



Greater Cincinnati Police Historical Society

308 Reading Road, Suite 201

Cincinnati, OH 45202-1316

www.Police-Museum.org

Digitization of Historical Law Enforcement Records Project

Interim Report

August 31, 2026

Summary

The Greater Cincinnati Police Historical Society (GCPHS) serves as the repository for nine bound volumes containing Cincinnati Police Department personnel records spanning 1886–1952, comprising approximately 3,900 pages of historical data. Given the oversized format and physical fragility of the collection, successful digitization required acquiring a specialized A2-format overhead scanner along with adequate computing hardware to ensure accurate, high-resolution capture. The project also addressed the immediate preservation of the collection through proper archival storage.

On April 28, 2026, the GCPHS was awarded a \$1,490.00 grant from the Ohio Historical Records Advisory Board (OHRAB), supported by an equal \$1,490.00 local cost-share match, for the project titled *Digitization of Historical Law Enforcement Records*.

This document serves as the interim progress report covering grant activities achieved between May 1, 2026, and August 31, 2026.

Project Goals

The original goals served as a guide while the project progressed.

- Digitize some pages as high-resolution TIFF images.
- Assign unique filenames to each image for accurate identification and retrieval.
- Create a searchable pointer-index listing all filenames and supporting data.
- Publish the index on the GCPHS website to expand public access.
- Maintain long-term digital preservation by storing all images on an external hard drive.
- House the original tomes in archival boxes to assist in long-term preservation.

Reconciliation

The grant was utilized to acquire digitization equipment, to provide volunteer labor for document scanning, processing, and indexing, and to purchase essential archival storage materials.

Equipment, Supplies, and Salaries & Wages:

- ✓ **Equipment:** A three-month delay between initial project specifications (mid-March) and final procurement (mid-June) required minor adjustments to accommodate product availability and market price fluctuations. Consequently, Equipment category expenditures slightly exceeded the approved grant funds.

- ✓ Supplies: Similar market and timeline adjustments were applied to the Supplies category, resulting in final expenditures slightly below the approved matching funds.
- ✓ Salaries & Wages: To offset the supply shortfall, 3 additional volunteer hours were added to Salaries & Wages, resulting in a minor overage in approved matching funds.
- ✓ Summary of Adjustments: Grant fund expenditures for equipment exceeded the approved amount by \$6.70, and matching fund expenditures for supplies and salaries & wages exceeded the approved amount by \$6.82.

Operational Status:

- ✓ All equipment and supplies have been received, tested, and successfully deployed for their intended uses.

Project Finances:

- ✓ Financial obligations for both the grant funds and the matching funds are complete; no further grant expenditures or volunteer hours will be expected from this grant.

Progress

Based on the volume of material scanned and processed to date, the digitization project is estimated at 67% complete. The remainder of the project will be completed by the end of the grant period (December 31, 2026). A summary of project progress by phase is outlined below.

Scanning:

- ✓ The primary record set consists of nine tomes (six containing approximately 500 pages each and three containing approximately 300 pages each).

Imaging Volume:

- ✓ Scanning has been completed for approximately 3,000 total pages. Pages requiring multiple exposures for clarity were captured accordingly.

Selection Criteria:

- ✓ Only pages containing archival-quality data were imaged for processing.

Processing & Data Management:

- ✓ Over 950 resulting image files were assigned unique file identifiers.

Logging:

- ✓ Supporting image data and file identifiers were logged into a master Excel tracking spreadsheet.

Storage & Long-Term Preservation:

- ✓ Image files were secured across redundant storage environments, including an external hard drive and a cloud-based storage network.
- ✓ The original volumes were safely housed in acid-free archival storage containers.

Public Access & Indexing:

- ✓ Using the master spreadsheet, a searchable online pointer index was established, integrating project data with existing organizational archival data.
- ✓ The index is published and periodically updated on the GCPHS website at: <https://police-museum.org/archives-of-personnel-database-draft/>

Volunteer Labor:

- ✓ To date, 104.75 volunteer hours (spanning administration, training, scanning, and processing) have been utilized. In the local match, 77 volunteer hours were estimated to complete this project.
- ✓ All remaining and future volunteer labor continues to be tracked and documented.

Publicity

A press release announcing the receipt of the OHRAB regrant was published on both the GCPHS website and official Facebook page, generating positive community feedback. A copy of the release is provided in Attachment A.

Submitted August 31, 2026

A handwritten signature in cursive script, reading "Stephen R. Kramer".

LT Stephen R. Kramer, RET
President/CEO
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See Attachment A



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ATTACHMENT A

FOR IMMEDIATE RELEASE

GCPHS Awarded Grant to Digitize Century-Old Law Enforcement Records

Contact: Lt. Stephen R. Kramer, RET, President & CEO

Phone: (513) 300-3664

CINCINNATI, OH – July 15, 2026 - The Greater Cincinnati Police Historical Society (GCPHS) has been awarded a competitive grant for its upcoming project, “Digitization of Historical Law Enforcement Records.”

The grant is funded in part by the Ohio Historical Records Advisory Board (OHRAB), through financial support from the National Historical Publications and Records Commission (NHPRC) and the National Archives and Records Administration. In the April 27th, 2026 award letter to the Society, Mr. Fred Previts—State Coordinator for OHRAB and State Archivist for the Ohio History Connection—noted the highly competitive nature of this cycle, with funding requests totaling more than double the capital available for distribution.

The \$3,000 grant, which includes a local one-to-one match, will fund the acquisition of specialized scanning equipment and archival-quality storage materials. These resources will be used to preserve and digitize nine volumes of historical police personnel records (1886–1952) donated by a law enforcement agency located in the Greater Cincinnati region. The project will be executed entirely by volunteer GCPHS staff.

Once the project is complete, a searchable index of the digitized scans will be published on the GCPHS website to assist archivists, genealogists, and historians. To ensure compliance with public records privacy standards and allow for necessary redactions of sensitive information, full images of the records will be accessible exclusively at the GCPHS Research Center.

The GCPHS preserves and shares the rich history of law enforcement across Southwest Ohio, Northern Kentucky, and Southeast Indiana, representing more than 150 local, state, and federal agencies in Boone, Butler, Dearborn, Campbell, Clermont, Kenton, Hamilton, and Warren counties.

For updates, research inquiries, or more information, please call (513) 300-3664, visit www.police-museum.org, or follow the Society on Facebook.

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