

THE VIRGINIA CIRCUIT COURT RECORDS  
PRESERVATION PROGRAM

Grant Application

Dinwiddie Circuit Court  
Annie L. Williams, Clerk

Dinwiddie County Courthouse  
14008 Boydton Plank Road  
3rd Floor  
Dinwiddie, VA 23841  
(804) 469-4540

Reformatting – Paper to Digital  
Deeds and Orders

April 16, 2007

1. Description of Project

A. Item of expenditure

Contracting with a private vendor to electronically image deed and order books, and convert the digital images to preservation microfilm.

As part of this grant, we are also requesting funds to pay a part time person to provide quality control over the scanned images.

B. Records series affected

	First Book	Last Book	Total # Books	Estimated # of Pgs./Book	Total Estimated Pages
Chancery Orders	15	39	25	825	20,625
Law Orders	14	70	57	825	47,025
Deed Books	177	735	558	850	474,300
					<b>541,950</b>

C. Benefits

The Order Books have no security back up at all. Many of the Deed Books have no security back up, and of the ones that are on microfilm, the marginal releases placed in these volumes until 1996 are not secured. Converting these land and court records to digital and film images will greatly increase the security of these records, as well as provide much more access to them at the time we are able to incorporate them into our electronic records management system.

2. Estimated Project Cost

Invitations for Bids were sent to 4 vendors, as well as posted on the county's Web site. There were six bids returned:

DRS Group	67,743.75
Document Management Services	75,873.00
C. W. Warthen	81,399.00
Data Management International	85,302.93
Crowley Company	115,435.35
DataBank IMX	140,365.05

The winning bid was returned by the DRS Group

\$67,743.75

