

**HRAB
LOCAL RECORDS PRESERVATION
2010 GRANT APPLICATION**

ADAH Use Only
Application #:
Award #:

Agency/Entity Applying: City of Talladega, Alabama

Federal Employee Identification (FEIN) Number: [REDACTED]

Project Director:

Name/Title: Elizabeth Cheeks, City Clerk E-Mail Address: talladegafinance@yahoo.com
Address: 203 South Street, West Telephone No.: 256-362-8186 ext. 1026
City/State/Zip: Talladega, Alabama 35160 Fax No.: 256-362-2999

Description of Grant Project:

Title of Project: Preserving City of Talladega Council Minute Books 1883-1906

Starting Date: January 3, 2011 Ending Date: September 30, 2011

Summary Description of Project (use only space provided; form has space later for project narrative):
The project will focus on four volumes of City Council minute journals for the City of Talladega, Alabama dating from 1883-1906. These hand-written documents will be scanned/digitized, transcribed and indexed, then placed on the City's website for public access. The volumes will then be cleaned and encapsulated in archival boxes and/or individual file sleeves if the pages are loose.

Funding Required for Project:

Grant Funds: \$2,765.00 Local Funds: \$8,030.00 Total Cost: \$11,009.00

CERTIFICATION OF AUTHORIZATION

To the best of my knowledge and belief, all information on this form and in the narrative is accurate and complete. The document has been duly authorized by the applicant's governing body, and the applicant will comply with all terms and conditions of the grant if funds are awarded.

Signature of Authorizing Individual: 

Name/Title of Authorizing Individual: Elizabeth Cheeks, City Clerk Date: September 29, 2010

Send the completed form (including narrative) to:

**Government Records Division
Alabama Department of Archives and History
P.O. Box 300100
Montgomery, AL 36130-0100**

Or submit form by fax to (334)353-4321, or by e-mail (as a PDF attachment) to: records@archives.alabama.gov. Questions? Contact Tom Turley or Tracey Berezansky at (334)242-4452.

BUDGET FORM

Salaries and Wages: List names/titles of all project staff, volunteers, and consultants; their payment during the project; and the source of the payment (grant or local funding).

Name/Title	Grant Funds	Local Funds	Total
Elizabeth Cheeks, Project Director		\$4,041.00	\$4,041.00
Jill VanLandingham, Administrative Assistant		\$2,754.00	\$2,754.00
Subtotals:		\$6,795.00	\$6,795.00

Equipment, Supplies, Materials: List equipment, supplies, and materials to be purchased for the project. Include specifications and vendor price quotations with application.

Item	Grant Funds	Local Funds	Total
Flatbed Scanner	\$1,700.00		\$1,700.00
Laptop Computer	\$1,179.00		\$1,179.00
Microsoft Office Software	\$100.00	\$300.00	\$400.00
Storage Boxes, Sleeves		\$360.00	\$360.00
Shelving – storage cabinet		\$300.00	\$300.00
Subtotals:	\$2,979.00	\$960.00	\$3,939.00

Services: List costs of any vendor-provided services or activities not shown under other budget categories.

Item	Grant Funds	Local Funds	Total
Webpage modification		\$275.00	\$275.00
Subtotals:		\$275.00	\$275.00

Travel: If travel is part of the project, list anticipated number of trips, number of people participating, and estimated cost. Include per diem, room and board, and travel reimbursement rates, as applicable.

Item	Grant Funds	Local Funds	Total
Subtotals:			

SUMMARY BUDGET:

Add subtotal lines to obtain summary budget figures. (All projects require a 50% cost-share of the total project budget from the grant recipient. Cost-sharing can be either cash or in-kind contributions.)

	Grant Funds	Local Funds	Total
Salaries and Wages		\$6,795.00	\$6,795.00
Equipment, Supplies, Materials	\$2,979.00	\$960.00	\$3,939.00
Services		\$275.00	\$275.00
Travel			
TOTAL GRANT COST:	\$2,979.00	\$8,030.00	\$11,009.00

Financial Administrator of Grant:

This person is responsible for actual financial administration of the grant, for ensuring compliance with its terms and conditions, and for preparing financial documentation and reports.

Name/Title: Elizabeth Cheeks, City Clerk E-Mail Address: talladegafinance@yahoo.com

Address: 203 W. South Street, P.O. Box 498 Telephone No.: 256-362-8186 ext. 1026

City/State/Zip: Talladega, Alabama 35161 Fax No: 256-362-2999

GRANT APPLICATION NARRATIVE

Review the instructions in the application guidelines before completing this section. The narrative should be no longer than five (5) double-spaced, typewritten pages (8½ x 11" paper) and should be attached to this application form.

If you have any questions about the application process or need assistance during your grant project, please contact Tom Turley, Local Government Records Archivist, or Tracey Berezansky, HRAB Deputy Coordinator, at:

Government Records Division
Alabama Department of Archives and History
P.O. Box 300100
Montgomery, AL 36130-0100

Telephone: (334)353-4607 (Tom) or (334)353-4604 (Tracey)

Fax: (334)353-4321

E-mail: Tom.Turley@archives.alabama.gov

Tracey.Berezansky@archives.alabama.gov

HRAB website: <http://archives.alabama.gov/hrb/hrbmainpage.htm>

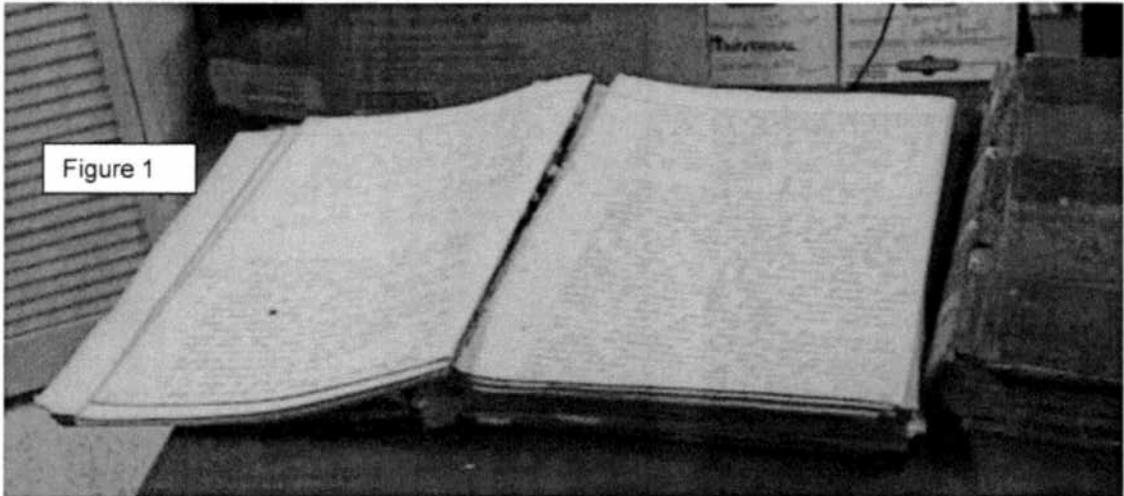
Preserving City of Talladega Council Minute Books 1883-1906

The name “Talladega” means “border town,” reflecting its heritage as the boundary line between several tribes of Muskogee or Creek Indians. The City of Talladega was declared the county seat in 1834 and incorporated in January of 1835. The City survived the Civil War and the occupation by Union troops virtually intact, thereby leaving a tangible and visual record of life in the earlier 1800’s. Over 250 structures within the City limits are on the National Register of Historic Places and date from 1834 to 1945. The City has legally preserved three historic districts in this community of approximately 18,000 residents. One of the historic districts contains the historically black educational institution of Talladega College and the national treasure of the Amistad murals in the college’s Savery Library.

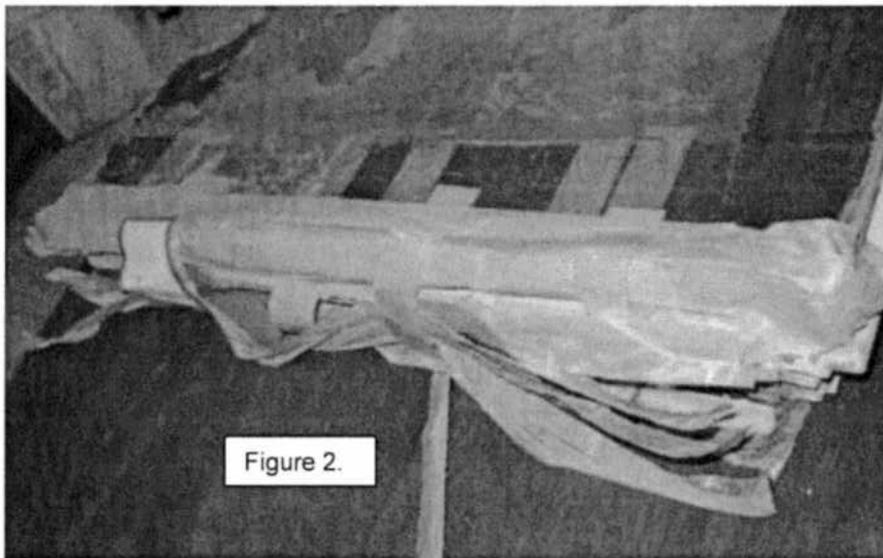
It is the responsibility of the City of Talladega to preserve the records of City government and allow the general public reasonable access to those records. Government records produced during the modern age of typewriters and computers with a little effort can now be uploaded to websites or digitized onto media such as CDs and removable hard drives allowing easy access and searchability. Handwritten documents, unfortunately, are locked away and only viewed by those who are aware of their existence and willing to make the effort to travel to their location. This project is designed to open those records to everyone.

Statement of the Problem

Within the document vault at City Hall are council minute journals, financial ledgers, and resolution and ordinance books dating back to 1883. Currently these volumes are in various stages of deterioration (Figure 1). The binding of one particular volume has completely fallen



apart and an unfortunate repair was attempted with cellophane tape (Figure 2). These volumes will need cleaning and encapsulating in archival storage containers to minimize any further deterioration. A steel cabinet will also need to be secured to properly hold the archival storage containers in the City Hall's vault.



The condition of these volumes greatly restricts the access by the general public. Therefore it is very important to convert these documents into a digital format while preserving the visual aspect of the handwritten pages.

Proposed Project

This project will concentrate on four volumes of City Council minutes dating from 1883 to 1906. The volumes are all handwritten with brown ink, leather covered with stitched bindings, containing 250-300 double-sided pages. Bindings of two of the volumes are still viable while others can no longer hold the pages together. The project's goal is to prepare scanned images of the document pages along with a transcription and indexing aides that will then be made accessible through the City's website in a special section set up for historical documents and photographs.

The City of Talladega currently does not have the hardware to perform such a project. Because of the size of the pages of these volumes a special flatbed scanner will need to be purchased that is capable of handling media up to 18" x 12" (most scannners can only handle up to 8.5" x 14" legal size sheets). The flatbed scanner design is also needed for handling of bound documents. A laptop computer will be connected to the flatbed scanner. The use of a laptop computer insures flexibility of the workspace and eliminates the inefficiency of a dedicated desktop computer. Software requirements will be kept simple to assure broad compatability. Transcription of the handwritten volumes will be done in Microsoft Word and then converted to a pdf searchable format.

The City's webmaster (Distinctive Web Design) has agreed to help design and maintain the new section on the City's website to accommodate the historical material for a nominal fee. Currently employed full-time staff of the City Clerk's office will handle the majority of the work associated with this project. City Clerk, Elizabeth Cheeks has a MLS degree from the University of Alabama and experience in archiving and cataloging of historical documents. Ms. Cheeks will be the Program Director, coordinating the scanning, transcription and indexing of the

documents and their contents. Jill VanLandingham is the Administrative Assistant to the City Clerk and has many years of experience in handling and processing of governmental records.

On-Going Program

The City Clerk's office is responsible for preserving government documents, especially those generated by the City Council. All City Council minutes from 1883 to the present are contained in bound journals and stored in the City Hall vault. City Council minutes from 2008 to the present are currently on the City's website. The City has started a concerted effort to locate and preserve word processing computer files that contain City Council minutes done in Microsoft Word or WordPerfect previous to 2008. These computer files can easily be converted and added to the website. All other City Council Minutes will have to be scanned in an OCR format to allow for searching of keywords. This can be accomplished with those documents that have been typed or printed. Handwritten documents will have to be transcribed before converting to a searchable format. City Council Minutes that are handwritten or typed into journals with pages measuring 12"x18" (from 1883 to 1987) must be scanned on a special flatbed scanner designed to handle the larger media.

This program has not been feasible in past budget years because of the start-up costs for hardware and software and the lack of trained personnel to implement a continuing process of archiving and digitizing documents. With this grant money, the City will have the necessary funding to purchase the hardware to fully implement an on-going program to preserve the City's historical documents.

Plan of Work

January 2011

- Purchase hardware and software – set up work station
- Produce operational manual setting the procedure for handling of the historic documents

February-September 2011

- Work to be completed by the following personnel:
 - Elizabeth Cheeks – minimum of 20 hours per month
 - Jill VanLandingham – minimum of 20 hours per monthGiving the project at total of at least 360 personnel hours over 9 months
(It is believed that work will be more consistent if there is a limited number of people working on the project, especially in indexing the files)
- Set up a scanned file for each set of minutes
- Transcribe each set of handwritten minutes
- Index by date, names, events, and major topics using the indexing capability of Microsoft Word
- Reporting of program's progress and expenses to be compiled by the City Clerk on a monthly basis or as needed.
- As each volume is completed it will be cleaned and encapsulated in an archival storage box with loose pages placed in poly sleeves.
- As each volume is completed the digitized files are uploaded to the City's website.

October 2011

- Final report will be made to granting agency, Alabama Historical Records Advisory Board and to the City Council of the City of Talladega highlighting the program's accomplishments
- Upon completion of the year-long project an appropriate announcement will be made in the media to make the public aware of the accessibility of the documents and the improvements to the City's website
- Other announcements will be made to Alabama schools, colleges and universities, and public libraries as well as Alabama historical societies and organizations.



Price: \$1,623.79

+ shipping and handling costs = approximately \$80.00

Xerox DocuMate 3640 Flatbed Scanner

Part #: XDM36405M-WU

Summary

The Xerox DocuMate 3640 Flatbed Scanner is a departmental duplex flatbed scanner with a 80 page Automatic Document Feeder (ADF) that scans up to 80 images per minute (ipm) in duplex mode. Ultrasonic double feed detection insures that no pages are missed due to a misfeed or stapled document in the ADF tray. The A4 /legal flatbed is the only departmental scanner that can be programmed to automatically scan to 99 customizable applications or devices. Documents can be converted to text-searchable PDF in one easy step. The Xerox DocuMate 3640 Flatbed Scanner is the perfect solution for company wide scanning solutions and enables businesses to achieve high levels of productivity by distributing fast, cost-effective departmental scanners throughout the organization.

Features

- **Product Description:** Xerox DocuMate 3640, document scanner
- **Device Type:** Document scanner, desktop
- **Max Supported Document Size:** 8.5 in x 38 in
- **Dimensions (WxDxH):** 20.9 in x 16.2 in x 8.8 in
- **Weight:** 22.9 lbs
- **Input Type:** Color
- **Grayscale / Color Depth (External):** 8-bit (256 gray levels) / 24-bit (16.7 million colors)
- **Optical Resolution:** 600 dpi
- **Max Document Scan Speed:** 40 ppm (mono)

- **Max Document Size:** 8.5 in x 38 in
- **Automatic Duplexing:** Yes
- **Supported Document Type:** Plain paper
- **Document Feeder Type:** Autoload
- **Feeder Capacity:** 80 sheets
- **Duty Cycle:** 5000 scans per day
- **Interface Type:** Hi-Speed USB
- **System Requirements:** Microsoft Windows 2000 SP4, Microsoft Windows XP SP2, Microsoft Windows 7, Microsoft Windows Vista
- **Environmental Standards:** ENERGY STAR Qualified

ARCHIVAL.COM



Drop Front Storage Box

The durable, sturdy drop front storage box has a fold down front interior side to eliminate damage during insertion and removal of your materials. Your documents, music, photos, prints, pamphlets, magazines or artwork collections will store safely in the sturdy construction of exterior coated acid-free, lignin-free 60 point board with a pH of 8.5 and buffered with 3% calcium carbonate with chrome metal edges. Available in gray/white or tan board.

Catalog Number	Color	Size L x W x H	Price Each
DFSBGW2	Gray/White	20 1/2 x 16 1/2 x 3	\$13.65

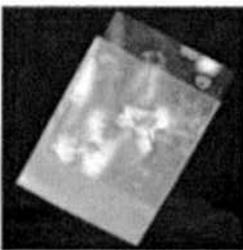
ArchivalMethods.com



White Gloves

Features: These gloves are comfortable to wear and long-wearing. You can select from medium weight cotton or light weight nylon. Cotton is available in two sizes and the nylon in five size. They are machine washable.

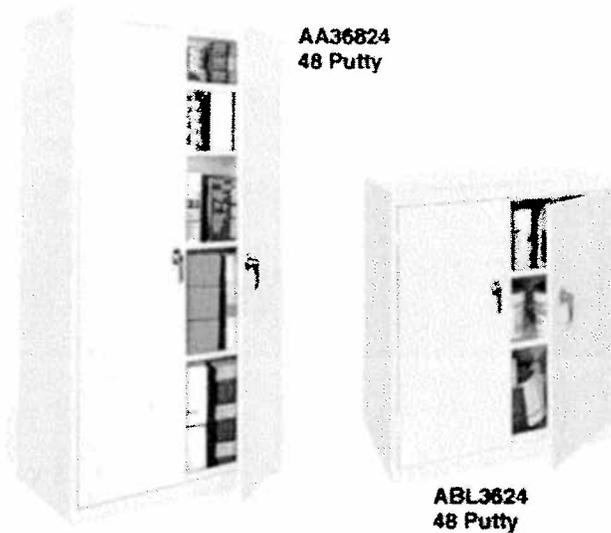
Item	White Cotton Gloves Package of 12 Pairs	(A) 1+
61-001	Small	\$8.90
61-002	Large	\$8.90



HD POLY ENVELOPES

Features: These envelopes are made of High-Density polyethylene, which has a translucent or frosted appearance. The anti-static qualities of the material reduces the risk of scratching or abrasion from entrapped dust particles. HD polyethylene is one of the few plastic sheet material with no slip agents added to the surface. Other polyethylene, polyester and polypropylene need slip agents to prevent the plastic from sticking to it self in rolls or sheets. Envelopes are archival and meet the standards for plastic enclosures in ISO 18902. www.ansi.org Sealed on three sides with a 1/8" lip on the open side for ease of use.

Item	HD Poly Envelopes Pkg 50	(A) 1-4	(B) 5-9	(C) 10+
34-310	16-1/2 x 20-1/2	\$31.95	\$30.40	\$27.20



Gaylord.com – for storage of encapsulated journals/books

These cabinets are 24” deep (most are only 18”) and will easily store the 20” boxes to hold the journals.

WW-ABL3624	Storage Cabinet Steel	130	\$250.00	
	2 Adjustable Shelves			Plus shipping costs
	42H x 36W x 24"D			

Laptop Computer

On September 20, 2010, the City Council approved, though Resolution #2120, a contract with Garing/Nohab Corporation for computer work stations (desktop and laptop). Therefore, the City’s contract price for a laptop is \$1,179.00.

This price does not include the cost of Microsoft Office Software which will add an additional \$400.00.