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February 5, 2012

Mr. Fred Previts
State Archivist
Ohio Historical Society
800 E. 17th Avenue
Columbus, OH 43211-2497

Dear Mr. Previts:

Please accept this document as the final report regarding the OHRAB grant we received: *Preservation of Athens County Probate Court Records (1805-1914)*. I believe we have met and/or exceeded the requirements set forth in our original agreement. We are deeply grateful for the opportunity to find a home for Athens County's records and make them available to the public; we could not have done so without the support and generosity of OHRAB.

The shelving was purchased and installed shortly after we received the grant. As you know, we had some difficulty getting through the legal issues of transferring the documents from the Ohio University Library Archives because of the county court's oversight of the materials, but that has all been resolved. The documents came to us in non-archive safe boxes. We have gone through each box, checked each packet, compared them to the master list we were given, corrected some errors in the master list and correctly filed packets that had been misfiled prior to our possession of them. All packets and documents within packets were handled with white gloves and treated with the utmost care. All packets are now in archive-safe storage boxes, which have been numbered, cross-referenced, and placed on the shelving you provided for us. Some have even been scanned for digital use in the future. The public has been informed by the Athens County Court clerks and by the Ohio University Library Archives personnel that we have the packets, and we've had a number of people come to examine the records. We personally remove items from packets with white gloves and lay them under archive-safe Mylar for perusal by the public, and only we actually touch the documents. Our next goal is to get all of the materials scanned so that the public can peruse the entire collection without touching the original documents.

Budget:

The original proposal was for \$4,767.00: ACHSM was to provide \$2,384.00 and OHRAB provided \$2,383.00. Here is the final tally:

Shelving Costs (including shipping):.....	\$2,267.63
Archive-Safe Boxes Costs (including shipping):.....	\$1,305.78
Salaries and Wages:	
Executive Director (25 hours).....	\$420.00
Librarian (serving as curator for this project): Value	\$835.00
Administrative Assistant	\$70.00
Volunteer Hours: value @\$7.25/hour	\$580.00
Equipment:	\$100.00
Sub Total to Date	\$5,578.41

We have been fortunate in having the help of numerous volunteers to physically move the boxes from Ohio University, offer trucks for transportation, lift and move boxes for review and for placement on shelves, etc. Since we lost our Registrar prior to the beginning of the project, I personally installed the shelving with the help of various volunteers over a three-day period and provided all the tools and equipment for the job. Our librarian (a highly-skilled volunteer) accepted responsibility as curator for this project. He consulted with our paid curator at every step in the process. He had the help of various Ohio University students, Community Service people and other volunteers to accomplish the tasks of moving and shelving boxes as he personally examined the contents of each box and packet and then correctly filed and boxed the items. I have personally spot-checked the work and have found it to be professionally accomplished.

I am deeply appreciative of the support the OHRAB has given us; you have helped us preserve valuable historical records we feared would be removed from the county. I would very much like to see the Athens County Historical Society and Museum become the repository for all county records no longer needed by the courts or townships, and would be happy to work with you in the future to accomplish this goal. Please do not hesitate to ask any questions you may have.

Sincerely,



Ronald W. Luce, PHD, Executive Director