

Oakwood Cemetery Association LLC
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Ohio Historical Records Advisory Board Archival Project – Final Report
Submitted 1/30/2026 by Holly Taylor Meyer, 330-883-1459, historicaloakwoodcemetery@gmail.com
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Organizational Description:

Historical Oakwood Cemetery is located in Trumbull County, in the City of Warren, Ohio and is run by a nonprofit organization, Oakwood Cemetery Association LLC. The cemetery has been in active use in Downtown Warren since 1847. The Cemetery Association was formed by an act of the Ohio Legislature in 1849 and is registered as a 501(c)(13). The Cemetery is home to roughly 50 acres of indoor and outdoor spaces, with 35 of the acres being developed property. Historical Oakwood Cemetery is supported by a dedicated team of two full-time staff members, a superintendent and the Oakwood Cemetery Association Board. Oakwood Cemetery operates as a nonprofit organization, with most funding originating from the cost of burials. Additional funding is secured from donations, with notable contributions from the Helene P Kaighin Charitable Trust and the Nancy K VanFossan Family Foundation. The Cemetery operates with an annual budget of roughly \$200,000.

Oakwood Cemetery's holdings are rather narrow in scope, all relating to the purpose served by the Cemetery as a final resting place. That said, the archive room is home to roughly 45,000 interment records, that were bound in sectional post binders. The archive room also hosts lot records, also bound in sectional post binders, employee records spanning the cemetery's operational history, and large lot maps of the property. The estimated cubic footage of the collection storage area is 7488 cubic feet. The archive room is climate controlled, and the sectional post binders containing Cemetery records are stored on metal shelving units. The Oakwood Cemetery Archival Project interment records are currently well-preserved, showing the expected signs of aging but retaining legibility and usability. The records that comprise Oakwood Cemetery's holdings are available to the public for research purposes during the Cemetery's normal business hours, which are from 7:00am-3:30pm Monday through Friday.

Oakwood Cemetery's Historical Significance:

Oakwood Cemetery is the resting place for numerous American veterans, with service dating back to the Revolutionary War. Additionally, Oakwood Cemetery is the final resting place for many notable figures from Warren and Trumbull County, including the Perkins, Packard, and Sutliff families. Interment records provide researchers with invaluable information regarding the tens of thousands of individuals buried in the Cemetery.

August 2025: Oakwood Cemetery Archival Project Interim Progress Report:

The Trumbull Historical Society assisted Oakwood Cemetery by ordering 60 archival-safe boxes. We estimate that 80% of the interment records have been scanned and stored in the archival-safe boxes. We estimate that we are on track to complete the scanning and re-boxing of interment records by December 31, 2025.

The scanning process is 80% completed, but the records will have to be transcribed to make Oakwood's holdings more accessible to researchers, while likewise increasing the efficiency of research through the use of indexes and keyword searchable files.

Actions and Current Interim and Final Results:

1. Purchase document scanners and archival materials for preservation.

RESULTS: Purchases 60 archival-safe boxes with the assistance of TCHS (receipt in email as an attachment). We did not purchase scanners because we switched over to an ADOBE digital scanner application on phones and iPads that worked efficiently without requiring new physical scanning equipment. We will assess if we need physical scanners or more archival boxes for the records as time goes on.

UPDATED FINAL RESULTS: The 60 archival-safe boxes were completely filled, and at the end of December 2025 we requested TCHS to order 20 more archival-safe boxes to complete the remaining interment records and to have on hand for new interment records. There should be enough archival boxes in the next shipment of boxes to house the lot book records for burial plots. The archival boxes are expected to be delivered some time in February 2026. The total cost for that is \$460.73 (the invoice/receipt is attached to the email). It is anticipated to be less than four hours of work to complete the archival box filling.

2. Finish the digitization of interment records within Oakwood Cemetery's holdings.

INTERIM RESULTS UPDATE: We have scanned approximately 80% of the interment records. We are on track to complete interment scanning by December 31, 2025.

UPDATED FINAL RESULTS: We have scanned approximately 95% of the interment records and are on track to complete in February 2026 at our next scanning day.

3. Concurrent to step 2, move records from sectional post binders into archival boxes, label and organize holdings area.

INTERIM RESULTS UPDATE: We are 80% completed on re-homing the paper interment documents. As we complete the scanning process, we will re-home the paper interment records. We are approximately 80% completed on transferring the records to the archival boxes. Volunteers spend approximately 4-5 hours once a month to scan and transfer records to the archival boxes. We anticipate scanning and boxing the majority of the remaining documents by December 31, 2025. On average, we have 4-6 volunteers scanning and working on an average of 4-5 hours at a time. The total time combining the

volunteers and TCHS paid volunteers and affiliates is between 16-30 hours at a time per month. We ordered the archival boxes in June 2025, and by August 19 we had transferred 80% of the interment records. The time for that transfer of the paper records to the archival boxes was approximately 10 hours of combined volunteer time.

FINAL REPORT RESULTS: We expected to have left over boxes that would be available to fill for future interment records. We determined that the archival-safe boxes would be too tightly stored so we left room for additional document storage in each box and then ordered more.

4. Develop a virtual catalog for the collection with the help of TCHS and volunteers. This will be a long term project for Oakwood Cemetery, Youngstown State University, and Trumbull County Historical Society. The scope of this work is related to the scanning project, but is a separate project that will also assist with preserving records and increasing public access to those records. We estimate between 30,000-45,000 burials have taken place since 1847.

FINAL REPORT RESULTS: Although we do not have a total interment record number, we estimate that the amount of interment records are closer to around 30,000 interments.

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Oakwood Cemetery has continued to archive the records all the way up to the end of the year. Our goal was to store the paper documents in the archival boxes and to also scan the interment documents. At this point, we filled 60 archival boxes and are awaiting an order of approximately 20 more so we can finish filling the last of the interment documents, with extra boxes left for additional burial records. We continue to scan the remaining interment documents and expect the documents to be up to date scanned by February of 2026. As we move to the end of the planned archival boxing project and the scanning project, we will evaluate the need for additional document scanning and archiving in the future.

We have achieved our main goal of digitizing the records and re-homing the interment records at Oakwood Cemetery into archival-safe boxes that are easily accessed by Oakwood Cemetery volunteers and employees. With the continued transcription of the scanned interment records, we anticipate making progress of transcribing the records over the next few years. We are moving forward with choosing a cemetery database program that will be a publicly accessible database for access to the records digitally.

The ongoing preservation of irreplaceable cemetery records is an essential step to maintaining public information in different formats for public access. The primary objective of this project is the preservation of Oakwood's interment records. The digitization achieves this while also enhancing public access to these valuable paper records, allowing students, researchers,

genealogists and more the capability to research interred records easily, and be able to view the records in person, onsite at the Oakwood Gatehouse records vault.

Grant Project Staff:

- **Holly Taylor Meyer, Authorizing Official/Project Manager:** Oversees and organizes the project, ensures milestones are met within the grant period, and contributes 10% of her time over the grant period. Qualifications include a BA in liberal arts, 5 years of professional experience in records digitization.
- **Oakwood Cemetery Volunteers and Oakwood Cemetery Superintendent Michelle Scott** assisted in the archival box filling and gave positive feedback on how access to the documents improved with the new paper archiving system.
- **TCHS Staff (Meghan Reed, Savannah Moss, Kate Pfouts),** scanning and preservation volunteers: responsible for digitizing records and establishing a digital database, each contributing 4 hours monthly over the grant period. Qualifications include master's degrees in public history and museum studies (Meghan Reed and Savannah Moss, respectively), bachelor's degrees in Anthropology (Savannah Moss and Kate Pfouts), and professional experience in document preservation, digitization, and collections care and management.
- **Dr. Amy Fluker, YSU History Department professor,** scanning and preservation volunteer: assist in digitizing and cataloguing records, contributing 4 hours monthly over the grant period. Qualifications include a PhD in History, specializing in the history of Civil War Memory.

Results:

- Digitized interment records for Oakwood Cemetery's burials.
- Planning for a dedicated public database for access to the records digitally in the next six months.
- The ongoing preservation of irreplaceable cemetery records. The primary objective of this project is the preservation of Oakwood's interment records. Digitization achieves this while also enhancing public access to these valuable records, allowing students, researchers, genealogists and more the capability to research interred records easily, and be able to view the records in person, onsite at the Oakwood Gatehouse records vault.

Additional Information:

Receipts for the purchase of the Gaylor Archival boxes. Receipts will be attached to the email.

Media advertising on Facebook:

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**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
Project Director (Holly Taylor Meyer, 10% of her time over project duration)		\$4,286.72	\$4,286.72
Volunteer (Jason Long, AmeriCorps Volunteer, 8 hours monthly May-August)		\$0.00	\$0.00
Volunteers (TCHS Staff, Meghan Reed, Savannah Moss, Kate Pfouts, 4 hours monthly)		\$3,215.04	\$3,215.04
Volunteer (Dr. Amy Fluker, 4 hours monthly)		\$1,071.68	\$1,071.68
Subtotals: Salaries and Wages	\$0.00	\$8,573.44	\$8,573.44
Supplies	Grant Funds	Matching Funds	Total
52 Black Barrier Board Flip-Top Photo & Print Box (Gaylord ZZ-CB1085B)	\$1,409.40		\$1,409.40
20 Black Barrier Board Flip-Top Photo & Print Box (Gaylord ZZ-CB1085B)	\$460.73		\$460.73
			\$0.00
Subtotals: Supplies	\$1,870.13	\$0.00	\$1,870.13
Equipment	Grant Funds	Matching Funds	Total
4 Epson Perfection V19 II Color Photo and Document Flatbed Scanner	\$0.00		\$0.00
WE USED ADOBE SCANNING PROGRAM FROM DIGITAL DEVICES, did not purchase scanners			\$0.00
			\$0.00
			\$0.00
Subtotals: Equipments	\$0.00	\$0.00	\$0.00
Contracted Services	Grant Funds	Matching Funds	Total
			\$0.00
			\$0.00
Subtotals: Contracted Services	\$0.00	\$0.00	\$0.00
Other Eligible Expenses & DETAILS OF CHANGES	Grant Funds	Matching Funds	Total
DOGE CANCELED THE PROGRAM Volunteer (Jason Long, AmeriCorps Volunteer, 8 hours monthly May-August)			\$0.00
(so we didn't have his volunteer time actually happen - I put his hours at \$0 for the project)			\$0.00
we did not purchase scanners, we now use ADOBE scanning apps			\$0.00
			\$0.00
Subtotals: Other Eligible Expenses	\$0.00	\$0.00	\$0.00
Summary Budget	Grant Funds	Matching Funds	Total
Salaries and Wages	\$0.00	\$8,573.44	\$8,573.44
Supplies	\$1,870.13	\$0.00	\$1,870.13
Equipment	\$0.00	\$0.00	\$0.00
Contracted Services	\$0.00	\$0.00	\$0.00
Other Eligible Expenses & DETAILS OF CHANGES	\$0.00	\$0.00	\$0.00
Total Project Budget	\$1,870.13	\$8,573.44	\$10,443.57

Yes

No

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

Yes	
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