

INTER-OFFICE COMMUNICATION



Date November 13, 2025

File 2-REC

To Major Jacob Pyles

Attention _____

From AO2 Carrie Jarka

Subject History Unit Contractor Request

The OSHP History Unit is responsible for a number of tasks including, but not limited to:

1. Research, collecting artifacts, organizing, fact checking, and conducting interviews to create, layout, and write content for the semi-annual Heritage Hall displays. The History Unit writes identification cards for all artifacts and coordinates all activities for the semi-annual summary video which includes writing a script, identifying and touch up of photos, and coordination with VCU to produce.
2. Receipt, cataloguing, and documentation of donated artifacts.
3. Research and respond to numerous requests for internal and external customers including Public Affairs, the Colonel's Office, retirees, and the general public.
4. Ad hoc displays of historical artifacts for various events.

A number of these tasks are quite time-consuming, and the lone full-time employee is occupied with daily tasks and unable to tackle any additional projects. We would like to hire a contractor to help organize artifacts, scan and organize newspapers and other source documents, and generally assist with the tasks of the History Unit. There is a large volume of paper documents, Flying Wheel magazines, yearbooks, and other primary documents that only exist in hard copy. We would like to digitize and organize these records so they are more easily searchable and identifiable before the paper versions degrade. The History Unit has already had to scale back some tasks due to the lack of staff and the volume of requests, special projects, and other daily duties of the office. The contractor candidate selected should have experience organizing, cataloguing, and researching information as well as experience and knowledge of the Ohio State Highway Patrol.

The position will be paid \$32.45 per hour, with a maximum amount of \$45,000 for FY2026. This contract would expire on June 30, 2026, with the potential to renew at the same rate or higher for FY2027.

For questions, or to submit name for consideration, please contact Sherri A. Allen, saallen@dps.ohio.gov 614-387-7403 or Caroline Jarka, cjjarka@dps.ohio.gov 614-752-4768.