

Museums for America

Sample Application MA-255599-OMS-24 Project Category: Collections Stewardship and Access

Historical Society of Western Pennsylvania, Heinz History Center

Amount awarded by IMLS: \$183,621 Amount of cost share: \$198.248

The Heinz History Center will process, rehouse, and digitize the African American collections held in their library and archives. These collections document African American life and culture in the Western Pennsylvania region. The project will involve hiring an archivist who will work with the center's staff to undertake the processing of the collection, improve the preservation of the collection by rehousing them in acid-free containers, and digitize and create metadata to make the collections freely accessible to the public on HistoricPittsburgh.org. In addition to improving the preservation and accessibility of the collection, this project will result in the development of programming and resources that utilize the collections, including finding aids, public presentations, educational programs, articles and blog posts, as well as the creation of six Smithsonian Digital Learning Lab collections.

Attached are the following components excerpted from the original application.

- Narrative
- Schedule of Completion

When preparing an application for the next deadline, be sure to follow the instructions in the most recent Notice of Funding Opportunity for the grant program to which you are applying.

Project Title: Archivist for African American Collections at the Heinz History Center

Project Justification

Program Goal Addressed: The Heinz History Center's (HHC) proposed project focuses on the IMLS agency goal 3 (Collections Stewardship and Access) and objectives 3.1 (support collections care) and 3.2 (promote access to museum and library collections). In addition, the project strongly addresses the Museums for America program goal 3 (Collections Stewardship and Access: Advance the management and care of collections and their associated documentation) and objectives 3.1 (Support cataloging, inventorying, and registration; collections information management; and collections planning) and 3.3 (support database management, digital asset management, and digitization).

Advancement of the HHC's Strategic Plan: This project will play a pivotal role in advancing the HHC's strategic plan in several critical ways. The HHC and its African American Program are currently spearheading an initiative to establish the Museum of African American History (MAAH) – a "museum within a museum" that will become part of the HHC's museum network alongside the Western Pennsylvania Sports Museum, Fort Pitt Museum, and Meadowcroft Rockshelter and Historic Village. Through the processing and digitization of the grant collections, this project will improve intellectual control over the organization's African American archival collections. This enhancement will contribute to the development of the MAAH's exhibits, programs, and research opportunities. This project closely aligns with the HHC's Detre Library & Archives' strategic priorities, focusing on expanding access to archival collections through comprehensive cataloging and processing, increasing the availability of online content, and augmenting the preservation of collections. Moreover, the project also meets a key priority of the Detre Library & Archives, which is to advance the use, visibility, and preservation of archival collections documenting Black history in Western Pennsylvania.

Statement of Need: This project will dramatically improve the preservation, access, and use of the HHC's African American archival collections. The HHC maintains archival collections that comprehensively documents African American life in the region. These archival collections provide valuable evidence of African American families, businesses, workers, social clubs, churches, and community organizations. These collections chronicle the lives and work of civil rights leaders, community advocates, artists, journalists, educators, athletes, medical providers, lawyers, politicians, and government officials. Through this project, the HHC will highlight materials that shed light on the residents, businesses, and organizations of Pittsburgh's Hill District, the vibrant neighborhood that emerged as a thriving hub of African American life and culture in the early 20th century. The HHC's collections also document African American life in other city neighborhoods such as Homewood and Hazelwood and smaller towns throughout the region. These materials not only illuminate the diverse and vibrant fabric of life within Western Pennsylvania, but also bear national importance, capturing the broader tapestry of African American history, culture, and contributions.

This project builds upon more than 20 years of work by the HHC's African American Program in producing award-winning exhibitions, publications, research, and programs that have made it a significant presence in the museum field. It also expands on ongoing efforts of the HHC Library & Archives to preserve, process, digitize, and promote African American archival collections. The Library & Archives staff have successfully processed several significant collections in recent years, including the papers of Gloria Grate Giddens, a renowned owner of a hair salon in the Hill District, and the papers of the Gaddie-Truman family, which features an extensive photograph collection that documents Black middle-class life in Pittsburgh during the mid-20th century. The processing of these collections uncovered material that was used in the HHC's Negro Motorist Green Book exhibit, presented in partnership with the Smithsonian.

In addition to collection processing, Library & Archives staff have also initiated public programs that have focused on the Gaddie-Truman family and Maude Hawkins, a pioneering entrepreneur who established a sausage store in the Hill District during the 1960s. Furthermore, the staff has undertaken the digitization of select portions of the Paul Lawrence Peeler collection. Peeler was a groundbreaking music teacher and the first African American educator to be hired to teach in the Pittsburgh Public School system. The HHC has also been the host for interns from the Smithsonian National

Museum of African American History and Culture's Robert F. Smith Fund Internship Program. These interns have furthered processing and digitization efforts while receiving a stipend, hands-on training, and mentorship.

The project is a continuation of broader efforts undertaken by the Library & Archives to enhance collection management and access holdings through processing, cataloging, and digitization. In 2011, the L&A procured a two-year, National Historical Publications and Records Commission (NHPRC) Basic Processing grant to perform efficient processing (also referred to as "MPLP" or "minimal processing") on its backlog of unprocessed collections. Recognizing the need to perform additional descriptive and preservation work on collections of demonstrated high research value, Matthew Strauss, Director of the Library & Archives led a second, two-year NHPRC-funded project, which encompassed the detailed processing and partial digitization of 13 business and industry collections. This project demonstrated how detailed processing can work in conjunction with a minimal processing program. By analyzing collection usage statistics, the Library & Archives judiciously allocated resources for additional preservation work, expanded cataloging and description, and digitization to collections that were in-demand by researchers. In 2019, Strauss received a National Endowment for the Humanities (NEH) grant for detailed processing and partial digitization of the HHC's Kennywood Park Records, a comprehensive archival collection documenting a historic amusement park in Western Pennsylvania.

During the planning phases of these initiatives, pilot projects were completed to provide estimates for archival processing (both basic and detailed), Encoded Archival Description (EAD) finding aid and MARC record creation, and descriptive metadata creation. The estimates for these activities, which were refined during and after the grants, have been used to create the work plan for this project.

The need for this project is underscored by evidence derived from usage data at the Library & Archives revealing a notable upsurge in research activity on African American historical topics and a corresponding increase in the use of related collections in recent years. Despite the HHC's progress in allocating resources to process and digitize African American collections, a substantial portion of these materials still awaits processing or necessitates updated finding aids. This incomplete cataloging of archival collections presents a significant hurdle to the discoverability of these valuable resources. In some cases, research progress hinges on the personal knowledge of a staff member regarding a particular collection, and in some cases, critical research connections may not be established at all.

The following list represents a selection of collections and associated work that will be a part of the project:

<u>Childs Family collection on Daisy Lampkin:</u> These items originate with the family of Daisy Lampkin, the noted suffragist, civil rights activist, and first woman to serve on the national board of directors for the NAACP. Materials include personal papers, photographs, and records of initiatives to commemorate Lampkin's historic contributions.

Project activity: Currently minimally described the box level, detailed processing will be performed (3.5 linear ft.); digitize 10 images.

<u>Doris Brevard Papers:</u> Longtime principal at the Robert Vann Elementary School in the Hill District who was credited with eliminating the racial achievement gap at the school. Brevard's Papers include correspondence with educators across the country on the topic of her pioneering educational approach. Materials in the collection also document Brevard's father, one of the first Black dentists in Pittsburgh, and photographic material documenting several generations of her extended family throughout the Western Pennsylvania region.

Project Activity: Process collection (10.5 linear feet) and digitize 25 images.

<u>Eric Springer Papers:</u> Founding partner of a law firm specializing in hospital and health law, Springer was a Pittsburgh-based lawyer who was the first Black President of the Allegheny County Bar Association and former chair of the Pittsburgh Commission on Human Relations. As a protégé of Pauli Murray, a pioneering attorney and champion of civil rights, Springer served as a clerk during the historic Brown v. Board of Education case. Springer's papers include correspondence, unpublished writings, and materials documenting his mother, Maida Springer Kemp, a pioneering

international labor advocate.

Project Activity: Process collection (11 linear feet).

<u>Freedom House Ambulance Service Records and Photographs:</u> Consisting of items emanating from several different collections, these materials chronicle the founding and operation of the U.S.'s first EMT service, which was staffed by Black men and women recruited from Pittsburgh's Hill District.

Project activity: Process collections (6.5 linear ft.) and digitize 150 images and documents.

<u>Harvey Adams Jr. Papers and Photographs:</u> Harvey Adams, Jr. was a civil rights leader who headed the Pittsburgh Housing Authority and the Pittsburgh chapter of the NAACP. A former police officer, Adams also helped organize the Guardians of Greater Pittsburgh to safeguard the interests of African American police officers. The Adams papers contain materials documenting relations between the African American community and law enforcement and photographs of NAACP events. *Project Activity: Process collection (2.5 linear feet) and digitize 25 images.*

<u>Herb Douglas Papers and Photographs:</u> With Jesse Owens as a role model, Douglas was a bronze medal winner in the long jump at the 1948 Olympics. Douglas would go on to jointly found the non-profit International Athletic Association and create the Jesse Owens Global Award for Peace. Douglas's collection provides rich evidence of his athletic accomplishments, success as a vice-president at Hennessy, and efforts to promote the Jesse Owens Global Award for Peace.

Project Activity: Process collection (31 linear feet) and digitize 25 images.

<u>James Walter Carter Papers:</u> Carter was among the first African Americans to win elective office in Pennsylvania, serving 48 years as North Versailles Township Commissioner. Carter's papers trace his political career and his leadership of the Crestas Volunteer Fire Company, one of the few all-Black fire companies in the state.

Project Activity: Process collection (4 linear feet) and digitize 50 images.

<u>Josh and Virginia Craft Rose:</u> Correspondence between a couple from opposite ends of the socioeconomic spectrum of Black Pittsburgh. Virginia was the descendent of Ellen and William Craft, noted abolitionists who gained notoriety after escaped enslavement in 1848. The correspondence between the two includes references to life in Pittsburgh during the 1920s and 1930s and includes depictions of sporting events, cultural happenings, the effect of the Great Depression in the Hill District, and Josh's rise through the YMCA organization. The collection also includes photographs of the couple's ancestors and YMCA events.

Project Activity: Process collection (3 linear feet) and digitize 25 images.

<u>Kadiatou Conte-Forte Papers:</u> Born to the Susu people in Conakry, Republic of Guinea, Conte-Forte founded the Balafon West African Dance Ensemble in 1977 in Washington D.C., later relocating to Pittsburgh in 2010. These materials include records and audiovisual items that are a testament to Conte-Forte's efforts to promote Guinean and West African dance and culture.

Project Activity: Process collection (18 linear feet) and digitize 25 images.

<u>Mary Cardwell Dawson Papers and Photographs:</u> These records shed light on the career of Mary Cardwell Dawson, founder of the National Negro Opera Company, the U.S.'s first African American opera company. *Project activity: Digitize 50 images and documents.*

<u>Patricia Prattis Jennings Papers:</u> Jennings achieved the historic distinction of being the first African American woman to secure a contract with an American national symphony when she assumed the role of principal keyboardist with the Pittsburgh Symphony Orchestra. Jennings' collection contains correspondence and photographs documenting her career.

Project Activity: Process collection (2 linear feet) and digitize 10 images.

<u>Peggy Owens Skillen Papers:</u> Skillen worked for the *Pittsburgh Courier* newspaper in the 1950s before becoming one of the first illustrators to work on *Sesame Street*. Owens' collection details her career and contains artwork used in the process of creating early episodes of *Sesame Street*. *Project activity: Process collection (3 linear ft)*.

<u>Three Rivers Youth Records and Photographs:</u> Established as one of the first orphanages for African American children in the country in 1891, Three Rivers Youth is also one of Pittsburgh's oldest community-based care and treatment agencies. These materials contain meeting minutes, reports, adoption records and photographs that span nearly the entire existence of the organization.

Project activity: Process collection (10 linear ft) and digitize 40 images.

<u>Urban League of Pittsburgh Records, Record Groups I, II, and III:</u> Established in the early years of the Great Migration, the Urban League of Pittsburgh was formed to support the city's growing African American population. These records offer valuable evidence of housing, desegregation, health, and educational initiatives. The physical processing of these records is partially complete, but additional accessions need to be incorporated and finding aids for the three records groups need to be developed in ArchivesSpace.

Project activity: Complete processing and enter finding aids for three record groups (amounting to 739 boxes and 427 linear ft.) into ArchivesSpace. Digitize 100 images.

Additional Collections: Apart from these 15 highlighted collections, the project team will process 29 additional archival collections that range in size from a single folder to 15 boxes. These collections include records from a long-running gardening club, a creative writing outreach program serving those incarcerated, a project to commemorate the history of the Tuskegee Airmen, and an oral history project focused on Black steel workers. In addition to the digitization work described above, amounting to 635 items, the project will digitize 790 items from additional collections. These materials include a wide variety of images documenting religious organizations, businesses, athletic events, social gatherings, and family life spanning the past 140 years of Black history in Western Pennsylvania. Collectively, these materials offer a comprehensive view of African American history in Western Pennsylvania and can contribute significantly to a broader understanding about the history, culture, and experiences of this community.

Target Group and Beneficiaries of the Project: This project directly benefits individuals interested in delving into the region's African American history. The Library & Archives receives approximately 1500 reference requests annually from scholars, genealogists, students, educators, the media, and the general public. Approximately 60% of these are virtual patrons contacting us via email, many of whom live outside of the region. By digitizing primary source material and creating detailed finding aids, research will be facilitated, especially for those outside of the region. Moreover, the History Center's staff will develop a more comprehensive understanding of the organization's African American archival collections. This project will further enhance the History Center's endeavors to integrate this material into exhibits, public programs, educational sessions, social media outreach, and publications, further benefiting the public through additional means of sharing this material. This proposal has been crafted by the directors of the African American Program and the Detre Library & Archives, with support from the HHC's Advancement Division. More broadly, the strategic goals that this project will address are supported by community members that are part of the HHC's African American Advisory Council and the Library & Archives Committee, as well as the HHC's Board of Directors. The need for this project is revealed by the hundreds of reference requests received by Library & Archives in recent years pertaining to African American Collections and topics.

Project Work Plan

Project Activities: The project will primarily consist of the following activities:

- Archival processing (including rehousing materials in acid-free containers, arrangement, developing collection descriptions and container lists in ArchivesSpace)
- Digitization and metadata creation, which will result in these materials being freely accessible on Historic Pittsburgh (www.historicpittsburgh.org), a regional digital history website

• Educational and public outreach (including establishing sets of digitized primary sources in the Smithsonian Learning Lab, delivering presentations for the public or conference attendees, and writing blog posts)

Sequence of Activities:

<u>September-November 2024: Hire Project Archivist</u>: The HHC will advertise the Project Archivist description nationally, including on the Society of American Archivists' and American Library Association's job pages. The HHC will conduct two rounds of interviews. Strauss will order preservation supplies.

<u>November 2024: Preparation and Training:</u> Strauss and Carly Lough, Archivist, will provide the newly hired Project Archivist with orientation to the Library & Archives and training on archival processing, ArchivesSpace, digitization, and metadata creation. Samuel Black, Director of the African American Program will provide an overview of the collections and the work of the African American Program.

November 2024-August 2025: Processing Small to Medium Sized Collections: The Project Archivist will initiate the processing phase by working on small to medium-sized archival collections, ranging from a single folder to 8 linear feet. This approach allows the Archivist to gain experience with a variety of less complex collections, which will be particularly important if the new hire is just beginning in their career. Through this process, the Project Archivist will acclimate to the History Center's archival processing approach, enhance their processing skills, and build confidence as they transition to larger and more intricate collections. This phase involves processing 37 collections, each averaging 2.5 linear feet.

<u>September-October 2025: Digitizing Material, Phase 1:</u> The digitization of materials will unfold in three phases, taking place annually throughout the project. This staggered approach ensures that a portion of the materials will be made available online periodically throughout the grant's duration, rather than all at the project's conclusion. During this period, approximately 475 items will undergo digitization, accompanied by the creation of descriptive metadata.

October-November 2025: Education and Outreach, Phase 1: Similar to the digitization process, education and outreach activities are planned for each year of the project, ensuring that students, educators, and the public can start benefiting from the grant soon after its launch. This phase will involve creating two collections in the Smithsonian's Digital Learning Lab and drafting three blog posts to promote the collections and the grant.

<u>November 2025-October 2026: Processing Large Collections:</u> The project archivist will move on to processing larger collections in this period. This phase will encompass processing eight collections that range between 10 and 31 linear feet.

October 2026-November 2026: Digitizing Material, Phase 2: An additional 475 items will be digitized and accompanying descriptive metadata will be created.

<u>November 2026-December 2026: Education and Outreach, Phase 2:</u> During this period, an additional two collections will be created in the Smithsonian's Digital Learning Lab and three blog posts will be drafted.

<u>December 2026-June 2027: Urban League Processing:</u> The Project Archivist will complete the processing of the three record groups of Urban League of Pittsburgh records and incorporate recent additions. The Project Archivist will also create full finding aids for the materials in ArchivesSpace.

<u>June 2027-July 2027: Digitizing Material, Phase 3:</u> The final 476 items will be digitized and accompanying descriptive metadata will be created.

<u>July 2027-August 2027: Education and Outreach, Phase 3:</u> During this period, an additional two collections will be created in the Smithsonian's Digital Learning Lab and three blog posts will be drafted.

Mitigating risks to the Project: Drawing upon extensive experience with completing deadline-based grant projects, the project team is well-versed in recognizing potential risks associated with this initiative. These risks include the possibility of not receiving funding, challenges tied to an overly ambitious plan of work, and the prospect of staff turnover. Regardless of the outcome of this specific application, the HHC is committed to making progress with processing and digitizing these collections. In the event of an unsuccessful application, we will leverage any feedback provided by IMLS

to strengthen future applications and seek support from other organizations. Simultaneously, we will continue to make incremental progress on the strategic goal of providing greater access to African American collections by dedicating existing staff, interns, and volunteers to the work outlined in the grant. Through careful planning and time estimates based on our previous grant-funded processing and digitization work, the HHC is confident that the scope of work is achievable during the allotted time. In the event of staff turnover or the project team falling behind its expected rate of work, we will increase the percentage of time dedicated to the project to compensate for any shortfalls.

Project Planning, Implementation, and Management:

Matthew Strauss is the Director of the Detre Library & Archives at the HHC. He will serve as Project Director, devoting 35% of his time to grant activities. Strauss will oversee this project's processing, digitization, and outreach activities. He will review all project deliverables and ensure reporting requirements are met. Strauss has more than 12 years of experience planning, implementing, and managing grant-funded processing and digitization projects, including an NEH Sustaining Cultural Heritage project (2019-2021), an NHPRC Documenting Democracy project (2014-2016), and an NHPRC Basic Processing project (2011-2013).

The Project Archivist (to-be-hired) will carry out most of the day-to-day operations of the project, devoting 100% of their time to the project. The Project Archivist will: write processing and digitization plans; rehouse, arrange, and describe the records; draft the catalog record and finding aid; create descriptive metadata for the digitized material; and contribute to the project's dissemination efforts. The project archivist will have a master's in library science, preferably with an archives concentration (or an equivalent combination of education and experience) and subject area expertise or educational background in African American history.

Samuel W. Black is the HHC's Director of the African American Program. Black will spend 15% of his time on the project. Working closely with Strauss and the Project Archivist, Black will guide the prioritization of work, review all collection and digital item descriptions, and provide background information on the people, organizations, and topics represented within the collection to the Project Archivist. Black is a former President of the Association of African American Museums (2011-2016) and served on the Executive Council and the Advisory Council of the Association for the Study of African American Life & History (ASALH) as well as the Excellence in DEAI Steering Committee and program committee of the American Alliance of Museums.

Carly Lough is an Archivist at the Detre Library & Archives at the HHC and will devote 15% of her time to grant activities. Lough is the archivist who manages accessioning new collections and coordinates much of the archival processing at the HHC. She will lend her expertise to the project by assisting with preservation and descriptive tasks. Lough has been a staff member since 2015.

Sierra Green is an Archivist at the Detre Library & Archives at the HHC and will devote 10% of her time to grant activities. Green will be responsible for working with the Project Archivist to develop educational content using materials from the collections. Since joining the staff in 2012, Green has developed Library & Archives educational and public programming for diverse audiences and has processed collections on previous grant projects funded by the NEH and NHPRC.

Margaret Hewitt is the HHC's Manager of Reference Services and will devote 10% of her time to the project. Hewitt oversees the use of the HHC's collections by patrons, digitization request, and cataloging efforts. She will contribute to the project by cataloging of MARC records and providing guidance on digitization tasks. Hewitt joined the HHC in 2022.

Time, financial, personnel, and other resources: The HHC is requesting \$183,621 from IMLS for this project. The HHC will be contributing a total of \$198,248 in the form of staff salaries and benefits for those on the project team. The IMLS funds will primarily be directed to the salary and benefits of the project archivist. IMLS funds will also cover the project archivist's workstation, a scanner, archival supplies, and travel for the project archivist and a HHC staff member to travel to two professional conferences (Society of American Archivists and Association of African American Museums) to promote the project.

Tracking Progress: Within each project year, we will set forth quarterly objectives, defining the scope of work to be completed within that period, measured in linear feet processed, items digitized, educational content developed, and promotional efforts created. This structured approach ensures a clear roadmap for the team. Biweekly meetings will be conducted with the project team to provide updates on progress. These sessions will serve as a platform to identify potential obstacles, brainstorm strategies for maintaining project momentum, and actively seek input and feedback from team members. The HHC Library & Archives has found this mix of creating open lines of communication, establishing benchmarks, and making mid-course adjustments when needed has facilitated successful completion of grant-funded projects in the past.

Project Results

Intended Results: The project aims to process and expand the description of 49 archival collections, totaling 660 linear feet. This effort will result in new or enhanced catalog records and finding aids for these collections. In addition, 1426 items will be digitized from across 71 archival collections. To promote the use of these materials by students and teachers, the project team will create and enhance six collections on the Smithsonian Learning Lab (SLL. The SLL, a free interactive platform, connects students and teachers to archival materials and artifacts from cultural organizations worldwide. It also provides an educational framework to seamlessly integrate these primary sources into lesson plans for classroom use. The collection topics will encompass the Freedom House Ambulance Services, the Great Migration, and school desegregation. To promote the materials to the HHC's patron community, the grant-funded collections will be featured in the HHC's blog and/or magazine, three public programs (the HHC's annual "Treasures in the Archives" program), and two conference presentations.

Changes in Knowledge, Skills, and Abilities: When this project concludes, the accessibility of these African American collections will be significantly increased. The HHC Library & Archives serves a diverse community of researchers, encompassing various backgrounds and interests. More than half of the Library & Archives' reference interactions are virtual with patrons often residing outside of the Western Pennsylvania area. For these patrons, having access to collections descriptions through online records as well as to a selection of digitized items from these collections is essential. Increased access to these primary sources will significantly contribute to the collective knowledge surrounding the history of African Americans in Western Pennsylvania.

Tangible Products: The project's products will primarily consist of 49 new or expanded catalog records and finding aids; 1426 digitized items; 6 Smithsonian Digital Learning Lab collections; 9 blog posts and/or History Center magazine articles; and 3 to 5 presentations to the public and at professional conferences.

Sustaining Benefits: The benefits of this project will be sustained through wide dissemination of the collections made accessible through this project. Bibliographic information will be shared in local and national resources and the collection will be actively promoted through public and educational programming, social media, and outreach to organizations of archivists and historians. The digitized content will be posted to Historic Pittsburgh, where approximately 15,000 users conduct 20,000 sessions and view 120,000 pages monthly. The digitized content's metadata will be harvested by the DPLA via PA Digital, Pennsylvania's DPLA service hub. Finding aids will be posted to Historic Pittsburgh and made accessible to ArchiveGrid. MARC records will be imported into the HHC's online public access catalog as well as OCLC.

Improvements in the care, condition, management, access to or use of the collection: The project is integral to enhancing preservation, access, and use of African American collections at the HHC. The project will result in improved preservation of unprocessed archival collections by rehousing them in acid-free enclosures, an increased amount of catalog records, detailed finding aids, and digitized items for these collections.

Historical Society of Western Pennsylvania (dba Senator John Heinz History Center)

| | September | October | November | December |
|---|-----------|---------|----------|----------|
| Hire Project Archivist | | | | |
| Preparation and training of the newly hired Project Archivist | | | | |
| Project archivist will begin processing small to medium sized collections | | | | |

| | Jan | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec |
|-------------------------------|-----|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|
| Processing small to medium | | | | | | | | | | | | |
| sized collections (cont.) | | | | | | | | | | | | |
| Digitizing material (phase 1) | | | | | | | | | | | | |
| Education and outreach | | | | | | | | | | | | |
| (phase 1) | | | | | | | | | | | | |
| Processing Large Collections | | | | | | | | | | | | |
| (8 collections that range | | | | | | | | | | | | |
| between 10-31 linear feet) | | | | | | | | | | | | |

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| | Jan | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec |
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| Processing Large Collections Cont. (8 collections that range between 10-31 linear feet) | | | | | | | | | | | | |
| Digitizing Material (Phase 2) - approx. 475 items | | | | | | | | | | | | |
| Education and Outreach (Phase 2) | | | | | | | | | | | | |
| Urban League of Pittsburgh record group processing | | | | | | | | | | | | |

| | Jan | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec |
|-------------------------------|-----|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|
| Urban League of Pittsburgh | | | | | | | | | | | | |
| record group processing | | | | | | | | | | | | |
| Digitizing Material (Phase 3) | | | | | | | | | | | | |
| - final 475 items | | | | | | | | | | | | |
| Education and Outreach | | | | | | | | | | | | |
| (Phase 3) | | | | | | | | | | | | |