



# 2025 Annual Report



**HIGHLAND**  
COUNTY • OHIO  
RECORDS CENTER  
& ARCHIVES

# Executive Summary

This report describes the development and growth of the Highland County Records Center & Archives during 2025. This year we made great strides in identifying and inventorying records in storage. All records destined for the record center have been inventoried; many required organization, cleaning, stabilization, and rehousing.

Because of building construction in our current building, we had to pivot a considerable amount due to lack of workspace. Many digital projects have launched that we planned to tackle later in our development:

- Outreach projects like a website and social media presence are underway, and we hope to gain traction with our Teaching with Primary Sources and Citizen Archivist projects to advertise our presence in 2026.
- Established Digitization plan for early court records.
- Designed foundation of Citizen Archivist program and started building relationships with local genealogists and historians.
- Began initial research into cybersecurity/AI and policy updates.
- Created a Guide to Public Record Exemptions.
- Identified procedures and costs for website and social media backups.
- Researched and planned email archiving.
- Investigated priority emergency response programs for area-wide disasters and established relationship.
- Created Integrated Pest Management & Environmental Monitoring eForm and guide with seasonal maintenance and cleaning requirements outlined for each week.
- Planned baseline assessment. In 2026, we will be relocating to our new, centralized record repository. As we move records onto the shelves, we will be conducting a baseline assessment to document the condition of each box as we log its new location at the Records Center & Archives. This information will be invaluable for grant applications, care plans, and exhibits.

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# Meet our Team

## Julie Wallingford, Records Manager

As Records Manager, Julie directed all aspects of the Highland County Record Center & Archive's record management, inventory, and Laserfiche record repository since the program's inception in March 2023. Julie has over ten years of experience in record management and more than two decades experience in project management. She earned a Master of Informatics degree from Northern Kentucky University in 2015 and a GARA Certificate in 2024.

## Halle Jones, Records Assistant

Halle was an intern through the ACCESS/Ohio Means Jobs program, then became a valued part-time employee. She plans to stay on staff through college graduation. Halle qualified for a generous scholarship from Wilmington College and will be pursuing a double major in Agriculture Business and Communication Arts with a focus in Media/Marketing.

## Austin Neville, Records Assistant

Austin earned an Associate of Arts in Arts & Science from Southern State Community College and a Bachelor of Arts in History from the University of Cincinnati. He was awarded the Lenore F. McGrane Prize for the Most Promising Student in U.S. History. Austin was also nominated for the George Newberger Capstone Prize, Best Research Essay (U.S. History) for his capstone project "King Cotton: Southerners' Arguments for Economic Independence."

# Successes & Challenges



## Digitization Plan

Our digitization plan, primarily completed, will outline record prioritization, handling, workflows, file formats, naming conventions by record type, record preparation, quality control, standards and best practices. Our goals include:

- Improve accessibility, management, and productivity.
- Higher probability of funding for future projects.
- Preservation of damaged records.
- Future use in Teaching with Primary Sources program, socials, or exhibits.
- Additional transparency by sharing records via online repository.

## Collection Assessment Design

Our collections assessment has been designed and will look for various issues that may slow down a digitization workflow, such as fasteners, mold, or damage, allowing accurate cost estimates. This assessment will help us prioritize items for digitization by indicating which records are most fragile and those at highest risk. We will log pest existence or evidence to help us determine where additional monitoring is necessary and allows us to catch problems early.

Records will be flagged with subject areas for better searchability and to identify those records most sought after by FamilySearch for free digitization.

## Social Media

We established accounts on Facebook, Instagram, LinkedIn, and Pinterest for outreach. Holiday themed posts have been created, as well as style guides that lay out on-brand color, font, and image choices.



## Integrated Pest Management/Environmental Monitoring

Created Integrated Pest Management & Environmental Monitoring eForm and guide with seasonal maintenance and cleaning requirements outlined for each week.

## Relocation Plans

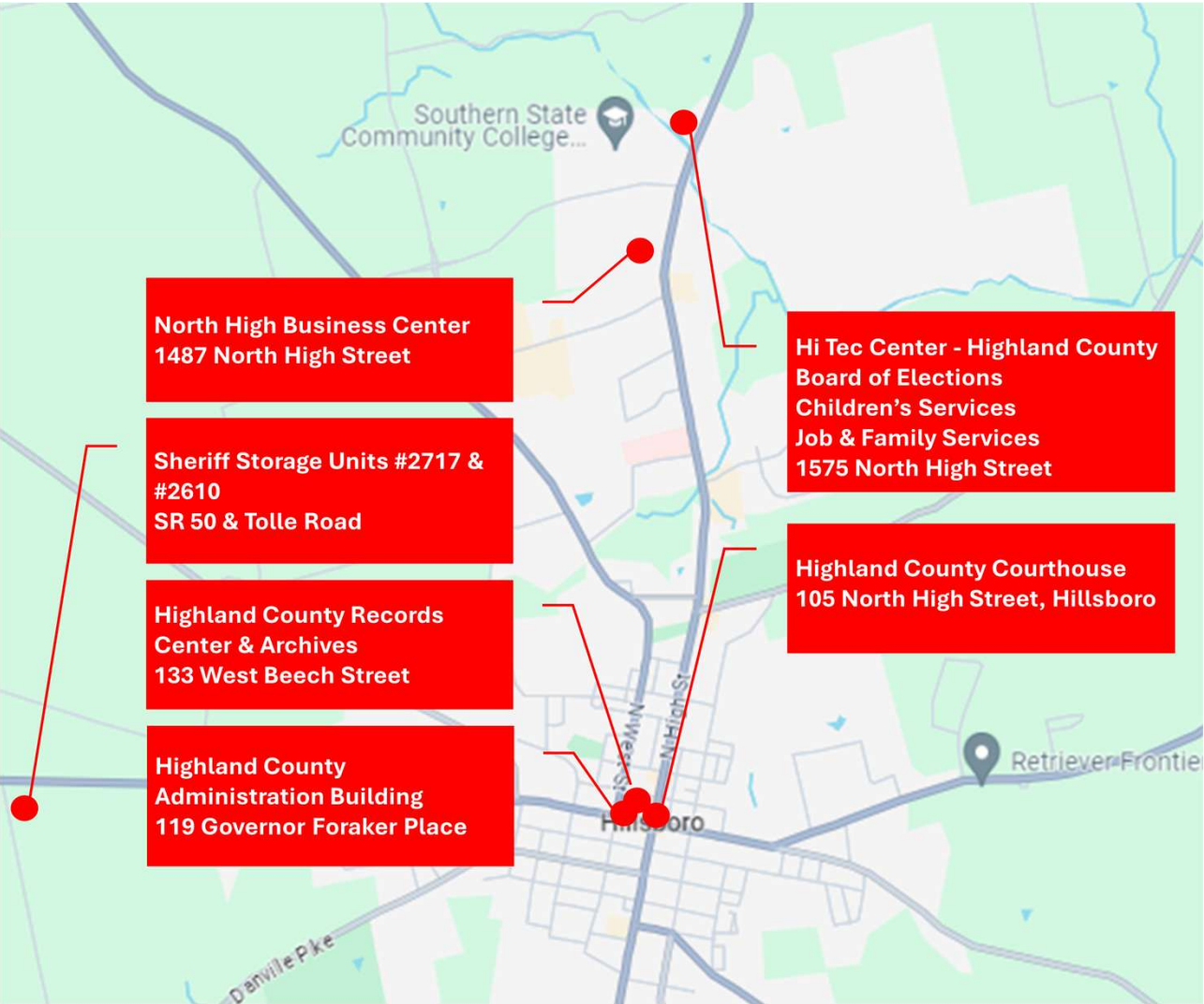
The Administration Building, Hi-Tec Building, Engineer's Office, and Courthouse were under reconstruction or renovation this year. Record relocation plans had to be re-drafted repeatedly to track the location of furniture and records. We are proud of the well-designed and thorough Relocation and High-Density Shelving Request for Proposals. We did not wish to repeat the bid process but feel the long-term result will be worth the investment. We feel very positive about the firm selected and look forward to finalizing the high-density shelving plans.



















# Major Successes

## Inventory & Cataloging

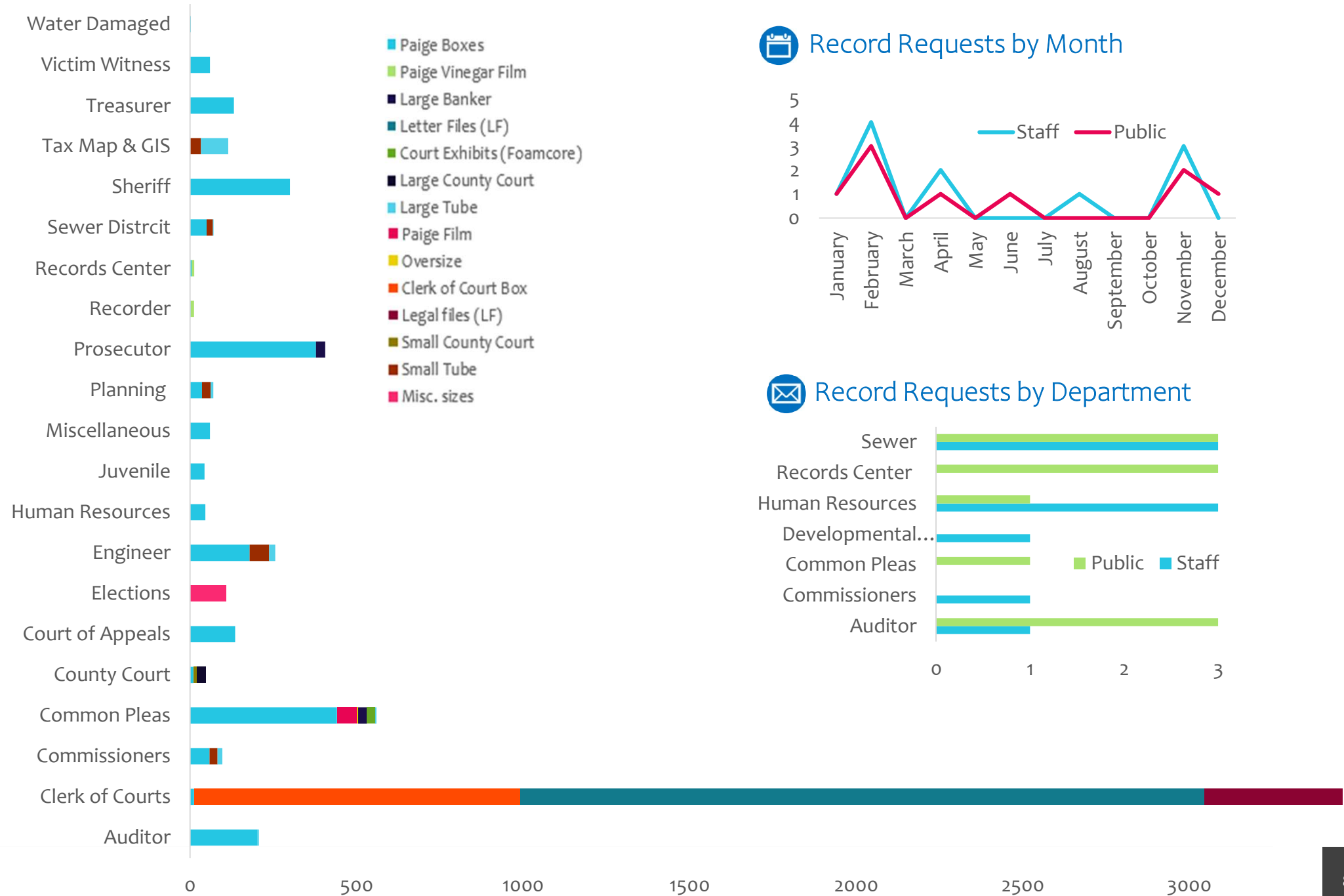
All records destined for the Records Center & Archives have been inventoried. This includes 22 departments and committees, in six locations.



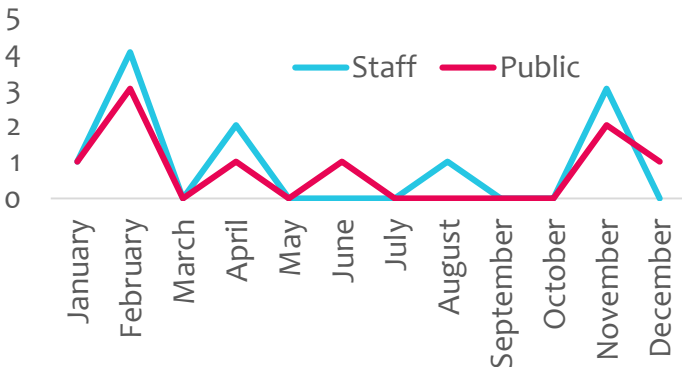
-  2209 Standard Boxes
-  66 Standard Film Boxes
-  10 Vinegar Film Standard Boxes
-  2054 LF Letter-size Files
-  415 LF Legal-size Files
-  980 Clerk of Court Boxes
-  105 Miscellaneous Boxes
-  161 Small Tubes
-  132 Large Tubes
-  1832 Bound Volumes
-  3 Microfilm Cabinets
-  27 Large County Court Boxes
-  11 Small County Court Boxes
-  54 Large Banker Boxes
-  12 Court Exhibits
-  3 Common Pleas Oversize

# Major Successes

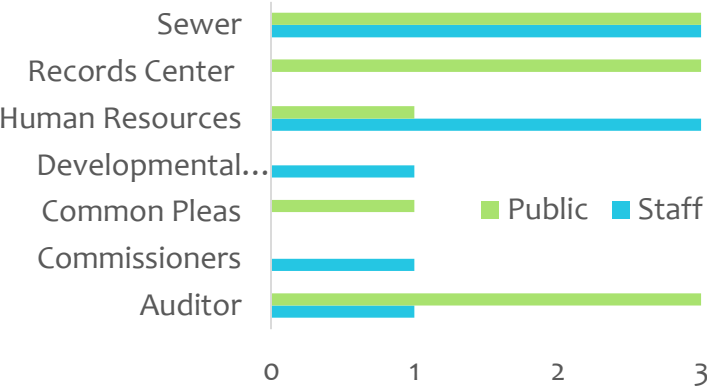
## Inventory & Cataloging: Boxes by Department



## Record Requests by Month



## Record Requests by Department





# Major Successes

## Citizen Archivists Program

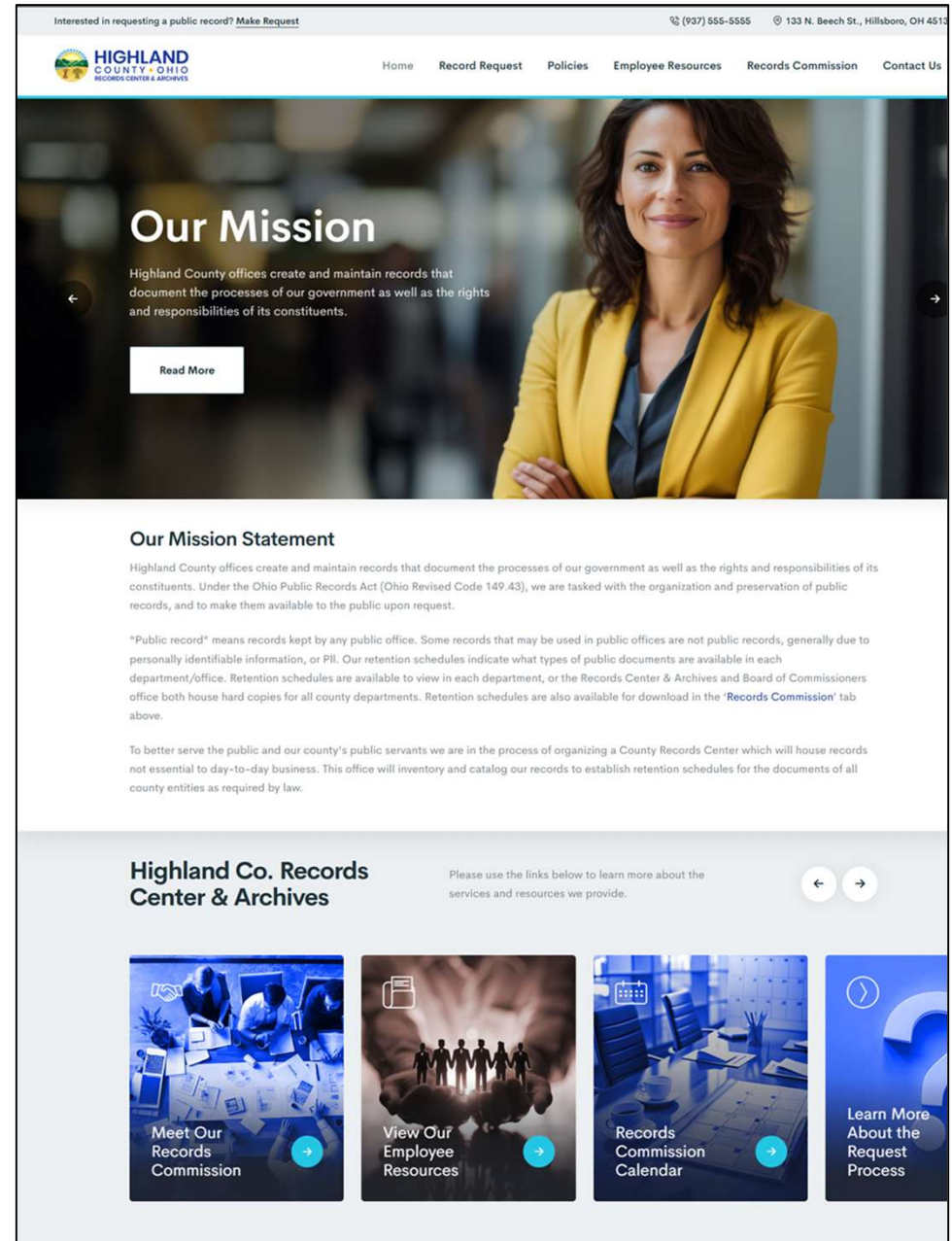
Our Citizen Archivist program development is well underway. Much planning is completed:

- Created Job Descriptions, Applications, Interview prompts, and Agreements
- Designed Recognition plans and developed Event inspiration
- Produced Standard Operating Procedures
- Outlined Volunteer Opportunities and described Peer Mentoring Program
- Produced onboarding & training resources: established references for tags, transcription, location, abbreviations, and handwriting
- Gathered example advertisements and correspondence



## Website

Our website is live; we hope to add a public portal for indexes next year.



# Toughest Challenges

This year legal changes across the public records landscape changed significantly and often, making it very challenging to stay compliant.



## State legal changes

- **Electronic record access:** By June 30, 2026, Ohio counties must provide an electronic method for recording and accessing certain documents on the county recorder's website.
- **Pre-litigation Complaint Requirement:** Individuals believing a public records request was improperly denied must now first file a complaint directly with the public office, giving them three business days to resolve the issue before pursuing a lawsuit (such as a mandamus action) in court.
- **Protections for Former Workers:** Qualifying former designated public service workers and their spouses can also request the redaction of their personal information from publicly available records, including county auditor records and those published online.
- **Limits on Vexatious Litigators:** Public offices are now authorized to require identification from requesters they reasonably believe to be "vexatious litigators" (persons who habitually file groundless lawsuits) and are not obligated to respond to their requests without a specific court order.
- **Journalist Access:** Journalists can still obtain certain records that are otherwise exempt (like residential addresses of public service workers) if they make a written request stating the disclosure is in the public interest.
- **No Damages for Incarcerated Individuals:** Incarcerated persons are prohibited from recovering statutory damages in public records lawsuits.
- **Record retention rules:** The Ohio Rules of Superintendence for the Courts of Ohio have been revised to address how records must be preserved and the minimum time they must be kept. These rules affect various courts, including common pleas, probate, and municipal courts.
- **Post-conviction relief:** A bill (HB 177) introduced in March 2025 creates a new pre-hearing judicial review for certain post-conviction relief motions based on new evidence.
- **Veteran status:** A bill (SB 179) introduced in April 2025 requires institutions to verify and note veteran status on records and assist individuals with veteran-related services.
- **Cybersecurity:** records related to security are no longer public records (ORC 149.433, 1306.23, and 9.64). Many new regulations are coming out on this topic.



## State legal changes

- Executive Session: Security and emergency response are to be discussed in executive sessions only.
- Fees for Video Records (Effective March 1, 2025): Law enforcement agencies are now permitted to charge fees for the actual cost of preparing video records for public requests (e.g., staff time for redacting or blurring footage), capped at \$75 per hour or a total of \$750 per request. The agency may require payment of an estimated cost upfront.
- Lawmaker Communication Exemptions (Effective late September 2025): Text messages and emails between state lawmakers and their staff, if prepared for another lawmaker or staffer, are now largely exempt from public records requests for the duration of the two-year legislative session.
- Pending Legislation (HB 314): A bill was introduced in June 2025 that would allow courts to limit or deny requests from individuals deemed to be engaging in "harassing or disruptive" behavior with a high volume of requests, though this has not yet been enacted into law.



## Federal legal changes

- Council on Environmental Quality (CEQ): Finalized changes to its Freedom of Information Act (FOIA) and Privacy Act regulations to make them clearer and align with current policies.
- Health and Human Services (HHS) and National Institutes of Health (NIH): Issued final rules for a specific system of records to address access, amendment, and accuracy requirements under the Privacy Act.
- Federal Trade Commission (FTC): Updated the Children's Online Privacy Protection Rule to strengthen protections for children's personal information and adapt to new online practices.
- The TAKE IT DOWN Act: Amends the Communications Act of 1934 to create new criminal penalties for the publication of intimate images and adds requirements for platforms to address these images.
- Medical Debt Reporting: A new rule from the Consumer Financial Protection Bureau (CFPB) largely prohibits creditors and consumer reporting agencies from obtaining and reporting information on medical debts. Currently being challenged.
- News Media Policy: The Department of Justice issued a new policy regarding obtaining information from, or records of, members of the news media.
- Data Security Program: Protects American citizen's personal data that can be used by bad actors.



## Construction

- Delays in our Record Center's completion made planning for the move and furnishings very challenging. Without an occupancy date it was a huge challenge to make companies interested in bidding. The proposal process for the Relocation and high-density shelving had to be repeated, which put us behind, but we decided it was better to invest a bit more time to ensure all our needs are met.
- During this time, the County Engineer also moved and their building was demolished, making it necessary to find space for their records and furnishings.
- Our current home base, the Administration building, was being renovated, which meant workers moved to the large meeting room full time for months. This is where we work on our large record requests and other projects, making it necessary to pivot to future or smaller projects. During this time, Records staff were flooded with unexpected records, making it a challenge to find space for records in the Administration building prior to the Records Center & Archives receiving its certificate of occupancy. I had three separate offices this year.
- We could not utilize the Telephone Room (my staff's main workspace) or Room 12 due to rewiring for many days. This was extremely challenging because it was difficult to access our supplies or find room for large projects such as organizing our historic tax maps, which can be ten or more feet long. Additionally, we needed to rearrange the space many times this year to better configure it for projects.
- To remedy this issue, we spent time working on future projects such as our citizen archivist program, social media, and website.

# Toughest Challenges



## Federal legal changes

- Online Resource Removals: Following executive orders, many federal agencies removed or altered web pages and datasets related to topics like diversity, equity, and inclusion, gender identity, and public health research, though some content has been restored.
- Court Rules: Proposed amendments to federal rules of procedure for appellate, bankruptcy, civil, and criminal cases were published for public comment. The Judicial Conference Committee on Rules of Practice and Procedure (Standing Committee) approved the publication of proposed amendments. The public comment period ends in Feb 2026.



## Grant Funding changes

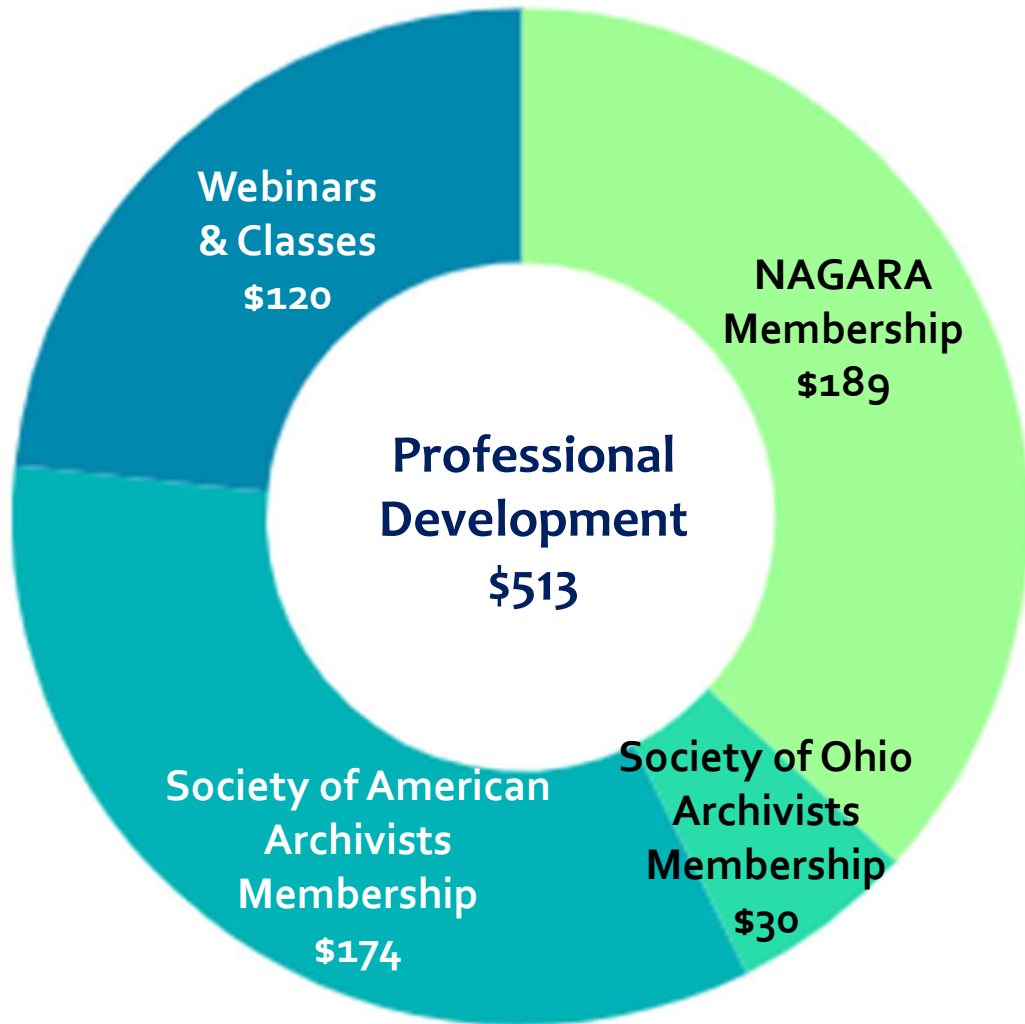
- The Executive Order (EO) titled "Improving Oversight of Federal Grantmaking" has increased uncertainty for archives substantially. This year many grants were rescinded and are not planned to be offered in the future. Grants that remain often have a termination for convenience clause which means funding can be removed at any time regardless of good performance. Oversight is stricter, increasing the amount of time applicants must invest in these projects. Additionally, federal grants must align with political agendas.





# Financials

# Finances: Professional Development



Professional Organizations make the bulk of our training possible at low cost. They offer access to presentations and discussions on diverse topics related to government records management, including electronic records, preservation strategies, compliance issues, and emerging technologies. Of particular importance in our constantly changing political landscape are coverage of new regulations and laws. Current Professional Organizations:

- Society of American Archivists (SAA)
- National Association of Government Archives & Records Association ([NAGARA](#))
- Society of Ohio Archivists (SOA)

We also utilize free classes from numerous professional organizations, universities, and companies, including:

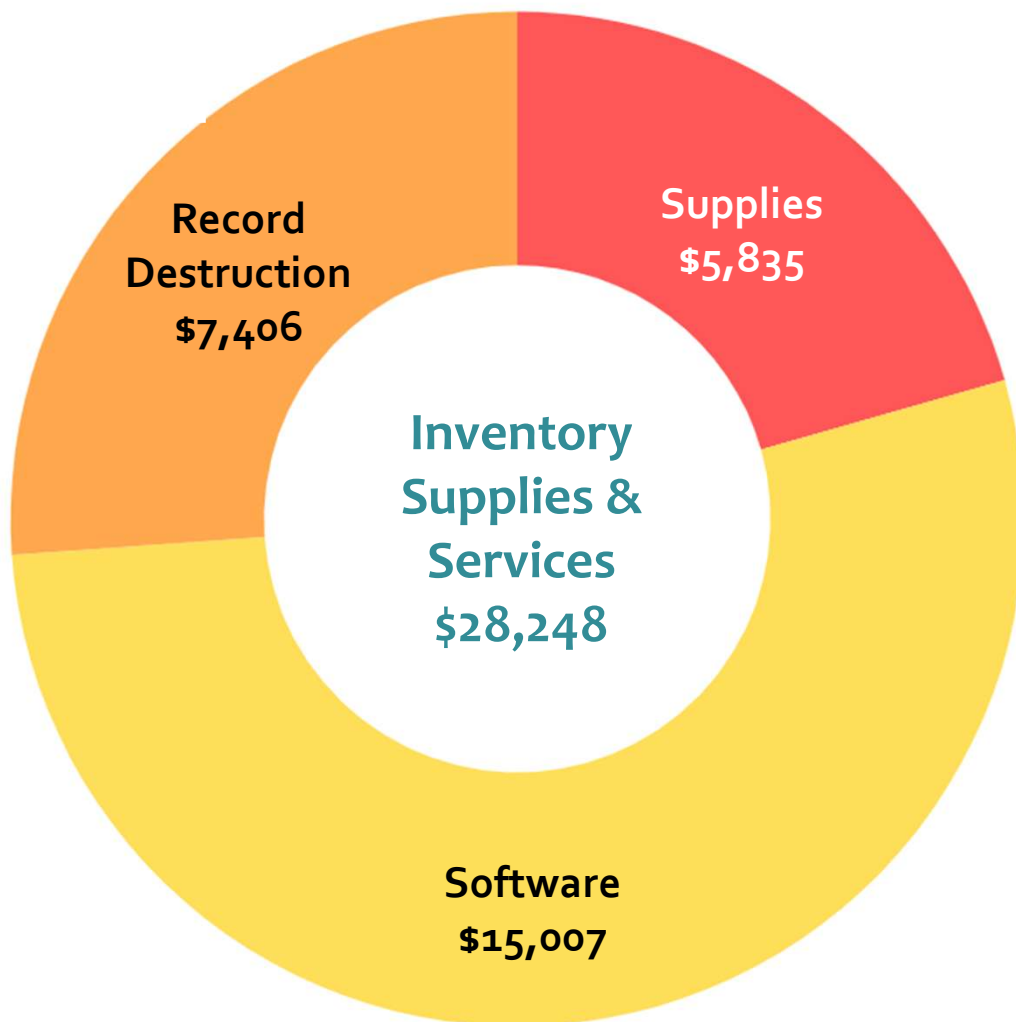
- Association of Records Managers and Administrators (ARMA)
- County Archivists and Records Managers Association (CARMA)
- American Institute for Conservation/Foundation for Advancement in Conservation (AIC/FAIC)
- Digital Library Federation (DLF) Project Managers Group
- Laserfiche Software
- [Cities Digital \(CDI\)](#)
- Society of Ohio Archivists (SOA)
- Northeast Document conservation Center (NEDCC)
- [National Archives](#)
- American Library Association
- [Pratt Institute](#)





# Finances: Inventory

Approximately half of our Inventory funds are spent on our repository software, with the remaining money split between supplies and record destruction. We look for destruction costs to drop in the coming years as departments become legally compliant.



# Strategic Goals





# Completed Goals

## 2023 PLANNING, DISCOVERY, & ANALYSIS

- Defining the project scope, objectives, and deliverables
- Interviewed vendors to identify software that beat met our needs
- Began inventorying previously unmanaged records

## 2024 PHYSICAL RECORDS

- Detailed project plans created, as well as policies and employee manuals
- Built Laserfiche Record Repository
- Continued Inventorying
- Created relocation plan

## 2025 RELOCATION PREP, PLANNING CITIZEN ARCHIVIST PROGRAM, DIGITIZATION PLAN

- Planned record and furniture relocation from six locations and 22 departments throughout the county to our new centralized records center:
  - Partnered with Common Pleas to fully inventory their records, in all locations
  - Processed all oversize prints
  - Inventoried all remaining records for move
  - Cleaned and wrapped damaged bound volumes for stabilization
- Planned digitization projects and began documenting a Digitization Plan
- Enhanced emergency plans:
  - Cybersecurity & AI
  - Belfor Red Alert program
- Developed outreach projects:
  - Citizen Archivist Volunteer program to transcribe or enter metadata
  - Teaching with Primary Sources outreach project for schools or libraries
  - Established social media accounts; created list of post inspiration and began amassing posts
  - Website started



# Five Year Plan

Due to construction delays, we revised our five-year plan considerably. The lack of physical workspace led us to pivot to future projects such as the citizen Archivist Program during 2025.



## **2026** RELOCATION, COLLECTION ASSESSMENT, & OUTREACH

- Relocate records from 22 departments and commissions, from 6 locations, to our centralized record repository
- Complete Digitization Plan
- Soft start/development of Teaching with Primary Sources and Citizen Archivists program
- Address cybersecurity more fully
- Institute Integrated Pest Management & Environmental Monitoring
- Begin archiving Socials & Websites

## **2027** DIGITIZATION, PUBLIC PORTAL, & CITIZEN ARCHIVISTS

- Begin digitization of high-priority records such as indexes
- Create public portal for record repository access
- Official Kick off, Citizen Archivist program
- Begin metadata entry
- Identify preservation grants
- Email archiving
- Import/organize existing digital records

## **2028** PRESERVATION PLAN & FAMILYSEARCH

- Preservation Plan
- FamilySearch Scanning
- Continued Metadata Entry

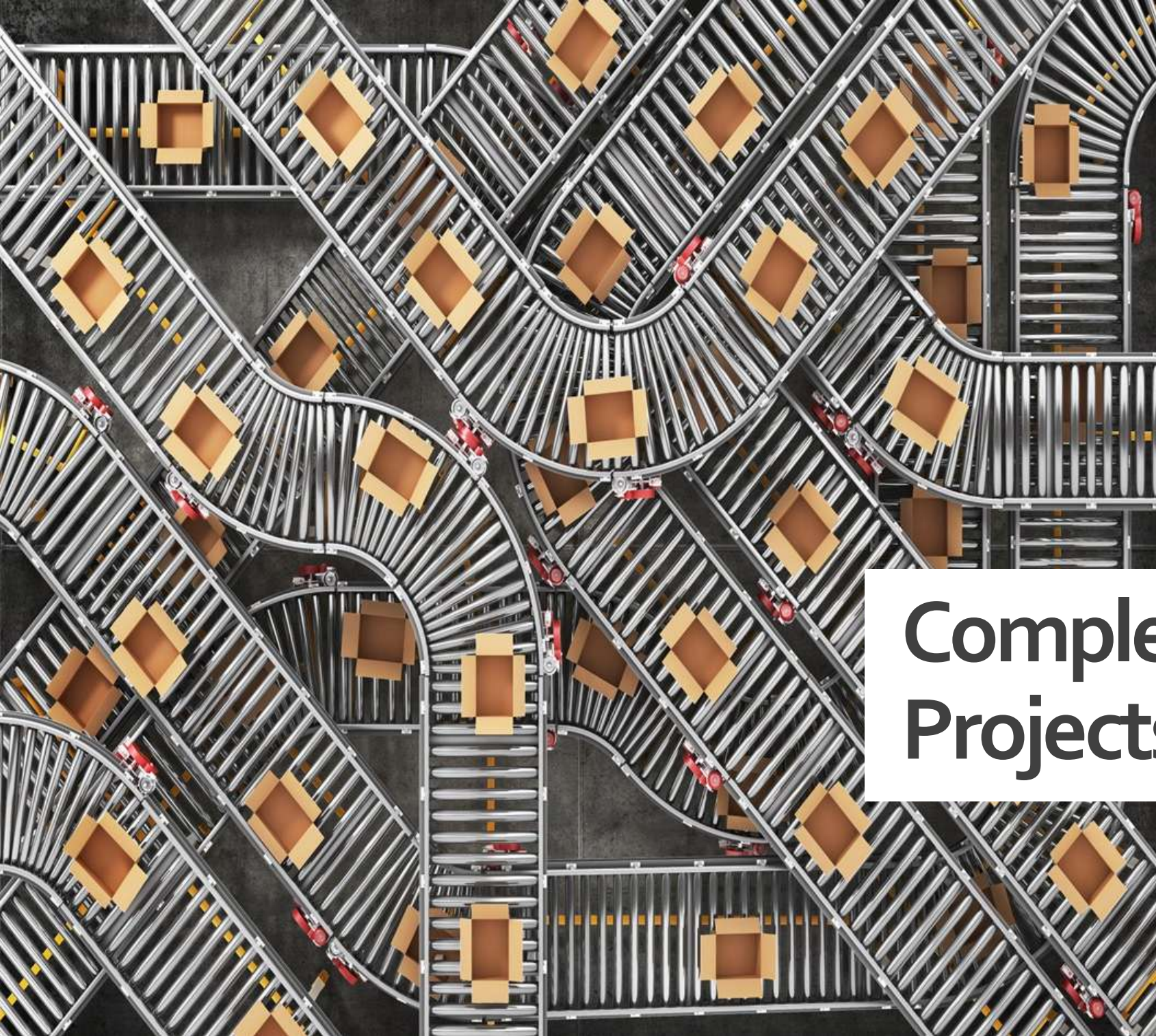
## **2029** GRANT FUNDING & IMPROVED DESCRIPTIONS

- Utilize Baseline Condition Assessment and Preservation Plan to apply for funding
- Record Remediation
- Currently our record analysis and labeling are minimal. Many records need enhanced organization or descriptions

## **2030** GROWTH

- Attract, train, support and retain a skilled, diverse, and cohesive group of employees and volunteers
- Align internal efforts to agency goals, reduce operational silos, and create a transparent, performance-focused culture
- Modernize and optimize core business processes, facilities, operations, and services to meet evolving needs





# Completed Projects



# Completed Plans & Policies



## Collections Management Policy

The Collections Management Policy governs all aspects related to the development, management, preservation, and the use of the Highland County Record Center & Archive's collections. It serves as a guide to staff and volunteers in performing their collection-related responsibilities. The policy also provides the public with information about objects and information the organization collects and preserves and how the organization performs these functions.



## Environmental Monitoring & Preventative Maintenance

These checklists outline the Record Center & Archive's responsibilities for preventative maintenance of structure and collections.



## File Plan

A file plan is a map of sorts that shows where different types of files are stored in the repository, how they are named, and how they are managed. This classification simplifies management, offering an easy way to identify, locate, and retrieve records.



## Essential Records Plan

Our plan helps to identify, use, and protect essential records. These records are necessary to ensure an organization's continuity of operations and to protect the legal and financial rights of the organization and the public during an emergency.



## Record Disaster Mitigation Plan & Pocket Plan

To protect and preserve county functions as well as irreplaceable historic records, the Record Center has prepared this Record Disaster Mitigation Plan. While we have a county-wide emergency plan, we need a plan that specifically addresses record salvage and prioritization. In an emergency, our Emergency Management Director will lead activities to counteract or prevent damage to buildings, infrastructure, and systems. The Records Center Staff will be responsible for leading the record salvage effort, documenting losses, and restoring the record repository.



## Directory of County Records & Services

Outlines all county Departments with their location, contact information, document types and services.



## Employee Manual

This manual establishes standards and procedures to streamline records management County-wide. We wish to create an accurate and complete documentation of policies and transactions of the Highland County Government. Simplification of records creation, maintenance, and transfer, will enhance transparency.



## Public Record Policy – A Guide for Constituents

Our public record policy explains the definition of public records, outlines the request process, how to address grievances, and the legal basis for our policies.



# Completed Software Projects

## Laserfiche Record Repository

Established a Laserfiche records repository. Laserfiche was chosen because of the vast opportunities for process automation primarily and was the most competitively priced software we reviewed.









I mapped routing to department folders & subfolders, set retention periods, and built all the record types needed by our departments, then implemented version tracking.

While Laserfiche doesn't have a location feature out of the box, I found that an application could be created, which is in development. Many useful features like redaction reasons, stamps (reviewed, received, etc.) have been created.



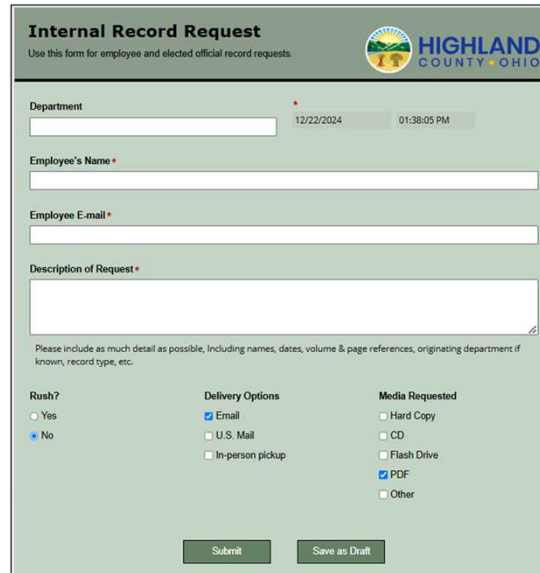
## Eforms & Process Automations

There are many ways to harness the power of Laserfiche Eforms and Workflows. Key differentiators:

-  Accurate – Much less prone to typos
-  Low Technical Barrier - Low-code
-  Ensures regulatory compliance rules are followed
-  Connects to but doesn't disrupt information systems
-  Routine tasks are performed the same way each time
-  Bots work 24/7 around the clock and on holidays
-  Workers dedicate more time to engaging, interesting tasks
-  Increased productivity due to faster processing

## Internal Record Request

Eforms simplify employee record entry and makes processes analogous across the organization. The Internal Record Request Eform, below, will standardize record requests. When an employee completes the form, it creates a task for record center staff. Many data points can be retrieved to monitor employee performance, including time spent, person or organization making request, and communications to clarify request if needed. Redaction reasons can be supplied at the touch of a button. If a request must be denied the user has pre-loaded denial reasons that site Ohio Revised Code.



## Physical Record Entry Form

The Physical Record Entry Form is used to input boxes or other hard-copy records into the Laserfiche record repository. The department field determines which record types are displayed in the record title field to narrow search parameters. Location can be entered by scanning the bar code on the shelf or may be entered manually. The form is designed to drill down on locations, showing only the floors available in each building, then showing only the rooms or aisles located on the floor selected, and so forth. The schedule number and retention period autofill based on a lookup table, decreasing staff time.




# Software Projects

## Agenda & Minutes

This two-part eForm is currently in testing. Depending on the commission name selected, it will send the completed agenda form to commission members along with any prior minutes, retention schedules, or destruction forms that need to be approved.

Agenda



COMMISSION NAME

Records Commission

DATE & TIME

YYYY-MM-DD

hh:mm:ss A

LOCATION

Commissioner's Meeting Room, Administration Building, 3rd floor, Administration Building

Drag and drop up to 1 files here to upload or

FILE UPLOAD

OPEN ISSUES

+ Add

NEW BUSINESS

+ Add

SUBMITTED BY

Responsible Party

Title

Date


2024-12-27

Submit

Save as Draft

Upon submittal, the minutes form is available to record roll call, location, and movements to approve or adjourn.

Minutes



COMMISSION NAME

Records Commission

DATE & TIME

YYYY-MM-DD

hh:mm:ss A

LOCATION

Commissioner's Meeting Room, Administration Building, 3rd floor, Administration Building

ROLL CALL

☐ David Daniels, Board of Commissioners

☐ Chad McConaughy, Recorder

☐ Ike Hodson, Clerk of Courts

☐ Alex Butler, Auditor

☐ Annela Collins, Prosecutor

☐ Julie Wallingford, Records Manager

☐ Other

FILE UPLOAD

CALL TO ORDER

A special meeting of the Record Commission is called to order.

APPROVAL OF MINUTES FROM LAST MEETING

Ms. Wallingford read the previous meeting's minutes.

Movement to approve by

Movement Seconded by

OPEN ISSUES

+ Add

NEW BUSINESS

+ Add

ADJOURNMENT

Movement to approve by

Movement Seconded by

APPROVAL

Minutes submitted by

Title

Date

YYYY-MM-DD

Minutes approved by

Title


Date

YYYY-MM-DD

## Court Record Entry

This project was inspired by the historic Clerk of Court record collection that has never been inventoried or described. These records are primarily Common Pleas but also include Circuit Court, Mayor's Court, and Supreme Court. Upon initial examination we found many exciting glimpses into history and decided to prioritize this group of records.

Court Record Entry Form



FILE INFORMATION

Box #

Bar Code

Date From

YYYY-MM-DD

Date To

YYYY-MM-DD

File #

Department

Contents

Location #

Building

Room

Aisle

Bay

Shelf

RECORDS CONTAINED:

Case #

Volume

Page

Date From

YYYY-MM-DD

Record Type(s)

Condition Issue(s)

Overall Condition Score

DEI

Date To

YYYY-MM-DD

Description

+ Add

User Name

Entry Date

2024-12-27

Folder

SubFolder

Record Type Short

Sub Folder Short

Submit

Save as Draft

23

## Services Request

The form is titled "Record Center & Archives Services Request" and includes a sub-header "Use this form to request Record Center services and Laserfiche tech support." It features the Highland County, Ohio logo. The form contains several input fields: Department (dropdown), User Name (text), Email (text), Phone (text), Ticket Date (calendar), Request Category (dropdown), and I need... (dropdown). Below these are fields for Error #, Last Update, and Original Post. A "Troubleshooting" section includes a search bar and a table with columns for Task, Title, and Link. At the bottom, there are checkboxes for "Did these materials resolve your issue?" and a "Description of Request" text area. The form also includes a "Submit" button and a "Save as Draft" button.

The Services Request Form is a 'help desk' type of application. Under request categories, the user can choose from access, record destruction or storage, record documentation, repository modification, training, or other, leading to sub-categories that further refine the service needed.

For troubleshooting, there is a search box that will deliver links to articles that may resolve their issue or will allow the user to send the request to record center staff if unresolved. Like the record request form, we can also track variables related to the service.

## Onboarding

Too large to show in its entirety, this form will simplify onboarding through rules that duplicate data on various pages, making forms faster to complete. The exact process is still evolving but we are excited about the possibilities.

The form is titled "Onboarding Form" and includes the Highland County, Ohio logo. It contains a section for "INSTRUCTIONS" with numbered steps: 1. As a public employee you are required to complete this form and return it to your employer within 30 days of commencing employment. 2. For elected officials... 3. Be sure your date of birth and Social Security Number... 4. Sign the form in SECTION 2 - EMPLOYEE CERTIFICATION. 5. The employer is required to complete SECTION 4 - EMPLOYER CERTIFICATION. 6. The employer is required to return the completed form to OPERS no later than 30 days from when the public employee commenced employment. Below the instructions is a section for "OPERS Personal History Record: Section 1 - Personal Information" with fields for Social Security Number and Gender (Male, Female, Prefer not to say).

# Software Projects

## Integrated Pest Management

The form is titled "Integrated Pest Management Form" and includes the Highland County, Ohio logo. It contains several input fields: Location #, Trap Type, Current Date, Current Time, Temperature, Humidity, and User. Below these are fields for Pest Type, Species, Life Stage, Alive or Dead, and Count. A "File Upload" section includes a text area for "Drag and drop up to 1 files here to upload or" and a "Choose files" button. The form also includes a "1 of 1" indicator and a "Page 1 of 1" indicator.

The Integrated Pest Management (IPM) form is a tool for tracking insect and rodent activity in the Records Center & Archives. Combined with environmental data, this data will help us actively manage and monitor our records' environment. We hope to catch any issues quickly by monitoring pest activity monthly or as needed. For each trap location, multiple pests can be documented, allowing us to visualize trends.



# Software Projects

## Citizen Archivist Program Forms

### Citizen Archivist Application



Current Date  First Name  Last Name  Start Date

Gender  Birthday  Email  Mobile Phone  Home Phone

Emergency Contact  Phone 1  Phone 2

Are there any physical limitations or other medical conditions we should be aware of?

Dietary Preferences  Allergies

The Highland County Records Center & Archives does not and shall not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status, in any of its activities or operations. We ask this so that we can prepare accommodations required.

Education  Major  Employer  Occupation

How did you hear about this opportunity?  Why do you wish to volunteer with us?

Skills and Experience

Please check all that apply.

<input type="checkbox"/> Facebook	<input type="checkbox"/> Writing/Editing	<input type="checkbox"/> Email	<input type="checkbox"/> Historic Society	<input type="checkbox"/> Fundraising	<input type="checkbox"/> Carpentry
<input type="checkbox"/> Instagram	<input type="checkbox"/> Teaching/Presenting	<input type="checkbox"/> PowerPoint	<input type="checkbox"/> Genealogical Society	<input type="checkbox"/> Event Planning	<input type="checkbox"/> Painting
<input type="checkbox"/> TikTok	<input type="checkbox"/> Word	<input type="checkbox"/> Museum	<input type="checkbox"/> Marketing	<input type="checkbox"/> Sewing	<input type="checkbox"/> Landscaping
<input type="checkbox"/> HTML	<input type="checkbox"/> Customer Service	<input type="checkbox"/> Laserfiche	<input type="checkbox"/> Graphic Design	<input type="checkbox"/> Landscaping	<input type="checkbox"/> Landscaping
<input type="checkbox"/> LinkedIn	<input type="checkbox"/> Clerical work	<input type="checkbox"/> Database	<input type="checkbox"/> Archive	<input type="checkbox"/> Public Outreach	<input type="checkbox"/> Exhibits
<input type="checkbox"/> Data Entry	<input type="checkbox"/> Foreign Language	<input type="checkbox"/> Library	<input type="checkbox"/> Library	<input type="checkbox"/> Public Outreach	<input type="checkbox"/> Exhibits

Foreign Language  Proficiency  Historic or Genealogical Society  Museum, Library, or Archive

What were your responsibilities there?

What were your responsibilities there?

Preferences

We ask a lot of questions so that we can optimize your experience. It's important to us to give you volunteer opportunities that are meaningful and rewarding for you. Your happiness matters.

<b>Duration</b> <input type="checkbox"/> Long-term: 2-3 weeks <input type="checkbox"/> Short-term: a few hour aldays <input type="checkbox"/> One-time Project: Special Event <input type="checkbox"/> Ongoing projects 2-4 hours weekly/monthly	<b>Preferred Method of Contact</b> <input type="checkbox"/> Cell Phone <input type="checkbox"/> Home Phone <input type="checkbox"/> Email <input type="checkbox"/> Text <input type="checkbox"/> Teams	<b>Frequency</b> <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Occasionally	<b>Availability</b> <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday	<b>Time</b> <input type="checkbox"/> Mornings <input type="checkbox"/> Afternoons <input type="checkbox"/> Evening (Special Event is only) <input type="checkbox"/> Any
<b>Do you need a report of hours worked?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Do you prefer to work alone or as part of a team?</b> <input type="checkbox"/> Alone <input type="checkbox"/> Team <input type="checkbox"/> Both	<b>Is there anyone you do not wish to work with?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Location</b> <input type="checkbox"/> In-person <input type="checkbox"/> Remote	<b>Do you consider yourself an introvert or extrovert?</b> <input type="checkbox"/> Introvert <input type="checkbox"/> Extrovert <input type="checkbox"/> It depends

Email for Report  Name(s) of individual(s)

Volunteer Opportunities

Check all opportunities of interest. Please be aware that some of these roles are contingent on filling other positions. See our website for full details.

<input type="checkbox"/> Identify, sort, label, and assess records for conservation	<input type="checkbox"/> Digitize, describe, or transcribe records	<input type="checkbox"/> Emergency Response	<input type="checkbox"/> Outreach	<input type="checkbox"/> Teaching with Primary Sources
<input type="checkbox"/> Conduct research or create research aids	<input type="checkbox"/> Develop and present findings	<input type="checkbox"/> Emergency Document	<input type="checkbox"/> Event Planning	<input type="checkbox"/> Genealogy
<input type="checkbox"/> Assist genealogists and researchers	<input type="checkbox"/> Produce research for a social media posts or a website content	<input type="checkbox"/> Leadership/Management	<input type="checkbox"/> Facebook development	<input type="checkbox"/> Grant Management
<input type="checkbox"/> Contribute to exhibits	<input type="checkbox"/> Submit articles for our newsletter	<input type="checkbox"/> Clerical work	<input type="checkbox"/> Instagram development	<input type="checkbox"/> Perform cleaning, help with, and stabilization
<input type="checkbox"/> Oral History	<input type="checkbox"/> Submit articles for our newsletter	<input type="checkbox"/> Sewing	<input type="checkbox"/> TikTok development	<input type="checkbox"/> Painting
<input type="checkbox"/> Carpentry	<input type="checkbox"/> Carpentry	<input type="checkbox"/> Carpentry	<input type="checkbox"/> Carpentry	<input type="checkbox"/> Carpentry

Are there certain types of projects you would prefer not to do?

What do you hope to gain from this experience?

Check all that apply.

<b>Social Opportunities</b> <input type="checkbox"/> Meet new friends <input type="checkbox"/> Stay active <input type="checkbox"/> Give back <input type="checkbox"/> Serve on Committees <input type="checkbox"/> Social gatherings	<b>Technology</b> <input type="checkbox"/> Learn MS Word <input type="checkbox"/> Learn MS Excel <input type="checkbox"/> Learn MS PowerPoint <input type="checkbox"/> Learn Canva <input type="checkbox"/> Learn Laserfiche	<b>Service Organization Hours</b> <input type="checkbox"/> High School Organization <input type="checkbox"/> College Organization <input type="checkbox"/> Community-based Organization <input type="checkbox"/> Service Clubs <input type="checkbox"/> Other <input type="text"/>
<b>Career Skills</b> <input type="checkbox"/> Enhance my resume <input type="checkbox"/> Networking opportunities <input type="checkbox"/> Enhance presentation skills <input type="checkbox"/> Improve writing skills <input type="checkbox"/> Project Management <input type="checkbox"/> Reference for job search	<b>Genealogy &amp; History Lovers</b> <input type="checkbox"/> Intellectual Stimulation <input type="checkbox"/> Share my passion for history <input type="checkbox"/> Utilize genealogy skills <input type="checkbox"/> Publish articles <input type="checkbox"/> Increase the availability of our historic records <input type="checkbox"/> Improve searchability of historic records	<b>Archival Skills</b> <input type="checkbox"/> Reading Curious <input type="checkbox"/> Digitization <input type="checkbox"/> Enhance Genealogy Skills <input type="checkbox"/> Disaster Response for historic records <input type="checkbox"/> Learn Record Conservation

What is the best way to show our appreciation?

Check all that apply.

<input type="checkbox"/> Thank you cards/letters <input type="checkbox"/> Phone calls <input type="checkbox"/> Texts <input type="checkbox"/> Shoutouts on social media/newsletters <input type="checkbox"/> Teams messages	<input type="checkbox"/> Swap Bag <input type="checkbox"/> Commemorative Wall/Tape <input type="checkbox"/> Certificates of Appreciation <input type="checkbox"/> Continuing Education <input type="checkbox"/> Field Trips	<input type="checkbox"/> Pins or Badges <input type="checkbox"/> Priority Event Registration <input type="checkbox"/> Awards <input type="checkbox"/> Annual Awards Event <input type="checkbox"/> Other <input type="text"/>	<input type="checkbox"/> References for Job Seekers <input type="checkbox"/> Social Events <input type="checkbox"/> Annual Awards Event <input type="checkbox"/> Other <input type="text"/>
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References

Please list two business, school, or volunteer work references (not relatives) who we may contact regarding your application.

Reference 1 Name <input type="text"/>	Reference 1 Title <input type="text"/>	Reference 1 Email <input type="text"/>	Reference 1 Phone <input type="text"/>	Reference 1 Relationship <input type="text"/>
Reference 2 Name <input type="text"/>	Reference 2 Title <input type="text"/>	Reference 2 Email <input type="text"/>	Reference 2 Phone <input type="text"/>	Reference 2 Relationship <input type="text"/>

We will make every effort to give you a safe workplace and provide any tools or assistive devices needed. Discuss any needs with your supervisor.

Volunteers must provide their own medical insurance should they become injured while volunteering. Primary payer for any injuries will be the volunteer.

Submit

### Citizen Archivist Interview



#### Welcome/About Us

Welcome  
Hello [Candidate's Name], welcome! We're thrilled to have you here today. Before we dive into the interview, let me briefly introduce myself. I'm [Your Name], and I'll be guiding our conversation today. If you decide to become a Citizen Archivist, I'll be one of the Record Assistants you'll be working with. Our goal is to get to know you better and explore how your skills and experiences align with our program.

#### About Us

The Highland County Record Center & Archives was established in March 2023. Our mission is to collect, preserve, and protect records that were hidden in attics and basements with your storage conditions. Most had never been inventoried, or documentation had been lost to time. Before this, departments managed records internally. Our official director centers around legal management and maintenance of the records, but our goals also include establishing a teaching with primary sources program, exhibits, educational events, and other outreach projects.

Our repository houses records from the 1800s until the present day, primarily paper records and bound volumes, although we have a small percentage of film-based records. They document daily processes in thirty-three county departments, such as Auditor, Commissioner, or Common Pleas Court.

#### Citizen Archivist Program

You are participating in the first Citizen Archivist cohort. As such, we will be looking for your input as we optimize our policies. Our goal is to create a multigenerational, diverse group of local history lovers. We hope to utilize Citizen Archivists to help us complete some of our passion projects that align with your interests and skills.

Additionally, we hope that collaboration will be possible with local Historic and Genealogical Societies, libraries, and other groups for joint events, exhibits, and other activities.

Individual job descriptions are on our website's Citizen Archivist tab, and I'm happy to give you hard copies as well. One of the projects we need the most help with is tagging and transcriptions, and we ask that all candidates start here as an introduction to the program. We anticipate that there could also be additional roles as we evolve.

#### Application & Interview Process

Our application process is designed to allow reporting on applicants that best match our parameters for a given role. We did this to keep the process as fair as possible. All applicants are interviewed with the same template for a level playing field. Also, please remember that new roles will regularly be available as we meet our combined goals. We will reach out to us as we match applicants in the next two weeks. You will be notified of opportunities currently available, and we plan to hold a group brainstorming session to learn more about your interests and passions.

First, we'll review your application. (Double check that all responses are accurate. If not, correct or add DEMOGRAPHIC NOTES.)

Current Date  First Name  Last Name  Start Date

Gender  Birthday  Email  Mobile Phone  Home Phone

Emergency Contact  Phone 1  Phone 2

Are there any physical limitations or medical conditions we should be aware of?

Dietary Preferences  Allergies

The Highland County Records Center & Archives does not and shall not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status, in any of its activities or operations. We ask this so that we can prepare accommodations required.

Education  Major  Employer  Occupation

Education/Employment

I see you have a (degree). Why were you drawn to this field?

What motivated you to pursue a career in (industry/field)?

How did you hear about this opportunity?  Why do you wish to volunteer with us?

Skills and Experience

Please check all that apply.

<input type="checkbox"/> Facebook	<input type="checkbox"/> Writing/Editing	<input type="checkbox"/> Email	<input type="checkbox"/> Historic Society	<input type="checkbox"/> Fundraising	<input type="checkbox"/> Carpentry
<input type="checkbox"/> Instagram	<input type="checkbox"/> Teaching/Presenting	<input type="checkbox"/> PowerPoint	<input type="checkbox"/> Genealogical Society	<input type="checkbox"/> Event Planning	<input type="checkbox"/> Painting
<input type="checkbox"/> TikTok	<input type="checkbox"/> Word	<input type="checkbox"/> Museum	<input type="checkbox"/> Marketing	<input type="checkbox"/> Sewing	<input type="checkbox"/> Landscaping
<input type="checkbox"/> HTML	<input type="checkbox"/> Customer Service	<input type="checkbox"/> Laserfiche	<input type="checkbox"/> Graphic Design	<input type="checkbox"/> Landscaping	<input type="checkbox"/> Landscaping
<input type="checkbox"/> LinkedIn	<input type="checkbox"/> Clerical work	<input type="checkbox"/> Database	<input type="checkbox"/> Archive	<input type="checkbox"/> Public Outreach	<input type="checkbox"/> Exhibits
<input type="checkbox"/> Data Entry	<input type="checkbox"/> Foreign Language	<input type="checkbox"/> Library	<input type="checkbox"/> Library	<input type="checkbox"/> Public Outreach	<input type="checkbox"/> Exhibits

Foreign Language  Proficiency  Historic or Genealogical Society  Museum, Library, or Archive

What were your responsibilities there?

What were your responsibilities there?

Which of the skills checked bring you the most joy?

Skill 1  Skill 2  Skill 3  Skill 4  Skill 5

Are you interested in learning new skills?

<input type="checkbox"/> Facebook	<input type="checkbox"/> Writing/Editing	<input type="checkbox"/> Email	<input type="checkbox"/> Fundraising	<input type="checkbox"/> Carpentry
<input type="checkbox"/> Instagram	<input type="checkbox"/> Teaching/Presenting	<input type="checkbox"/> PowerPoint	<input type="checkbox"/> Event Planning	<input type="checkbox"/> Painting
<input type="checkbox"/> TikTok	<input type="checkbox"/> Customer Service	<input type="checkbox"/> Word	<input type="checkbox"/> Marketing	<input type="checkbox"/> Sewing
<input type="checkbox"/> HTML	<input type="checkbox"/> Clerical work	<input type="checkbox"/> Laserfiche	<input type="checkbox"/> Graphic Design	<input type="checkbox"/> Landscaping
<input type="checkbox"/> LinkedIn	<input type="checkbox"/> Database	<input type="checkbox"/> Database	<input type="checkbox"/> Public Outreach	<input type="checkbox"/> Exhibits

Preferences

We ask a lot of questions so that we can optimize your experience. It's important to us to give you volunteer opportunities that are meaningful and rewarding for you. Your happiness matters.

<b>Duration</b> <input type="checkbox"/> Long-term: 2-3 weeks <input type="checkbox"/> Short-term: a few hour aldays <input type="checkbox"/> One-time Project: Special Event <input type="checkbox"/> Ongoing projects 2-4 hours weekly/monthly	<b>Preferred Method of Contact</b> <input type="checkbox"/> Cell Phone <input type="checkbox"/> Home Phone <input type="checkbox"/> Email <input type="checkbox"/> Text <input type="checkbox"/> Teams	<b>Frequency</b> <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Occasionally	<b>Availability</b> <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday	<b>Time</b> <input type="checkbox"/> Mornings <input type="checkbox"/> Afternoons <input type="checkbox"/> Any
<b>Do you need a report of hours worked?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Do you prefer to work alone or as part of a team?</b> <input type="checkbox"/> Alone <input type="checkbox"/> Team <input type="checkbox"/> Both	<b>Is there anyone you do not wish to work with?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Location</b> <input type="checkbox"/> In-person <input type="checkbox"/> Remote	<b>Do you consider yourself an introvert or extrovert?</b> <input type="checkbox"/> Introvert <input type="checkbox"/> Extrovert <input type="checkbox"/> It depends

## Citizen Archivist Program Forms, Continued

**Formal for Report**

**Name(s) of Individual(s)**

**Volunteer Opportunities**  
Check all opportunities of interest. Please be aware that some of these roles are contingent on filling other positions. See our website for full details.

Identify, sort, label, and assess records for conservation  
Conduct research or write research skills  
Assist genealogists and researchers  
Contribute to website  
Oral History

Digitalize, describe, or transcribe records  
Develop and present findings with Primary Resources program in local schools  
Produce research for a social media post or website content  
Submit articles for our newsletter

Emergency Response  
Emergency Documentation  
Leadership/Management  
Fundraising  
Clerical work  
Sewing  
Carpentry

Linkable Development  
Outreach  
Genealogy  
Event Planning  
Facebook development  
Instagram development  
Tic Tok development

Teaching with Primary Sources  
Grant Management  
Perform cleaning, redo, using, and stabilization  
Planning

**Are there certain types of projects you would prefer not to do?**

**What do you hope to gain from this experience?**  
Check all that apply.

**Social Opportunities**  
Meet new friends  
Stay active  
Give back  
Serve on Committees  
Social gatherings

**Technology**  
Learn MS Word  
Learn MS Excel  
Learn MS PowerPoint  
Learn Canva  
Learn Laserfiche

**Service Organization Hours**  
High School Organization  
College Organization  
Community-based Organization  
Service Clubs  
Other

**Career Skills**  
Enhance my resume  
Networking opportunities  
Enhance presentation skills  
Improve writing skills  
Project Management  
Reference for job search

**Genealogy & History Lovers**  
Intellectual Stimulation  
Share my passion for history  
Utilize genealogy skills  
Publish articles  
Increase the availability of our historic records  
Improve searchability of historic records

**Archive Skills**  
Reading Curious  
Organization  
Enhance Genealogy Skills  
Dewey Decimal System for historic records  
Learn Record Conservation

**What is the best way to show our appreciation?**  
Check all that apply.

Thank you certificates  
Phone calls  
Texts  
Shoutouts on social media/newsletters  
Team messages

Seag Day  
Commemorative Wall Plaque  
Certificate of Appreciation  
Continuing Education  
Field Trips

Pins or Badges  
Priority Event Registration  
Awards  
Annual Awards Event  
Other

References for Job Seekers  
Annual Awards Event  
Other

**Appreciation**  
It's important to us that Citizen Archivists feel appreciated. Do you have any suggestions not listed?

**References**  
Please list two business, school, or volunteer work references (not relatives) who we may contact regarding your application.

Reference 1 Name	Title	Email	Phone	Relationship	Rating
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Reference 2 Name	Title	Email	Phone	Relationship	Rating
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

We will make every effort to give you a safe workplace and provide any tools or assistive devices needed. Discuss any needs with your supervisor.  
Volunteers must provide their own medical insurance should they become injured while volunteering. Primary payer for any injuries which

**Interview**  
What do you know about our organization? (Try to eliminate any misconceptions)

**Describe a stressful situation in the past.**

**What goal were you working toward?**

**Describe the actions you took (focus on YQ).**

**Describe the outcome. What did you learn?**  
If a person doesn't take responsibility for their actions it's a lot at hand.

**What is an accomplishment that you are really proud of?**

**What goal were you working toward?**

**Describe the actions you took (focus on YQ).**

**Describe the outcome. What did you learn?**

**Tell me about implementing feedback.**

**Who gave the feedback?**  
Must be RECEIVED feedback

**What changes did you make?**

**What did you learn?**

**Do you have leadership experience?**  
☐ 1-3 years  
☐ 4-6 years  
☐ 7 or more years

**Where did this take place?**

**What did you manage?**

**How many people did you manage?**  
☐ 1-5  
☐ 6-10  
☐ 11 or more

**What causes are you passionate about?**

**Tell me about learning a skill.**  
What was the skill?

**Who taught you?**  
☐ I taught myself  
☐ Friend/Colleague  
☐ Teacher  
☐ Other

**When do you utilize this skill?**

**What are your hobbies?**

**How do you imagine a typical Citizen Archivist's day?**

**Points to Convey**  
- Make sure they are aware that at the beginning we will be still developing the program in coordination with the Citizen Archivists.  
- Remind them that all volunteers will start with tagging and transcription if needed.  
- Reiterate that our forms allow us to give each person a uniform application and interview process, and that their answers will be scored to allow us to easily match participants with the projects that they are best suited for and that will be the most rewarding.

That concludes our interview today. (Candidate's Name), We appreciate you sharing your experiences and insights. Do you have any final thoughts or questions for us before we conclude?


**Follow up Required?**  
☐ Y  
☐ N

**Follow up**

**Thank you**  
Thank you for your time today. As I mentioned before, we will respond to you within two weeks with next steps. We plan to hold a meeting with the cohorts to get your feedback and brainstorm possible collaborations in the next month. Have a great day!

**Submit**

**Citizen Archivist Agreement**



**Current Date**  **First Name**  **Last Name**  **Start Date**

**Please check to acknowledge that you have read this Volunteer Agreement and have had an opportunity to ask questions.**

**Nature of the Agreement:**  
Citizen Archivists are a volunteer position. This means that, if you accept the role, you perform all duties on a voluntary basis and you will not receive remuneration or payment for your work - neither the Organization or the Volunteer intend any employment or contractual relationship to be created i.e. you are not an employee, independent contractor or consultant at the Organization.  
If this changes at any time, and there is a possibility that you might undertake paid work for the Organization or be involved in vocational training, the Organization will discuss this with you and document the arrangement in a formal employment contract, contract for services or other arrangement.

**What to Expect:**  
A description of your position so you understand your role and the tasks you're authorized to do  
Orientation and all the training necessary for the volunteer position  
A support system, so that you have the opportunity to ask questions and get feedback  
Regular appreciation events  
"Sneak Peeks" that archive visitors normally don't see  
Priority seating at events  
References available for job seekers  
Opportunity to enhance career skills  
You will be credited for your work in our website, outreach projects, reports, and digital repository

**What the Organization Expects From its Volunteers:**  
Support the Organization's goals and objectives and do everything in their power to promote and achieve them  
Participate in all orientation and training programs  
Only undertake duties you're authorized to carry out and always operate under the direction and supervision of nominated staff or and obey reasonable directions and instructions  
Understand and comply with the Organization's policies and procedures  
Behave appropriately and courteously to all staff, consultants, citizen archivists, and any other party the Organization has relations with  
You will notify your supervisor if you wish to change the nature of your contribution  
Be open and honest in all their dealings with the organization  
Comply with local laws at all times

**Supervisor and Peer Mentor**  
You will be assigned both a Supervisor and a Peer Mentor in case you require assistance regarding your role. If neither can be reached, direct question to a very staff member. Contact information will be in your welcome packet.

**Duration of Agreement**  
Short- and Long-term and in-person or remote opportunities available.  
Upon expiry of this agreement, the agreement between the Organization and the Volunteer will come to an end and neither party intends for a contract or employment relationship to be created.

**Training**  
The Organization is committed to providing suitable training, which varies by role.  
Office hours are available for drop-ins or by appointment. Request an appointment with the Citizen Archivist or contact your supervisor. See your welcome packet for details.

**Duration of Agreement**  
Short- and Long-term and in-person or remote opportunities available.  
Upon expiry of this agreement, the agreement between the Organization and the Volunteer will come to an end and neither party intends for a contract or employment relationship to be created.

**Training**  
The Organization is committed to providing suitable training, which varies by role.  
Office hours are available for drop-ins or by appointment. Request an appointment with the Citizen Archivist or contact your supervisor. See your welcome packet for details.

**Expenses**  
We will not reimburse any out-of-pocket expenses without advance written permission from the Records Manager.

**Media Agreement**  
I hereby grant to the Organization, and its authorized agents, vendors, officers, directors, employees, trustees, affiliates, successors, and assigns the non-exclusive, irrevocable, perpetual, world-wide right and license to use, reproduce, display, perform, sell, create derivative works of, and distribute, in whole or in part, any photographs and/or recordings taken by me during activities sponsored by the Organization, for any purpose, in any and all media or media now known or hereinafter developed.

**Background Check**  
As a condition of volunteering, I give permission for the Organization to conduct a background check, which may include a review of sex offender registry sex, child abuse, and criminal activity records. I understand that, if approved, my position is conditional upon the Organization receiving no inadmissible information on my background. I hereby release and agree to hold harmless from liability to the Organization, the employees and volunteers thereof, or any person or organization that may provide such information.

**Contribution Policy**  
All volunteers will be credited for their work.  
Contributions provided in no way constitute a legal or official notice to HCHCA or any official or employee of HCHCA for any purpose.  
Contributions are a public county record.  
By contributing to our Citizen Archivist Program, you accept that other users may edit, alter, or remove your entry.  
You agree that you will not assert any intellectual copyrights or other claims to your work.  
HCHCA does not discriminate against any views, but reserves the right not to post content that does not adhere to these standards. HCHCA reserves the right to declassify the accounts of individuals that repeatedly violate the terms outlined in this policy.  
County Commissioners have final authority on contributions.

# Software Projects

## Citizen Archivist Program Forms, Continued

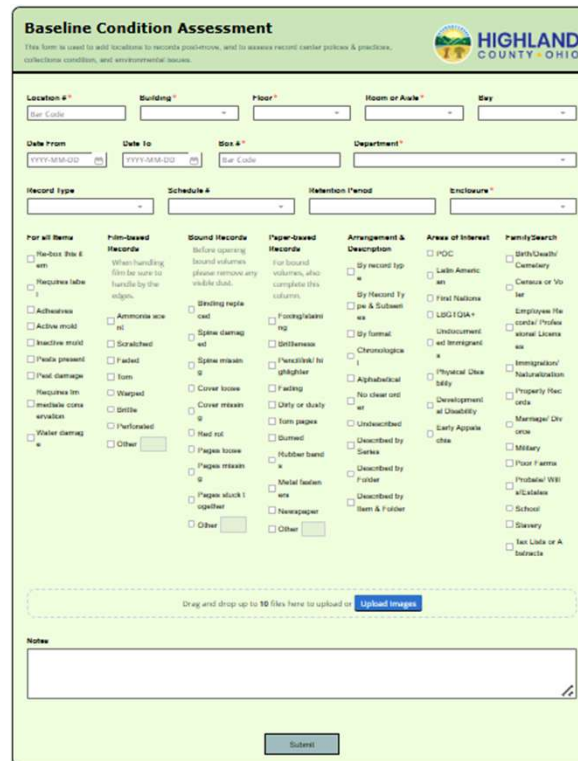
**Termination**

At the discretion of Highland County Records Center & Archives management, any violation of the expectations outlined below may lead to the termination of your volunteer position with the Organization.

- I agree to maintain the confidentiality of the organization.
- I understand that all activities and reporting conducted while volunteering is associated with the Organization and must be mentioned and credited in all media presentations, including but not specific to written articles, television, or film.
- Any publicity in association with this project must be approved directly through the Record Manager. Do not speak with media unless authorized first by the Organization.
- I agree to provide the Organization with a copy of any pictures taken at the Organization related events.
- At Highland County Records Center & Archives, we value all of our employees and citizen archivists as unique individuals, and we welcome the variety of experiences they bring to our archive. Abusive, vulgar, offensive, threatening, or harassing language and personal attacks of any kind are not tolerated. We wish to create a cohesive, multigenerational, diverse Citizen Archivist Program. As such, we have a strict non-discrimination policy. The below are anyone should be treated equally regardless of race, sex, gender identification, sexual orientation, national origin, native language, religion, age, disability, marital status, citizenship, genetic information, pregnancy, or any other characteristics. If you feel that you have been discriminated against, please let your supervisor know as soon as possible. Complaints will be investigated, and we will pursue mediation or termination based on severity.
- I agree not to promote services, products, or politics, or include Personally Identifiable Information (PII) not related to the historical document.

We developed multiple forms to assist in tracking volunteer applicants through the onboarding process. We plan to collect a lot of data to make sure that volunteer opportunities are tailored to our citizen archivist's skills and interests, leading to better volunteer satisfaction.

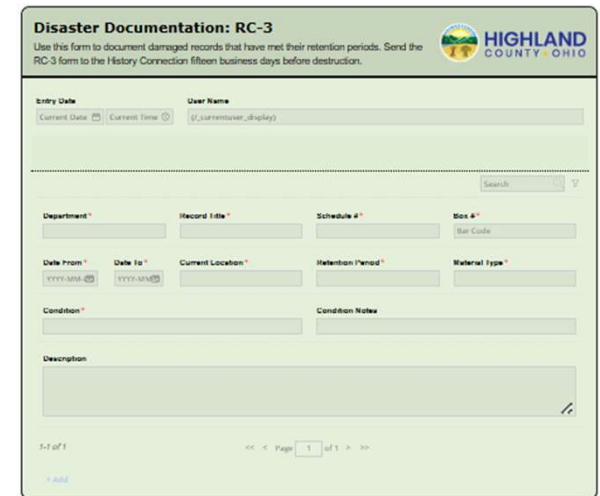
## Baseline Condition Assessment



The form is titled "Baseline Condition Assessment" and includes the Highland County Ohio logo. It contains several sections for data entry: Location #, Building, Floor, Room or Area, and Box. Below these are Date From, Date To, Box #, and Department. A Record type dropdown is followed by Schedule #, Retention Period, and Enclosure #. The main body of the form is divided into columns for different types of records: For all items, Film-based Records, Sound Records, Paper-based Records, Arrangement & Description, Areas of Interest, and Family Search. Each column contains a list of checkboxes for various conditions and features. At the bottom, there is a "Notes" section with a text area and a "Submit" button.

This form will document the condition of each box as we log it in its new location at the Records Center & Archives. This information will be invaluable for grant applications, care plans, exhibits.

## Disaster Documentation Form



The form is titled "Disaster Documentation: RC-3" and includes the Highland County Ohio logo. It contains several sections for data entry: Entry Date, User Name, Department, Record title, Schedule #, Box #, Date From, Date To, Current Location, Retention Period, Material type, Condition, and Condition Notes. The form is designed to document damaged records that have met their retention periods. It includes a search bar and a "Submit" button.

I created this form to allow staff to document records for destruction in an emergency.





# Completed Inventory Projects



## Common Plea & County Court Record Classification

We just completed the inventory and rehousing of Common Pleas and County Court records at North High and the Courthouse, which were boxed up haphazardly during a water emergency. Extensive organization and cleaning was necessary.



## Stabilizing Bound Volumes

Many historic bound volumes need to be wrapped prior to the move due to poor condition. The pages are very brittle and are fragmenting significantly around the margin of the page. We must do this to preserve the value of the object from a structural standpoint, but more importantly, to preserve the historical value.



## Oversize Print Organization and Rehousing

All oversized prints such as tax maps, surveys, blueprints, and subdivision plans have been catalogued.





# Current Projects

# Current Software Projects

## Help Desk

**Record Center & Archives Services Request**  
Use this form to request Record Center services and Laverfiche tech support.

Department: [dropdown] User Name: [dropdown] Email: [dropdown] Phone: [dropdown] Ticket Date: [dropdown] Current: [dropdown] Current: [dropdown]

Request Category: [dropdown] I need...: [dropdown]

Error # [dropdown] Error Message or Issue [text area] Last Update: [dropdown] Original Post: [dropdown]

**Troubleshooting**

Search [text input]

Subject: [text area]

Task [dropdown] Title [text input] Link [text input] Last Update: [dropdown]

Task [dropdown] Title [text input] Link [text input] Last Update: [dropdown]

Task [dropdown] Title [text input] Link [text input] Last Update: [dropdown]

Task [dropdown] Title [text input] Link [text input] Last Update: [dropdown]

Task [dropdown] Title [text input] Link [text input] Last Update: [dropdown]

Task [dropdown] Title [text input] Link [text input] Last Update: [dropdown]

Did these materials resolve your issue?  
☐ Yes  
☐ No

Description of Request [text area]

Please describe how to recreate the error. List any error codes received. [text area]

Please attach screenshots or videos and any files needed to recreate the problem. [text area] [Choose File](#)

Please indicate exactly what troubleshooting steps have been done so far. This will help expedite the troubleshooting process by avoiding suggestions that have already been performed. [text area]

Please note whether the problem is specific to one user, type of web browser, document, page, etc. If the issue is more widespread, take note whether it occurs in all situations. [text area]

Ticket # [dropdown] Laverfiche Cloud Account ID [dropdown] Organization [dropdown]

This three-part form allows employees to place a request for services, Record Center staff to reply for clarification, and to log the staff's response.

**Record Center & Archives Services Request**  
Use this form to request Record Center services and Laverfiche tech support.

Department: [dropdown] User Name: [dropdown] Email: [dropdown] Phone: [dropdown] Ticket Date: [dropdown] Current: [dropdown] Current: [dropdown]

Request Category: [dropdown] I need...: [dropdown]

**Troubleshooting**  
Look up by error number, error message, or subject.

Error # [dropdown] Error Message [text input] Subject [text input]

**Results**

Task [dropdown] Title [text input] Link [text input] Last Update: [dropdown]

Task [dropdown] Title [text input] Link [text input] Last Update: [dropdown]

Task [dropdown] Title [text input] Link [text input] Last Update: [dropdown]

Task [dropdown] Title [text input] Link [text input] Last Update: [dropdown]

Task [dropdown] Title [text input] Link [text input] Last Update: [dropdown]

Task [dropdown] Title [text input] Link [text input] Last Update: [dropdown]

Did these materials resolve your issue?  
☐ Yes  
☐ No

**Further Information**

Description of Request [text area]

Please describe how to recreate the error. List any error codes received. [text area]

Please attach screenshots or videos and any files needed to recreate the problem. [text area] [Choose File](#)

Please note whether the problem is specific to one user, type of web browser, document, page, etc. If the issue is more widespread, take note whether it occurs in all situations. [text area]

Please indicate exactly what troubleshooting steps have been done so far. This will help expedite the troubleshooting process by avoiding suggestions that have already been performed. [text area]

Organization [dropdown] Laverfiche Cloud Account ID [dropdown] Ticket # [dropdown]

Organization [dropdown] Laverfiche Cloud Account ID [dropdown] Ticket # [dropdown]

**Administrator Response**

Administrator Action: [dropdown]

Administrator Comments: [text area]

Current Date: [dropdown] Current Time: [dropdown] [Choose File](#)

**Record Center & Archives Services Request**  
Use this form to request Record Center services and Laverfiche tech support.

Department: [dropdown] User Name: [dropdown] Email: [dropdown] Phone: [dropdown] Ticket Date: [dropdown] Current: [dropdown] Current: [dropdown]

Request Category: [dropdown] I need...: [dropdown]

**Troubleshooting Resources**

Error # [dropdown] Error Message [text input]

Did these materials resolve your issue?  
☐ Yes  
☐ No

**Further Information**

Description of Request [text area]

Please describe how to recreate the error. List any error codes received. [text area]

Please attach screenshots or videos and any files needed to recreate the problem. [text area] [Choose File](#)

Please note whether the problem is specific to one user, type of web browser, document, page, etc. If the issue is more widespread, take note whether it occurs in all situations. [text area]

Please indicate exactly what troubleshooting steps have been done so far. This will help expedite the troubleshooting process by avoiding suggestions that have already been performed. [text area]

Organization [dropdown] Laverfiche Cloud Account ID [dropdown] Ticket # [dropdown]

Organization [dropdown] Laverfiche Cloud Account ID [dropdown] Ticket # [dropdown]

## Other EForms

Other EForms I'd like to develop in 2026 include Loss or Unauthorized Destruction of Records Form, Feedback forms, Record deletion or destruction, Job Separation, Record Request Log, Electronic record entry, Daily Staff Update.



# Current Policy Development



## Artificial Intelligence (AI) Policy

Laserfiche software utilizes AI to summarize records, and I anticipate that AI functions will increase exponentially over time. This report will list all the ways that Laserfiche uses AI for transparency.

## Collections Care Policy

Outlines guidance on storage, housing, and housekeeping.

## Digitization Plan

Outlines prioritization, procedures and best practices. We can utilize FamilySearch scanning for public records, which is free if the records will be available online. We can also utilize FamilySearch's volunteers in addition to our citizen archivist program and our own staff to transcribe or tag records. The Southern Ohio Genealogy Society has also expressed interest in involvement.

This plan documents preservation of digital content for future use; sets priorities; specifies file formats; and ensures compliance with standards and best practices for responsible stewardship of digital information. Addresses content creation, integrity, maintenance, and management.



# Current Outreach Projects

Outreach projects were chosen to grow symbiotically together. It is our hope that citizen archivists will want to become involved in many aspects.



## Social Media

- Identified procedures and costs for social media backups.
- Created digitization program, which will provide raw material for socials.
- We established accounts on Facebook, Instagram, and Pinterest for outreach.
- Compiled list of post inspiration and began amassing posts.
- Goal: beginning social archiving in 2026.



## Website

- Began establishing a web presence:
  - Mission
  - Visitor Information
  - Requesting a record
  - Policies
  - Employee Resources
  - Records Commission Information
- Identified procedures and costs for website backups.
- Goal: beginning website archiving in 2026.



## Citizen Archivist Program

Created robust framework for this program, including:

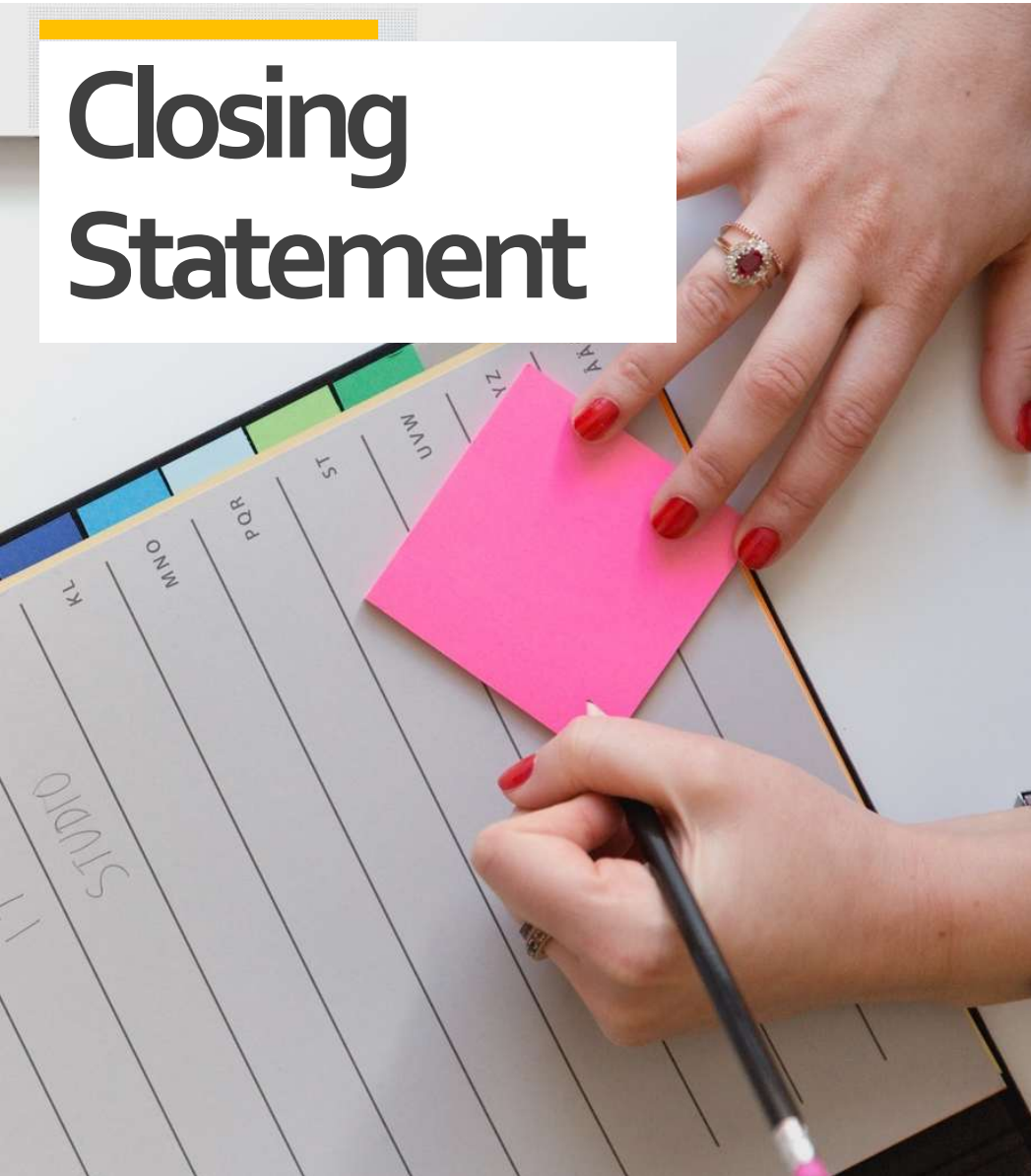
- Initial planning for a citizen archivist program modeled on the National Archive's has been completed, where participants would use an Eform to transcribe or tag records.
- Started building relationships with local genealogists & historians.
- Developed Application, Interview, and Agreement in Laserfiche.
- Job Descriptions, Applications, Interview prompts, and Agreements
- Recognition plans
- Event inspiration
- Standard operating procedures
- Peer mentoring program
- Volunteer opportunities
- Onboarding & training resources
- References for tags, transcription, location, abbreviations frequently encountered, and handwriting
- Example advertisements and correspondence
- Advisory committee



## Teaching with Primary Resources

- Initial offering is completed.
- Next year's digitization will provide ample raw materials

# Closing Statement



As we look ahead to 2026, the Highland County Records Center & Archives is committed to building upon our policies and procedures to increase availability and improve maintenance of our records. We hope to increase the transparency of government processes, to embrace new opportunities, and to deliver technological enhancements for County employees.

In 2025, we made significant progress on the inventory of previously unmanaged records, sifting through nearly every known storage area. We have destroyed decades of records past retention. Plans and policies are in place to chart a course for our archive in the future.

Our Laserfiche record repository will allow us to track all aspects of a record's life cycle, make siloed records available from anywhere in the world, and streamline complicated multi-departmental workflows utilizing process automation.

We could not have achieved our goals without the buy-in from managers, elected officials, subject matter experts, and stakeholders. Many employees generously added to our organizational knowledge. We look forward to future collaborations and technologic advances to achieve our ambitious strategic goals next year and in the years ahead.



# Thank You

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