



2023 OHRAB Grant Final Report: Organizing a Shaker Historical Society Institutional Archive

Organization Name: Shaker Historical Society

Project Title: Organizing a Shaker Historical Society Institutional Archive

Project Director: Brianna Treleven, 216-921-1201, director@shakerhistory.org

Summary of Project Activities and Accomplishments

Our grant application stated a project goal of organizing an institutional archive to 1) protect documents, photographs, and other materials, 2) make museum-related materials accessible to staff, researchers, and the public, and 3) make space available in our archives. These goals were accomplished in the following ways:

- Total of 34.83 cubic feet of institutional material appraised (230% larger than the estimated volume in our grant application)
 - 11.1 cubic feet of material processed and housed in sleeves and archival boxes
 - 23.73 cubic feet of material selected for disposition through destruction, secure destruction, or transfer to outside repositories
- Shaker Historical Society Institutional Archives, 1946-2019, 11.1 cubic feet; 34 record sub-groups in the Finding Aid (<https://drive.google.com/file/d/1Rw4NdX7pZ6y9TCpK8oKxd14pzlf7fm0w/view>) with folder-level description, allowing for more accurate searches, with creators identified as:
 - Board and Committees
 - Director/Curator and Staff
 - Women's Committee
- Addition of record groups to the Shaker Historical Society's CatalogIt collections database, available to the public through the CatalogIt HUB (<https://hub.catalogit.app/4085/search/institutional%20archives>)
- Prior to this project, institutional records were scattered around the museum in various filing cabinets, boxes, and in the basement. Through disposition, space was made in our library/office area to add shelving for the express purpose of housing our institutional archives and future archival projects.
- Project intern Rachel Sykes decided to forgo digitization to focus on sustainability by creating a records retention schedule, institutional archives collections development policy, and guides to managing emails and updating the finding aid. Rachel also developed a list of potential future institutional archives projects.
- Appraisal of records led us to contact local and state entities (Shaker Heights Public Library, Northeastern Ohio Inter-Museum Council, Western Reserve Historical Society, Ohio History Connection) to transfer relevant items to their organizations.



Left to Right: Basement room where institutional records were found; Pre-appraisal boxes; Portion of final institutional archive with room to grow

The project had an immediate impact on both the archives and museum operations. Disposition of over 20 cubic feet of material freed up space in our archives for further processing and storage of other collections, and museum staff have used the institutional archives for internal research regarding past programs, events, and board decisions and for external school tours and outreach. For example, our Education and Outreach Manager utilized the institutional archives with University School students on November 7, 2023 to teach students about the purpose and use of archives and finding aids to conduct research.

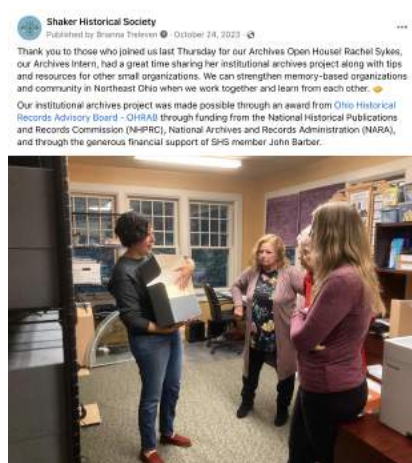
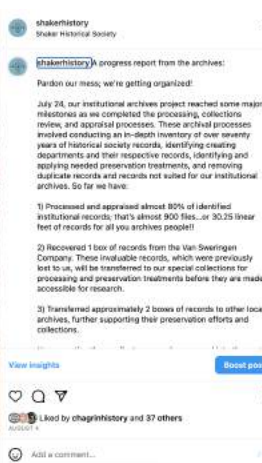
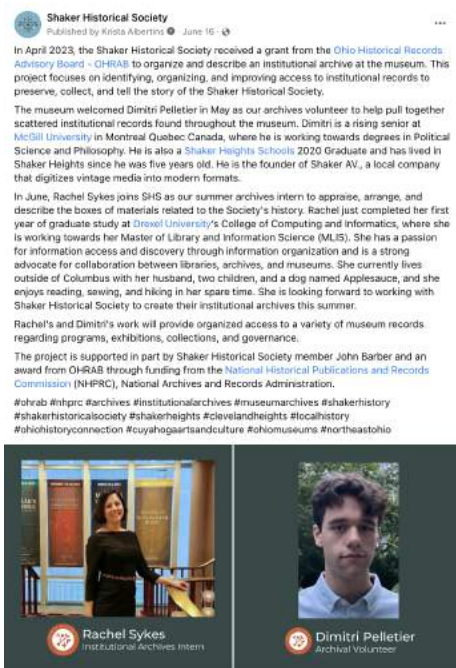


Left to Right: Board training; Archives Open House

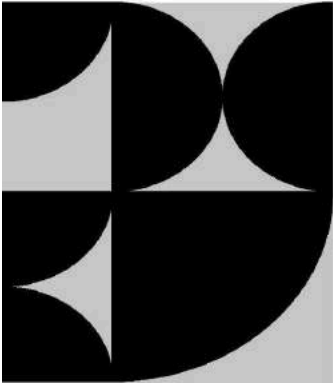
On October 19, project intern Rachel Sykes and project director Brianna Treleven held a training session for board members about how to utilize the institutional archives for board and committee planning and research. This training was followed by a public open house that welcomed representatives from five local organizations looking to learn more about the institutional archives process and funding opportunities.

With a collections development policy and records retention schedule in place to guide staff and board, we aim to grow the institutional archives in a sustainable manner. Future projects identified by Rachel Sykes include arranging institutional photographs, digitizing high-use materials such as board minutes and photographs, and printing and archiving born-digital records from the past 15-20 years. These suggested projects will guide future grant applications and the development of archives-based internships.

Shaker Historical Society staff released two press releases about the OHRAB grant award and the Archives Open House to local media but no outlets reported on either. However, we shared news about the project with the Cleveland Archival Roundtable (CAR) newsletter and multiple project-related updates in the museum's quarterly newsletter ([Summer 2023, page 7](#); [Fall 2023, pages 8-9](#); [Winter 2023-2024, pages 6-7](#)) and on social media, examples of which are shown and linked below:



<https://clevelandarchivists.files.wordpress.com/2023/09/car-newsletter-september-2023.pdf>



In spring 2023, the **Shaker Historical Society** in Shaker Heights was awarded an Ohio Historical Records Advisory Board (OHRAB) grant of \$2,850 to support the arrangement and description of an institutional archive at the museum. This grant, supplemented by a generous donation from a museum member, allows us to identify, organize, and improve access to organizational records related to governance, collections, exhibitions, programs, and public history efforts.

The total volume of organizational records identified thus far is 230% larger than the estimated volume in our grant application, highlighting the need for this project to make previously scattered records findable and usable. Funds were used to purchase essential supplies and hire Rachel Sykes, a current MLIS student at Drexel University, as a paid project intern. With 200 hours of grant-funded work completed between June and September and additional work planned for course credit through December 2023, Rachel's involvement has been instrumental. At the end of August, 77% of identified institutional records (26.75 cubic feet out of 34.83 cubic feet total) had been inventoried, processed, and physically arranged to the series level while photographs remain at the record sub-group level. Rachel has also finalized a collection-level DACS finding aid, available at bit.ly/ia-finding-aid.

Rachel's next projects include developing a collection development policy, a records retention schedule, and approachable Content Management System access points in CatalogIt, our collections database, in order to facilitate long-term sustainability, growth, and usability of the Shaker Historical Society's new institutional archives. Members of the public are welcome to learn more about this project during our Archives Open House on Thursday, October 19 from 6-7pm. Learn more and register at <https://givebutter.com/archives>. Submitted by Brianna Treleven



Project Expenses

Shaker Historical Society OHRAB Grant 2023 - Institutional Archives				SHAKER HISTORICAL SOCIETY
Salaries and Wages		Grant Funds	Matching Funds	Total
Brianna Treleven, Executive Director, 38 hours x \$21.63/hr			\$821.94	\$821.94
Krista Albertins, Education & Outreach Manager, 10 hours x \$17.10/hr			\$171.00	\$171.00
Archives Project Intern, 200 paid hours x \$17.00/hr		\$1,400.00	\$2,000.00	\$3,400.00
Archives Project Intern, 35 volunteer hours x \$29.95/hr			\$1,048.25	\$1,048.25
Project Volunteer, 6 hours x \$29.95/hr			\$179.70	\$179.70
Subtotals: Salaries and Wages		\$1,400.00	\$4,220.89	\$5,620.89
Order Date	Supplies	Grant Funds	Matching Funds	Total
6-28-2023	University Products Perma/Dur Barrier Board Document Cases (12.5 x 10.5 x 5) x 40	\$268.00		\$268.00
6-28-2023	University Products Perma/Dur Unreinforced File Folders (third cut) x 2	\$64.70		\$64.70
6-28-2023	University Products Perma/Cor E-Flute Corrugated Clamshell Boxes (17.25 x 11.5 x 3) x 5	\$104.25		\$104.25
6-28-2023	University Products Perma/Cor E-Flute Corrugated Clamshell Boxes (12.25 x 9 x 3) x 5	\$48.75		\$48.75
6-28-2023	University Products Polyethylene Negative and Print Envelopes (for 5 x 7 in) x 2	\$51.80		\$51.80
6-28-2023	University Products Archival Quality Laser Labels, Permaseal (4 x 3.3)	\$57.50		\$57.50
6-28-2023	University Products Shipping	\$75.56	\$49.39	\$124.95
8-8-2023	University Products Perma/Dur Unreinforced File Folders (third cut) x 2		\$64.70	\$64.70
8-8-2023	University Products Infinity Photo File x 2		\$78.40	\$78.40
8-8-2023	University Products Perma/Dur Barrier Board Document Cases (12.5 x 10.5 x 5) x 10		\$67.00	\$67.00
8-8-2023	University Products Polyester Processing Folders (9 x 11 in., 3 mil) x 2		\$47.30	\$47.30
8-8-2023	University Products Polyester Processing Folders (10 x 15 in., 3 mil) x 2		\$55.10	\$55.10
8-8-2023	University Products Perma/Dur Barrier Board Document Cases (12.5 x 10.5 x 2.5) x 6		\$46.50	\$46.50
8-8-2023	University Products Shipping		\$75.39	\$75.39
Subtotals: Supplies		\$670.56	\$483.78	\$1,154.34
Order Date	Equipment	Grant Funds	Matching Funds	Total
6-28-2023	EcoStorage Black 6-Tier Rolling Steel Wire Shelving Unit x 3	\$580.44		\$580.44
8-8-2023	Toshiba 50-Pint 115-Volt Energy Star Dehumidifier	\$199.00		\$199.00
8-8-2023	Home Depot Shipping		\$8.99	\$8.99
Subtotals: Equipments		\$779.44	\$8.99	\$788.43
Contracted Services		Grant Funds	Matching Funds	Total
				\$0.00
Subtotals: Contracted Services		\$0.00	\$0.00	\$0.00
Other Eligible Expenses		Grant Funds	Matching Funds	Total
				\$0.00
Subtotals: Other Eligible Expenses		\$0.00	\$0.00	\$0.00
Summary Budget		Grant Funds	Matching Funds	Total
Salaries and Wages		\$1,400.00	\$4,220.89	\$5,620.89
Supplies		\$670.56	\$483.78	\$1,154.34
Equipment		\$779.44	\$8.99	\$788.43
Contracted Services		\$0.00	\$0.00	\$0.00
Other Eligible Expenses		\$0.00	\$0.00	\$0.00
Total Project Budget		\$2,850.00	\$4,713.66	\$7,563.66