

**PROJECT STATUS REPORT**  
**for the Community Preservation Committee**

Project Name: ***Concord Oral History Preservation and Access Project*** - Project Number: **(5-21)**

Date: **March 21, 2023**     **Interim Status Report**         **Final Status Report\***

**1. What percentage of the project has been completed?**

- 77% of the digitization has been completed.
- 30% of the transcription of audio hours has been completed.

**2. Describe work completed to date:**

- Of the 358 audio - cassette tapes, 277 have been digitized and the vendor (*Mass Productions*) has delivered 96 kHz/24 wave files and Mp3 access copies.
- Of the transcription of 60 -70 audio hours, the vendor (*Flatworld Solutions*), has completed and delivered transcriptions of approximately 20 audio hours.

**3. What key project milestones have been reached? See previous entry.**

**4. Expenditure Report:**

**a. What is the date your project began or will begin spending CPC funds?**

- The start of the project was delayed and did not commence until late August 2022, which was one month later than projected.
- The vendor (*Mass Productions*) submitted the first invoice on January 23, 2023, and the second invoice on March 20, 2023.
- The contract with the vendor (*Flatworld Solutions*) to complete the transcriptions commenced on February 21, 2023.

**b. Attach a detailed Expenditure Report.**

- *Mass Productions* Invoice: 1/23/2023 \$4,740
- *Mass Productions* Invoice: 3/20/2023 \$3,570

**c. In a brief narrative, account for the amount of CPC funds expended to date:**

The funds expended to date account for payments to vendor (*Mass Productions*).

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5. Describe remaining work and projected timeline:

- Digitization of the remaining 81 audiocassette tapes and transcription of approximately 50 audio hours is expected to be completed by May 31, 2023.

6. Describe your outreach efforts.

- *Once digitization and transcription is completed, I plan to write an article in the Library newsletter, Concord Bridge, and Concord Journal. Detailing how the Town of Concord Community Preservation Fund has supported this project, and the value of these oral history recordings to a broad audience, including students, family historians, and academic researchers looking to learn about Concord's past from these fist-hand accounts.*

7. What is the expected project completion date?

- May 31, 2023

Name of person who completed this form: **Anke Voss** Date: **March 21, 2023**

Contact Information /Email Address: [avoss@concordma.gov](mailto:avoss@concordma.gov)

\*For Final Status Reports, please include representative Before, During and After Photographs of your project, if applicable.



# Mass Productions

42 Rogers Street, Unit 5

Tewksbury, Ma, 01876

Phone: 617-501-1738

E-Mail: paul@massproductions.net

## Invoice

Attention:

Anke Voss  
Concord Free Public Library  
129 Main Street  
Concord, MA, 01742

Invoice: 2104-1

Customer ID: CPL

Date	Sales Rep.	PO	Ship	Terms
1/23/23	Paul	26826	Pickup	Net 30

Quantity	Description	Unit Price	Total
158	Audio Cassette Digitization up to 90 minutes to 96khz/24 wave files and Mp3 access Copies	\$30.00	\$4740.00

Total:	\$4740.00
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Mass Productions  
42 Rogers Street, Unit 5  
Tewksbury, Ma, 01876  
Phone: 617-501-1738  
E-Mail: paul@massproductions.net

# Invoice

Attention:  
Anke Voss  
Concord Free Public Library  
129 Main Street  
Concord, MA, 01742

Invoice: 2104-2

Customer ID: CPL

Date	Sales Rep.	PO	Ship	Terms
3/20/23	Paul	26826	Pickup	Net 30

Quantity	Description	Unit Price	Total
119	Audio Cassette Digitization up to 90 minutes to 96khz/24 wave files and Mp3 access Copies	\$30.00	\$3570.00

Total:	\$3570.00
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