

THE VIRGINIA CIRCUIT COURT RECORDS
PRESERVATION PROGRAM

Grant Application

Dinwiddie Circuit Court
John Barrett Chappell, Jr, Clerk

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Reformatting – Addendum
Amendment to 2007B-07

October 14, 2009

1. Description of Project

A. Item of expenditure

Amend 2007 Reformatting – Paper to Digital Deeds and Orders Grant to include increase DPI from 200 dpi to 300 dpi.

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
					541,950

C. Benefits

The increase in DPI was requested by the Supreme Court of Virginia for the purpose of redacting Social Security Numbers. At the time it was unclear whether the quality of 200 DPI would allow for the digital documents to be redacted by OCR.

2. Project Cost: **\$3,378.63**

2007 Grant:

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

The winning bid was returned by the DRS Group \$67,743.75

Wage for in-house quality control
 \$10.80/hour (including FICA) x 80 hours 864.00
\$68,607.75

The difference between the winning and the 2nd place bid, which is being requested at the encouragement of the grants coordinator in case the winning supplier fails to perform.

8,129.25
Original Award Amount: \$76,737.00

2009 Amendment:

Increase to 300 DPI-Amendment awarded by County on 08/13/07 13,000.00

Cost of Project:

DRS Invoice#252039 on 12/31/2007 68,651.37
 DRS Invoice#252752 on 09/09/2009 10,600.26
 Wage for in-house quality control 864.00
 Total Cost of Project: 80,115.63
 Less Original Award: -76,737.00

Current Amended Request Amount \$3,378.63

3. Previous actions to protect records in 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.

4. Future actions to protect records in 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.

5. Estimated Length of Project

One Year