



OHRAB Grant Program – Interim Report

Project Description

Title of Project: Archive and Preservation of Madeira's Permanent Records

Starting Date: May 2026 Ending Date: December 2026

Project Summary

The City of Madeira maintains its permanent records in original paper form dating back to 1910 when the City was incorporated. Recognizing that time can degrade historical documents, we are planning to transfer the documents onto microfilm/fiche and to create digital images of the records. Both formats are being planned to 1) maintain an "eye-readable" version, as recommended by the State Local Government Records guidelines and 2) to provide an easily accessible digital image to the general public. The grant funds will help offset the costs of the project and allow us to increase the number of documents that can be transferred.

- Estimated percentage of project completed and number of images scanned or collections or cubic feet processed, etc. [The project is estimated to be one-third complete.](#)
- Summary of expenses (have all of the supplies been ordered and arrived, has the software been ordered, etc.). [To date, the cash expenditures total \\$123.90 for boxes and mailing supplies.](#)
- Amount of staff and volunteer time spent on the project (include both grant funded time and matching time) [An estimated 40 hours have been spent by staff assembling, organizing, and packing the physical records.](#)
- Is the project on track to be completed by December 31st? If not, what were the delays and what is the estimated end date? [Yes, the project is targeted to be completed by year end.](#)
- Examples of publicity on the project. This could be copies of press releases issued by the organization, links to local media coverage or screenshots of social media posts. [The project has been discussed at City Council meetings. Once the microfilm/fiche and digital images have been returned to the City, we will publicize their availability.](#)