

# Ohio & Erie Canalway Coalition

The Ohio & Erie Canalway Coalition primarily holds materials related to its role in the development of the Ohio & Erie Canalway National Heritage Area, Towpath Trail and connector trails in collaboration with congressional leaders, park districts, municipalities and other partnerships between 1989 to present. These materials include, but are not limited to: Board of Directors minutes, financial statements, volunteer records, membership data, Silver Ribbon membership newsletters, annual reports, correspondence, publications, maps, connector trail and technical assistance project materials, grant reports, photographs, scrapbooks, newspaper clippings, restoration campaigns, and more. We estimate that we will inventory, organize and describe about 15-20 cubic feet of materials in this phase of the overall institutional archive project.

The Institutional Archive Project aims to organize, preserve and make accessible materials documenting the development of the Ohio & Erie Canalway and Towpath Trail. This project has progressed this summer by staff and volunteers accumulating and evaluating stored material to be included in the project, and by hiring intern Sara Montagno to assist with processing the collection and developing a finding aid.

## **Estimated percentage of project completed**

We estimate about 20% of this project has been completed to date, which includes:

- Staff and volunteers accumulating and reviewing materials from various filing cabinets, shelves and boxes to be retained in the institutional archive versus material that can be discarded as a part of our document retention policy.
- Interviewing and hiring the project intern, Sara, who began in August. Sara has experience processing archival material at Western Reserve Historical Society, and recently completed her MLIS degree from Kent State University.
- Working with the intern to process boxes of materials, retaining key materials for the archive, so far relating to Ohio & Erie Canalway Coalition events circa 1990s – 2004 and newspaper clippings across roughly 5 cubic feet of material.
- Working with the University of Akron to acclimate our intern to their standards of practice.

## **Summary of expenses**

The only expense accumulated thus far is the payment of our intern. No materials will be purchased for the project until more cubic feet of records have been reviewed/processed to gain a better understanding of quantity needed in order to make the most of our budget.

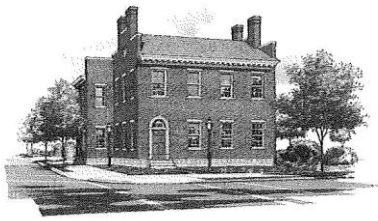
## **Amount of staff and volunteer time spent on the project**

Staff (match): 24 hours

Intern (funded): 32 hours

Volunteer (match): 10 hours





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## **Project timeline**

We anticipate this project to be completed as anticipated by the end of the calendar year for the records that will be stored at the University of Akron Archives. Ohio & Erie Canalway Coalition may continue to tie up loose ends regarding institutional archives remaining at the office (related to event material) or records retention needs in 2026. Though we have had a shift in staff capacity over summer 2025, we remain dedicated to working on and completing this project this year.

## **Project publicity**

Now that our intern Sara has joined us, we will be spotlighting her and project updates in our biweekly email newsletter *The Towpath Times* and on social media. We will also be sharing a press release in September regarding the funding award and project progress with local media outlets.

