

## **OHRAB Mid-Project Report August 2012**

**Institution/Organization Name:** Clark County Historical Society

**Project Title:** Probate Record Rehousing Project

**Project Director:**

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### **Summary of Project Activities and Accomplishments:**

Last year we were happy to receive the funding from the OHRAB regrant program to process over 4,000 Clark County probate cases. We have been the repository for the original copies of these vitals resources since the 1980s and have worked towards processing as much as we can as manpower, time, and funds allow. This year we were fortunate enough to receive additional funding that will allow us to process approximately 4,000 more original records by the end of 2012.

We received grant funds in the amount of \$1,364.00 during the last week of April our eager volunteers decided to start right away on Wednesday, April 25, 2012. Last year we ended the project with a slight surplus of boxes ordered with the grant funds, so we started by first using that supply of boxes and about 100 Hollinger folders from the general yearly supply of the archives. We kept track of the amount of used so that they could be replenished after receiving the full order of grant funded materials. The full order of 75 boxes and 4,000 white, full-tabbed, legal-sized file folders, purchased using the awarded grant funds, arrived at the beginning of May.

Over the past several months, we have had eight volunteers and two staff members devote a number of hours to the project, removing documents from their compact envelopes, removing the front of the envelope (to retain the information), removing fasteners, and flattening the contents in newly labeled legal-sized file folders. On any given day between Tuesday and Saturday, there are between one and six people working on the records for up to 4 hours a day. Our biggest day of the week is Wednesday when we 5-6 volunteers who all gather around one table to have weekly "processing parties" where they enjoy chatting about the fun and interesting information that they find within the probate records.

Since the end of April, we have processed cases numbered 10,101-12,225 and have used 2,500 file folders and 50 boxes, which puts us right on track to finish the project by the end of December.