

THE VIRGINIA CIRCUIT COURT RECORDS
PRESERVATION PROGRAM

Grant Application

Dinwiddie Circuit Court
John Barrett Chappell, Jr; Clerk

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Item Conservation - Book

September 30, 2013

I. Description of Project

A. Items of expenditure

- 1. Item-level conservation, along with digital reformatting of selected volumes.

B. Records series affected

Please see Estimated Project Cost section below

C. Benefits

- 1. Conserving these records will allow for their continued use by the public. Some of these records have already been pulled from public use, and are not available for research at this time.
- 2. Imaging the books will allow the Clerk to replace the current poor quality images on the Records System. The current images on the system were converted from microfilm and are not of the best quality, especially plats. The images from this grant will be used to replace the poor quality images currently on the system.

II. Estimated Project Cost - \$12,138

1. Current Item Conservation and Reformatting:

Reponses were sought from two book and paper conservation labs and the RFPS was posted on the State of Virginia’s eVA procurement website. Their responses/solicitations are attached as (A) RecordSafe/CW Warthen and (B) Kofile

Volume Title	Date	RecordSafe/ CW Warthen		Kofile	
Book Number	Range	Treatment	Imaging	Treatment	Imaging
Deed Book 31	1910-1911	2620	240	2481	415
Deed Book 32	1911-1912	2229	230	2438	413
Deed Book 33	1912-1913	2158	230	2451	415
Deed Book 34	1913-1914	2106	230	2451	413
Will Book 6	1855-1859	<u>1880</u>	<u>215</u>	<u>2106</u>	<u>356</u>
		\$10,993	\$1,145	\$11,927	\$2,012
Total		\$12,138		\$13,939	

The responsive, low bid, as returned by RecordSafe/CW Warthen \$12,138

See attached contract that was awarded to CW Warthen on June 28, 2013 for books above.

III. Previous actions to protect records in the clerk’s office:

- A. Using local funds and Library of Virginia Grants, this office has preserved many of the bound volumes.
- B. Utilizing funds from the circuit court records program, we have undertaken plat storage procurement projects (1999 – 2002) and have processed our pre-1913 ended-chancery causes (2002-2003). The latter have been transferred to the Library of Virginia for storage and digital reformatting.

- C. Electronically imaged Chancery Order Books 15 – 39, Law Order Books 14 – 70, and Deed Books 177 – 735 for use on Records Management System, and for Security Microfilm backup in compliance with the Code of Virginia §17.1-124.
- D. Electronically imaged our plats located in the Plat Cabinets and installed Plat Retrieval System to view and print plats.
- E. Installed a CCTV system for the protection of the all the records in this office.
- F. Used local funds to preserve Land Record Books in 2011.

IV. Future actions to protect records in the clerks office:

- A. As our local budget allows, this office will dedicate funding for the preservation of permanent records.
- B. This office will seek to implement the Library of Virginia's Records retention and disposition schedules.
- C. Office will seek a grant from the Library of Virginia to develop a COOP and REAP plan for the Clerk's Office.

V. Estimated Length of Project

One Year