

Institution Name: Kettering Medical Center dba Kettering College
Project Title: Kettering Health Archive Center Digitization and Website Implementation
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Final Grant Report

January 2025

Summary of Project Activities and Accomplishments

This report provides a detailed account of the purchases and expenses incurred during the execution of the KETTERING HEALTH ARCHIVES CENTER, as well as the matching funds provided by the organization. The aim is to offer a clear understanding of the financial allocation and management for this project.

Project Overview

The Kettering Health Archives Center Project was initiated with the objective of transferring historical documents into the appropriate archival boxes and folders for permanent storage in the institution's archive center. This phase of the project began on June 1, 2024, and it was completed by December 31, 2024. During this time, the review and transfer of 200 files of historical records were completed. This required obtaining supplies for the project and the labor costs.

Procurement of Supplies

Diane Bartram has obtained the archival boxes and folders (invoices included).
Judi Neff has provided the labor to complete the work as stated.

Project Expenses (Materials and Equipment)

The project budget was substantially allocated to the purchase of essential materials and equipment to complete the project. The following are the charges for all the materials that were needed (invoices are included):

Item	Number Purchased	Amount
Archival Storage File Boxes	55 Boxes @ \$17/each	\$935.00
Archival Storage File Boxes	25 boxes @ \$17.50/ each	\$437.50
Archival File Folders/Letter	1 package @ \$50	\$50.00
Archival File Folders/ Legal	1 package @ \$56	\$56.00
Archival ink cartridge combo pack	1 package @ \$69. Only \$28.82 was charged to the grant so we did not go over budget.	\$28.82
Total		\$1,507.32
Amount awarded		\$1,507.32

Vendor Selection

Vendors were selected based on their ability to supply high-quality materials at competitive prices. The selection criteria included:

- Reputation: Past performance and reliability
- Cost: Competitive pricing and payment terms
- Quality: Adherence to quality standards
- Delivery Time: Ability to meet project deadlines

Contracts were established with reputable vendors to ensure a timely and efficient supply of materials.

Conclusion

The financial expenditure for the Kettering Health Archives Center was managed efficiently, ensuring that all necessary supplies were procured, and expenses were kept accurately within the budget. Through careful vendor selection, effective cost control measures, and regular financial monitoring.

Our organization will build on the success of this project by continuing to transfer historical documents into appropriate receptacles for permanent storage. We will expand our bank of legacy documents as additional funding becomes available.

Kettering Health Archives at Kettering College

Square Footage Preserved

During the Ohio Historical Records Advisory Board Grant Project Period

January 30, 2025

1. It is estimated that during the 6-months of this project, about 14 cubic feet of historical documents were placed in permanent archival storage.
2. During that same time, the process of reviewing and sorting an additional 9 cubic feet of historical documents was done, which will be transferred into permanent storage by April 2025.
3. An additional 27 cubic feet of video files are temporarily stored and awaiting processing (review and digitization) for appropriate indexing and permanent storage.

Documentation of Matching Funds

Kettering Medical Center dba Kettering College received \$1,507.32 to purchase archival supplies for the Kettering Health Archive being developed at Kettering College. One-to-one matching funds which paid the consultant who is organizing the archive are documented to exceed the \$1,507.32 required in match. A list of invoices paid to Judy Neff, the consultant working on this project, is attached to this document.