

# Historic German Township Records

## Mid-grant Period Report

**Institution Name:** German Township (Fulton County) in partnership with Sauder Village  
**Project Title:** Historic German Township Records

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### Summary of Activities:

As planned work on this project began in early June after the site opened and I recruited a student volunteer intern. After training this student in proper handling and cleaning techniques, we began cleaning and sorting the records of German Township. Using a hepa-filtered vacuum with adjustable suction control and absorene paper cleaner, we have been removing dirt, mold, old paperclips, staples and pins from the records.

Most instances of mold have been limited and isolated allowing them to be cleaned and treated, but a few have been more extensive. These items are being isolated and will need more conservation action following this cleaning and sorting phase to determine what other treatment options are viable. If none exist, they will be evaluated for possible information retention through scanning or photography as the documents warrant.

We started with the stacks of bound records, receipt books and ledgers and then moved onto the loose records. Records handled to date include financial payments for road work and maintenance, civil war veterans, cemetery upkeep, education needs including teacher's salaries and purchase of equipment and supplies; student education and attendance records; election polls and tallies; justice of the peace records; business records such as minutes; and bonding records for township officials.

To date, we have logged a total of 200 hours on this project and completed about 25 linear feet of records to date. This still leaves about 40-50 linear feet left to clean and sort before organization of the collection can be completed. Although initially, we hoped to maintain as much original organization as possible, it quickly became obvious that these records have been jumbled many times over the years. Records are being sorted by date and topic for final storage.

With the start of the new school year, we are actively seeking a new volunteer(s) to assist with this process and facilitate the completion of the cleaning and sorting process.

Overall, we have been moving successfully through the cleaning and sorting process and are making progress to completing the organization and cleaning of the historic German Township records. We expected to take several months cleaning and sorting these records and it is proving to be a slow task. We have adjusted as needs arose to clean soot and dirt from records with absorene book and paper cleaner along with the vacuuming when it became prudent to do so. The cleaning process is slower than originally hoped, however this project is still on track for completion by the end of the grant period.

### Expenditures Report through August 26, 2013

We have currently sent \$1817.94 of the \$2000 granted (as listed below)

Date	Item	Quantity/Cost	Total Expense	Balance
4/2013	Grant			\$2000.00
6/11/13	Absorene Cleaner	5 @ 7.16	35.80	\$1964.20
6/11/13	Letter File Folders	30 @ 22.28	668.40	\$1295.80
6/11/13	Legal File Folders	3 @ 30.04	240.32	\$1055.48
6/11/13	Doc Box (Letter)	50 @ 4.44	222.00	\$ 833.48
6/11/13	Doc Box (Legal)	20 @ 14.40	288.00	\$ 545.48
6/11/13	Label Holders	8 @ 2.36	18.88	\$ 526.60
6/11/13	Shipping/handlings		305.54	\$ 221.06
7/31/13	Absorene Cleaner	5 @ 7.80	39.00	\$ 182.06

\*Note all purchases have been made through Gaylord Archival Suppliers

\*\* See attached copies of receipts

### Cost Matching (Staff and Volunteer Time)

Dates	Name	Hours	Cost/hour	Total
6/01/13 - 8/26/13	Tracie Evans	69.25	\$16.82	\$1164.78
6/18/13 - 8/21/13	Shelby Philips (Volunteer)	125.75	\$18.54	\$2331.40
7/1/2013	Ann Lux (Volunteer)	5	\$18.54	\$92.70

**Total Staff/Volunteer Costs \$3588.88**