The University of Iowa | Office of Outreach and Engagement

FINAL DELIVERABLE

Title	Kendall Young Library Digitization Initiative
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Kendall Young Library Digitization Initiative: Final Report for Webster City

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Archives and Media
Dr. Lindsay Mattock
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Final Report and Project Documentation

Executive Summary

The goal for our team this semester was to digitize a selection of the records held by the Kendall Young Library in Webster City, Iowa. We sought to create a system by which the records could be easily accessed by patrons. To that end, we worked to preserve the categorization systems already established by the staff at Webster City, and to use tags and metadata terminology that require no specialized vocabulary or knowledge. The following document will detail the process undertaken by our team to digitize and describe the records provided, outline the next steps to be taken by the staff of the Kendall Young Library, describe the roles we each played in assembling and digitizing the data, and show our timeline in completing the project. Documents showing our workflow and the metadata tags will be appended to the report for the use of the staff of the Kendall Young Library as well.

Next Steps

Although we made a great deal of progress this semester in digitizing and organizing materials for the Kendall Young Library, there is still much to be done. This semester we were able to meet our goal of digitizing and completing data entry in Omeka for the approximately 175 documents or cards in the representative sample that Kendall Young Library provided to the Archives and Media class at the beginning of the academic year. In addition to meeting this goal, we also composed instructions for the benefit of the Kendall Young Library and its volunteers that will act as guides for individuals who work on this project in the future, enabling them to implement the basic workflow we initiated this semester.

The next step in this project is of practical importance. As Ketta indicated, the Kendall Young Library needs to determine the available space on its current server, so that the library can ensure there will be enough space for the collections in Omeka before it resumes the work that we started. The Kendall Young Library Information Technologist will be able to establish whether the library will need to purchase a new server once it is in possession of the approximately 175 digitized materials. Finding storage space for the collections is an important step because without adequate server storage Kendall Young Library will be unable to continue its digitization endeavor.

After the immediate issue of server space is resolved, the next steps in this project are slightly variable, but we would recommend that Ketta (or another Kendall Young Library staff member) familiarize herself with the scanner that will be used for this project, if there is not already a staff member who is knowledgeable in regard to that equipment. As can be seen in the Project Documentation section of this report, scanning can be trickier than one might expect. Thus, it is important to have a clear plan in place for using a scanner, to address the possible technical issues that may arise, establish file naming conventions, and keep track of scanned items so that there is no duplicative or lost work. When the assigned staff member is confident in

his or her ability to explain the scanning and file-saving procedure, the Kendall Young Library should either begin its search for capable volunteers or begin training existing volunteers in the scanning procedure.

Due to the nature of the size of this collection of material waiting to be digitized, it is an excellent opportunity to engage volunteers who may have an interest in local history, genealogy, digital humanities, and more. Volunteers could be integrated through varying roles depending on time availability and preference of work. Three easy ways to incorporate volunteers would be to recruit scanners, people to create descriptive material, and Omeka approved uploaders to add in metadata. Creating an analog worksheet with common metadata fields to be filled in by volunteers to accompany scans—or even, possibly, created separate of the scanning process—could simplify the stage of adding metadata to Omeka by the majority of it being identified. Mobilizing volunteers to assist in this project would be a way to utilize volunteers and streamline library staff time in digitizing, interpreting, and uploading materials.

When the Kendall Young Library reaches a point at which it would like to begin entering data into Omeka (whether after all remaining materials have been scanned, or more likely in conjunction with the scanning process), the designated staff members should begin by reviewing the standards we used for entering data, which are described in detail in the Omeka Data Entry Guidelines subsection of this report. The Kendall Young Library is obviously welcome to adjust those standards and expand upon them, but the record of the standards we used should provide a good starting point. Because we did not have in-depth knowledge of Hamilton County, Iowa, it is likely that the Kendall Young Library may wish to add additional data.

The final step of this project will be to publish the existing database on Omeka, so that the public may access the information. The Kendall Young Library will need to decide whether it would like to publish the database once it is fully completed, or whether it would rather publish parts of the database (such as individual collections) before all of the materials have been uploaded and described in their entirety. Publishing individual collections as they are finished will have the benefit of providing the public with access earlier. However, if the Kendall Young Library needs to go back and edit metadata for some materials that have already been published, this could cause confusion among researchers. The Kendall Young Library will have to evaluate the pros and cons of publishing timeframes to determine how to proceed.

Project Documentation

<u>Scanning</u>

The Kendall Young Library will likely use a different type of computer and scanner than we used during this project, but we hope that our scanning procedure (which is described below) will still provide adequate guidance to the library staff who will continue this project.

To render scans during this project, we used an Epson 11000x1. Once the scanner was plugged in, turned on, and connected to a computer (we used a 2015 MacBook Pro laptop), the next step was to select Image Capture from Applications.

We recommend scanning materials at 400-pixels per inch ("ppi"). We selected this standard because it is capable of preserving images at a sufficient quality and capturing both grayscale or color "1mm characters (or a 6pt. font)."[1] Once Image Capture (or its equivalent application) is selected, some version of a screen like the one below will likely appear.

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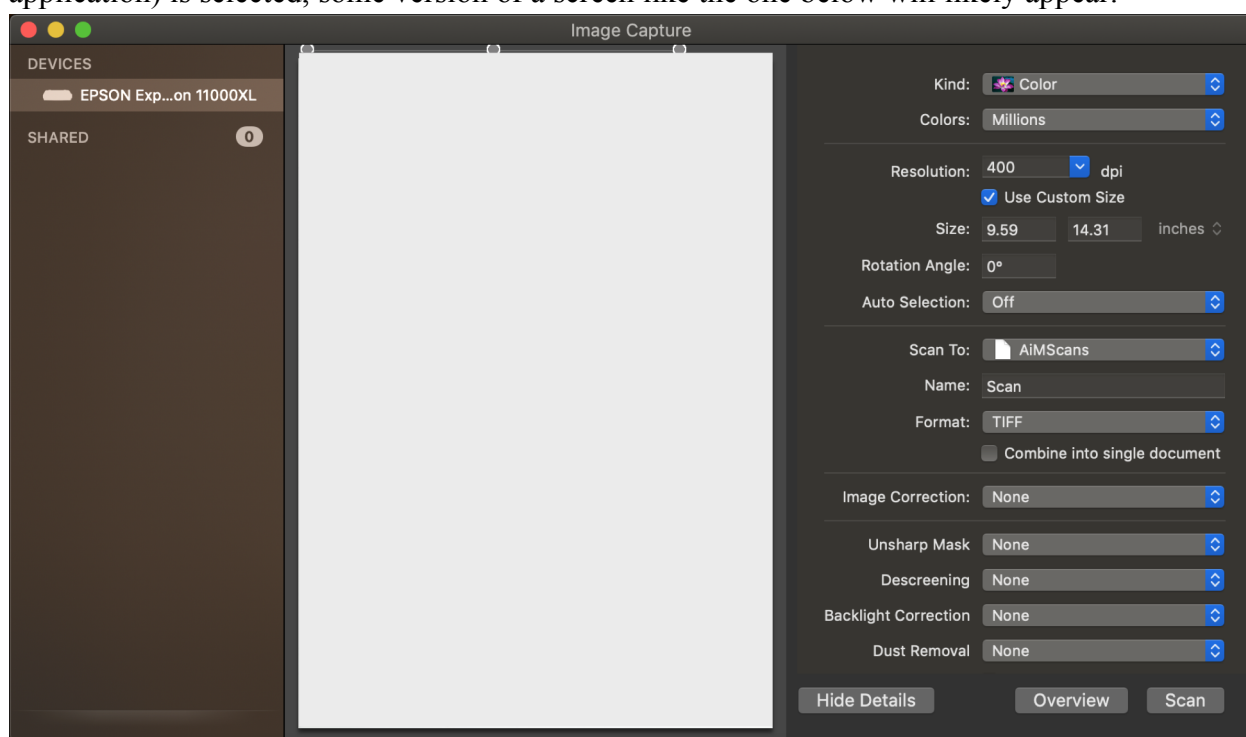
[1] "Minimum Digitization Capture Recommendations," Association for Library Collections & Technical Services, June 2013, http://www.ala.org/alcts/resources/preserv/minimum-digitization-capture-recommendations.

At this point, you will need to make sure that "Kind" is set to "Color," the "Resolution" is "400" dpi, and "TIFF" is selected for the file format (see the image below). We chose to save each image as a Tagged Image File Format ("TIFF") to retain-higher quality images, but before uploading the files onto Omeka, the Kendall Young Library will need to convert each file to a Joint Photographic Experts Group ("JPEG"). The files we uploaded have gone through this conversion process. Along with a list of the Library of Congress headings and tags used in this project, we have included in the Appendix to this report information on how to perform a batch conversion of this type.
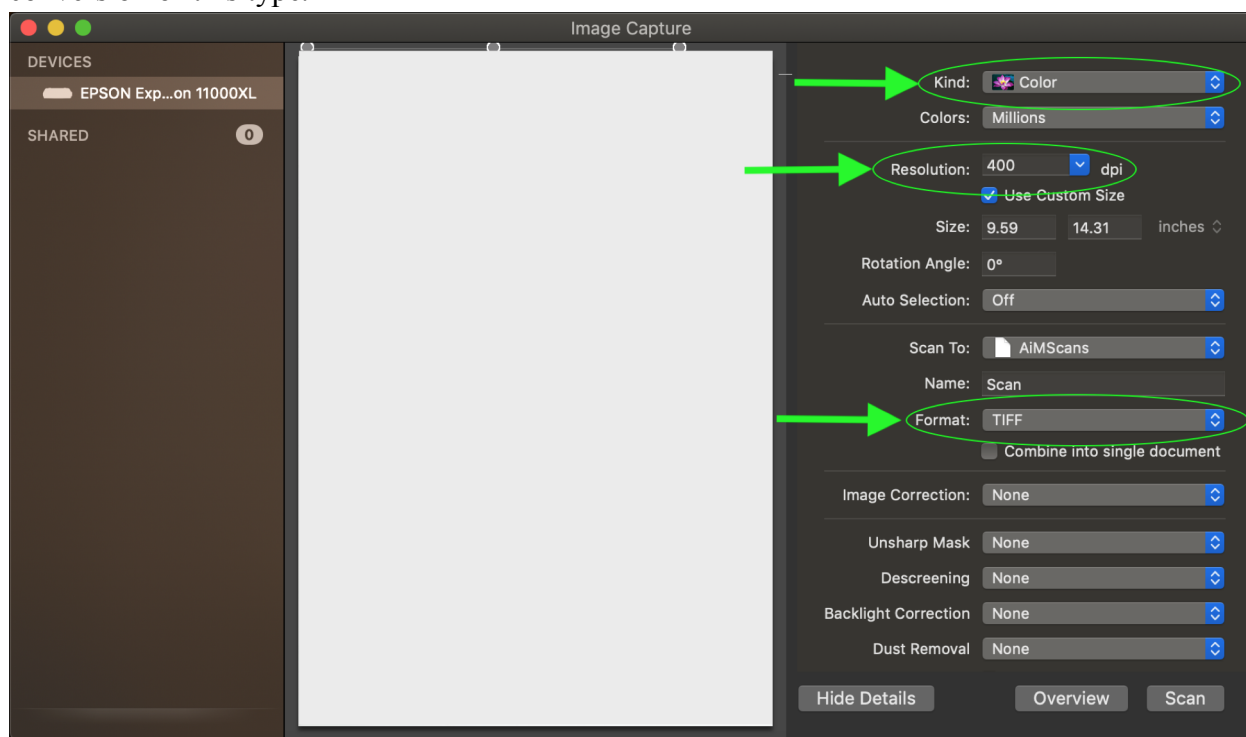
Once that is done, you are almost ready to scan. Before scanning, using the "Scan To:" drop down, select where you would like your scanned documents to be saved. It may be easiest to create a folder and save your files in a single location. After appropriately positioning the document on the scanner and closing the lid, select "Overview."
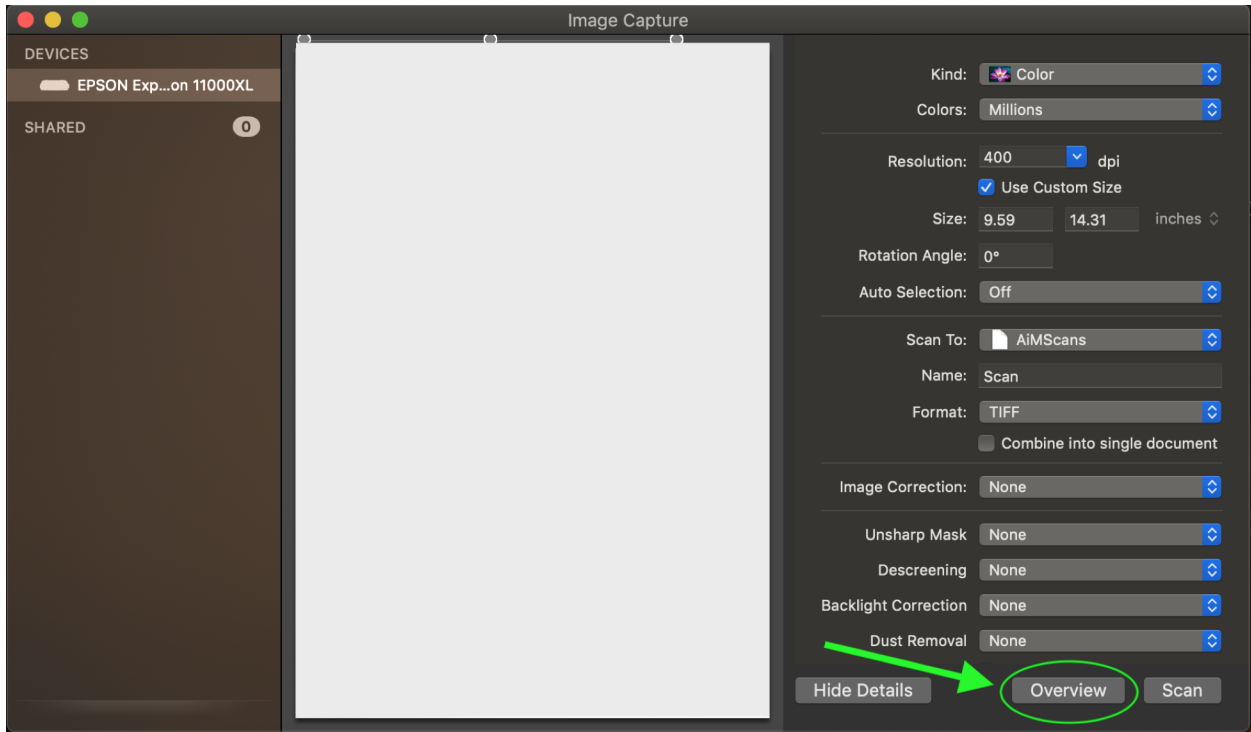
This will perform an initial scan of the document and provide a basis for the size of the document to be scanned. When the machine has finished its overview scan, your document should appear on the screen. The scanner may have adequately limited the space to be scanned automatically, or you may have to adjust the dotted-grey box to capture all of your chosen document.

If all of the materials to be scanned are generally the same size, it may be possible to only perform one overview scan at the onset of scanning, but you will want to check each image after scanning to make sure the entire document is being captured. If there comes a time when the entire document is no longer being captured by the scanner, you will need to perform another overview scan.

With an overview scan complete, you are ready to scan for real. This time, select the "Scan" option.

When you have pushed the "Scan" button, your computer should alert you that it is in the process of scanning the document.
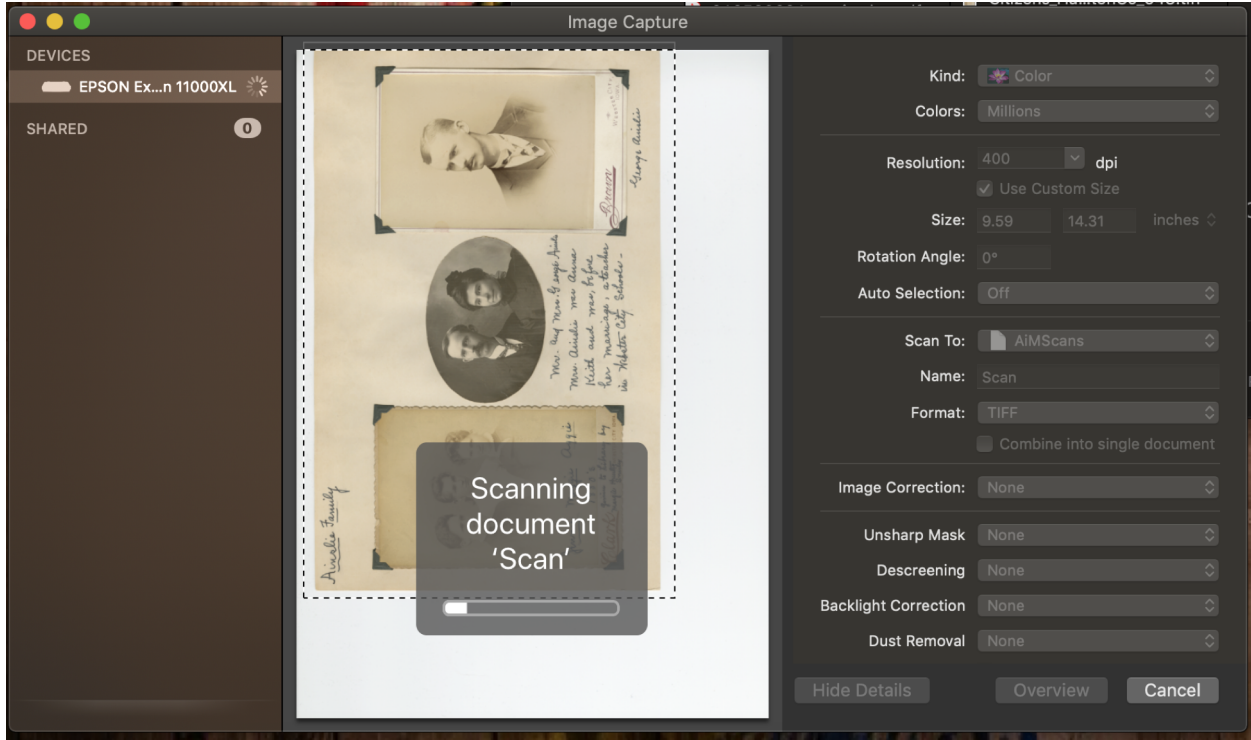
This should take about 30 seconds. Note, if you do not perform an overview scan before scanning each new document, the image that appears on your screen during scanning will be an image of the last document on which you performed an overview scan. However, the final scan will still be of the physical document currently on the scanner.

When the scan is complete, the image of the document will appear as "Scan.tiff" in the folder you have selected for saving purposes.
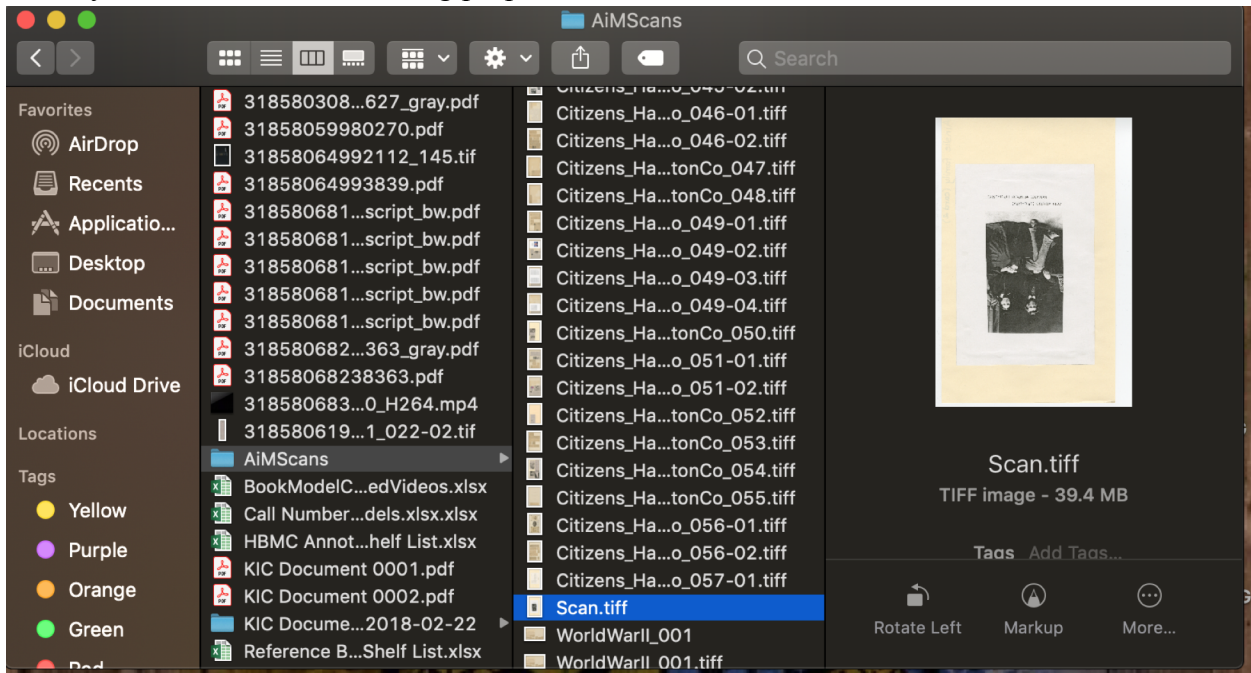
Naming Files

From here, you will need to right click on the file and select "Rename" from the given options.
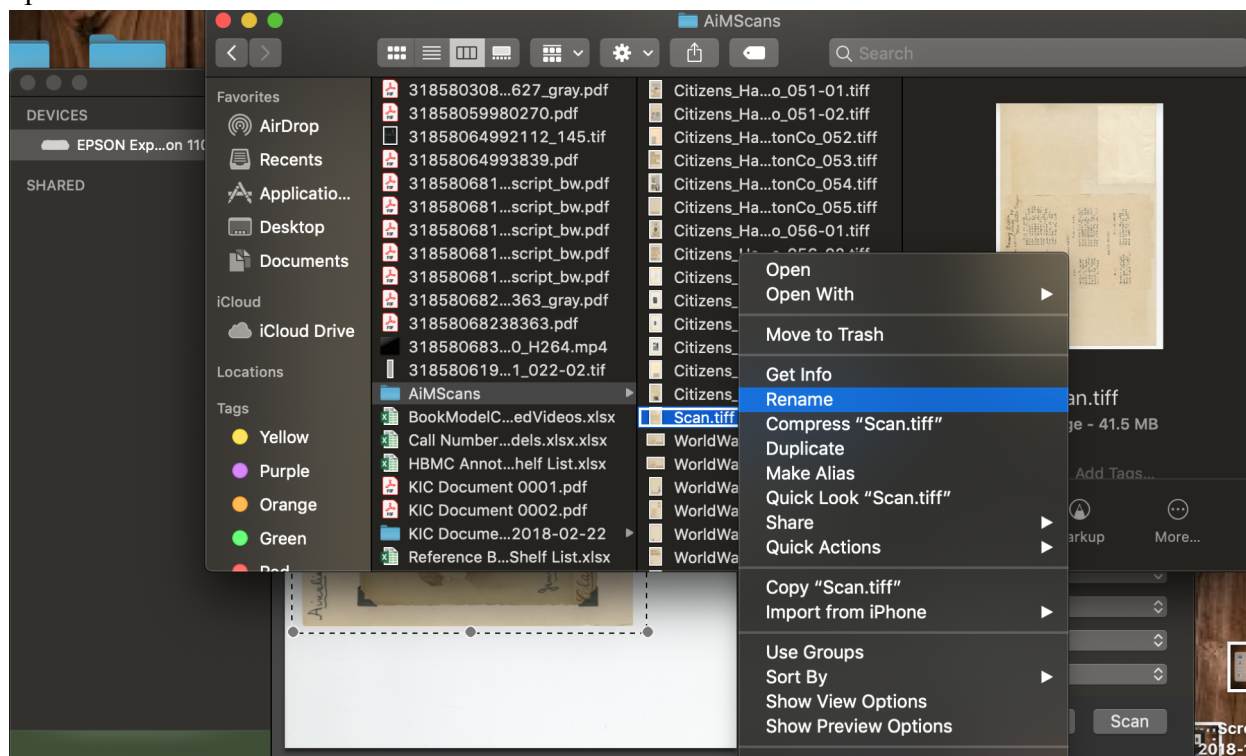
You will then be able to rename the file to conform with your chosen file-naming conventions. For the documents that we scanned, uploaded, and described in Omeka, we used a category and numbering system (i.e., "category"_###). For instance, the first scanned file in the category of "World War II" was saved as WorldWarII_001, and the first scanned file in the category of Citizens: Hamilton County was saved as Citizens_HamiltonCo_001. If a physical document was two-sided or required multiple scans due to its size/shape, then this was noted with further numbering. For example, the fifth document we scanned from the World War II collection was two-sided; therefore, those images were saved as WorldWarII_005-01 and WorldWarII_005-02. You may wish to continue this file-saving system or explore alternatives.

Tracking Scans

To avoid losing track of scanned materials, we found it useful to keep a log on a Google Sheet. After each scan, we recorded the date the document was scanned, the file name, the upload name, the scanner[2], the number of scans associated with the document, any edits required, the number of uploads, the collection to which the scan belonged (i.e., World War II or Citizens:

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[2] We just noted the documents as having been scanned during a "work session," but you may want to add the individual scanner's name if you continue using this tracking system.

Hamilton County), the individual assigned to metadata entry, metadata entry status, notes (if any), and any issues/questions that the metadata enterer may have encountered. We found this to be an excellent way to collaborate, both in person and remotely.

<u>Omeka Data Entry Guidelines</u>

This section provides our group's data-entry process for Omeka Classic, a web-publishing platform that allows you to enter data in a form format while following Dublin Core standards. This guide can be used in conjunction with Omeka's User Manual, which may be useful in troubleshooting or expanding your projects: https://omeka.org/classic/docs/.

Adding Collections

Note: If you are simply adding items to a previous collection, you can skip these steps. The existing collection you plan to use will already be listed in the form.

1. To begin the process, you must first decide if you will be creating a new collection or adding to an existing one. If you wish to create a new collection, locate "Collection" in the left navigation bar to view the existing collections. To create a new collection, click "Add a Collection."

2. You may then enter data for the Dublin Core types. Our group simply entered a title (e.g., World War II).

3. To make the collection public, simply check the "Public" box under the "Add Collection" button. Alternatively, you may choose to keep your collection private prior to sharing the collection.

4. When you are finished adding metadata, click "Add Collection."

For more information regarding collections, please reference the Omeka user manual: https://omeka.org/classic/docs/Content/Collections/

Adding Items

Before you add items, our group recommends that you consider how the project will be using Dublin Core in current and future projects. The field types below were chosen in advance after a careful examination of the collection details.

1. To add an item to a collection, locate the "Items" tab on the navigation bar, which will bring you to all of the items within the collections.

2. Click the "Add an item" button.

You will now be able to enter the data into the chosen field types for your project. The information entered within the fields may differ based on the individual item or collection.

Note: The field types and data entries below were used to describe the "World War II" and "Citizens: Hamilton County" collections items. Thus, the following instructions will adhere to the field types and data that our group generally entered for these collections.

3. **Title**: Enter Last name, First name (City, State). Our group chose to insert "Hamilton County" when no city was specified.
   Example: Adams, Edward Byron (Webster City, Iowa)

4. **Subject**: Enter the topics associated with your item. For this section, our group followed Library of Congress subject terms, which may differ from collection to collection.

   Here is an example of an entry from the "World War II" collection. The entries include the name of the individual (last name, first name), the city and state, branches of the military, and World War II Recorded History Collection. For "Citizens: Hamilton County," our group generally entered the name of the individual and the city, state.

5. **Description**: Enter a description for the item noting the physical characteristics (e.g., pasted on card stock), amount and kind of documents, location, time range, and individual(s).
   Example: *14 news clippings and an induction record for Edward Byron Adams of Webster City, IA. One black and white photograph of Edward Byron Adams is attached. Clipping and records are pasted onto card stock and range from 1944-01-13 to 1945-10-03.*

6. **Creator:** Enter the creators responsible for the item. For the existing collections, newspaper publishers, individuals (e.g. J.C Vant Hul), and the Kendall Young Library are identified as creators for the items.

7. **Publisher:** Enter any known publishers who have made the resource available. The Kendall Young Library is identified as publisher for the items.

8. **Date:** Enter all of dates located on the item in the YYYY-MM-DD format.
   Example: *1944-01-13*

9. **Relation:** Enter any known family or friends of the family referenced on the item. Each relation should be entered individually by last name, first name. Our group also chose to include "Mrs." when necessary to identify a spouse.
   Example: *Adams, Mrs. T.E.*

10. **Format:** Enter the item format, physical medium, and/or dimensions. The existing collections highlight newspaper clippings and typed text on paper.
    Example: *Newspaper clippings pasted on card stock.*
    Typed text on paper, pasted on card stock.

11. **Language:** Enter the primary language of the item using the three-letter abbreviation.
    Example: *eng*

12. **Type:** The type or genre of the documents (e.g., World War II, obituaries). Entries varied for the "World War II" and "Citizens: Hamilton County" collections.

13. You can assign your item to a collection by using the drop-down menu on the right-hand side, under the "Add Item" button. Items can only be associated with one collection.

14. After you have finished entering the metadata, you can click "Add item."

For more information regarding items, please reference the Omeka user manual: https://omeka.org/classic/docs/Content/Items/

Uploading files

As you begin to add items, you may also want to upload files (images, documents, etc.) assigned to that item. The instructions below follow the steps taken to upload scanned images to the "World War II" and "Citizens: Hamilton County" collections, although the guidelines can apply to alternative files.

1. Locate the "Files" tab under an existing or new item.

2. Click "Choose File" under "Add New Files."

3. Choose one file that you wish to upload in the file location and then click "Open."

A successful upload will show the file name on the right-hand side of the "Choose file" button.

Note: You can add additional files by clicking the "Add Another File" button.

4. Click "Add Item" on the right-hand side of the screen to save the files. If you are adding a file to an existing item, you will instead click "Save Changes" on the right-hand side of the screen (see below).

For more information on uploading files to the collections, please reference the Omeka user manual: https://omeka.org/classic/docs/Content/Files/

Tagging

Tagging occurs in the same area of the website as the Dublin Core metadata. In order to add tags, first open the "Edit Item" page. At the top, you will see the following menu bar:

If you select the "Tags" link, you will see the following page

Enter tags, separating each with a comma as such

Previously used tags will appear as an autocomplete option. Once you have entered all tags, click the "Add Tags" button. When all metadata and tags are entered, click the "Save Changes" button to complete the entry process.

Final Roles

At the project's inception, we determined it would be most appropriate to share responsibilities between team members, rather than assigning individuals to specific roles. However, by the project's conclusion, team members took on individual responsibilities in addition to independently entering metadata into Omeka for designated items. For example, at the project's outset, we considered the possibility that each team member might scan a collection of documents to evenly split up the workload; however, we soon determined that it was more efficient to use designated class time to scan items in batches, with one team member (Ellen) managing the scanning process, including scanning and naming each item. There were some occasions when the team altered this system, such as mid-November, when Laura and Micaela scanned the final batch of documents and converted them from "TIFF" to "JPEG" for ease of metadata uploading. Overall, though, Ellen took on the role of designated scanner throughout the semester.

Once the documents were scanned, Christian resized images as necessary, using Adobe Bridge to perform minor edits and, when appropriate, to stitch together scans of partial items. Again, this was determined to be the most efficient approach, given Christian's access to a computer with Adobe Bridge and familiarity with the application. Once the files were scanned and ready for uploading, Torie and Laura were primarily responsible for entering basic file information into the Google Docs workflow log, to maintain documentation of the entire process, from scanning to complete metadata entry. Again, this process was occasionally adjusted based on specific circumstances. For example, when items were batch scanned as the semester came to a close, individual team members were responsible for entering this basic information for the final round of items.

Throughout the semester, we kept in contact with Ketta at the Kendall Young Library, updating her on our progress and getting feedback to change our approach when necessary. We

realized it would be most efficient for one team member to act as liaison, and Micaela quickly became our team representative. She gathered our questions to pass along to Ketta and circulated Ketta's feedback.

In addition to the roles mentioned above and the shared responsibility of entering metadata on Omeka (a task distributed equally among team members), we identified two other responsibilities that individual team members managed with feedback from the group. Within the first half of the semester, Russell was responsible for establishing and revising the formatting for the Omeka metadata. To do so, he determined which Library of Congress headings were appropriate for our needs and guided other team members on standardizing data entry in a way that was suitable for Omeka's needs and our own (e.g., the YYYY-MM-DD date formatting and "Last name," "First Name" name entry). In addition to Russell's role, Christian was responsible for creating handouts for workflow steps, to document our progress and create a smooth transition once we handed the project back to the Kendall Young Library. Overall, we found a balance between managing goals as a group and assigning individual tasks based on team members' interests and skill sets. As the Kendall Young Library takes over the project, it will be useful to identify team members' existing skill sets and distribute responsibilities accordingly.

Final Project Timeline

The original timeline and progress goals identified at the beginning of this semester-long project were maintained and adjusted—mostly by moving deadlines up—when we reached checkpoints sooner than anticipated. The creation of an initially realistic timeline, tasks completed ahead of schedule, and general success of this project was made possible through the continued communication and accountability of group members. In under three months' time, 175 documents were scanned, attributed descriptive metadata, and uploaded onto an Omeka platform by the work of six individuals. The time devoted to this project consisted of weekly meeting sessions of typically an hour and individual work outside of group meetings.

The following is a descriptive timeline of checkpoints and goals completed this semester. Although some of these checkpoints are more appropriate for a class setting and incorporate coursework requirements, we recommended that the Kendall Young Library proceeds with a timeline to gauge capacity and time to complete tasks, set goals, and track progress. A monthly, quarterly, and yearly report are suggested to track and further hone this project.

- *Monday, September 24:* As a group we learned about using the provided scanner, reviewed basics of editing materials and the process of flagging items that required editing or rescanning, and commenced the scanning project.
- *Week of October 1:* By the end of the first week in October, each member of the group successfully uploaded at least one file to Omeka. During a workday (Monday October 1st), we continued to test and refine our digitizing workflow.

- *Week of October 8:* Following the first week of processing material, we reviewed progress, outlook for the rest of the term, and made decisions on how to assign files.

- *Week of October 22-26:* We prepared materials for the October 27th Midterm Report presentation (including dividing presenter roles and obligations) and upcoming check-in with Webster City.

- *Monday, October 29:* We presented our Midterm Report in class and received feedback from our peers and Professor Mattock. October 29th also marked the date of our target scanning benchmark of 40% of materials processed and uploaded to Omeka, which we met.

- *Monday, November 5*: We spoke with Ketta regarding our completion of metadata and uploads for over 50 files made available on Omeka. During this meeting we clarified with Ketta our goals for this project and questions we had.

- *Friday, November 30:* We completed 100% of scans and rescans.

- *Week of December 3*: We prepared final materials, including Project Documentation for the Kendall Young Library—with step-by-step instructions for how to add documents to the archive (the Omeka site), as well as explanations of the data model and document digitization step—and our Final Report. Omeka metadata for all materials and the Final Report were completed by the close of this week.

- *Monday, December 10*: We submitted our Final Report and Project Documentation prior to class.

- *Friday, December 14*: We will each submit an individual evaluation, reflecting on the project.

Appendix

LOC Headings and Tags Used

Title:
Last name, First name (City, Iowa)
- Use what is included on top of card

Subject: LOC headings
Lists of subjects we used
World War II Recorded History Collection
Clippings (Books, newspapers, etc.)
City: "City", Iowa (spell out state name)
United States Army
Navy organization
United States Army Air Forces
United States Navy Air Corps
Hamilton County, Iowa
Obituaries
Name: Last name, First name
- If spouse only identified as "Mrs." (husband's name), include "Mrs." and husband's name

Creator:
- Kendall Young Library
- Specific newspaper if identified
- J.C. Vant Hul (if induction record includes that)

Date:
- Written as YYYY-MM-DD

Relation:
- Family members or parties mentioned with a connection to Iowa, without identifying relationship, written as Last name, First name
- Include Mrs. if necessary

Format:
- Newspaper clippings pasted on card stock
- Typed text on paper, pasted on card stock
- Photograph (black and white), pasted on card stock
- Book pages pasted on card stock

Language:
- eng

Type:
- World War II *or* Citizens: Hamilton County

Collection:
- World War II
- Citizens: Hamilton County

Subject Tags -more casual
- Name: Last name, First name
- City: "City", Iowa (spell out state name)
- World War II
- Military section (Army, Navy, Air Corps, Air Forces)
- Rank (private, sergeant, private first class, second lieutenant, lieutenant (junior grade), staff sergeant, seaman first class)
- Profession

Bulk Editing

Instructions: Batch Conversion
Using XnConvert

XnConvert is a batch image-converter and resizer. All common picture and graphics formats are supported (i.e. JPG, PNG, TIFF, GIF, Camera RAW, JPEG2000, WebP, OpenEXR). It is available as a free and relatively easy to use program.

Conversion
1) Upon opening the software, you are greeted with a screen as followed. If you are not greeted with the view as followed, simply click the input tab.
2) Following this click add item or add folder, from here you are looking for the location of your images to be converted. You can also drag and drop the items you want to convert.
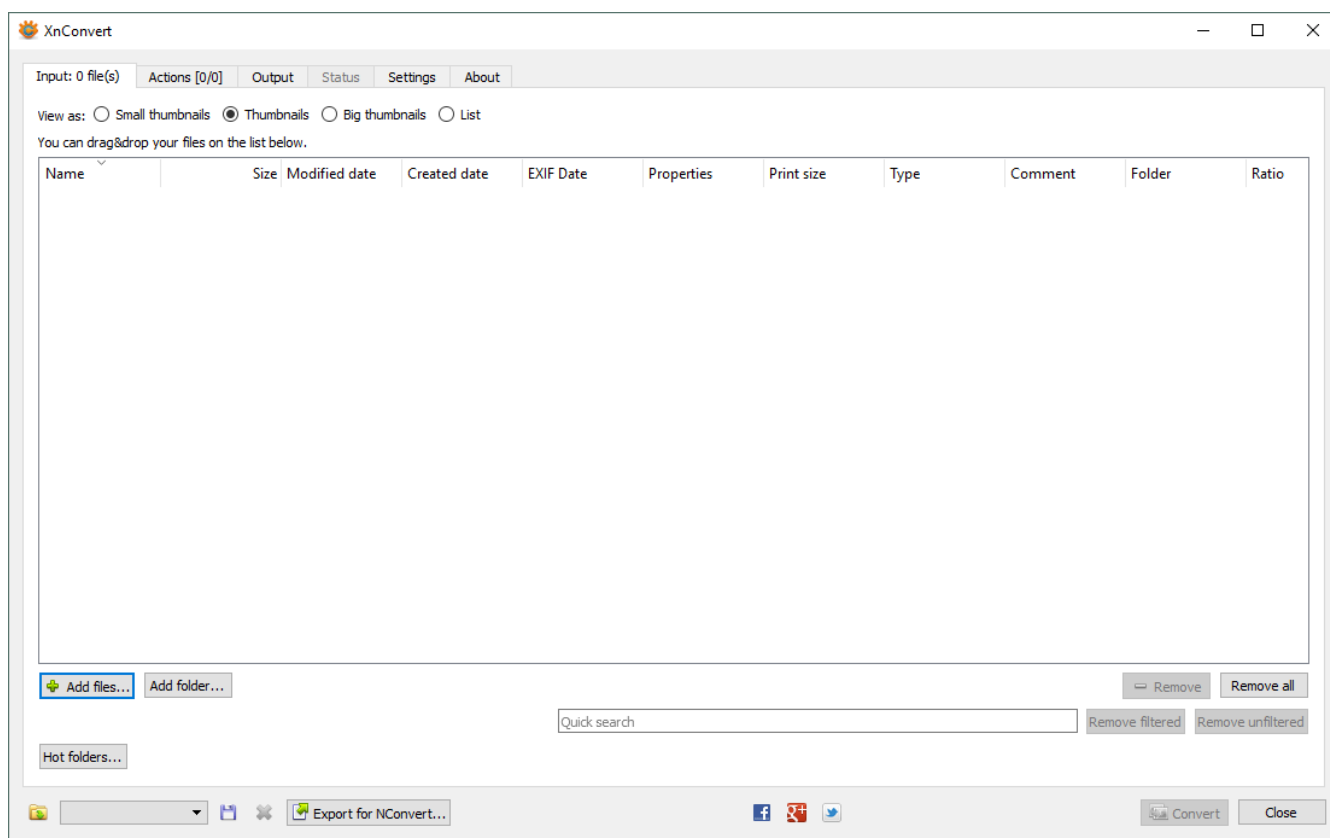
3) After the images you want to convert have filled up the screen click the output tab.
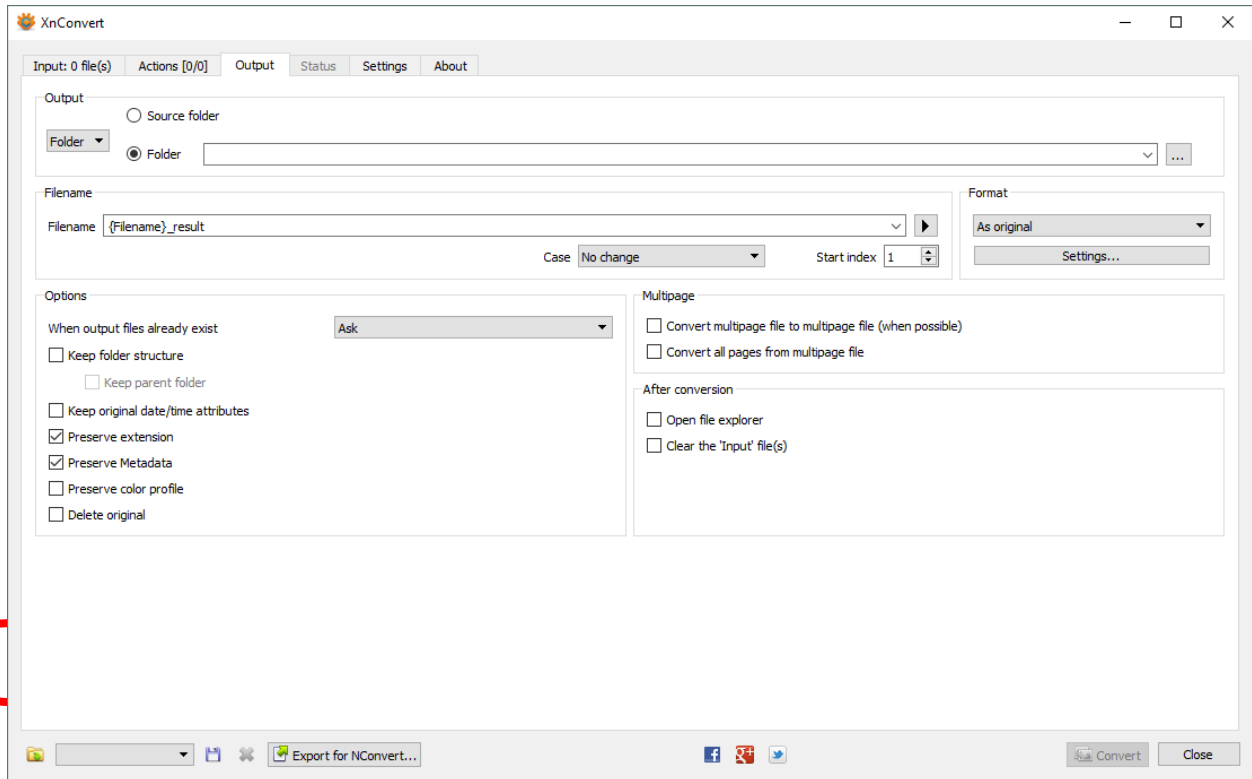
4) You will be greeted with the output information, you will want to change a few things on
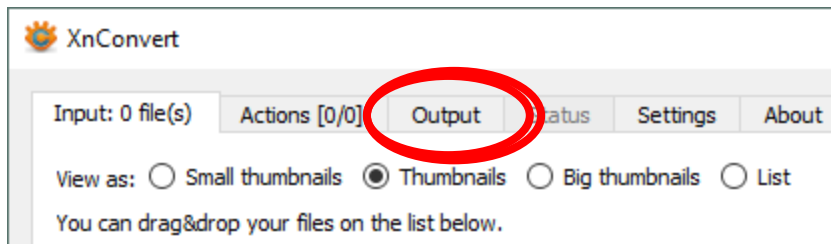
this screen. First go to format and click JPEG from the drop-down menu.

5) Following format, you will want to select source folder in output. This will put the converted files in the folder that you selected your images from.
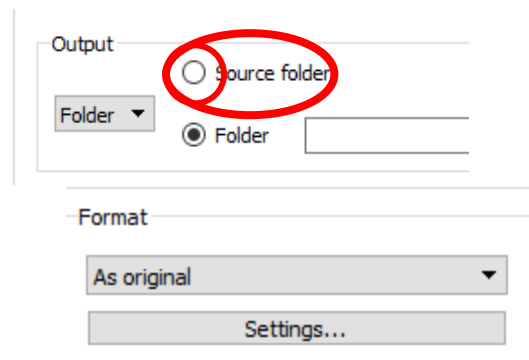
6) Finally, go to Filename and just input {Filename} into the window. This will keep the name the same for the converted file.

7) Once everything is set, simply click the convert button in the lower right-hand corner and the program will convert your files for you.

Webster City: Omeka Log

Date	File Name	Upload Name	Scanned by	Scans associated	Edits	Uploads	Collection	Metadata	Metadata done	Notes	Issues/Questions
9/24/2018	WorldWarII_001	Aasland, Glynn Alvin (Randall, IA)	all		1	Batch 1, 1	World War II	Russell	done		
10/1/2018	WorldWarII_002	Abbott, Earl L. (Webster City)	work session		1	1	World War II	Russell	done		
10/1/2018	WorldWarII_003	Abbott, Ray Wendell (Webster City)	work session		1	1	World War II	Russell	done		
10/1/2018	WorldWarII_004	Abraham, Paul (Stratford)	work session		1	1	World War II	Russell	done		
10/1/2018	WorldWarII_005-01	Abramson, Willis H. (Jewell)	work session		2	1	World War II	Russell	done	double sided	
10/1/2018	WorldWarII_005-02	Abramson, Willis H. (Jewell)	work session			1	World War II	Russell	done	double sided; GOOD MODEL FOR METADATA!	
10/1/2018	WorldWarII_006-01	Abramson, Clifford Harold (Jewell)	work session		2	1	World War II	Russell	done	double sided	
10/1/2018	WorldWarII_006-02	Abramson, Clifford Harold (Jewell)	work session			1	World War II	Russell	done	double sided	
10/1/2018	WorldWarII_007-01	Achenbach, Harold F. (Webster City)	work session		2	1	World War II	Russell	done	double sided	
10/1/2018	WorldWarII_007-02	Achenbach, Harold F. (Webster City)	work session			1	World War II	Russell	done	double sided	
10/1/2018	WorldWarII_008	Adair, Brittain (Webster City)	work session		1	1	World War II	Russell	done		
10/1/2018	WorldWarII_009-01	Adams, Andrew Albert (Webster City)	work session		2	1	World War II	Russell	done	double sided	
10/1/2018	WorldWarII_009-02	Adams, Andrew Albert (Webster City)	work session			1	World War II	Russell	done	double sided	
10/1/2018	WorldWarII_010	Adams, Donald Ray (Webster City)	work session		1	1	World War II	Russell	done		
10/1/2018	WorldWarII_011-01	Adams, Edward Byron (Webster City)	work session		2	1	World War II	Micaela	done	double sided, metadata revised	
10/1/2018	WorldWarII_011-02	Adams, Edward Byron (Webster City)	work session			1	World War II	Micaela	done	double sided, metadata revised	
10/1/2018	WorldWarII_012	Adams, Eldon Eldridge (Webster City)	work session		1	1	World War II	Micaela	done	metadata revised	
10/1/2018	WorldWarII_013	Adams, Harold M. (Webster City)	work session		1	1	World War II	Micaela	done	metadata revised	
10/1/2018	WorldWarII_014	Adams, Hugh Marvin (Webster City)	work session		1	1	World War II	Micaela	done	metadata revised	
10/1/2018	WorldWarII_015	Adams, Orville Luverne (Webster City)	work session		1	1	World War II	Micaela	done	metadata revised	
10/1/2018	WorldWarII_016-01	Adams, Selmer "Jr." (Webster City)	work session		2	1	World War II	Micaela	done	double sided, metadata revised	
10/1/2018	WorldWarII_016-02	Adams, Selmer "Jr." (Webster City)	work session			1	World War II	Micaela	done	double sided, metadata revised	
10/1/2018	WorldWarII_017	Adams, Joseph Jr. (Webster City)	work session		1	1	World War II	Micaela	done	metadata revised	
10/1/2018	WorldWarII_018	Ades, Marion (Webster City)	work session		1	1	World War II	Micaela	done	metadata revised	The card identifies him as "Ades, Marion."
10/1/2018	WorldWarII_019	Ades, Morris William (Stratford)	work session		1	1	World War II	Micaela	done	metadata revised	
10/1/2018	WorldWarII_020	Ades, Samuel William (Webster City)	work session		1	1	World War II	Micaela	done	metadata revised	
10/1/2018	WorldWarII_021	Ahrens, Edward Walter (Stanhope)	work session		1	1	World War II	Laura	done		
10/1/2018	WorldWarII_022	Aikman, Kenneth (Des Moines)	work session		1	1	World War II	Laura	done		
10/1/2018	WorldWarII_023-01	Ahrens, Robert (Jewell)	work session		4	Batch 2	World War II	Laura	done	two double sided cards	
10/1/2018	WorldWarII_023-02	Ahrens, Robert (Jewell)	work session			1	World War II	Laura	done		
10/1/2018	WorldWarII_024-01	Ahrens, Robert (Jewell)	work session			1	World War II	Laura	done		
10/1/2018	WorldWarII_024-02	Ahrens, Robert (Jewell)	work session		1	1	World War II	Laura	done		
10/1/2018	WorldWarII_025-01	Akeman, Raymond Max (Webster City)	work session		2	1	World War II	Laura	done	double sided	
10/1/2018	WorldWarII_026-01	Albers, Gordon (Webster City)	work session		2	1	World War II	Laura	done	double sided	
10/1/2018	WorldWarII_026-02	Albers, Gordon (Webster City)	work session			1	World War II	Laura	done	double sided	
10/1/2018	WorldWarII_027	Alberts, Allan Lloyd (Radcliffe)	work session		1	1	World War II	Laura	done		
10/1/2018	WorldWarII_028	Alberts, Bernard Joel (Radcliffe)	work session		1	1	World War II	Laura	done		
10/1/2018	WorldWarII_029	Alberts, Rufus (Radcliffe)	work session		1	1	World War II	Laura	done		
10/1/2018	WorldWarII_030-01	Albright, Gerald (Webster City)	work session		2	1	World War II	Laura	done	double sided	
10/1/2018	WorldWarII_030-02	Albright, Gerald (Webster City)	work session			1	World War II	Laura	done	double sided	
10/1/2018	WorldWarII_031	Albright, Clarence	work session		1	1	World War II	Laura	done		
10/1/2018	WorldWarII_032	Albright, Leonard (Stratford)	work session		1	1	World War II	Christian	done		
10/1/2018	WorldWarII_033	Alexander, John Fred (Webster City)	work session		1	1	World War II	Christian	done		
10/1/2018	WorldWarII_034	Algoe, Chester (Webster City)	work session	1?		1	World War II	Christian	done	LABLED CARD II, BUT NOT WITH ANOTHER CARD?	refers to brother listed below as LaVerne, however, record for Luverne is spelled as written below. May be a mistake on the newspaper's end
10/1/2018	WorldWarII_035	Algoe, Luverne Kenneth (Webster City)	work session		1	1	World War II	Christian	done		
10/1/2018	WorldWarII_036-01	Alkire, Robert L. (Webster City)	work session		2	1	World War II	Christian	done	double sided	
10/1/2018	WorldWarII_036-02	Alkire, Robert L. (Webster City)	work session			1	World War II	Christian	done	double sided	
10/1/2018	WorldWarII_037	Allen, Charles Robert (Ellsworth)	work session		1	1	World War II	Christian	done		

Date	File Name	Upload Name	Scanned by	Scans associated	Edits	Uploads	Collection	Metadata	Metadata done	Notes	Issues/Questions
10/1/2018	WorldWarII_038	Allen, Dwayne (Webster City)	work session		1	1	World War II	Christian	done	double sided	
10/1/2018	WorldWarII_039-01	Allen, Glenn Danstran (Webster City)	work session		2	1	World War II	Christian	done	double sided	
10/1/2018	WorldWarII_039-02	Allen, Glenn Danstran (Webster City)	work session			1	World War II	Christian	done	double sided	
10/1/2018	WorldWarII_040-01	Allie, Howard Eugene (Jewell)	work session		2	1	World War II	Christian	done		
10/1/2018	WorldWarII_040-02	Allie, Howard Eugene (Jewell)	work session			1	World War II	Christian	done		
10/1/2018	WorldWarII_041	Allie, William H. (Jewell)	work session		1	1	World War II	Christian	done		
10/1/2018	WorldWarII_042	Allinson, Thomas (William)	work session		1	1	World War II	Torie	done	metadata double checked	
10/1/2018	WorldWarII_043	Alsager, Lloyd Urlie (Stanhope)	work session		1	1	World War II	Torie	done	metadata double checked	Cut off on top
10/1/2018	WorldWarII_044	Alshouse, William L. (Webster City)	work session		1	1	World War II	Torie	done	metadata double checked	
10/1/2018	WorldWarII_045	Alvestad, Kenneth V. (Jewell)	work session		1	1	World War II	Torie	done	metadata double checked	Cut off on top; one newspaper article has no date on it (date not added to metadata)
10/1/2018	WorldWarII_046-01	Alvestad, Myron Leroy (Jewell)	work session		2	1	World War II	Torie	done	metadata double checked	
10/1/2018	WorldWarII_046-02	Alvestad, Myron Leroy (Jewell)	work session			1	World War II	Torie	done	metadata double checked	cut off on top
10/1/2018	WorldWarII_047-01	Alvestad, Richard Orville (Blairsburg)	work session		2	1	World War II	Torie	done	metadata double checked	
10/1/2018	WorldWarII_047-02	Alvestad, Richard Orville (Blairsburg)	work session			1	World War II	Torie	done	metadata double checked	
10/1/2018	WorldWarII_048	Ambrose, Russell (Webster City)	work session		1	1	World War II	Torie	done	metadata double checked	
10/1/2018	WorldWarII_049	Amundson, Dick (Hamilton Co.)	work session		1	1	World War II	Torie	done	metadata double checked	scan cut off at top; one clipping mentions spelling as "Andersen" (do we need to indicate this somehow in listing?
10/1/2018	WorldWarII_050-01	Anderson, Alfred Allen (Jewell)	work session		2	1	World War II	Torie	done	metadata double checked	
10/1/2018	WorldWarII_050-02	Anderson, Alfred Allen (Jewell)	work session			1	World War II	Torie	done	metadata double checked	
10/1/2018	WorldWarII_051	Anderson, Arnold Luverne (Randall)	work session		1	1	World War II	Torie	done	metadata double checked	
10/1/2018	WorldWarII_052-01	Anderson, Burton E. (Jewell)	work session		2	1	World War II	Ellen	done		
10/1/2018	WorldWarII_052-02	Anderson, Burton E.	work session			1	World War II	Ellen	done		
10/1/2018	WorldWarII_053	Anderson, C.A. (Stratford)	work session		1	1	World War II	Ellen	done		
10/1/2018	WorldWarII_054	Anderson, Charles S. (Stratford)	work session		1	1	World War II	Ellen	done	I was able to figure out his middle name, so included that in the Subject but not the Title.	Cut off slightly at top and bottom. Need to rescan? One of the clippings names visitors of the Charles Anderson, including someone just called Doris, so I didn't include that in relation.
10/1/2018	WorldWarII_055	Anderson, Clarence (Stratford)	work session		1	1	World War II	Ellen	done		
10/1/2018	WorldWarII_056-01	Anderson, Curtis E. (Webster City)	work session		2	1	World War II	Ellen	done		rescan. top cutoff
10/1/2018	WorldWarII_056-02	Anderson, Curtis E. (Webster City)	work session			1	World War II	Ellen	done		
10/1/2018	WorldWarII_057	Anderson, DeWayne Campbell (Jewell)	work session		1	1	World War II	Ellen	done	Two news clippings are from the same date, so I recorded the same date twice.	
10/1/2018	WorldWarII_058	Anderson, Dorrance (Randall)	work session		1	1	World War II	Ellen	done		
10/1/2018	WorldWarII_059	Anderson, Floyd Carl A. (Stratford)	work session		1	1	World War II	Ellen	done		
10/1/2018	WorldWarII_060	Anderson, Frank Lindberg (Webster City)	work session		1	1	World War II	Ellen	done	No day listed for registration date so I put it as 1942-02-??	
10/1/2018	WorldWarII_061	Anderson, George Edward (Stanhope)	work session			Batch 3, 1	World War II	Ellen	done	Top cut off but you can still read it.	
10/1/2018	WorldWarII_062-01	Anderson, Grant Harry (Webster City)	work session		2	1	World War II	Russell	done		
10/1/2018	WorldWarII_062-02	Anderson, Grant Harry (Webster City)	work session			1	World War II	Russell	done		
10/1/2018	WorldWarII_063-01	Anderson, Herschel W. (Stratford)	work session		2	1	World War II	Russell	done		
10/1/2018	WorldWarII_063-02	Anderson, Herschel W. (Stratford)	work session			1	World War II	Russell	done		
10/1/2018	WorldWarII_064	Anderson, Ivan A.	work session			1	World War II	Russell	done		
10/1/2018	WorldWarII_065	Anderson, Jens (Ellsworth)	work session		1	1	World War II	Russell	done		
10/1/2018	WorldWarII_066	Anderson, John William (Stratford)	work session		1	1	World War II	Russell	done		
10/1/2018	WorldWarII_067	Anderson, Julian L. (Jewell)	work session		1	1	World War II	Russell	done		
10/1/2018	WorldWarII_068	Anderson, Kenneth Arnold (Stanhope)	work session		1	1	World War II	Russell	done		
10/1/2018	WorldWarII_069	Anderson, Kenneth Lionel (Webster City)	work session		1	1	World War II	Russell	done		
10/1/2018	WorldWarII_070	Anderson, Kenneth Lloyd (Stratford)	work session		1	1	World War II	Russell	done		
10/1/2018	WorldWarII_71	Anderson, L.R. (Randall)	work session		1	1	World War II	Russell	done		
10/1/2018	WorldWarII_072-01	Anderson, Leland Duane (Ellsworth)	work session		2	?	World War II	Micaela	done		

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10/1/2018	WorldWarII_072-02	Anderson, Leland Duane (Ellsworth)	work session			1	World War II	Micaela	done		
10/1/2018	WorldWarII_073	Anderson, Leroy John (Jewell)	work session		1	1	World War II	Micaela	done		
10/1/2018	WorldWarII_074	Anderson, Marvin A.	work session		1	1	World War II	Micaela	done		
10/1/2018	WorldWarII_075	Anderson, Marvin L.	work session		1	1	World War II	Micaela	done		
10/1/2018	Citizens_HamiltonCo_001	Adams, Arvilla (Webster City)	work session		1	1	Citizens Hamilton County	Micaela	done		
10/1/2018	Citizens_HamiltonCo_002-01	Adams, Bertrand (Webster City)	work session		3	1	Citizens Hamilton County	Micaela	done		
10/1/2018	Citizens_HamiltonCo_002-02	Adams, J.E. Family (Webster City)	work session				Citizens Hamilton County	Micaela	done		
10/1/2018	Citizens_HamiltonCo_003	Adams, [Mary] Bertrand (Webster City)	work session				Citizens Hamilton County	Micaela	done		
10/1/2018	Citizens_HamiltonCo_004	Jaime Adams and Nathan Brinkman Wedding, 12.13.2012	work session		1		Citizens Hamilton County	Micaela	done		
10/1/2018	Citizens_HamiltonCo_005	Montuoro earns his Eagle Scout rank	work session	1	1		Citizens Hamilton County	Laura	done		
10/1/2018	Citizens_HamiltonCo_006-01	Adams, Frank & Reginald (Webster City)	work session	2	2		Citizens Hamilton County	Laura	done		double names?
10/1/2018	Citizens_HamiltonCo_006-02	Adams, Frank & Reginald (Webster City)	work session				Citizens Hamilton County	Laura	done		
10/1/2018	Citizens_HamiltonCo_007	Adams, G.W. (Webster City)	work session	1	1		Citizens Hamilton County	Laura	done		abbreviations
10/1/2018	Citizens_HamiltonCo_008	Adams, Hattie (Webster City)	work session	1	1		Citizens Hamilton County	Laura	done		
10/1/2018	Citizens_HamiltonCo_009-01	Adams, Jake	work session	6	6		Citizens Hamilton County	Laura	done		
10/1/2018	Citizens_HamiltonCo_009-02	Adams, Jake	work session				Citizens Hamilton County	Laura	done		
10/1/2018	Citizens_HamiltonCo_009-03	Adams, Jake	work session				Citizens Hamilton County	Laura	done		
10/1/2018	Citizens_HamiltonCo_009-04	Adams, Jake	work session				Citizens Hamilton County	Laura	done		
10/1/2018	Citizens_HamiltonCo_009-05	Adams, Jake	work session				Citizens Hamilton County	Laura	done		
10/1/2018	Citizens_HamiltonCo_009-06	Adams, Jake	work session				Citizens Hamilton County	Laura	done		
10/8/2018	Citizens_HamiltonCo_010-01	Adams, James (Webster City)	work session	?			Citizens Hamilton County	Laura	done	double sided	
10/8/2018	Citizens_HamiltonCo_010-02	Adams, James (Webster City)	work session				Citizens Hamilton County	Laura	done	double sided	
10/8/2018	Citizens_HamiltonCo_011-01	Adams, James	work session				Citizens Hamilton County	Laura	done	double sided	articles about Jesse Adams reunion; unclear on whether to change name
10/8/2018	Citizens_HamiltonCo_011-02	Adams, James	work session				Citizens Hamilton County	Laura	done	double sided	articles about Jesse Adams reunion; unclear on whether to change name
10/8/2018	Citizens_HamiltonCo_012	Adams, James W. (Webster City)	work session				Citizens Hamilton County	Laura	done		
10/8/2018	Citizens_HamiltonCo_013-01	Adams, Janet and Family (Webster City)	work session	2	2		Citizens Hamilton County	Christian	done	double sided	
10/8/2018	Citizens_HamiltonCo_013-02	Adams, Janet and Family (Webster City)	work session				Citizens Hamilton County	Christian	done	double sided	
10/8/2018	Citizens_HamiltonCo_014-01	Adams, Janet (Webster City)	work session	2	2		Citizens Hamilton County	Christian	done	double sided	
10/8/2018	Citizens_HamiltonCo_014-02	Adams, Janet (Webster City)	work session				Citizens Hamilton County	Christian	done	double sided	
10/8/2018	Citizens_HamiltonCo_015-01	Adams, Jim	work session	5	5		Citizens Hamilton County	Christian	Done		
10/8/2018	Citizens_HamiltonCo_015-02	Adams, Jim	work session				Citizens Hamilton County	Christian	Done		needs to be merged with following image
10/8/2018	Citizens_HamiltonCo_015-03	Adams, Jim	work session				Citizens Hamilton County	Christian	Done		needs to be merged with prior image
10/8/2018	Citizens_HamiltonCo_015-04	Adams, Jim	work session				Citizens Hamilton County	Christian	Done		needs to be merged with following image
10/8/2018	Citizens_HamiltonCo_015-05	Adams, Jim	work session				Citizens Hamilton County	Christian	Done		needs to be merged with prior image
10/15/2018	Citizens_HamiltonCo_016	Adams, Joseph	work session				Citizens Hamilton County	Christian	Done		
10/15/2018	Citizens_HamiltonCo_017-01	Adams Families	work session				Citizens Hamilton County	Christian	Done		
10/15/2018	Citizens_HamiltonCo_017-02	Adams Families	work session				Citizens Hamilton County	Christian	Done		
10/15/2018	Citizens_HamiltonCo_017-03	Adams Families	work session				Citizens Hamilton County	Christian	Done		
10/15/2018	Citizens_HamiltonCo_017-04	Adams Families	work session				Citizens Hamilton County	Christian	Done		
10/15/2018	Citizens_HamiltonCo_018	Adams, Richard	work session				Citizens Hamilton County	Torie	done		
10/15/2018	Citizens_HamiltonCo_019-01	Adams, Ron	work session				Citizens Hamilton County	Torie	done		
10/15/2018	Citizens_HamiltonCo_019-02	Adams, Ron	work session				Citizens Hamilton County	Torie	done		
10/15/2018	Citizens_HamiltonCo_020	Adams, Tim (Webster City)	work session				Citizens Hamilton County	Torie	done		
10/15/2018	Citizens_HamiltonCo_021	Adams, Jay (Webster City)	work session				Citizens Hamilton County	Torie	done		
10/15/2018	Citizens_HamiltonCo_022-01	Alvestad, LeVerne (Jewell)	work session				Citizens Hamilton County	Torie	done		
10/15/2018	Citizens_HamiltonCo_022-02	Alvestad, LeVerne (Jewell)	work session				Citizens Hamilton County	Torie	done		
10/15/2018	Citizens_HamiltonCo_023	Allen, A.J.	work session				Citizens Hamilton County	Torie	done	one newspaper clipping dated simply "1888"; how do i enter in date form?	
10/15/2018	**Citizens_HamiltonCo_024**	Allen, A.D. (Jewell)	work session				Citizens Hamilton County	Torie		this was originally listed as 024 and 025, but 024 is for A.D. Allen, not Ada Allen	
10/15/2018	**Citizens_HamiltonCo_025**	Allen, Ada (Stanhope)	work session				Citizens Hamilton County	Torie	done		
10/15/2018	Citizens_HamiltonCo_026	Allen, Frederick I. and Samantha K.	work session				Citizens Hamilton County	Torie	done		
10/15/2018	Citizens_HamiltonCo_027	Allen, H.F.	work session				Citizens Hamilton County	Ellen	done		

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10/15/2018	Citizens_HamiltonCo_028-01	Allen, Hubert S. (Hamilton County, Iowa)	work session				Citizens Hamilton County	Ellen	done	One side of the card has an obituary for Hubert S. Allen and the other side has an obituary for Marth Ann (Doolittle) Allen, husband and wife, respectively. I know Ketta said to catalogue wives under their own name, but since they are on the same card that is labeled only as Allen, Hubert S., I just added (Doolittle) Allen, Martha Ann (Hamilton County, Iowa) as a second Title. Martha Ann (Doolittle) Allen's obituary mentions that she has a foster brother Ed, but it's not clear if he has the last name Doolittle, so I did not add him to the Relations section.	
10/15/2018	Citizens_HamiltonCo_028-02	Allen, Hubert S.	work session				Citizens Hamilton County	Ellen	done		
10/15/2018	Citizens_HamiltonCo_029	Allen, John (Hamilton County)	work session				Citizens Hamilton County	Ellen	done	Nothing we can do about it, but it looks like a portion of the obituary dated 04-18-46 fell off because it stops mid-sentence.	
10/15/2018	Citizens_HamiltonCo_030	Allen, L.D. (Hamilton County)	work session				Citizens Hamilton County	Ellen	done		
10/15/2018	Citizens_HamiltonCo_031	Allen, Thomas (Hamilton County)	work session				Citizens Hamilton County	Ellen	done		
10/15/2018	Citizens_HamiltonCo_032-01	Alling, Ruth (Stevenson) (Hamilton County)	work session				Citizens Hamilton County	Ellen	done		
10/15/2018	Citizens_HamiltonCo_032-02	Alling, Ruth (Stevenson)	work session				Citizens Hamilton County	Ellen	done		
10/15/2018	Citizens_HamiltonCo_033	Allington, J.W. (Hamilton County)	work session				Citizens Hamilton County	Ellen	done		
10/15/2018	Citizens_HamiltonCo_034-01	Allinson, William A. (Hamilton County)	work session				Citizens Hamilton County	Ellen	done	I think William Allinson's sister, Mrs. Knight, mentioned in the 1901-02-22 article might be the sister Ada Allinson because his other sister Jennie Lee married into the Millsap family. I just included Ada Allinson in Relations and left out Mrs. Knight.	
10/15/2018	Citizens_HamiltonCo_034-02	Allinson, William A.	work session				Citizens Hamilton County	Ellen	done		
10/15/2018	Citizens_HamiltonCo_035	Allison, Isaac	work session				Citizens Hamilton County	Ellen			Citizens_HamiltonCo_035 has no clippings attached to the card. It looks like one or more newspaper clippings may have fallen off, but I did not see them within our sample.
10/15/2018	Citizens_HamiltonCo_036	Alvestad, Henry (Hamilton County)	work session		1		Citizens Hamilton County	Russell			
10/22/2018	Citizens_HamiltonCo_037-01	Abbas, Louis G. (Hamilton County)	work session				Citizens Hamilton County	Russell	done		
10/22/2018	Citizens_HamiltonCo_037-02	Abbas, Louis G. (Hamilton County)	work session		2		Citizens Hamilton County	Russell	done		
10/22/2018	Citizens_HamiltonCo_038-01	Abbas Families (Hamilton County)	work session		2		Citizens Hamilton County	Russell	done	SKIPPED ONE TO MAKE ROOM FOR THE FACT THAT WE'RE MISSING ONE SCAN	
10/22/2018	Citizens_HamiltonCo_038-02	Abbas Families (Hamilton County)	work session				Citizens Hamilton County	Russell	done		
10/22/2018	Citizens_HamiltonCo_039	Abbe, Reverend William C. (Webster City, IA)	work session		1		Citizens Hamilton County	Russell	done		
10/22/2018	Citizens_HamiltonCo_040	Abens, Tylaer (Webster City, IA)	work session		1		Citizens Hamilton County	Russell	done		
10/22/2018	Citizens_HamiltonCo_041-01	Abbott—various (Webster City, IA)	work session		2		Citizens Hamilton County	Russell		Missing?	
10/22/2018	Citizens_HamiltonCo_041-02	Abbott, Howard and Family (Webster City, IA)	work session				Citizens Hamilton County	Russell		Missing?	
10/22/2018	Citizens_HamiltonCo_042	Abrahamsen, Mrs. Lydia	work session		1		Citizens Hamilton County	Russell		Missing?	
10/22/2018	Citizens_HamiltonCo_043-01	Abrahamsen, Mrs. Lydia	work session		2		Citizens Hamilton County	Russell		Missing?	
10/22/2018	Citizens_HamiltonCo_043-02		work session				Citizens Hamilton County	Russell			
10/22/2018	Citizens_HamiltonCo_044-01	Achenbach, Henry (Rogers) and Family (Hamilton County, IA)	work session		2		Citizens Hamilton County	Russell		Missing?	

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10/22/2018	Citizens_HamiltonCo_044-02	Achenbach, Henry (Rogers) and Family (Hamilton County, IA)	work session				Citizens Hamilton County	Russell		Missing?	
10/22/2018	Citizens_HamiltonCo_045-01	Ackerman, Mattie (Hamilton County, IA)	work session	2			Citizens Hamilton County	Russell		Missing?	
10/22/2018	Citizens_HamiltonCo_045-02	Ackerman, Mattie (Hamilton County, IA)	work session				Citizens Hamilton County	Russell	done	Missing?	
10/22/2018	Citizens_HamiltonCo_046-01	Ackley, Edward (Hamilton County, IA)	work session				Citizens Hamilton County	Micaela	done		
10/22/2018	Citizens_HamiltonCo_046-02	Ackley, Edward (Hamilton County, IA)	work session				Citizens Hamilton County	Micaela	done		
10/22/2018	Citizens_HamiltonCo_047	Adair Family (Hamilton County, IA)	work session				Citizens Hamilton County	Micaela	done		
10/22/2018	Citizens_HamiltonCo_048	Adamson, Henry (Hamilton County, IA)	work session				Citizens Hamilton County	Micaela	done		
10/22/2018	Citizens_HamiltonCo_049-01	Aden, George	work session	4			Citizens Hamilton County	Micaela	done		
10/22/2018	Citizens_HamiltonCo_049-02	Aden, George	work session				Citizens Hamilton County	Micaela	done		
10/22/2018	Citizens_HamiltonCo_049-03	Aden, George	work session				Citizens Hamilton County	Micaela	done		
10/22/2018	Citizens_HamiltonCo_049-04	Aden, George	work session				Citizens Hamilton County	Micaela	done		
11/12/2018	Citizens_HamiltonCo_050	Ades, Justin	worksession	1			Citizens Hamilton County	Micaela	done		
11/12/2018	Citizens_HamiltonCo_051-01	Ades, Marion	work session	2			Citizens Hamilton County	Micaela	done		
11/12/2018	Citizens_HamiltonCo_051-02	Ades, Marion	work session				Citizens Hamilton County	Micaela	done		
11/12/2018	Citizens_HamiltonCo_52	Ahers Leman, Susan	work session	1			Citizens Hamilton County	Micaela	done		
11/12/2018	Citizens_HamiltonCo_53	Ahrens, Abel (Ellsworth)	work session	1			Citizens Hamilton County	Torie	done		
11/12/2018	Citizens_HamiltonCo_54	Ahrens, Brett & Kristi family	work session	1			Citizens Hamilton County	Torie	done		
11/12/2018	Citizens_HamiltonCo_55	Ahrens, Gus Lewis Ahrens [see also Lundell]	work session	1			Citizens Hamilton County	Torie	done		
11/12/2018	Citizens_HamiltonCo_56-01	Ainslie Family	work session	2			Citizens Hamilton County	Torie	done		I put each Ainslie family card as its own (hope this is okay)
11/12/2018	Citizens_HamiltonCo_56-02	Ainslie Family	work session				Citizens Hamilton County	Torie	done		
11/12/2018	Citizens_HamiltonCo_57-01	Ainslie family (card 2)	work session	2			Citizens Hamilton County	Torie	done		
11/12/2018	Citizens_HamiltonCo_57-02	Ainslie family (card 2)	work session				Citizens Hamilton County	Torie	done		
11/12/2018	Citizens_HamiltonCo_58-01	Ainslie family (card 3)	work session	2			Citizens Hamilton County	Torie	done		
11/12/2018	Citizens_HamiltonCo_58-02	Ainslie family (card 3)	work session				Citizens Hamilton County	Torie	done		
11/12/2018	Citizens_HamiltonCo_59	Albers, Nellie (Beightol)	work session	1			Citizens Hamilton County	Torie	done		
11/12/2018	Citizens_HamiltonCo_60-01	Albright, Charles	work session	2			Citizens Hamilton County	Torie	done		
11/12/2018	Citizens_HamiltonCo_60-02	Albright, Charles	work session				Citizens Hamilton County	Torie	done		
11/12/2018	Citizens_HamiltonCo_61-01	Aldrich, Charles	work session	9			Citizens Hamilton County	Laura	done		
11/12/2018	Citizens_HamiltonCo_61-02	Aldrich, Charles	work session				Citizens Hamilton County	Laura	done		
11/12/2018	Citizens_HamiltonCo_62	Aldrich, Charles	work session				Citizens Hamilton County	Laura	done	1: as is, 2, with flap up, 3 back	
11/12/2018	Citizens_HamiltonCo_63-01	Aldrich, Charles	work session				Citizens Hamilton County	Laura	done		
11/12/2018	Citizens_HamiltonCo_63-02	Aldrich, Charles [flap up]	work session		POSSIBLY MERGE		Citizens Hamilton County	Laura	done		
11/12/2018	Citizens_HamiltonCo_63-03	Aldrich, Charles	work session				Citizens Hamilton County	Laura	done		
11/12/2018	Citizens_HamiltonCo_64-01	Aldrich, Charles	work session				Citizens Hamilton County	Laura	done		
11/12/2018	Citizens_HamiltonCo_64-02	Aldrich, Charles	work session				Citizens Hamilton County	Laura	done		
11/12/2018	Citizens_HamiltonCo_65-01	Albright, Charles					Citizens Hamilton County	Laura	done		
11/12/2018	Citizens_HamiltonCo_65-02	Albright, Charles					Citizens Hamilton County	Laura	done		
11/12/2018	Citizens_HamiltonCo_66	[?] Aldrich portrait	work session				Citizens Hamilton County	Laura	done		
11/12/2018	Citizens_HamiltonCo_67-01	Progressive Men of Iowa by Charles Aldrich	work session				Citizens Hamilton County	Laura	done		
11/12/2018	Citizens_HamiltonCo_67-02	Progressive Men of Iowa by Charles Aldrich	work session				Citizens Hamilton County	Laura	done		
11/12/2018	Citizens_HamiltonCo_67-03	Progressive Men of Iowa by Charles Aldrich	work session				Citizens Hamilton County	Laura	done		
11/12/2018	Citizens_HamiltonCo_67-04	Progressive Men of Iowa by Charles Aldrich	work session		merge all these documents?	6	Citizens Hamilton County	Laura	done		
11/12/2018	Citizens_HamiltonCo_68-01	The United States Biographical Dictionary and Portrait Gallery of Eminent and Self-Made Men	work session				Citizens Hamilton County	Christian	done		
11/12/2018	Citizens_HamiltonCo_68-02	The United States Biographical Dictionary and Portrait Gallery of Eminent and Self-Made Men	work session				Citizens Hamilton County	Christian	done		
11/12/2018	Citizens_HamiltonCo_68-03	The United States Biographical Dictionary and Portrait Gallery of Eminent and Self-Made Men	work session				Citizens Hamilton County	Christian	done		
11/12/2018	Citizens_HamiltonCo_68-04	The United States Biographical Dictionary and Portrait Gallery of Eminent and Self-Made Men	work session				Citizens Hamilton County	Christian	done		
11/12/2018	Citizens_HamiltonCo_68-05	The United States Biographical Dictionary and Portrait Gallery of Eminent and Self-Made Men	work session				Citizens Hamilton County	Christian	done		

Date	File Name	Upload Name	Scanned by	Scans associated	Edits	Uploads	Collection	Metadata	Metadata done	Notes	Issues/Questions
11/12/2018	Citizens_HamiltonCo_68-06	The United States Biographical Dictionary and Portrait Gallery of Eminent and Self-Made Men	work session				Citizens Hamilton County	Christian	done		
11/12/2018	Citizens_HamiltonCo_69-01	Aldrich, Charles (Iowa Historian)	work session			2	Citizens Hamilton County	Christian	done		
11/12/2018	Citizens_HamiltonCo_69-02	Aldrich, Charles (Iowa Historian)	work session				Citizens Hamilton County	Christian	done		
11/12/2018	Citizens_HamiltonCo_70	New Observations on the Natural History of Bees, by Frances Huber. noted Charles Aldrich	work session				Citizens Hamilton County	Christian	done		
11/12/2018	Citizens_HamiltonCo_071	Aldrich, Charles	work session				Citizens Hamilton County	Christian	done		
11/12/2018	Citizens_HamiltonCo_072-01	Aldrich, Charles	work session				Citizens Hamilton County	Christian	done		
11/12/2018	Citizens_HamiltonCo_072-02	Aldrich, Charles	work session				Citizens Hamilton County	Christian			
11/12/2018	Citizens_HamiltonCo_073-01	Aldridge, Kenn (Hamilton County)	work session		2	1	Citizens Hamilton County	Ellen	done		
11/12/2018	Citizens_HamiltonCo_073-02	Aldridge, Kenn	work session			1	Citizens Hamilton County	Ellen	done		
11/12/2018	Citizens_HamiltonCo_074-01	Alexander, A.C. (Hamilton County)	work session		2	1	Citizens Hamilton County	Ellen	done		
11/12/2018	Citizens_HamiltonCo_074-02	Alexander, A.C.	work session			1	Citizens Hamilton County	Ellen	done		
11/12/2018	Citizens_HamiltonCo_075	Alexander, Austin and family (Hamilton County)	work session		1	1	Citizens Hamilton County	Ellen	done		
11/12/2018	Citizens_HamiltonCo_076-01	Alexander, George E. [see also Kane, J.H. and service records] (Hamilton County, Iowa)	work session		2	1	Citizens Hamilton County	Ellen	done	Uploaded into same item with Citizens_HamiltonCo_076-01 and Citizens_HamiltonCo_076-02	Name spelled both as Caroline and Carolyn, so not sure which is correct.
11/12/2018	Citizens_HamiltonCo_076-02	Alexander, George E. [see also Kane, J.H. and service records]	work session			1	Citizens Hamilton County	Ellen	done		
11/12/2018	Citizens_HamiltonCo_077	Alexander, George E. (card 2)	work session		1	1	Citizens Hamilton County	Ellen	done		
11/12/2018	Citizens_HamiltonCo_078	Alexander, Marvin L. (son of Orley G.) (Hamilton County, Iowa)	work session				Citizens Hamilton County	Ellen	done		
11/12/2018	Citizens_HamiltonCo_079-01	Alexander, Sterling			2	1	Citizens Hamilton County	Laura	done		
11/12/2018	Citizens_HamiltonCo_079-02	Alexander, Sterling				1	Citizens Hamilton County	Laura	done		
11/12/2018	Citizens_HamiltonCo_080	Alexander, Sterling, (card 2)	work session		1	1	Citizens Hamilton County	Torie	done		
11/12/2018	Citizens_HamiltonCo_081	Alford, Maurice (Hamilton County)	work session		1	1	Citizens Hamilton County	Ellen	done		