



BOARD OF COUNTY COMMISSIONERS
CLERMONT COUNTY, OHIO

ROBERT L. PROUD

EDWIN H. HUMPHREY

ARCHIE WILSON

OHRAB Final Report

Organizational Name – Clermont County Records Management Division

Project Title – Common Pleas Vital Records Project

Project Director Name and Contact Information – Barb Brown, 513-735-8660,
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Summary of Project:

The Common Pleas Vital Records Project was finalized in November. We scanned a total of one hundred and forty seven journals which equaled almost eighty-five thousand images. The journals have been placed in acid-free archive boxes for permanent storage. All images have been uploaded into our database for search and retrieval and we released the project file and images to the Common Pleas employees for their access. We set up a computer in the Archive Library and loaded the project folder for citizen search and retrieval. The project has been microfilmed and has been placed in the off-site microfilm storage and recovery room.

Records staff have enjoyed this project and are glad to have the historical records protected, preserved and electronically available. We feel relieved that the information contained within these journals is now safe. Manually researching these books is no longer necessary now that the employees and citizens have access to them. Included with this report is the picture of the Archive Library now that we are completed with the grant project. The total expenditures are listed on the grant final budget spreadsheet.

We did receive a large archive box donation as a result of this grant project. Records staff had not calculated the dimensions correctly and the archive boxes would not accommodate a large majority of the journals. We had to order new boxes. Highsmith picked up the remaining boxes and credited our account. When they delivered the new boxes, they were a half inch shorter in height than what we ordered. Highsmith let us keep the boxes and shipped us the right ones. We anticipate utilizing these donated boxes for a future grant preservation project.

Our plans are to release a story to our local newspapers in the next few weeks announcing the end of this project and the application for a new OHRAB Grant Award.

Thank you for the opportunity to facilitate this grant project.


Barb Brown

Clermont County Records Manager

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<u>Salaries and Wages</u>	<u>Grant Funds</u>	<u>Cash Match</u>	<u>Total</u>
2-Administrative Support Technicians (240 staff hours @ \$12.58)		\$3,000.00	\$3,000.00
Records Manager (28 hours @ \$17.81)		\$500.00	\$500.00
SUB-TOTAL		\$3,500.00	\$3,500.00
<u>Supplies</u>			\$0.00
Archive Boxes (145@ \$11.75) + \$5.00 shipping	\$1,708.75		\$1,708.75
Archive Boxes (12 @ \$13.30) + \$5.00 shipping	\$164.60		
Gloves (did not purchase)	\$0.00		\$0.00
Twine (donated)	\$0.00		\$0.00
Tape (1@ \$27.39)	\$23.28		\$23.28
Glue (8@ \$5.34)	\$80.10		\$80.10
Microfilm (29 rolls simplex @ \$25.15)	\$729.35		\$729.35
SUB-TOTAL	\$2,706.08		\$2,706.08
<u>Equipment</u>			\$0.00
<u>Contracted Services</u>			\$0.00
Microfilm Processing - Endicott Microfilm (29 rolls@ \$10.85)	\$314.65		\$314.65
Microfilm UPS Return Handling Charge	\$5.05		
SUB-TOTAL	\$319.70		\$319.70
	\$3,025.78		\$3,025.78
<u>Total Project Costs</u>			
Salaries & Wages	\$3,500.00		
Supplies	\$2,706.08		
Equipment	\$0.00		
Contracted Services	\$319.70		
Other Eligible Expenses	\$0.00		
	\$6,525.78		