

## CIRCUIT COURT PRESERVATION PROGRAM – GRANT APPLICATION 2015-B

Name of Locality <u>Dinwiddie County</u>		
Name of applicant J. Barrett Chappell, Jr.	Position Title Circuit Court Clerk	Phone Number 804 469 4540
Name of Primary Project Contact (if different from applicant)	Position Title	Phone Number
E-mail – Primary Project Contact bchappell@courts.state.va.us	Fax Number 804 469 5386	
Physical Address (Street, City, State, Zip Code) 14008 Boydton Plank Road Dinwiddie, VA 23841	Mailing Address - if different (Street, City, State, Zip Code) PO Box 63 Dinwiddie, VA 23841	
Signature of Circuit Court Clerk	Date	
<p>Select Grant Project</p> <p> <b>Item conservation</b> <input checked="" type="checkbox"/>                <b>Reformatting</b> <input type="checkbox"/>                <b>Security System</b> <input type="checkbox"/>                <b>Records Processing</b> <input type="checkbox"/> </p> <p> <b>Storage (shelving, plat cabinet)</b> <input type="checkbox"/>                <b>Digital microfilm reader/scanner</b> <input type="checkbox"/>                <b>Preservation supplies</b> <input type="checkbox"/> </p> <p> <b>Other</b> <input type="checkbox"/> (If selected, attach a brief narrative description of project, proposal of work, and estimated project cost)         </p>		
<b>To Be Completed by Circuit Court Records Preservation Program Staff Only</b>		
Application Received	Grant Awarded <input type="checkbox"/>	Date
	Grant Denied <input type="checkbox"/>	Date
_____ Name	_____ Date	Notification Mailed <input type="checkbox"/>
		Date

## ITEM CONSERVATION – GRANT REQUEST FORM – PROJECT INFORMATION

Title and date range of records. i.e. *Deed Book 12, 1814-1816* If volumes, list up to six. If loose records, include total number of pages. List in order of priority.

Deed Book 35 1914-1915  
Deed Book 36 1915-1916  
Deed Book 37 1916-1917  
Deed Book 38 1917-1918  
Deed Book 39 1918-1919  
Deed Book 40 1919

1. Describe the historical, informational, and/or administrative value of the records.

The records requested for item conservation are Deed Books. The books contain the only record of land transactions in the county for the specific time period.

2. Describe the conditions of the records that impede access to them or threaten their long-term preservation.

Bindings are worn, rotted, and detached. Numerous pages are loose, crumbled, torn and contain tape.

3. Are the records currently available in a reformatted version? Select the version(s).

Microfilm  Digital  Microfilm and digital  Neither

4. Do you want the vendor to provide you with reformatted copies of the conserved materials?

**If yes, you will need to complete the reformatting grant application forms.**

Yes  No

5. Describe the benefits of this project.

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.

6. What previous actions have you taken to improve the preservation and management of records in your custody?

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 (2002-203). 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.

7. Once the project is complete, what future actions will you take to ensure the long-term preservation of the conserved records?

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.

8. Estimated length of project.

6 months to a year

## ITEM CONSERVATION – GRANT REQUEST FORM – PROJECT COSTS

Enter the following: name of vendor, title and date range of records, estimated cost, and total project cost.

**Name of vendor** - Kofile

Title and date range of records	Estimated cost
Deed Book 35 1914-1915	3144
Deed Book 36 1915-1916	3304
Deed Book 37 1916-1917	3328
Deed Book 38 1917-1918	3249
Deed Book 39 1918-1919	3362
Deed Book 40 1919	3445
Total project cost	\$19,832.00

### Be sure to attach the following with application:

Statement of work for each item prepared by LVA and circuit court clerk

Proposal of work and estimated costs for each item, as well as itemized specific treatments/costs proposed, submitted to clerk by vendor.