

2013 OHRAB GRANT FINAL REPORT

City of Delaware Historical Records Scanning Project

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Grant Amount: \$2,000 (initial award \$1,000)

Goal of the Project: To preserve and increase access to historical records. These records are at great risk of loss due to deterioration. In addition, the records are stored in a secure room in the basement of City Hall, making them inconvenient for the public to access.

Summary of Project Activities

Preparation: The records covered by this project are contained in large volumes that are too big to fit on a standard copy machine. The paper in these volumes has also deteriorated to the point where the City did not want to risk damaging the records by scanning the volumes themselves. Therefore the City issued a Request for Proposals to specialty scanners who were able to scan the historical records safely. The City ultimately negotiated an agreement with Iron Mountain. Prior to starting work, the vendor sent the City samples of a page scanned in 300 and 200 DPI. Although there was a slightly higher cost, the City selected 300 DPI due the noticeable quality improvement at that level.

Scanning: The grant funds were used to pay Iron Mountain to scan the records (contracted services). The \$2,000 grant allowed the city to scan 6,000 pages of historical records selected on the basis of deterioration (most at risk of loss first). Scanned volumes include: Minutes and Records of Proceedings for the following date ranges: 1800-1888, 1891-1894, 1900-1903, and 1906-1918. The City also scanned Board of Public Service Records from 1903-1907 and Records Resolutions and Ordinances from 1913-1916.

Quality Control and Organization: The Vendor provided the City with CDs containing PDF copies of the records. Executive Assistant Michele Kohler reviewed the files to make sure the scan worked. She then organized them into the City's electronic records system. Attached is an example of the folder names and file names. The folder names maintain the structure of the 'volumes' the records were scanned from, while the individual file separates the records out by year. These records have thus been completely integrated into the City's electronic records system.

Availability of Records: The hard copy version of these records are kept in the City's records room, which is located in the basement of City Hall. Because personnel records and other sensitive information are housed there, that room is secured by a lock. Therefore, these records were very inconvenient for the public to access (assuming they even knew the records existed). Someone seeking to see the records would have to schedule a time to come to City Hall and be let into the room. With the completion of the 2013 grant project, the records are now available digitally. We can send the entire set

of records on a Thumb drive CD, or set up a shared folder that can be accessed over the internet. Furthermore, the files are organized to aid in the quick retrieval of these records.

Publicity: This grant has significantly increased the awareness of and access to these records. To date, the project has the subject of at least four newspaper articles. The City has also raised awareness by issuing a press release and posting on social media. Attached are copies of the newspaper articles, the City’s press release issued upon completion of the project, and a screenshot of the Facebook post. As a result of the publicity surrounding the award of the grant, the City was contacted by a Delaware County Historical Group expressing interest in the records. The City met with representatives from the group, which allowed it to design how the scanning would take place in such a way as to increase the usefulness to that group when the project was completed. At the meeting, it was also decided the two groups would work together to increase access to these records. The city has also received multiple records requests from citizens for these records. Attached is one example of a request for these records that resulted from the City’s promotion of the completion of the grant work. Within the first two weeks of announcing the completion of the project, we received 6 calls requesting these records. The City has also accepted an invitation from Kiwanis to provide a presentation about the project at their February 4th meeting.

Next Steps: Due to the success of this project, the City’s 2014 budget sets aside funds to continue this project next year with the eventual goal of scanning all remaining volumes. The City is also exploring ways to make these records available online (right now the files are too large to post on our website).

Project Cost Match

The City matched the grant primarily with a cash match in the form of staff labor time as detailed below (all completed prior to December 31, 2013). The City was able to accomplish the goals of the project in significantly fewer hours than anticipated in the Grant Budget form on the application due to the quality of the files received from the vendor.

Executive Assistant Michele Kohler

Activity	Number of Hours (\$26.07/hr)	Total Contribution
Quality control review, filing scanned documents	40 hours	1042.80
Reviewing sample record scans to choose between 200 and 300 dpi	.5 hour	13.04
Coordinating contract, working with vendor, contract amendments, and preparing and shipping books to scanner	17 hours	453.9
Community Outreach (interviews with newspapers, working on press release)	1.5 hours	39.11
Meet with Delaware County Historical Group	1 hour	26.07

City Attorney Darren Shulman

Activity	Number of Hours (\$47.77/hr)	Total Contribution
Contract Preparation: Preparing Request for Proposal (RFP), negotiating contract, supervising contract	10	477.70
Community Outreach (interviews with newspapers)	1 hour	47.77
Preparing books for shipping	1 hour	47.77
Reviewing sample record scans to choose between 200 and 300 dpi	.5 hour	23.89
Meet with Delaware County Historical Group	1 hour	47.77
Reviewing End Product	2 hours	95.54

Community Affairs Coordinator Lee Yoakum

Activity	Number of Hours (\$32.82/hr)	Total Contribution
Reviewing sample record scans to choose between 200 and 300 dpi	.5 hour	16.41
Community Outreach (drafting press releases and social media posts)	2 hours	65.64
Researching ways to make records available directly on the city's website	3 hours	98.46

Labor Contribution total: **\$2495.47**

Exhibits:

- Screen shots showing the successful integration of these historical records into our records system (folder naming and file naming examples)
- Newspaper articles (4)
- Publicity efforts by city examples (Facebook, website, press release)
- Sample request for the records from the public as a result of the publicity.