

OHRAB Regrant Program  
Final Report  
January 31, 2025  
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## **Digitizing, Indexing, and Making Accessible Village of Gahanna Records**

The City of Gahanna's digitization project partially funded by OHRAB resulted in 4,092 digitized pages of Village of Gahanna records. Included were Village Council meeting minutes 1881-1964, and ordinances and resolutions 1893-1971. Decades of meeting records are now available for viewing online here: [City of Gahanna - Agendas & Minutes](#).

All images are stored in multiple places for preservation. They are on two external hard drives provided by the scanning vendor and were copied onto the City's network drive upon receipt. Additionally, meeting minutes were also uploaded to the City's *Legistar* website, resulting in an additional copy. We chose to use our existing legislative software to add meeting minutes to the web. While it was a lengthy process to create the files in the software system and upload them, it made the most sense to use, as our current files (1990s to present day) are also stored in this system. Users can access all meeting minutes, whether new or old, from one site. The indices for ordinances and resolutions will also be added to the web, but we have yet to determine if all individual ordinances and resolutions can be added to our existing software.

## **Project Impact & Ongoing Initiatives**

We believe our project will have lasting positive impacts. The first, and most obvious, is accessibility of records from a much lesser-known time in Gahanna's history. We are also working on options to engage the public with transcription. As stated in the application, many of the digitized records were handwritten. Readers can now find meeting minutes by

date, but they are not keyword searchable. We hope to invite users to send us their transcriptions, which we can then add to our software program to create “searchable” minutes. Potential avenues include sourcing volunteers via social media, upcoming newsletters, our senior center, and the local historical society. Staff has also explored the possibility of using a transcription service such as Transkribus.

A second impact is renewed interest in digitizing and preserving our historical records. In addition to the records highlighted in this project, Council Office was able to partner with the City of Gahanna’s Clerk of Courts to scan permanent court dockets dating to 1881. Along with the Clerk of Courts’ records, the Planning Commission’s physical case files are being digitized. These files are a bit more modern and date to the 1960s. The Planning Commission files, which cover requests for variances, conditional use, and rezonings, are permanent records according to our retention schedule. The physical records of the City Council Office, Clerk of Courts, and Planning Commission will be transferred to offsite storage while the digital records will be used for access. These digitization projects coincide nicely with Gahanna City Hall’s planned move to a new civic center, as we work to gain better control of our physical records and preserve permanent files offsite.

## **Publicity**

The City Council Office had three main avenues for communicating our project to the public. First, we shared information about the project at a Gahanna City Council meeting, which can be found here: [City Council: Committee of the Whole - August 26, 2024 - Livestream](#) beginning at the 11-minute mark. The presentation includes instructions on how to access the records. Council Office will present the final project results at another City Council meeting in February, 2025. These meetings are public, livestreamed, and saved on YouTube indefinitely. Second, the Communications Department shared a Facebook post that garnered positive attention online (see image attached below). Finally, Council Office was featured in an issue of *Uniquely Gahanna*, the City’s quarterly publication that is sent

to every household in the City. The staff feature highlighted the grant project (See pages 8-9: [Uniquely Gahanna | Fall 2024 by 614mediagroup - Issuu](#)).

Council Office is also developing its own newsletter for updates on issues pertaining to City Council. The first issue, which will go out to subscribers in February 2025, highlights the results of the grant project and asks for public engagement for volunteer transcription. It is anticipated that the newsletter will be released bi-monthly and will have a section to highlight the City's archives.

### **Project Budget**

Our project budget evolved through the project, resulting in a higher cost-share portion for the City. A change in our agreement with ScanWorks resulted in a slightly higher invoice, in which Council Office took on \$500 of the scanning aspect of the project. In addition, the project manager was promoted to a new role and pay increases occurred during this time. Finally, the staff time portion was higher than anticipated due to the intricate work of extracting PDF pages and creating individual meetings within our software. See the attached budget worksheet and ScanWorks invoice.

### **Conclusion**

The primary goals of this project were to increase visibility and improve preservation of the Village of Gahanna's oldest records. Both of those have been accomplished, as we now have preservation-quality digital copies of records, most of which are now accessible online. However, there is room to grow there are ways to continue this project. We view this digitization project as the starting point for our city government's archives. We hope to bring awareness to our historical records while simultaneously gaining a better understanding of what we have in our possession. We are grateful for the opportunity to share these records with the community and look forward to building on this project in the future.

**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
Sophia McGuire - Deputy Clerk of Council		\$5,481.60	\$5,481.60
Charlie Schneider - Council Office Intern		\$1,279.20	\$1,279.20
			\$0.00
			\$0.00
<b>Subtotals: Salaries and Wages</b>	<b>\$0.00</b>	<b>\$6,760.80</b>	<b>\$6,760.80</b>
Supplies	Grant Funds	Matching Funds	Total
			\$0.00
			\$0.00
			\$0.00
			\$0.00
<b>Subtotals: Supplies</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</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
ScanWorks Digitization	\$2,940.00	\$500.00	\$3,440.00
			\$0.00
			\$0.00
			\$0.00
<b>Subtotals: Contracted Services</b>	<b>\$2,940.00</b>	<b>\$500.00</b>	<b>\$3,440.00</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
<i>Salaries and Wages</i>	<b>\$0.00</b>	<b>\$6,760.80</b>	<b>\$6,760.80</b>
<i>Supplies</i>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<i>Equipment</i>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<i>Contracted Services</i>	<b>\$2,940.00</b>	<b>\$500.00</b>	<b>\$3,440.00</b>
<i>Other Eligible Expenses</i>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Project Budget</b>	<b>\$2,940.00</b>	<b>\$7,260.80</b>	<b>\$10,200.80</b>

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











Yes


No


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New method of organization for meeting minutes on local drive:


 Book - 1881-1891	8/31/2024 12:43 PM
 Book - 1893-1906	10/28/2024 4:22 PM
 Book - 1907-1914	11/18/2024 11:09 AM
 Book - 1914-1919	11/18/2024 1:19 PM
 Book - 1919-1933	12/9/2024 1:47 PM
 Book - 1933-1940	12/10/2024 10:08 AM
 Book - 1941-1949	12/16/2024 2:06 PM
 Book - 1949-1955	1/28/2025 10:30 PM
 Book - 1956-1961	6/11/2024 4:38 PM
 Book - 1961-1964	6/12/2024 1:35 PM


 CN Minutes 1914.05.06.pdf


 CN Minutes 1914.06.03.pdf


 CN Minutes 1914.06.17.pdf


 CN Minutes 1914.06.23.pdf


 CN Minutes 1914.07.01.pdf


 CN Minutes 1914.07.15.pdf


 CN Minutes 1914.09.23.pdf


 CN Minutes 1914.10.21.pdf


 CN Minutes 1914.11.26.pdf


 CN Minutes 1914.12.09.pdf


 CN Minutes 1914.12.30.pdf


 CN Minutes 1915.01.05.pdf


 CN Minutes 1915.01.27.pdf

 CN Minutes 1915.02.03.pdf

 CN Minutes 1915.03.03.pdf

 CN Minutes 1915.04.28.pdf

 CN Minutes 1915.05.12.pdf

 CN Minutes 1915.05.19.pdf

Clark Pres. Am.

Sahanna O.

Dec 23-'96

A called meeting of the Council for any business that might be brought up. James Ryan made a motion which was seconded by A. Ogden to pay the officers salary. Vote: A. Ogden, James Ryan, A. W. Quinn and Geo Ogden, Yeas: Harmon. Motion carried. The Clerk was instructed to present a bill of \$3.00 to the Trustees for rent of council room for Election purposes.

E. A. Ogden's resignation as Clerk of Corps was read and accepted.

A motion carried authorizing the Mayor to appoint a clerk to serve until the Spring Election. William C. W. Cushman was appointed. and upon motion of A. W. Quinn seconded by A. Ogden the appointment was duly confirmed. Vote: A. Richentash, A. Ogden, James Ryan, A. W. Quinn & Geo Ogden, Yeas. Motion carried. Council then adjourned.

E. A. Ogden  
Clerk.

Sahanna O.

Dec 23-"96

A called meeting of the Council for any business that might be brought up.

James Ryan made a motion which was seconded by A. Ogden to pay the officers salary. Vote: A. Ogden, James Ryan, A. W. Quinn and Geo Ogden, Yeas: None. Motion carried.











The Clerk was instructed to present a bill of \$3.00 to the Tp trustees for rent of council room for Election purposes.


E. A. Ogden's resignation as Clerk of Corp. was read and accepted.


A motion carried authorizing the Mayor to appoint a clerk to serve until the Spring Election. Whereupon C. W. Carhus was appointed, and upon motion of A. W. Quinn seconded by A. Ogden the appointment was duly confirmed. Voters: A. Rickenbacher, A. Ogden, James Ryan, A. W. Quinn & Geo Ogden, Yeas. Motion carried. Council then Adjourned.


E. A. Ogden  
Clerk.


New method of organization for meeting minutes on local drive:


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 CN Minutes 1915.05.12.pdf

 CN Minutes 1915.05.19.pdf



# OHRAB GRANT

## Awarded to the City of Gahanna's Council Office

Connect to Gahanna's historic Village Council records (1881-1970). These books include Gahanna's earliest ordinances, minutes, and resolutions.



City Of Gahanna, Ohio -  
Government



November 19, 2024 · 🌐

The City Council Office is proud to announce a project underway to preserve, index and make accessible Gahanna's historic Village Council records (1881-1970). These books include Gahanna's earliest ordinances, minutes, and resolutions. Staff partnered with ScanWorks to professionally digitize the records and is now indexing them and uploading the scans to [Gahanna.gov](https://Gahanna.gov), making them accessible to the public. Residents can read minutes from the 1800s in officials' own handwriting!

👍❤️ You and 14 others

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Love it !!



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Fantastic!



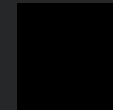
10w Like Reply



How nice



10w Like Reply



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