

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

Security System – Camera Monitoring

March 23, 2009

1. Description of Project

A. Items of expenditure

Camera monitoring and recording system—four cameras will be installed throughout the office. Two cameras will be located in the Records Room, one camera will be located at the cashier’s station, and one additional camera will be located by the safe.

B. Records series affected

All

C. Benefits

This camera system will help us monitor and protect all the records in our care. While we have one staff member whose desk is in the records room, she cannot be in that room all of the time when customers are using the historical records. This camera system will help us as a deterrent to those who would walk off with or damage a record, as well as help document the miss-placement of a record within the records room.

2. Estimated Project Cost - \$11,790.00

The system was solicited by Dinwiddie County as a part of a larger grant project to install a security system and security cameras in the rest of the courthouse and jail. The additional costs to the clerk’s office to add the cameras and to increase the storage space on the RAID5 server, as provided by the winning bidders, are:

Circuit Court Costs for Security System:

Software, Cameras, & Storage Space (True Systems):	\$10,105.00
Installation of (4) cameras and cables (Wayne Cook Electrical):	<u>1,685.00</u>
	\$11,790.00

The cost for data storage for four cameras is more than the typical clerk’s-office CCTV project due to the fact that Dinwiddie County speced RAID5 servers instead of the standard IDE hard drive storage. This will add a greater level of security to our recorded data. The county’s IT Director indicated that the county will cover all future maintenance costs for the system, including the portion in the clerk’s office.

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.
  - D. Electronically imaging all plats located in plat cabinet and implementing a system for storing/ retrieving/viewing/printing digitally imaged plats. Project has been approved, but not yet completed.
  - E. Convert microfilm to digital images for Deed Books 1-90 and Will Books 1-12. Project has been approved, but not yet completed.
  - F. Book Conservation of Deed Books 1, 6, 11, 14, 20-1; Will Books 7, 8, 9, 10; and Judgment Lien Index Book. Project has been approved, but not yet completed.
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. Conservation of Deed and Will Books
  - D. Convert microfilm of Deed Books 91 to 175 to digital format
  - E. Scanning of plats in Deed Books larger than 40"x40"

5. Estimated Length of Project

One Year