

THE VIRGINIA CIRCUIT COURT RECORDS  
PRESERVATION PROGRAM

Grant Application

Dinwiddie Circuit Court  
John Barrett Chappell, Jr; Clerk

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

Microfilm Conversion – Film to Digital

October 15, 2008

1. Description of Project

A. Items of expenditure

Contracting with a private vendor to electronically convert microfilm deed and will books to digital images. We are also requesting funds to pay a part time person to provide quality control over the scanned images.

B. Records series affected

| Title                    | Beg. Vol. | End. Vol. | Total Vols. | Total Reels | Size | Est. Pgs      |
|--------------------------|-----------|-----------|-------------|-------------|------|---------------|
| Deed Books (1833 - 1955) | 1         | 90        | 90          | 64          | 35mm | 64,000        |
| Will Books (1833 – 1956) | 1         | 12        | 12          | 8           | 35mm | 8,000         |
|                          |           |           |             |             |      | <b>72,000</b> |

C. Benefits

Converting the microfilm to digital images will greatly increase the access to these records. They will be available electronically, both in this office and through secured remote access.

2. Estimated Project Cost - \$7,344.00

The Dinwiddie Circuit Court Clerk’s Office has agreed to cover half the cost for the project. Invitations for Bids for the conversion of the Microfilm were sent to four vendors. Those vendors and their responses are:

|                                                                               |                     |
|-------------------------------------------------------------------------------|---------------------|
| C. W. Warthen, Inc.                                                           | 14,256.00           |
| Carolina Imaging Services, Inc.                                               | No Response         |
| Databank IMX                                                                  | No Response         |
| Sutton Information Systems                                                    | No Response         |
| Wage for in-house quality control<br>\$10.80/hour (including FICA) x 40 hours | <u>432.00</u>       |
|                                                                               | \$14,688.00         |
| Dinwiddie County’s 50% match                                                  | <u>- \$7,344.00</u> |

Total Request: \$7,344.00

3. Previous actions to protect records in Clerk’s Office

A. Using local funds, 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 has 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.

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.

C. This will seek funding a CCTV system for the protection of the all the records in this office.

5. Estimated Length of Project

One Year