

**Institution/Organization Name:**

Spring Hill Historic Home and Underground Railroad Site

**Project Title:**

Improving the Preservation and Accessibility of the Rotch-Wales Papers

Secretary of the Board, Mandy Altimus Stahl

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**Summary of Project Activities and Accomplishments**

Approximately 16 cubic feet were properly re-housed, and more than 900 documents were given enhanced metadata. See the finding aid and examples of scanned photographs attached in this packet.

**Narrative**

This grant was spearheaded by Site Manager Kayla Metzger in early 2023. Sadly, she left our employment for a better opportunity at the end of July 2023. Mandy Altimus Stahl, Secretary for the Spring Hill Board of Trustees, took over supervision of the project. It was her understanding that the inventory of the archives, creation of better metadata, and better storage conditions were the main goal of this project. Therefore the main focus of intern hours were spent rehousing the physical documents themselves; interleaving each page, allowing proper space within each folder and box. Upon completing her 75 allotted hours, intern Grace Vogelgesang returned to college courses at the end of summer 2023. In total, 16 cubic feet of archival materials were re-inventoried and re-housed. According to the inventories created by Vogelgesang, this is more than 900 documents that now have improved metadata.

Stahl began creating a finding aid from the inventories created by Vogelgesang, and adding additional materials from the inventories of 2011 and 2019. The completed finding aid, including inventory, is 146 pages. This searchable document will be uploaded to our website.

After beginning the final report process upon completion of the project, Stahl discovered that one line of the grant application mentioned scanning the archival holdings for online and public use. State Archivist Fred Previts and OHRAB board member Connie Conner were consulted.

Intern Vogelgesang and volunteers had inventoried, catalogued, and began scanning the two Wales family donations (Lea Chase Frey and Jacquie McLain) and began scanning additional archival materials within the Spring Hill holdings in 2023, but with scope of this project encompassing thousands of documents, not all will be scanned as a result due to time constraints. The family photographs will need to additionally need cropped and uploaded to our Flickr page for public use with corresponding metadata, and select documents will be uploaded to Ohio Memory in the near future.

Archival materials scanned in 2023:

- Spring Hill dairy booklet
- Lea Chase Frey family photo donation 2014
- Jacquie McLain family photo and archive donation 2014
- Spring Hill institutional photos and scrapbooks from 1990s-2000s documenting house restoration, artifacts in the collection, as well as volunteers and events held on the property

Concurrently with the OHRAB grant project, Spring Hill participated in a Collections Assessment for Preservation (CAP) program that produced a helpful guiding document that will assist our staff and board to maintain the historic structures on our property and to set some short-term and long-term collections and preservation goals within those buildings and within various 3-D and archival collections.

This project has ensured the safety of thousands of documents, while shedding light on local and family history for researchers. The Wales family descendants have shown increasing interest in these photographs and documents over the last five years, and the ability to digitally share these photographs, articles, and personal correspondence will enhance the relationship between our Historic Home and the families.

Future plans with this project include consolidating formatting for both the inventories and finding aid. Some archival folder titles were created by the project intern but left on exterior sticky notes, which now need transcribed onto to the folder.

## **Publicity**

This project was celebrated in our e-newsletter, on social media, and will appear in our 2023 annual report. We have plans to contact the Wales descendants about the completion of this project as well. Screenshots of the digital media are included in this packet.

## **Project expenses**

See detailed budget attached in packet.

**Ohio Historical Records Advisory Board**  
**National Historical Records & Publications (NHPRC)**  
**State and National Archival Partnership (SNAP) Grants Regrant Program**

Salaries and Wages	Grant Funds	Matching Funds	Total
Intern - 5 hours/week for 15 weeks at \$13/hour	\$ 500.00	\$ 475.00	\$ 975.00
Site Manager (Project Director) - 1 hour/week for 15 weeks at \$17/hour	\$ -	\$ 323.00	\$ 323.00
Volunteers - total 39.5 hours at \$29.95/hour	\$ -	\$ 1,183.03	\$ 1,183.03
<b>Subtotals: Salaries and Wages</b>	<b>\$500.00</b>	<b>\$1,981.03</b>	<b>\$2,481.03</b>
Supplies	Grant Funds	Matching Funds	Total
(3) Half-cut tab letter sized file folders (100 pk) - F9115	130.65		\$ 130.65
Polypropylene label holders (100 pk) - BCH0302	10.62		\$ 10.62
Polypropylene label holders (21 pk) - 61-387	12.88		\$ 7.85
(8) Buffered interleaving paper (25 pk, 8x10) - P810B	108.56		\$ 108.56
(8) Buffered interleaving paper (25 pk, 16x20) - P1620B	232		\$ 232.00
(2) Half-cut tab legal sized file folders (100pk) - F9145	91.34		\$ 91.34
(2) Unbuffered negative & print 4x5 envelopes (25 pack) - NP45A1	14.02		\$ 14.02
Unbuffered negative & print 5x7 envelopes (100 pack) - NP57	35.67		\$ 35.67
(2) Unbuffered negative & print 8.5x10.5 envelopes (100 pack) - NP810	134.48		\$ 164.00
(1) Text envelope slings (10 pack) - ES711A (8.5x10.5)	8.49		\$ 31.95
(2) Envelope sling (9x12)	23.54		23.54
(4) 3-mil polyester document folders (50 pack) - SSF811	205		\$ 200.00
Unbuffered acid-free tissue (100 pk) - UT2024	87.14		\$ 53.14
3 mil photo sleeves pkg 40	18.92	52.21	\$ 71.13
(2) Deep lid archival print box 14.5 x 18.5	45.74		\$ 45.74
Supply shipping		\$ 101.18	\$ 125.00
<b>Subtotals: Supplies</b>	<b>\$1,159.05</b>	<b>\$153.39</b>	<b>\$1,345.21</b>
Equipment	Grant Funds	Matching Funds	Total
			\$0.00
			\$0.00
			\$0.00
			\$0.00
<b>Subtotals: Equipments</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Contracted Services	Grant Funds	Matching Funds	Total
			\$0.00
			\$0.00
			\$0.00
			\$0.00
<b>Subtotals: Contracted Services</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Other Eligible Expenses	Grant Funds	Matching Funds	Total
			\$0.00
			\$0.00
			\$0.00
			\$0.00
<b>Subtotals: Other Eligible Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Summary Budget	Grant Funds	Matching Funds	Total
<b>Subtotals: Salaries and Wages</b>	<b>\$500.00</b>	<b>\$2,134.42</b>	<b>\$2,634.42</b>
<b>Supplies</b>	<b>\$1,159.05</b>	<b>\$0.00</b>	<b>\$1,159.05</b>
<b>Equipment</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Contracted Services</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Other Eligible Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Project Budget</b>	<b>\$1,659.05</b>	<b>\$2,134.42</b>	<b>\$3,793.47</b>

Yes No

**If you do not receive full funding, will you accept partial funding and still complete the project as outlined in the application?**

	X
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# NATIONAL ARCHIVES

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NATIONAL HISTORICAL  
PUBLICATIONS  
& RECORDS COMMISSION