

THE VIRGINIA CIRCUIT COURT RECORDS  
PRESERVATION PROGRAM

Grant Application

Dinwiddie Circuit Court  
John Barrett Chappell, Jr; Clerk

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Item Conservation - Book

April 15, 2011

I. Description of Project

A. Items of expenditure

1. Item-level conservation, along with digital reformatting of selected volumes.

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. Some of these records have already been pulled from public use, and are not available for research at this time.
2. Imaging the books will allow the Clerk to replace the current poor quality images on the Records System. The current images on the system were converted from microfilm and are not of the best quality, especially plats. The images from this grant will be used to replace the poor quality images currently on the system.

II. Estimated Project Cost - \$15,995

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, (B) Brown’s River Marotti, and (C) Etherington and (D) BMS Direct with no Bid.

Volume Title	Date	LBS/CW Warthen		Brown’s River Marotti		Etherington		BMS Direct	
		Treatment	Imaging	Treatment	Imaging	Treatment	Imaging		
Book Number	Range								
Deed Book 15	1879 – 1882	\$1,599	\$150	\$2,244	\$4,299	\$555	\$374		
Deed Book 16	1882 – 1884	1,604	150	2,253	4,828	555	376		
Deed Book 17	1884 – 1887	1,604	150	2,256	7,116	555	376		
Deed Book 19-2	1890 – 1894	1,488	150	2,160	6,159	540	360		
Deed Book 20-2	1894 – 1898	1,520	150	2,223	5,807	565	371		
Will Book 1	1830 – 1835	1,156	150	1,482	6,980	380	247		
Will Book 2	1836 – 1840	1,265	150	1,704	4,586	435	284		
Will Book 3	1840 – 1845	1,515	150	2,217	3,420	545	370		
Will Book 4	1845 – 1851	1,379	150	1,935	3,365	480	323		
Will Book 5	1851 – 1855	<u>1,365</u>	<u>150</u>	<u>1,839</u>	<u>2,843</u>	<u>465</u>	<u>307</u>		
		\$14,495	\$1,500	\$20,313	\$49,403	\$5,075	\$3,388		
		<b>\$15,995</b>		<b>\$23,701</b>		<b>\$54,478</b>		<b>No Bid</b>	

The responsive, low bid, as returned by LBS / CW Warthen

\$15,995.00

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