Receipts for items purchased so far is attached. (see Attachment 3).

Instead of a horizontal long fireproof cabinet, our sexton asked permission to get a protected (lockable, fire resistant) gun cabinet so that the longer maps would not have to be folded in order to fit. They could be rolled and stored upright. Permission was granted from the Advisory Board, provided the expense did not exceed the grant amount. The sexton is researching gun cabinets to get an appropriate model.

•Schedule

Once the records are organized, we intend to get volunteers to do the scanning and digitization and anticipate that this operation will go faster than the organizing phase. In part, this will be the case as we will no longer be dealing with summer vacations and we will have more volunteers. We are limited, however, by accessibility to the cemetery office, given that the sexton and assistant are part-time. We do anticipate reaching our 80% goal by year’s end.

•Miscellaneous

We have been commended by mayors of both Waterville and Whitehouse for our efforts to clean up, organize and digitize cemetery records. The local newspaper did a (front page!) article on our project (see Attachment 4).
We are committed to completing this project. This grant provides us the opportunity to protect and preserve historical documents, and organize them in a cohesive manner so that access will (eventually) be efficient, accurate, and beneficial to those seeking such information.

Respectfully submitted,

Kim Anderson
Waterville Township Trustee
Whitehouse Council Tables Chicken Discussion

An income tax commission is in session, planning informational meetings on the fourth Tuesday of each month until the election. Beginning in January, the commission will discuss the recurring topics of garbage can placement, sidewalk maintenance, and the process that takes staff.

Whitehouse Third-Graders Celebrate Arbor Day

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Community engagement class will be collecting gently used Genesys clothes from 10-30 a.m. on the last Saturday of the month, May 14, from 10 a.m. to 2 p.m. at the Sprout Bakery, Water, 3rd Street in front of Radio Shack. Items will be accepted at the Sprout Bakery, Water, 3rd Street in front of Radio Shack.

Fallen Timbers Union Cemetery District sexton Rory Hartbarger, trustee Kim Anderson and assistant sexton/maintenance worker Troy DeWitt show some of the maps and books that will be preserved and digitized as part of a project funded by a grant from the Ohio Historical Records Advisory Board.

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