Ohio Historical Records Advisory Board Grant Program
Interim Report

Kettering Medical Center dba Kettering College

August 2024

Summary of the Project
To keep things organized while sorting and preparing historical documents for storage, Kettering College purchased file boxes specifically designed for archival materials. These included special file boxes and folders, which are essential for sorting, cataloging, and storing the historical materials the College has now, as well as for managing any new materials that arrive at the Archive Center in the future.

After receipt of the grant funds, the grant was onboarded, as are all publicly funded projects. This onboarding can take some time, so progress has initially been slow. However, work is under way with about 25% completed. Old files and photos that arrived at the center in various forms of disarray are being transferred to the new archive storage boxes and folders.

Summary of Expenses
While some items have been purchased, Kettering has a policy that no grant expense can drawn down from a funder (or counted as an expense for grants that pay in advance) until that expense can be reconciled between the grant team Expense Tracking Sheet, which is maintained in real time, and the organization's general ledger. Since the items were purchased in August, they are not yet on the general ledger, and cannot be reported until this reconciliation can be made.

Amount of staff and volunteer time spent on the project
We have not tracked staff time on the overall project, but we are tracking time for the consultant whose time will be used for matching funds. We will have a full accounting of that time for our final report. As with supplies, we must ensure these expenses are on the organization's general ledger before using them as official matching funds. However, we are confident we will have enough for our matching requirement.

Is the project on track to be completed by December 31st? If not, what were the delays and what is the estimated end date?
The team expects the project to be completed before December 31.

Examples of publicity on the project. This could be copies of press releases issued by the organization, links to local media coverage or screenshots of social media posts.
> There has been no publicity to date. Planning is under way to publicize the Archive Center starting next year with a display in the Kettering College Library.