

Columbus Mayoral Collections Processing Project

Interim Report

August 31, 2016

Summary of Project

The Columbus Historical Society requested and received \$1539.50 for processing of the Columbus Mayoral Collection, which includes the papers of Mayors Sensenbrenner, Lashutka, and Coleman. Together, these collections document the interworkings of the mayor's office and provide evidence of events, awards, and activities during the mayors' terms. The three collections include photographs, speeches, documents, and ephemeral materials relating to the mayor's office. All three collections will be processed according to archival standards and finding aids will be included on the CHS website and in the CHS PastPerfect database.

We started with the Coleman collection, as it was the most recently received and was in the best order for processing. A Processing Plan has been completed for the Coleman Collection and we found that there are 1326 items. Of those 1326 items, 84% items have been processed. A Finding Aid has also been completed for the Coleman Collection. A Processing Plan has been completed for the Lashutka Collection. The initial work with the Coleman Collection has been a testing ground and we have been identifying areas where we can work more efficiently and process the remaining collections more efficiently to insure that this project will be completed by December 31. We will also be matching additional hours with assistance from student interns and work-study students during autumn semester and intend to have additional supervised assistance with incoming students.

Limited office space and access to office computers has caused initial delays with the project. Items cluttering the office have been moved to an off-site storage facility and we are coordinating the interns and work study students schedules in insure better access to the office computers. Unfortunately, with the limited office space that we have, we do not have an ideal area to really spread things out for easy processing so we often have to remove the collections to another area to work on them. We also experienced several delays with the deliveries of archival equipment and will strive to purchase the remaining supplies in advance. We feel confident that the changes we have made will allow us to complete the grant project on time.

Summary of Expenses

So far we have spent \$272.46 of the \$539.50 budget for supplies. These items include: album pages, print file plythin, archive cd box, legal file folders, archival carton, and record storage carton. The remaining \$267.04 will be spent on additional archival supplies needed for the Lashutka and Sensenbrenner Collections.

Internship and Matching Staff and Volunteer Time

Tara Babbs's hours to date: 46.25

Matching hours to date are (including CHS staff and volunteers): 74

Publicity

Publicity has included so far newsletters and social media. This article ran in our April Newsletter which was emailed to 1,652 subscribers and will also be located in our newsletter archives on our website:

April Newsletter

The Columbus Historical Society Awarded Ohio Archives Grant

The Columbus Historical Society is pleased to announce it has been awarded an archives grant of \$1,539 from the Ohio Historical Records Advisory Board, funded by the National Historical Publications and Records Commission of the National Archives. The money will go towards processing and preserving our Columbus Mayors Collection. The collection consists of papers, images and artifacts from the terms of Mayors Maynard E. "Jack" Sensenbrenner, Gregory S. Lashutka and Michael B. Coleman. These collections provide an unprecedented insight into the offices of the mayors between 1954-1960 and 1964-1972.

The grant runs from April 1 to December 1 and will culminate in a fully processed collection which will be accessible to researchers, teachers and the general public. The next step will be to digitize the collection and make it available on Columbus Memory, a digital archive that is managed by the Columbus Metropolitan Library. We hope this will lead to future donations of mayoral memorabilia. If you have any material you would like to donate please contact the Columbus Historical Society at 614-224-0822.

Submitted by Bonnie Chandler, Board of Trustee Member & Chair of the Collections Committee

Twitter (as of 08/31/2016 this account has 2,205 followers):

<https://twitter.com/CbusHistory/status/765629003608760321>

Facebook (as of 08/26/2016 this post has been seen by 2,093 people):

<https://www.facebook.com/ColumbusHistoricalSociety/posts/10153942498855892>

Instagram (as of 08/31/2016 this account has 914 followers):

<https://www.instagram.com/p/BJLq5CRhBUK/?taken-by=cbushistory>

Website: Finding Aids for the Mayors Collection will be accessible through our website when they are completed and acknowledge the role of the grant..

Lashutka's staff has contacted us about displaying some of the items from his collection at the Lashutka Event Center in 2016/2017, and we look forward to planning additional publicity associated with this display.