

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

Reformatting Plats – Paper to Digital

October 15, 2008

1. Description of Project

A. Items of expenditure

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

Contracting with a private vendor to provide, integrate images into, install, and train in the use of, a digital oversized-plat storage and retrieval system.

B. Records series affected

	Positive Plats	Negative Plats	Estimated Total Plats
Plats (1910-2008)	3,240	320	3,600

C. Benefits

Converting these plats to digital and film images will greatly increase both the security of and access to these records. They will be available electronically, both in this office and through secured remote access. These images are currently backed up on microfilm of questionable quality and there are multiple images of each plat. Converting the scanned images of the copy of record will allow for the creation of a more compact and secure set of back-up microfilm.

2. Estimated Project Cost

Invitations for Bids for plat reformatting were sent to four vendors. One bid was returned:

C. W. Warthen	26,560
COTT Information Systems	No Bid
Document Management Services, Inc	No Response
Business Information Systems, Inc.	No Response
Logan Systems	No Response

Invitations for Bids were sent to three vendors, as well as posted on eVa. There were two bids and one no-bid returned:

Hackworth Reprographics, Inc	4,346
C. W. Warthen	4,995
COTT Information Systems	No Bid
Business Information Systems, Inc.	No Response
Logan Systems	No Response

Winning reformatting bid returned:	\$26,560.00
Wage for in-house quality control \$10.80/hour (including FICA) x 20 hours	216.00
Winning system bid returned:	<u>4,346.00</u>
	\$31,122.00

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