

Date received:

City of Newton



David B. Cohen
Mayor

Newton, Massachusetts COMMUNITY PRESERVATION PROPOSAL



Submit to:

Alice E. Ingerson, Community Preservation Program Manager
Newton Planning and Development Department
1000 Commonwealth Ave., Newton, MA 02459
aingerson@newtonma.gov 617.796.1144

Proposals MUST follow instructions in the current Community Preservation Handbook, available upon request and online at www.ci.newton.ma.gov/cpa. Incomplete proposals will NOT be considered.

Project CONTACTS		<i>Please star (*) name of the project manager, who will track budget & submit updates. Use additional sheets if you have more than 2 project contacts.</i>				
<i>Name & title / affiliation, mailing address, email, daytime phone, & any other way we should contact you (fax, mobile phone, ...)</i>						
David A. Olson, City Clerk/Clerk of the Board of Aldermen 1000 Commonwealth Avenue Newton, MA 02459 Phone: 617-796-1210 E-mail: dolson@newtonma.gov						
<i>Name & title / affiliation, mailing address, email, daytime phone, & any other way we should contact you (fax, mobile phone, ...)</i>						
Project TITLE	City Archive Preservation Project – Phase 2					
Project LOCATION	<i>Address and/or assessors parcel identification no.</i> Newton City Hall, City Clerk’s Office, 1000 Commonwealth Avenue, Newton					
Funding Categories	<i>Check all that apply.</i>	COMMUNITY HOUSING	X	HISTORIC RESOURCES	OPEN SPACE	RECREATION
Project BUDGET	<i>Identify major cost categories, total CP funds requested, and total project cost.</i>					
	Records Conservation, Preservation and Repair			\$44,800		
	Atlas Scanning			\$10,000		
	Fireproof Cabinetry			\$14,360		
	10% Contingency			<u>\$ 6,916</u>		
	Phase II Total Cost			\$76,076		
	Total Project Cost			\$150,000		
Project SUMMARY	<i>This description will be used in public announcements, websites, press releases, etc. Explain BRIEFLY what the project will accomplish & how, as well as how it will benefit the community as a whole.</i>					
<p>The overarching goal of this project is to preserve Newton’s Historic Archival Material located in the vaults of the City Clerk and the City Engineer. To achieve this goal, the project will undertake the following tasks:</p> <ol style="list-style-type: none"> 1. Provide adequate and appropriate storage facilities in the City Clerk’s vault for the permanent preservation of Newton’s municipal archival material including the city’s Vital Records (birth, death, marriage, and adoption records) and records relating to Government functions including Oaths of Office, current ordinances enacted by the Board of Aldermen, Depositions, and Aldermanic committee meeting agendas and reports. 2. Provide adequate housing in fireproof cabinets for material in active use that is generated by the Board of Aldermen including Board Actions, Orders, and deliberative material. 3. Preserve records that are in danger of being lost due to overuse and benign neglect in the City Clerk’s and Engineering Department’s vaults. 4. Create alternate means of access to historic records in order to accomplish the permanent preservation of original material. This will be accomplished by scanning the originals as they are preserved and by creating digital images for web access. 5. Meet our legal obligations as defined in Massachusetts General Law Chapter 66 Section 9. Preservation and copying of worn, etc., records. 						



David B. Cohen
Mayor

APPLICATION FOR COMMUNITY PRESERVATION FUNDING

Form CPA-1

Submit to:
Robert Ricchi, Community Preservation Planner
Newton Planning and Development Department
1000 Commonwealth Ave., Newton, MA 02459
rricchi@newtonma.gov
617-796-1144

Phase 2
Application

Name of Applicant¹ City Clerk/Clerk of the Board of Aldermen

Name of Co-Applicant, if applicable City of Newton, Engineering Department

Contact Name David A. Olson, City Clerk/Clerk of the Board of Aldermen

Mailing Address 1000 Commonwealth Avenue City Newton State MA Zip 02459

Daytime Phone 617-796-1210 Email dolson@newtonma.gov

Name of Proposal City Archive Preservation Project – Phase 2

Address of Proposal City Hall, 1000 Commonwealth Avenue

CPA Category (circle all that apply): Open space **Historic preservation** Recreation Community housing

CPA Funding Requested \$76,076 Total Cost of Proposed Project \$150,000

PROJECT DESCRIPTION: Attach answers to the following questions. Applications will be returned as incomplete if all requested information is not provided. Include supporting materials as necessary.

1. **Goals:** What are the goals of the proposed project?
2. **Community Need:** Why is this project needed? Does it address needs identified in existing City plans?
3. **Community Support:** What is the nature and level of support for this project? Include letters of support and any petitions.
4. **Timeline:** What is the schedule for project implementation, including a timeline for all critical milestones?
5. **Credentials:** How will the experience of the applicant contribute to the success of this project?
6. **Success Factors:** How will the success of this project be measured? Be as specific as possible.
7. **Budget:** What is the total budget for the project and how will CPA funds be spent? All items of expenditure must be clearly identified. Distinguish between hard and soft costs and contingencies. (NOTE: CPA funds may NOT be used for maintenance.)
8. **Other Funding:** What additional funding sources are available, committed, or under consideration? Include commitment letters, if available, and describe any other attempts to secure funding for this project.
9. **Maintenance:** If ongoing maintenance is required for your project, how will it be funded?

ADDITIONAL INFORMATION: Provide the following additional information, as applicable.

¹ If the proposal is on City-owned land, either the applicant or the co-applicant must be the City Board, Commission, or Department that has custody of the land.

10. Documentation that you have control over the site, such as Purchase and Sale Agreement, option, or deed.
11. For projects that include construction or rehabilitation, include the existing and proposed site plan, floor plans, elevations, and any other drawings as necessary to visually describe the proposal.
12. Evidence that the project is in compliance with the zoning ordinance, Architectural Access Board Regulations, or any other laws or regulations. Or, if zoning relief is required, specify what relief is needed and when an application will be made to the City for zoning review.
13. Evidence that the appropriate City Boards and Commissions have approved the project (for example, proposed new uses on Parks & Recreation land requires approval from the Parks and Recreation Commission)
14. Evidence that the proposed site is free of hazardous materials or that there is a plan for remediation in place.
15. Evidence that appropriate professional standards will be followed if construction, restoration or rehabilitation is proposed.
16. Information indicating how this project can be used to achieve additional community benefits.

NOTE: If the requested funds are for a real estate acquisition, an independent appraisal will be required which the applicant will be required to fund initially. No funding decisions will be made without an independent appraisal.

Refer to the City web site (ci.newton.ma.us/Planning/CPA) for further information.
Form CPA-1 (Revised 9/11/03)

Goals: What are the goals of the proposed project?

The overarching goal of this project is to preserve Newton's Historic Archival Material located in the vaults of the City Clerk and the City Engineer. To achieve this goal, the project will undertake the following tasks:

1. Provide adequate and appropriate storage facilities in the City Clerk's vault for the permanent preservation of Newton's municipal archival material including the city's Vital Records (birth, death, marriage, and adoption records) and records relating to Government functions including Oaths of Office, current ordinances enacted by the Board of Aldermen, Depositions, and Aldermanic committee meeting agendas and reports.
2. Provide adequate housing in fireproof cabinets for material in active use that is generated by the Board of Aldermen including Board Actions, Orders, and deliberative material.
3. Preserve records that are in danger of being lost due to overuse and benign neglect in the City Clerk's and Engineering Department's vaults.
4. Create alternate means of access to historic records in order to accomplish the permanent preservation of original material. This will be accomplished by scanning the originals as they are preserved and by creating digital images for web access.
5. Meet our legal obligations as defined in Massachusetts General Law Chapter 66 Section 9. Preservation and copying of worn, etc., records

Section 9. Every person having custody of any public record books of the commonwealth, or of a county, city or town shall, at its expense, cause them to be properly and substantially bound. He shall have any such books, which may have been left incomplete, made up and completed from the files and usual memoranda, so far as practicable. He shall cause fair and legible copies to be seasonably made of any books which are worn, mutilated or are becoming illegible, and cause them to be repaired, rebound or renovated. . .

Community Need: Why is this project needed? Does it address needs identified in existing City plans?

The City Archives actively manages a growing collection of historical documents dating from 1679 to the present, as well as an ongoing series of municipal documents which include vital records, Selectmen's and Aldermanic documents, Assessors records, Annual Reports, Annual Budgets, and other departmental documents. The active and ongoing use of this material reinforces the value of the archives to the community while fulfilling the City's legal responsibility to provide access to public documents.

The Newton City Archives is not only a local historic resource. It also has national significance as it records the details that document the history of an American community from 1679 to the present. Newton is a microcosm for the study of the growth and development of a small, multi-faceted American city, which although similar to many others, over time has seen itself as a model for others. The significance of the collection lies in its ability to mirror the issues of American life in the documentary record.

The history of settlement of Newton begins in the 1630s. As a part of the "New Town", which came to be called Cambridge, it was one of the earliest on the Boston perimeter. By 1688 Newton had become

an independent town and for the first two hundred years of its existence, a collection of villages and two small industrial centers on the Charles River at Upper and Lower Falls were the defining characteristics of the settlement. This pattern of dispersed settlement was uncommon, but despite occasional efforts to divide the town, Newton was preserved as a single municipal entity and to this day, the villages retain individual characteristics while being part of the whole.

Beginning in the 1830s the railroads became a major force for change. The Boston and Worcester Railroad was the first to initiate service to areas outside of Boston, making Newton one of the first areas in New England to experience suburban development. New village centers began to emerge along this north-side line and later along a south-side line that opened in the 1850s. With a growing population, the town began to grapple with the need to provide new services. Discussions in the selectman's records about establishing a separate high school reveal the conservative nature of the community, but with a growing sophistication, the town soon looked to schools as a source of pride and invested accordingly. In 1873, Newton became a City. In the next fifty years, the city developed its infrastructure, constructing water and sewer systems, schools and fire stations, and parks and playgrounds, all richly documented in the public records.

The growing area also drew immigrants who found employment building the roads, railroads, street railroads, and other public projects. Naturalization applications, records of the Overseers of the Poor and Welfare Department, and Veteran's records reveal aspects of social services provided by the City and provide records of people whose lives are otherwise undocumented. The Overseers/Welfare records are particularly important as they form a complete series ending with the State takeover of services in 1966, and detail efforts to address what remains an urgent social problem today.

Surrounded on three sides by the Charles River, with easy access to Boston and the metropolitan area, Newton's picturesque landscape drew men and women eager to build homes and raise families. They built educational, social, and cultural organizations, and nurtured the development of a progressive community, which became known in the late nineteenth-century as the Garden City of the Commonwealth.

Important planning issues of the twentieth century including urban renewal, housing, open space, and the Massachusetts Turnpike construction are well documented in the Aldermanic records and in the Planning and Engineering Department collections. The Engineering Department glass plate negative collection contains a unique series of public works photographs dating from the 1890s to the 1940s. The papers of several Mayors including John Wingate Weeks, who went on to become a State Senator and Secretary of War in the 1920s, and those of Edwin Childs and Theodore D. Mann, each of whom served for more than twenty years, also provide broad insight into the issues affecting Newton in the twentieth century. While documents of the seventeenth, eighteenth, and nineteenth centuries provide critical historical perspective, documents from the twentieth century are essential resources that inform today's policy and planning efforts. In all, these records, which are freely available to the public, provide valuable insight and understanding of the American experience.

The Newton Archives are frequently used by departments within the city. The City Clerk, Law, and Planning Departments rely heavily on the Aldermanic records, which date from the late 1800s, and in recent years, there has been increasing use of the archives for in-house research services.

Public research questions relate to all aspects of Newton history, municipal issues, and genealogy. Currently there are several hundred inquiries each year. A recent query led to the discovery of Mrs. Harriet J. Moore, who in 1862, using a newly passed Massachusetts General Law that allowed women to do business "on their separate account" established a business in Newton and Boston to supply gaiters to

the Union Army. A Civil War costume designer published this story on his website. Materials from the Newton City Archives have been used to provide historical information for several scholarly publications as well as exhibitions shown at the Newton History Museum. Publications include *A Biographical Index: Newton 1678-1778* written by Priscilla Ritter and Thelma Fleishman, and published by the New England Historic Genealogical Society. This publication was a product of the 1977 NHPRC grant. *Where Newton Began, A Guide to the East Parish Burying Ground* (2004) by Thelma Fleishman was published by the Newton History Museum. Newton History Museum exhibitions such as *Newton the Garden City: The Growth of an American Suburb* (1988), which was funded in part by the National Endowment for the Humanities, and *Rivers, Roads, and Rails: Mapping Newton* (2001) also drew from the resources of the Archives. Karen Dacey, author of *In the Shadow of the Great Blue Hill*, used the archives to study the Colonial contact period for her book on Native Americans in Massachusetts and Susan Dargan researched Newton's Irish community for a Doctoral thesis published in 2000.

This project is based on recommendations included in a Preservation Study that was done for the Newton City Archives in December of 2004 by Allyson Donahue, Simmons College Graduate School of Library and Information Science. The body of this report can be found at the end of our phase one application.

Community Support: What is the nature and level of support for this project? Include letters of support and any petitions.

This project is supported by:

The Newton Historical Commission

The Veterans Office of the City of Newton.

The Newton Free Library

Priscilla Leith

Letters of Support from these individuals and organizations are included in Attachment #1.

Timeline: What is the schedule for project implementation, including a timeline for all critical milestones?

The project will be completed during calendar year 2008. Several of the components can occur concurrently. The first component of each of the sections will be to undertake the bid process to contract with the appropriate companies.

January 2008 – April 2008

1. Purchase and Install Fireproof Cabinetry in the City Clerk's Office to protect material not able to be housed in the vault.

Transfer material to office storage in the Clerk's Office

Remove wooden cubbies from office

Install fireproof cabinets to house the material

Transfer material to new cabinetry

January 2008 – June 2008

- 2. Conserve, digitize and preserve records in need of immediate repair. Work will be done following current professional standards. For a complete list of items to be conserved see Attachment #2.

Credentials: How will the experience of the applicant contribute to the success of this project?

Overseeing the project will be City Clerk David A. Olson. David has been involved in the museum and archival fields for more than 20 years. Prior to serving as City Clerk he was the Director of the Newton History Museum. Mr. Olson is a member of the City’s Public Buildings Preservation Task Force and was the project manager for the CPA funded Historic Burying Ground project while he was at the Newton History Museum.

The City Archivist, Tod McMahon will also be intimately involved in this project.

Success Factors: How will the success of this project be measured? Be as specific as possible.

The Success of the project will be documented through the completion of each of the components outlined in the timeline.

Budget: What is the total budget for the project and how will CPA funds be spent? All items of expenditure must be clearly identified. Distinguish between hard and soft costs and contingencies. (NOTE: CPA funds may NOT be used for maintenance.)

The total budget for the project is \$150,000.

	Phase 1	Phase 2
Conservation/Preservation	\$35,200	\$44,800
Atlas Scanning		\$10,000
Sub-Total	\$35,200	\$54,800
Mobile Shelving	\$32,000	
Fireproof Cabinets		\$14,360
Sub-Total	\$67,200	\$69,160
10% Contingency	\$6,720	\$6,916
Total	\$73,920	\$76,076

Other Funding: What additional funding sources are available, committed, or under consideration? Include commitment letters, if available, and describe any other attempts to secure funding for this project.

Project Management and Staff time needed to complete this project will be funded through the City of Newton’s Operating Budget.

Maintenance: If ongoing maintenance is required for your project, how will it be funded?

The City has funded an archivist position to care for and maintain these collections. Funds in the Board of Aldermen Budgets and the City Clerk’s Budgets are dedicated each year to continuing maintenance of the material.

Documentation that you have control over the site, such as Purchase and Sale Agreement, option, or deed.

The City Archives and the vaults in City Hall are owned by the City of Newton.

For projects that include construction or rehabilitation, include the existing and proposed site plan, floor plans, elevations, and any other drawings as necessary to visually describe the proposal.

N/A

Evidence that the project is in compliance with the zoning ordinance, Architectural Access Board Regulations, or any other laws or regulations. Or, if zoning relief is required, specify what relief is needed and when an application will be made to the City for zoning review.

N/A

Evidence that the appropriate City Boards and Commissions have approved the project (for example, proposed new uses on Parks & Recreation land requires approval from the Parks and Recreation Commission)

N/A

Evidence that the proposed site is free of hazardous materials or that there is a plan for remediation in place.

N/A

Evidence that appropriate professional standards will be followed if construction, restoration or rehabilitation is proposed.

For a scope of work, please see attachment #3.

Information indicating how this project can be used to achieve additional community benefits.

Once this project has been completed and the archival material has been properly housed, preserved, and documented, the next step will be to increase the public's access to the wealth of the city's historic resources. The Newton History Museum, the Newton Free Library, the City Archives, and the City's IT Department are working together to develop plans to create a searchable database of all of the city's historic resources.

**Attachment #1
Letters of Support**



CITY OF NEWTON, MASSACHUSETTS

Department of Planning and Development
Michael J. Kruse, Director

David B. Cohen
Mayor

Telephone
(617)-796-1120
Telefax
(617) 796-1086
TDD/TTY
(617) 796-1089

September 28, 2006

Community Preservation Committee
c/o Planning and Development Department
1000 Commonwealth Avenue
Newton, MA 02459

RE: City of Newton Archival Project


Dear Community Preservation Committee Members:

The Newton Historical Commission would like to express its strong support for the grant application from the Office of the City Clerk/Clerk of the Board of Aldermen and the Engineering Office to preserve, conserve, and restore the City's archival materials. The City's archives document Newton's growth and development from its inception in 1679 to today and are invaluable historical resources that deserve to be preserved for future generations. The Newton Historical Commission considers these documents, artifacts, and materials to be historic resources which are significant to the history and culture of the City of Newton.

Newton's archival documents and materials contain significant information on the residents and officials who have influenced the City over time. They contain the background materials and information to understand the City's ordinances and laws, its infrastructure and development, and the planning choices that have shaped its villages and neighborhoods. In addition to their legal necessity to the City, these documents play a key role in any historical study of the City's citizens, architecture, villages and events, and have been used in numerous publications on the City's history.

The significance of the documents and materials found within the City of Newton's archival vaults cannot be underestimated. The preservation, conservation and restoration of the City's archival materials will have a significant impact on the integrity of these historic resources and the Newton Historical Commission hopes that you will look favorably upon this grant application.

Sincerely,


John S. Rodman, Chairman
Newton Historical Commission

Newton Historical Commission
1000 Commonwealth Avenue, Newton, Massachusetts 02459
Email: lkritzer@newtonma.gov
www.ci.newton.ma.us

City of Newton



David B. Cohen
Mayor

Newton Free Library
Kathy Glick-Weil, Library Director

330 Homer Street
Newton, Massachusetts 02459
Telephone: (617) 796-1360 / FAX: (617) 965-8457
www.ci.newton.ma.us



September 27, 2006

David Olson, City Clerk
Newton City Hall
1000 Commonwealth Avenue
Newton, MA 02459

Dear David,

I'm very happy to provide you with a letter of support for your CPA project to preserve, conserve, and restore historical Newton documents held in the archival vaults at City Hall. Here at the library, our Newton historical materials are used all the time, and we also have been spending money to conserve and restore them. These materials in the Library and at City Hall are the city's historical patrimony, and the importance of maintaining them in the best possible condition cannot be emphasized enough. The Newton history programs we present are better attended than ever, and our Newton history documents are used often. Residents are interested in Newton history and deceased Newton residents; additionally we receive many emails from users across the country searching for information about their deceased Newton relations. I'm sure you receive many similar requests for access to the City's rich trove of historical information.

I commend you on your interest in conserving the precious documents under your authority, and support you in your pursuit of CPA funding.

Sincerely,

Kathy Glick-Weil

City of Newton



David B. Cohen
Mayor

DEPARTMENT OF VETERANS' SERVICES

Alfred R. Guzzi, Jr., Agent
1000 Commonwealth Avenue
Newton Centre, MA 02459-1449

Telephone
617-796-1090
Facsimile
617-796-1094

September 27, 2006

Community Preservation Committee:

I support keeping, preserving, and restoring all material and records in the archival vaults at City Hall.

Sincerely,

A handwritten signature in black ink, appearing to read "Alfred R. Guzzi, Jr.", written over a horizontal line.

Alfred R. Guzzi, Jr.
Director of Veterans' Services

Priscilla M. Leith
162 Islington Road
Newton, MA 02466
(617) 969-6837

November 2, 2006

David A. Olson, City Clerk
Newton City Hall
1000 Commonwealth Avenue
Newton Centre, MA 02466

Dear Mr. Olson:

I very much support your request to the Community Preservation Committee for \$150,000 for the City Archives Preservation Project. This is a modest request for preservation and digitizing city records so that they will be available on the Internet.

I am in the process of writing my own family's history going back to 1721 in New York State. I've accumulated on over 30 years' worth of research done mostly in New York, Pennsylvania and Midwestern states. New York requires that each of its counties have an official county historian whose job is to maintain historical records for the public. Funding for that position and for office space, preservation of records, storage space and research facilities varies greatly among the counties. However, the quality seems to depend as much on the amount of community support and leadership for historic preservation as on the economic climate of the county. I discovered top notch efforts and amazing collections of documents in a spacious, environmentally-controlled office suite at Pen Yan, Yates County, New York. On the other hand, the city and county of Philadelphia, Pennsylvania had a deplorable disorganized hodge-podge of records going back to the 1600's. A clerk at the City Hall retrieved the 1795 will I had requested, but with no training in how to handle old documents, she "repaired" it with scotch tape in order to make photocopies. No funds for proper preservation of historic records or trained archivists were evident in one of our most historic colonial cities.

Newton is an old city, and Massachusetts is one of the original thirteen colonies. As such, it is a place where genealogists look for local records that can shed light on what their families were doing during the colonial era, the Civil War period, and so on. Although basic information can be found in federal census records or military records, local records enable family historians to fill in gaps with perhaps more interesting human details.

This project will help not only local historians and government officials, but those of us who do family history research and, more and more, use the Internet to access historical and vital records at the local level.

Sincerely yours,



Priscilla M. Leith

Items to be Conserved.

As part of the conservation process, each page of each volume will be photographed and scanned while it is unbound to provide a digital image to prepare for on-line access to the material. Volumes that receive high use or have heavily damaged pages will have each page encased in Mylar to preserve and protect the volume.

Book	Encapsulation	Binding Type	Binding Color	Width	Height	Depth	# of sheets	Phase
Births, Marriages, Deaths Vol. 3, 1844-1864	Mylar, 2 vols.	Sewn	Tan	12.25	18	2	175	1
Births Vol. 4, 1865-1876	Mylar, 1 vol.	Sewn	Tan	11	16.25	0.8	56	1
Births Vol. 5, 1876-1895	Mylar, 3 vols.	Sewn	Tan	15.5	16.5	2.5	230	1
Births Vol. 6, 1895-1904	Mylar, 3 vols.	Sewn	Tan	15.5	16	2	224	1
Births Vol. 7, 1905-1910	Mylar, 2 vols.	Sewn	Blue	15	16	2.25	253	1
Births Vol. 8, 1911-1916	Mylar, 2 vols.	Sewn	Black	19.5	18.7	1.5	187	1
Births Vol. 8, 1917-1921	Mylar, 2 vols.	Sewn	Black	19.25	18.75	1.5	276	1
Births Vol. 9, 1922-1926	Mylar, 2 vols.	Sewn	Black	19.25	18.75	1.5	274	1
Births Vol. 9, 1927-1930	Mylar, 2 vols.	Sewn	Black	19.25	18.25	1.5	251	1
Births 1969-1970	Mylar, 1 vol.	Post	Blue	13.5	19.6	1.25	94	1
Deaths Vol. 4, 1863-1877	Mylar, 1 vol.	Sewn	Grey	11.25	16.25	0.75	77	1
Marriages Vol. 4, 1856-1877	Mylar, 1 vol.	Sewn	Brown	11.75	19.5	1.5	133	1
Marriages Vol. 8, 1912-1921	Mylar, 2 vols.	Sewn	Brown	19.7	19	1.5	174	1
Marriages Vol. 9 & 10, 1922-1928	Mylar, 2 vols.	Sewn	Brown	19.5	18.6	1.3	137	1
Births, Marriages, Deaths Vol. A, compiled 1854		Sewn	Tan	9.5	14.75	1.25	182	1
Births 1931-1936		Sewn	Blue	13	19.5	1.75	189	1
Births 1937-1942		Sewn	Blue	13	19.25	1.8	198	1
Births 1948-1949		Sewn	Blue	12.75	19.25	1	119	2
Births 1953-1955		Sewn	Blue	13	19	2	204	2
Births 1956-1958		Post	Blue	13.5	19.5	2	190	2
Births 1959-1960		Post	Blue	13.75	19.5	1.5	125	2
Births 1961-1962		Post	Blue	13.5	19.5	1.75	113	2
Births 1963-1964		Post	Blue	13.25	19.5	2.5	118	2
Births 1965-1966		Post	Blue	13.75	19.5	1.5	107	2
Births 1967-1968		Post	Blue	14	19.5	1.5	91	2
Births 1971-1972		Sewn	Brown	13.75	13.25	1.5	59	2
Deaths Vol. 5, 1878-1901		Sewn	Tan	17	20	2.25	108	2
Deaths Vol. 6, 1902-1913		Sewn	Brown	15.5	17.5	1.75	77	2
Deaths Vol. 7, 1915-1919		Sewn	Tan	12.8	17.7	2	285	2
Deaths Vol. 8, 1920-1925		Sewn	Tan	12.25	17.25	2	332	2
Deaths Vol. 9, 1926-1931		Sewn	Tan	12.75	17.2	2.5	362	2
Deaths Vol. 10, 1932-1935		Sewn	Tan	12.8	18.8	1.8	260	2
Deaths Vol. 11, 1936-1940		Sewn	Tan	13.25	19.5	1.9	312	2
Deaths Vol. 12, 1941-1945		Sewn	Blue	13	18.25	1.75	320	2
Deaths Vol. 13, 1946-1949		Sewn	Brown	13.5	19.5	2	183	2
Deaths Vol. 14, 1950-1952		Post	Blue	13.5	19.6	1.75	215	2
Deaths Vol. 15, 1953-		Post	Blue	13.8	19.5	1.7	262	2

1955								
Deaths Vol. 16, 1956-1958		Post	Blue	13.75	19.5	2	237	2
Deaths Vol. 17, 1959-1960		Post	Blue	13.5	19.5	2	157	2
Deaths Vol. 18, 1961-1962		Post	Blue	13.75	19.6	1.5	158	2
Deaths Vol. 19, 1963-1964		Post	Blue	13.5	19.5	2	154	2
Deaths Vol. 20, 1965-1966		Post	Blue	13.8	19.5	1.5	158	2
Deaths Vol. 21, 1967-1968		Post	Blue	13.75	19.5	1.75	151	2
Deaths Vol. 22, 1969-1970		Post	Blue	13.5	19.5	1.4	154	2
Deaths Vol. 23, 1971		Post	Blue	13.4	19.5	1.4	77	2
Marriages Vol. 5, 1878-1895		Sewn	Grey	15	16.4	1.8	210	2
Marriages Vol. 6, 1896-1902		Sewn	Brown	14.75	16.5	1.5	122	2
Marriages Vol. 7, 1903-1911		Sewn	Brown	15.25	16.5	1.75	204	2
Oath Book 1933-1976		Sewn	Brown	11.25	15	1.5	61	2
Oath Book 1976-2006		Sewn	Brown	11.25	14.7	2	161	2
Births 1943-1945	Mylar, 1 vol.	Sent to Brown's River						other
Births 1946-1947	Mylar, 1 vol.	Sent to Brown's River						other
Births 1950-1952	Mylar, 2 vols.	Sent to Brown's River					171	other
Engineering Vault								
Field Work Vol. 3, 1891, A-C	Mylar, 2 vols.	Sewn	Tan	14.5	13	2.8	147	1
Field Work Vol. 4, 1891, D-K	Mylar, 2 vols.	Sewn	Grey	12.4	12.75	2	175	1
Field Work Vol. 5, 1891, L-R	Mylar, 2 vols.	Sewn	Grey	12	12.75	2	310	1
Public Streets Vol. 1	Mylar, 2 vols.	Sewn	Brown	10	11.5	2.8	188	1
Field Work Vol. 1, 1873-1891 A-K		Sewn	Tan	12.6	12.5	1.8	171	2
Field Work Vol. 2, 1873-1891 L-Z		Sewn	Tan	12.6	12.5	1.8	176	2
Field Work Vol. 6, 1891, S-Z		Sewn	Tan	14	13	4.5	186	2

Births covers will be blue
Deaths covers will be black
Marriages covers will be burgandy

	<u>Count</u>
phase 1	21
phase 2	36
other	3
Total	60

SCOPE OF WORK - BOOKS AND DOCUMENTS

Book and document conservation includes:

1. Maintain an INFORMATION LOG for each volume noting the following:

- Condition of document upon receipt
- # pages and proper pagination, blank pages
- Presence of pressure sensitive material
- Presence of previous repairs
- Presence of staples, paper clips, brads, etc.
- Presence of acidic glues
- Identity of certificates/records (manuscript, photostat, originally typed, etc.)
- Notation of original lettering on spine and covers
- Loose pages or attachments
- Special characteristics
- Any other information pertinent to the identification of the volume

2. DISMANTLE BINDINGS completely, following accepted archival restoration guidelines. Extreme care must be taken not to cut the spine and folds of the section off the backs of the documents; therefore, cutting or chopping is not acceptable. The text block must be well cleaned and carefully disassembled.

- Remove all original binding materials and adhesive residues.
- Remove staples, paper clips, brads, etc.
- Remove pressure sensitive tape and old glue.
- Remove any sheets that are blank on both sides.

For books to be Mylar encapsulated, manually separate folios into single sheets.

3. SURFACE DRY CLEAN all paper as necessary and prudent by accepted archival methods.

4. REPAIR/RESTORE

Mend/Reinforce

- Mend and guard paper tears. Mending tissue to be lightweight, closely matched in color and flexibility, eliminating formation of a breaking point in the sheet (Gampi or proven equal for tear repairs, Koso, Sekishu or proven equal for guarding). Adhesive for all tear repairs and guarding of folios to be ethyl cellulose paste or proven equal. Sufficient press time to be allowed after mending to insure paper will not cockle and that text block lies flat with no external pressure.
- Reinforce weak or tattered sheets to maintain mechanical integrity of document.
- Repair or replace index tabs as necessary.

Trim/Flatten

- Any sheets needing trimming must be neatly hand-trimmed to consistent size for uniformity and appearance.
- Flatten sheets as necessary.

Deacidification

- For each page/folio, deacidification and buffering to be done by the following method: Non-aqueous spray method using magnesium oxide (Bookkeeper).

5. RE-SEW/REBIND

Encapsulated Records:

- Encapsulate sheets where necessary utilizing 3 mil archival grade polyester envelopes. Polyester must be Mylar Type D or equivalent. Envelopes to be of uniform size with heat seal weld on edges (not ultrasonic weld).
- Envelopes to be placed in Public Record binders: Tenacity TMC or equivalent, hard back covered type with piano hinge.
- Loose leaf volumes to be in binders as follows:
 - Cover material of customer's choice
 - Metals of .035 gauge polished nickel plated cold-rolled steel
 - Upright rough post diameter as necessary - 5/16 or as original
 - Binders to be lettered on spine with gold foil and according to stamping information supplied by vendor and approved by clerk.

Rebound Records:

- Binding style can be "case construction" with reinforcement in the end papers, cover to text attachment and cover construction. Any re-sewing should follow existing sewing stations and include sewn-in end papers.

- Sewing to be done by hand, with sewing thread thickness evaluated and selected for each volume. Sewing thread to be chosen from unbleached linen stock or proven equal. Tapes to be linen or cotton.
- Backing material to be linen of 50-75 threads/square inch weight.
- End sheets to be chosen from a stock of strong, durable alkaline machine-made paper such as 80 lb. text Mohawk Super Fine ivory or 100 lb. text weight Mohawk Super Fine Soft White or proven equal.
- Hinge to be of Library Buckram or proven equal and must open with no strain on text block.
- Boards to be of acid-free binders board of the best quality available and must be of sufficient thickness to preclude sagging or warping due to moisture or use.
- Cover material to be hard-finished Hewit vegetable tanned goatskin or proven equal.
- Tooling to be performed with 23-karat gold foil.

6. **TITLE STAMPING** to be reviewed and approved in advance by clerk. It will generally follow the same format/style of originals. If any titling, dates or other information from an original volume is found or noted to be in error, the clerk will be notified to determine if correction would be appropriate. Any changes would be approved by clerk.

7. **TREATMENT REPORT**, referenced to information log, to be provided for each completed volume.

8. **SHIPPING MATERIALS** with instructions for packing and shipping to be provided by vendor.

9. **VENDOR** must have tracking systems located in its facility for instant tracking of county or municipality's shipment.

10. All restoration **MUST BE COMPLETED WITHIN A PERIOD OF APPROXIMATELY 10 WEEKS**, beginning on the date of receipt of each item.

11. Vendor must be able to accommodate a **MINIMUM OF 50 BOOKS AT A TIME**.

12. Vendor (including all subcontractors) must be able to **TRANSMIT REQUESTED SPECIFIED INFORMATION AND/OR IMAGES** from documents/books which are being restored to the county or municipality.

13. All procedures to be performed by the vendor in accordance with generally accepted standards of conservation and restoration practice. Alterations, changes or insertions of any new material in any record is strictly forbidden.

14. Vendor is to provide evidence of at least 10 years **EXPERIENCE** in archival conservation of **COUNTY AND MUNICIPAL RECORDS**. Experience must include deacidification in addition to binding and paper conservation. Reference list of similar projects for county or municipal governments to be provided.