

## Ohio Historical Records Advisory Board 2011 Grant Interim Report

Cleveland City Council Archives

Providing Access to Demolition Files of Cleveland's Urban Renewal Program

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The process of organizing the collection started January 4, 2012. Since that time 2,621 files have been processed into 98 new boxes. This represents 83 old boxes processed from the original count of 190. I had noted in the grant proposal that the old boxes were overstuffed and more boxes would be needed for proper rehousing.

Because of budget constraints the Archives had only one high school student one day per week instead of the grant plan for two at one day per week. As Project Director I have worked daily primarily on the project with only attending to immediate research requests.

The polypropylene storage bag bids were so over budget that we could not order the amount proposed in the grant application. Smaller orders of the polypropylene bags were made so that we remained within the budget. Cleveland City Council has since purchased an additional 2,000 8 ½ by 11 bags to complete the project. There was found to be a great variation in estimating the number of photos per file – some had none while others had as many as fifty. Consequently the number of photos sleeves needed were underestimated for the grant proposal.

This is the interim report as promised by May 31 and completion of the project is still projected to be September 31. I will provide more frequent updates if requested.