

THE VIRGINIA CIRCUIT COURT RECORDS
PRESERVATION PROGRAM

Grant Application

Dinwiddie Circuit Court
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Item Conservation - Book

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I. Description of Project

A. Items of expenditure

1. Item-level conservation, along with digital and microfilm reformatting of selected, unsecured volumes.
2. Reformatting costs for unsecured records previously conserved in project 2009A-29

B. Records series affected

Please see Estimated Project Cost section below

C. Benefits

1. Conserving these records will allow for their continued use by the public until such time as we are able to offer a suitable reformatted copy. Some of these records have already had to be pulled from public use, and are not available for research at this time.
2. Reformatting the Deed Books is necessary because there is little to no security back up. After reviewing the existing security microfilm, it was determined that quality was not sufficient to render the records secured. Converting these land records to digital and film images will greatly increase the security of these records, as well as provide broader access to them at the time we are able to incorporate them into our electronic records management system.

II. Estimated Project Cost - \$15,749.00

1. Current Item Conservation and Reformatting:

Quotes were sought from three book and paper conservation labs. Their responses are attached as (A) LBS/CW Warthen, (C) Brown’s River Marotti, and (D) Etherington.

Volume Title	Date	LBS/CW Warthen		Brown’s River Marotti		Etherington	
Deed Book	Range	Treatment	Imaging	Treatment	Imaging	Treatment	Imaging
2	1838 – 1840	\$1,254	\$150	\$1,527	\$305	\$5,178	\$988
3	1841 – 1843	1,261	150	1,557	311	2,571	1,039
4	1843 – 1845	1,359	150	1,955	391	1,807	1,284
5	1846 – 1848	1,258	150	1,552	310	2,107	1,089
7	1851 – 1854	1,231	150	1,437	287	2,343	901
8	1854 – 1857	1,333	150	1,847	369	5,099	1,237
9	1857 – 1859	1,271	150	1,597	319	4,135	1,059
10	1859 – 1864	1,329	150	1,830	366	2,193	1,258
12	1868 – 1871	1,331	150	1,840	368	3,557	1,232
13	1872 – 1874	<u>1,332</u>	<u>150</u>	<u>1,842</u>	<u>368</u>	<u>4,399</u>	<u>1,322</u>
		\$12,959	\$1,500	\$16,984	\$3,394	\$33,389	\$11,409
		\$14,459		\$20,378		\$44,798	

2. Reformatting costs for unsecured volumes already conserved under the 2008 Item Conservation Grant:

Volume Title	Date Range	Digital Imaging by LBS
Deed Book 1	1833 – 1837	350.00
Deed Book 6	1848 – 1850	210.00
Deed Book 11	1864 – 1868	210.00
Deed Book 14	1876 – 1878	210.00
Deed Book 20-1	1894 – 1897	210.00
Conversion from digital image to security microfilm – per attached e-mail quote (B)		100.00
		\$1,290.00

The responsive, low bid, as returned by LBS / CW Warthen \$14,459.00

Reformatting costs for 2009A-29 IC Grant to CW Warthen 1,290.00

\$15,749.00

III. Previous actions to protect records in the 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 (2002-203). 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.

IV. Future actions to protect records in the 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.

V. Estimated Length of Project

One Year