

# CCRP NEWS



LIBRARY OF VIRGINIA

**TAX BOOK**  
**For 1816**  
**Southern**  
**District H. C.**

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# CCRP NEWS

No. 5 ■ Fall 2018

This newsletter is published twice a year to keep circuit court clerks informed about the court records preservation program for the Commonwealth of Virginia. Reader participation is invited.

**LIBRARIAN OF VIRGINIA & STATE ARCHIVIST**  
Sandra Gioia Treadway

**DIRECTOR OF GOVERNMENT RECORDS SERVICES**  
Vacant

**CIRCUIT COURT RECORDS PRESERVATION STAFF**  
ccrp@lva.virginia.gov

**LOCAL RECORDS SERVICES PROGRAM MANAGER**  
Greg Crawford  
gregory.crawford@lva.virginia.gov  
804.692.3505

**SENIOR LOCAL RECORDS ARCHIVIST**  
Vincent Brooks  
vincent.brooks@lva.virginia.gov  
804.692.3525

**SENIOR LOCAL RECORDS ARCHIVIST**  
Tracy Harter  
tracy.harter@lva.virginia.gov  
804.692.3639

**SENIOR LOCAL RECORDS ARCHIVIST**  
Eddie Woodward  
eddie.woodward@lva.virginia.gov  
804.692.3650

**CONSERVATOR**  
Leslie Courtois  
leslie.courtois@lva.virginia.gov  
804.692.3511

**ADMINISTRATIVE ASSISTANT**  
Michelle Washington  
michelle.washington@lva.virginia.gov  
804.692.3605

**GRAPHIC DESIGNER**  
Christine Sisc

**COPY EDITOR**  
Ann Henderson



**LIBRARY OF VIRGINIA**

LOCAL RECORDS SERVICES

800 East Broad Street  
Richmond, Virginia 23219  
804.692.3505 | 804.692.2277 fax  
ccrp@lva.virginia.gov  
www.lva.virginia.gov

## Field Notes: DO NO HARM

As anyone concerned with the preservation of court records knows, court clerks, CCRP staff, and conservators spend a lot of time attempting to undo failed conservation methods of the past. During the heyday of now-discredited conservation techniques, the oldest, most important, or most commonly used items were sought out for these treatments, because of their importance to the locality. The thought was to prevent deterioration by conserving items before they actually needed it, thereby lengthening their lives. Unfortunately, these documents and books, many of which were probably in good shape to begin with, are now deteriorating at a faster rate because of those efforts. If we had applied CCRP's current "do no harm" conservation philosophy to those books 70 years ago, many would be on the shelf in their original bindings, and not candidates for conservation treatment today.

Conservators began laminating as a form of document conservation in the 1880s. The process, which first began as "silking," was supplanted by cellulose acetate lamination in the 1930s. Modern lamination, something akin to the clear plastic melted on a driver's license, became the trend in the 1960s and 1970s. Thankfully, by the 1990s, conservators finally understood the detrimental effects these laminates had on priceless historical documents and the conservation practice ceased. Unfortunately, millions of documents in courthouses across Virginia had been treated by then. In this issue, we speak to the most prevalent form of these ill-fated conservation techniques that we find in courthouses, cellulose acetate lamination.

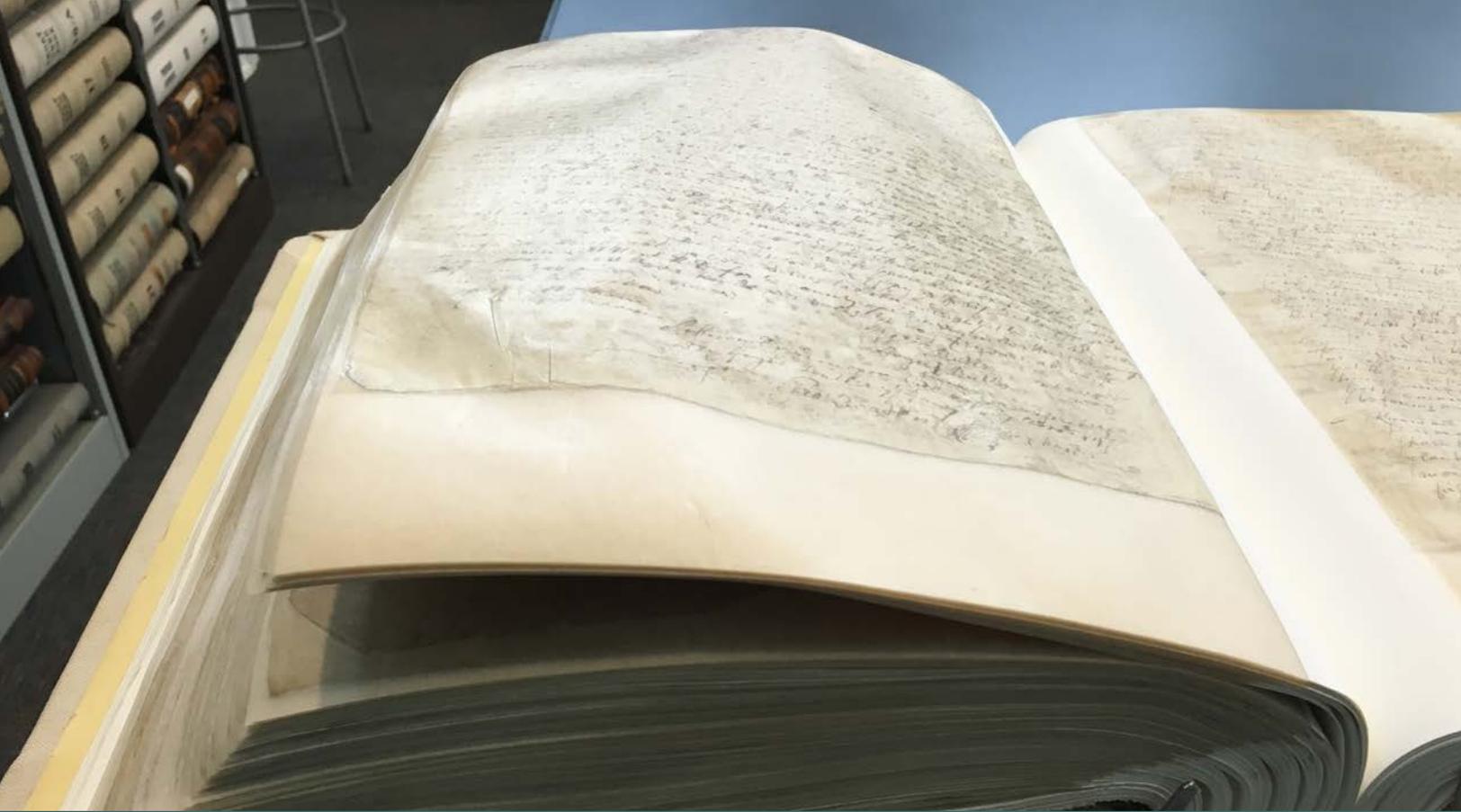
Two hundred years ago, court clerks used less caustic methods of preserving their records. One of these methods might have been to replace the covers on court record volumes with burlap. While these book covers can be found in courthouses across Virginia, circuit court clerk Cathy Cosby's Halifax County archival storage area has a large collection of them, which are charming in both design and function.

Eastern Shore native Susie Ames (1888–1969) raised awareness of the importance of local records for scholarly research, qualifying her as the "preservation pioneer" of this issue of *CCRP News*. Her groundbreaking work with Accomack and Northampton County court records demonstrated their use in telling the stories of the common people of the Eastern Shore and colonial Virginia. Today, she is acknowledged as one of the forerunners in the use of local records for social history research. If one of the people documented in Ames's research owned property, then his or her name might have appeared in the processioners' returns, which is the topic of this issue's "Books in the Basement" article.

CCRP program manager Greg Crawford provides a brief look at local history in Pittsylvania County through the court records he has been examining. As Crawford likes to say, each box of city and county court records contains the voices of those who lived in Virginia's past. In the Pittsylvania County court record boxes, he found free African Americans in antebellum Virginia, Native Americans, immigrants, Revolutionary War veterans, and the Danville Ladies Soldiers Aid Society, all with their own stories.

It was another record-breaking year for CCRP grant applications, with 87 localities submitting 89 grant applications that requested nearly \$1.3 million. Crawford offers a CCRP year-end recap, along with notes regarding the July 2018 CCRP grant review committee, and the list of grants awarded to each locality.





# THE EPIDEMIC IN THE COURTHOUSE

## Cellulose Acetate Lamination and the Race Against Time

In 1934, the National Bureau of Standards recommended cellulose acetate lamination as an innovative and inexpensive treatment for paper conservation. As a result, the National Archives began treating their documents using a hydraulic press laminator, and William J. Barrow, who ran a conservation shop out of the Virginia State Library, created his own roller laminator machine. Cellulose acetate lamination quickly became a standard conservation treatment, and libraries and archives that had the means purchased their own hydraulic presses or one of Barrow's patented roller laminators. Thus began the cellulose acetate lamination craze that swept the nation.

Today it is difficult to imagine anyone thinking that heating, pressing, and melting a sheet of transparent plastic onto historical documents was a good idea. But they did. A recent survey of libraries, archives, and museums across the country indicated that 74 percent of the respondents had laminated documents in their collections, and, of those, 65 percent specified that they had cellulose acetate laminated documents (as opposed to modern or other laminate types). The researchers believe that the 52 institutions surveyed accounted for over 3.5 million cellulose acetate laminated documents. A 1987 article in *American Archivist* indicated that the North Carolina State Archives (now the State Archives of North Carolina) alone held an estimated 2 million laminated documents. The 3.5-million-document

estimate does not include the National Archives, which began laminating in the 1930s and by the 1960s had three laminating machines. By the 1970s and 1980s, libraries and archives began to phase out cellulose acetate lamination and to look for ways to remove the laminate.

The only conservation treatment for cellulose acetate laminated documents is to reverse the process through delamination, which is expensive, time consuming, and requires a trained conservator. As the circuit court clerks who have gone down this road can attest, delaminating record books is difficult and the results are unreliable. Even determining which volumes are good candidates for delamination can be quite challenging.

The cellulose acetate lamination process evolved over the years, which led to problems. In Virginia, its use as a conservation standard began around 1936 at the Barrow Restoration Shop. In 1941, five years into the process, Barrow began deacidifying the paper before laminating. Prior to that, he was not. Unfortunately, there were many variables involved in deacidification, making that process unreliable. In the 1940s, Barrow began adding a thin layer of tissue to strengthen the pages. (For reference, the National Archives did not begin deacidifying or adding tissue until 1957.) He discovered that the cellulose acetate film and the tissue he was

using were also acidic, and he took measures to counteract those issues. Along the way, he began adding a plasticizer to strengthen and add flexibility to the pages.

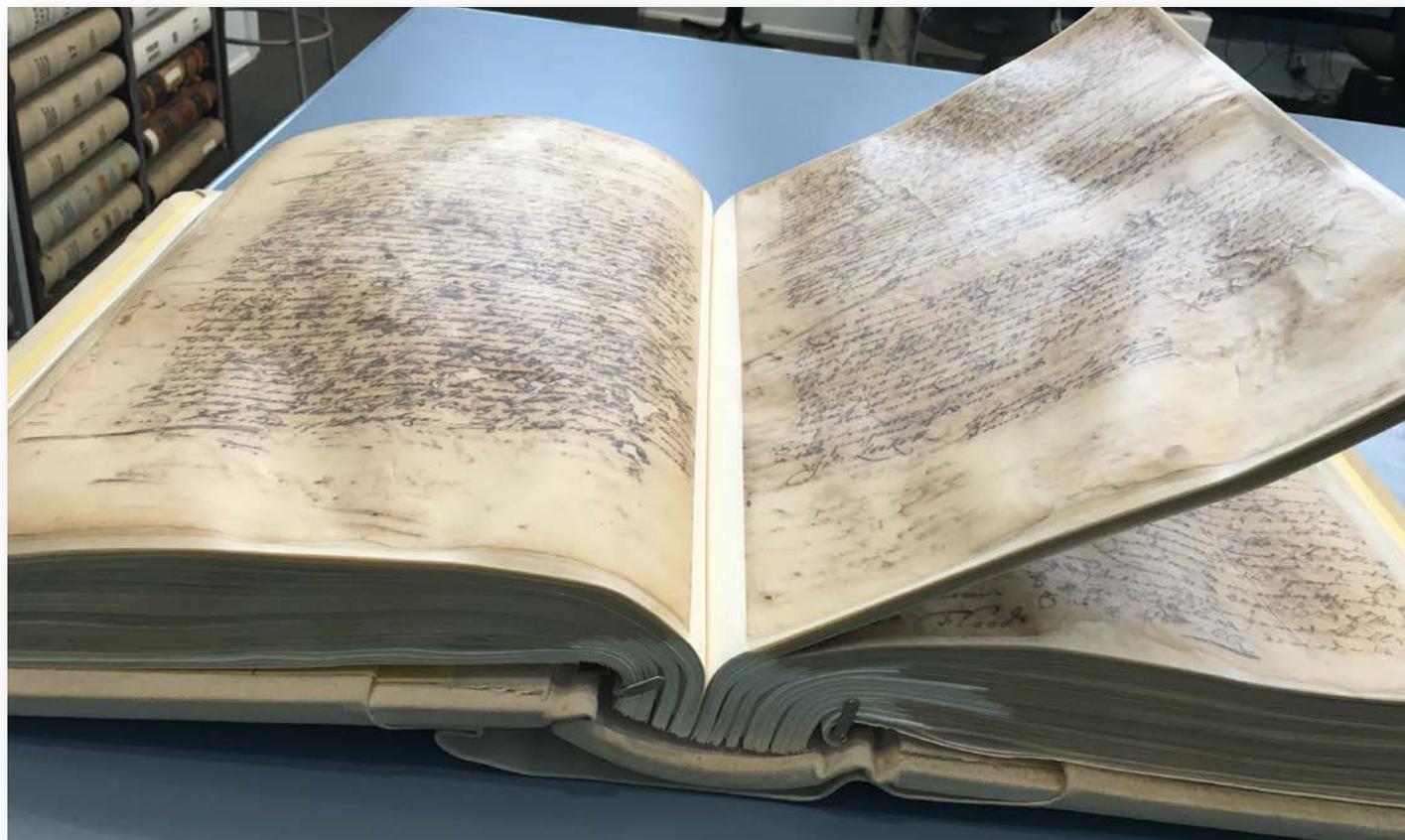
Fifty years into its use, however, conservation professionals began to acknowledge that cellulose acetate foil was unstable at ambient temperatures and humidity. The laminates showed natural signs of deterioration and degradation. It also became apparent that, if the pages were not properly deacidified prior to lamination, the laminate would end up hermetically sealing the acids into the pages without any means of off-gassing, thereby hastening the deterioration of the documents that the process was supposed to preserve. This deterioration can be accelerated when combined with a number of other factors, such as the chemical makeup of the paper; the time, temperature, and pressure involved in the process; the person doing the laminating; and the environmental storage conditions, to name a few.

These inconsistencies, tweaks, and changes in the process make a systematic approach to delamination difficult, if not impossible. As a result, we cannot just select the oldest documents or books and prioritize chronologically; each item deteriorates at its own unpredictable pace and in its own unique way. Record books laminated in the 1930s might appear to be fine, while others have discolored brown pages. The pages might emit a vinegar smell associated with the deterioration of cellulose acetate film, or they might have absolutely no odor at all. Some pages might have

degraded to a translucent state, with the writing on the opposite side of the page now visible through the sheet, or it might be as clean, legible, and clear as if it were brand new. The pages might be stiff, bubbling, shriveling, cracking, warping, or tearing loose at the gutter—or not. In some instances, the laminated pages might have become tacky and begun to stick together.

Because of the unpredictability of the deterioration, each book or document must be evaluated on a case-by-case basis in order to determine its priority and, more importantly, the likelihood that it can be successfully delaminated. These determinations are especially problematic for courthouses that have many such deteriorating volumes. Seeing how much needs to be done with the limited funding available for conservation grants can prove quite frustrating. Time is of the essence, however, and we really have no choice but to pick away at these books.

The disturbing fact of the matter is that the Library of Virginia and the courthouse record rooms across the commonwealth are burdened with laminated documents that are slowly deteriorating. Some localities have few or none, while others are overwhelmed with these books, and, unfortunately, only a small percentage have been delaminated. The situation in our courthouses is not unique. According to the survey mentioned earlier, of the millions of cellulose acetate laminated documents in the respondent repositories, only 0.6 percent had been delaminated. If we want to save Virginia's history, something will need to be done.



Surry County Deed Book, 1652-1672, was cellulose acetate laminated at the Barrow Shop in 1980. A dedication in the front of the volume indicates that it had previously been restored at

the Barrow Shop, "by the National Society Daughters of the Barons of Runnemeade" in 1939.

# Halifax County's Unique Burlap Book Covers

**W**hen visiting the courthouses across the commonwealth of Virginia, our staff members see a variety of artisan or handcrafted bookbindings and covers—frequently made of burlap. They usually appear to be ancient replacements for the original covers, which were lost long ago. Sometimes we find court record covers of colored or printed paper that were probably bound (or rebound) sometime in the early or mid-19th century. We come across makeshift pastedowns (or what passes for pastedowns) made from all sorts of recycled paper, including old newspaper. The burlap bindings and covers appear to be well thought out.

The history of burlap book covers is not well documented; an Internet search turns up generally anecdotal information. The inventory of one large antiquarian book collection with hundreds (or probably thousands) of books mentioned only seven covered in burlap, with dates ranging from 1761 to 1795. More modern burlap book covers appear to be less functional and more fanciful—more fashion statement than book cover.

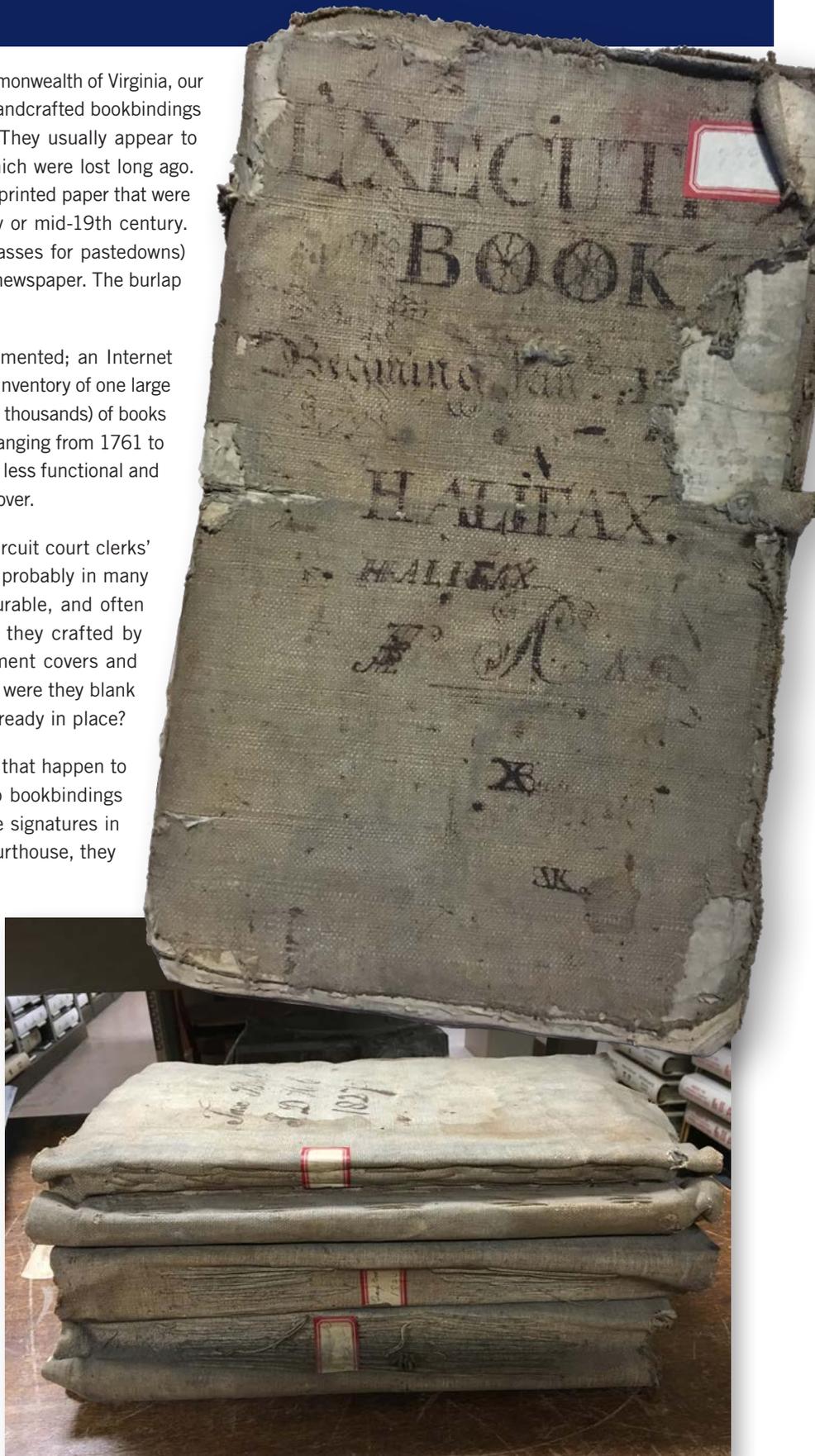
The distinctive court records can be found in the circuit court clerks' offices in Halifax, Louisa, and Scott Counties, and probably in many others. These burlap-covered books are sturdy, durable, and often attractive testaments to their local history. Were they crafted by someone in the clerk's office? Were they replacement covers and possibly early conservation efforts by the clerks? Or were they blank record books purchased with their unique covers already in place?

The bindings are not just traditionally bound books that happen to have burlap covers. In each instance, these burlap bookbindings have exposed stitching, albeit primitive, to hold the signatures in place. In some instances, like at Halifax County Courthouse, they are numerous and appear on various types of court record books, ranging from the 1760s to the 1820s.

A remarkable amount of doodling, practice handwriting, and other marks appear on and in the books, which suggests that they were doodled in while being used as record books. If that is the case, then are these unique bindings and boards all original period covers? Some of the titles feature very handsome calligraphy. These burlap bindings are simple and primitive, with an almost vernacular feel to their construction. Further research might shed some light on their origins in the court clerk's office. They might even make a nice display or exhibition.

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**These Halifax volumes were discovered by CCRP archivists during an inventory of the collection at the courthouse in June 2017.**



# Books in the Basement

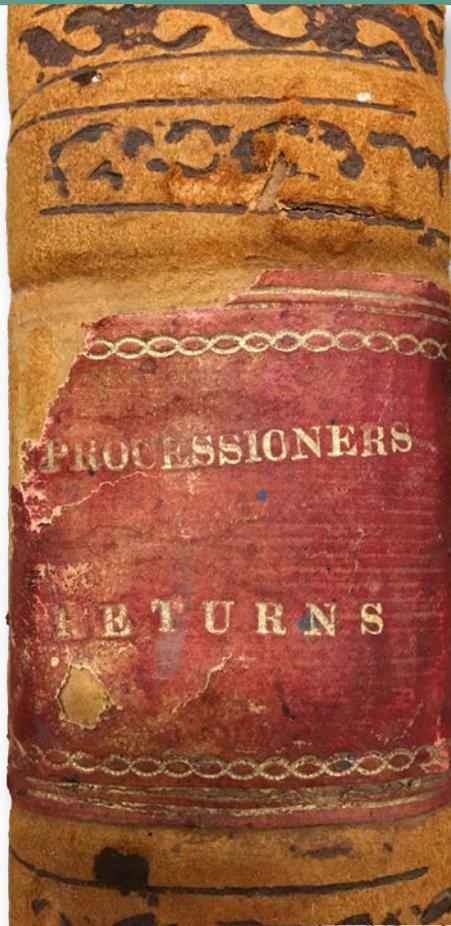
## PROCESSIONERS' RETURNS

Each state in the country has historical records that are unique to that particular region. Because of the economic, social, and cultural peculiarities of individual cities and counties, as well as the personal peccadillos of the clerks, some localities have records unique to their collection. Unusual acts or laws of the government could also be responsible for generating records particular to a state or locality. This was the case with the land record found in Virginia known as the processioners' returns.

An important function of local government in colonial Virginia was the "processioning" of the lands. Each city and county was divided into districts or precincts, with two surveyors or "processioners" appointed for each. Every four years the processioners were required to walk the boundaries of the privately owned lands of each locality, recording the descriptions of the boundary markers. The processioning helped to determine and maintain the ownership and boundaries of each tract of land. During the process the parties interested in those boundaries, usually the landowners themselves, accompanied the processioners as they marked (or walked or rode) the boundary lines. The landowners would then be able to confirm or dispute the lines. After a tract of land was processioned three times without dispute, the property lines were deemed permanent and settled forever.

According to local records historian Martha Woodroof Hiden, this "establishment of lines was of immense value in preventing both willful and ignorant encroachments and in enabling each landowner to know the exact extent and location of his holdings." Because the function was left to each jurisdiction to enforce, each locality took their responsibilities with varying degrees of seriousness, and as a result, the records availability within each locality is mixed.

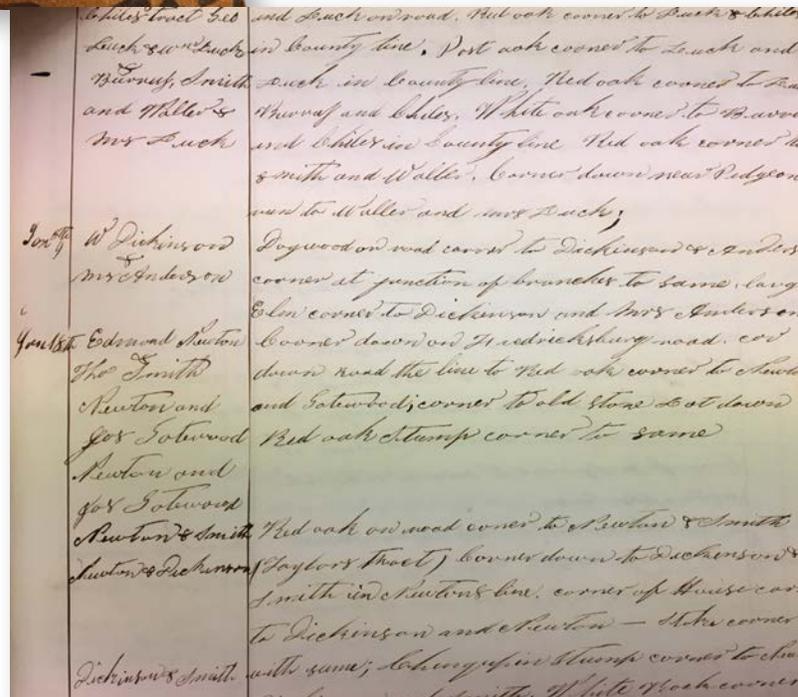
The quality of the information found in processioners' returns in each locality is also mixed. Each record might begin with a description of the precincts included within their boundaries, followed by the names of the processioners appointed for those districts. The meat of the record would include the date, names of those present, which tracts of land were viewed, their sizes and descriptions, and what disputes, if any, arose. When describing the survey, the protocol was to mark the distances from "corner to corner." This might be listed as "distances and marks of corners, etc.," "description of corners,"



"names of corners of land," or any number of other ways. The records might also include the names of owners of adjoining property, the survey landmarks, and notes regarding lands not processioned. As with all local records, they might include a name index.

Processioners' returns might be labeled "processioners' book" or "processioners' records (or reports)." They could also be loose or in bundles. The records might also include the processioners' personal accounts documenting the dates, lanes marked, and names of the persons present, without noting any of the boundaries (or corners) found in processioners' returns.

The processioners' records from city and county courthouses stored at the Library of Virginia span the period 1701–1895. Undoubtedly, there are circuit court clerks' offices that hold processioners' records in their collections that date from the 17th century, and they are a rich resource for social, land, or genealogical research.



Caroline County Processioners' Returns, 1846-1865.

# COURT RECORDS PRESERVATION PIONEER

## Susie Ames

One could make the case that demonstrating the value of court records for research is a form of preservation, because doing so helps to justify the preservation of those records. Consequently, if the records were judged to have little or no value, some might be less inclined to put in the effort necessary to extend their lives.

Susie May Ames was not so much a preservation pioneer as she was a promoter of the value of court records for research, although undoubtedly she would have supported their preservation as well. Born in Accomack County on Virginia's Eastern Shore in 1888, she graduated from Randolph-Macon Woman's College (later Randolph College) in 1908. She spent the next several years as a teacher and became a principal, serving in public schools across Virginia. During her summer breaks, she took graduate level courses, first at the University of Chicago and later at the University of California. After accepting a faculty position at Randolph-Macon Woman's College in 1923, she enrolled at Columbia University, where she went on to earn her PhD in 1940. Her dissertation, *Studies of the Virginia Eastern Shore in the Seventeenth Century*, involved groundbreaking research in social history that was based on an analysis of Accomack and Northampton County court records, the earliest court records in the nation.

In an era when what we consider to be modern social historiography was all but unknown, Ames understood the importance of court records and the untapped research value they contained. We understand today that these local records are the building blocks for social history research. How do we tell the story of the people of Virginia from earlier eras if most did not leave a cache of correspondence or diaries and many could not even read or write? We now know that we can get a sense of who people were through their interactions with local government—as shown by when and how their names appear in court records. Before there were boards of supervisors or county commissions, justices were responsible for the administrative affairs of localities. If a person was born, held a job, married, had children, owned property, was a criminal or a litigant in a lawsuit, or did anything else that involved an administrative or legal transaction, his or her name would appear in the court records. Without local records, we would know next to nothing about the general public of the past.

Ames was one of the first to realize the usefulness of these records for social history, and she spent much of the rest of her life immersed in the court records of the Eastern Shore, which she saw as “a small laboratory in which to study the transit of civilization from the Old World to the New.” In 1941, she began transcribing the court records of Accomack-Northampton, and in 1954 she published the first volume (1632–1640). (The county, or shire, was first called



Photograph of Susie Ames from the 1908 *Helianthus*, the Randolph-Macon Woman's College yearbook. For more information please see, Jon Kukla and J. Jefferson Looney, “Susie May Ames (1888–1969),” *Dictionary of Virginia Biography*, Library of Virginia (1998– ), published 1998 ([www.lva.virginia.gov/public/dvb/bio.asp?b=Ames\\_Susie\\_May](http://www.lva.virginia.gov/public/dvb/bio.asp?b=Ames_Susie_May)).

Accomac. In 1642 the name was changed to Northampton and in 1663 the county was split into Accomack and Northampton Counties.) Using these records, she published a number of articles, including “Law-in-Action: The Court Records of Virginia's Eastern Shore,” in the *William and Mary Quarterly* in 1947.

Ames retired from Randolph-Macon Woman's College in 1955 and returned to the Eastern Shore. She continued her research and edited another volume, *County Court Records of Accomack-Northampton, Virginia, 1640–1645*. She died in Accomack County in 1969. Her appreciation of the value of local records for social history predated the modern social historiography movement by three decades. It would not be until the 1970s that scholarly researchers acknowledged the importance of social history and the value of court records in telling the story of the common people.

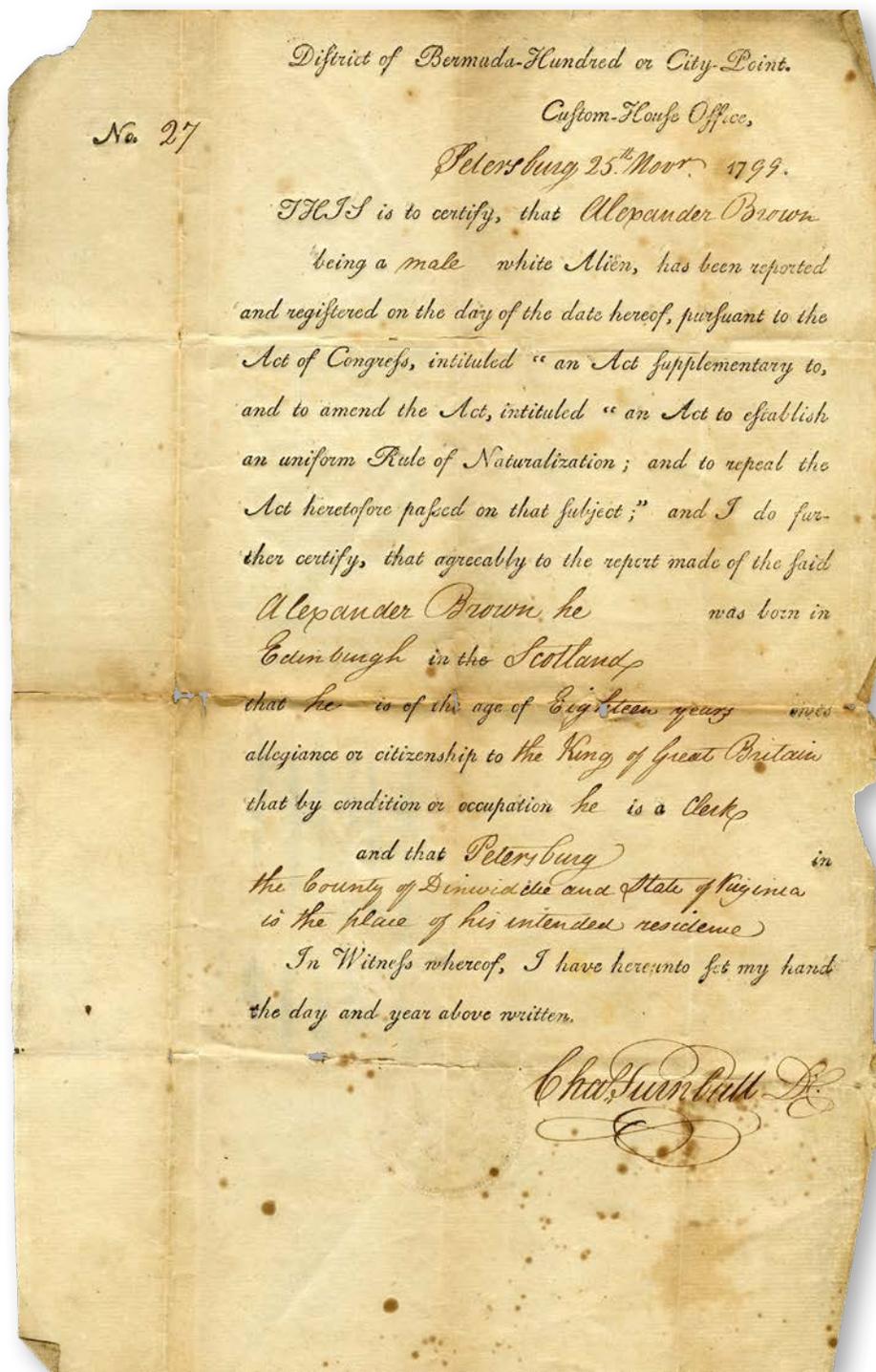
# Virginia History as Told by Pittsylvania County Court Records

By Greg Crawford, CCRP Program Manager

I have spent the past few months examining dozens of boxes of unprocessed Pittsylvania County court records dating back to the 1760s while searching for chancery causes for the Library's digital chancery project. Most of the bundles appeared to have been unopened since the day they were filed away two centuries ago. Along the way, I discovered various documents that told the individual stories of people from different backgrounds that, when brought together, produced a unified historical narrative of Pittsylvania County.

One box contained a bundle of declarations for Revolutionary War pensions filed in the Pittsylvania County Court. They are narratives of Revolutionary War veterans recounting their tours of duty 50 years earlier. One veteran named Lewis Ralph was 100 years old at the time he filed his declaration in 1820. A native of North Carolina, Ralph enlisted in 1775 for a three-year term. He noted that he served "two years and a half a sargent [sic] under General Washington" and fought at the battles of Monmouth, Germantown, and Brandywine. He was discharged at West Point in 1778 and then moved to Pittsylvania County.

In a bundle of court papers dated 1811, I found the naturalization record of Alexander Brown. Born in Edinburgh, Scotland, Brown immigrated to the United States at the age of 18 in 1799. He initially resided in Petersburg, where he worked as a clerk. Brown registered under the controversial immigration laws passed by Congress in 1798 known as the Alien and Sedition Acts. It increased the period necessary for immigrants to become naturalized citizens in the United States from five to 14 years. When Brown filed his original naturalization papers with the Pittsylvania County court in 1811, he was three years away from becoming an American citizen.



Naturalization Record of Alexander Brown, 1811, Pittsylvania County Records, 1788-1864.

While examining the boxes, I came across stories of enslaved people seeking freedom. In 1788, a woman named Nann who claimed to be a free Native American filed suit for her freedom from John Worsham. Rosanna Johnson sued for her freedom in 1793 on the basis that she was brought into Virginia illegally from Maryland. Nancy Day sought her freedom in 1812 from Moses Hodges, claiming to be the daughter of a free white woman.

Numerous freedom certificates filed by free African Americans were found in the collection. A free African American had to be registered in the local court in order to reside in the locality. Commonly referred to as "free papers," these certificates list name, age, physical characteristics, and how the recipient of the certificate obtained his or her freedom. One certificate tells how Frank Cousins, "a free man of color, a mullato of very bright complexion," was born free in Fluvanna County. In 1844, he moved to Lynchburg and was registered. Upon moving to Pittsylvania County in 1850, Cousins filed his Lynchburg registration in the county court as proof of his freedom so that he could obtain his Pittsylvania County free papers.

The collection also includes Civil War-era correspondence and reports related to the efforts of women's organizations and the local government to meet the needs of soldiers in the field and families at home. The Danville Ladies Soldiers Aid Society wrote a letter to the county court requesting funds to provide "flannel undershirts, socks, &c" for every soldier from Pittsylvania County. The women were determined "to prosecute its labors so long as the war continued." In 1864, a soldiers' fund committee reported to the county court a plan to provide food to soldiers' wives and children who were impoverished during the latter years of the war.

The Pittsylvania County court records are representative of the collections found at the Library of Virginia. They reveal that Virginia's history and heritage are diverse. All races, nationalities, and genders contributed to its development. To learn more, plan a visit to the Library of Virginia or go to our digital collections site, VirginiaMemory.com.

The digital chancery project is made possible through the Library of Virginia's innovative [Circuit Court Records Preservation Program](#), a cooperative effort between the Library of Virginia and the [Virginia Court Clerks Association](#), which seeks to preserve the historic records found in Virginia's circuit courts.

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Letter from Soldiers' Aid Society, September 16, 1861,  
Pittsylvania County Records, 1788-1864.

Danville Sept 16<sup>th</sup> 1861

To Hon<sup>ble</sup> Justices of  
Pittsylvania Co } Gentlemen

"The Danville Ladies Soldiers Aid Society," organized for the purpose of providing, as far as possible for the comfort of our gallant Volunteers, now in service from the county of Pittsylvania, have determined, first to provide flannel undershirts, socks &c for four companies; "The Blues & Grays" from Danville "The Danville Artillery" & "The Cabell Guards" from the county of Pittsylvania.

The citizens of Danville have contributed liberally, and the object of this is to appeal to your Honorable body to make an appropriation, to aid us in the purchase of the raw material necessary to provide the articles desired to be furnished by the Society. The labors

of the Society will not cease when the above named companies have been provided for, we hope, if the material can be procured, to provide something for the comfort of every Soldier from Pitts Co, as our Society has been organized with a determination on the part of its members to prosecute its labors so long as the war continues.

I desire to communicate to the people of the county, through you, that this Society will receive any contributions in money or clothes designed for members of the above named companies, or any others from the county, sent to the care of Rev J. Stanley accompanied with full directions, and forward them without delay to their proper destinations.

In the hope that you will respond favorably to the appeal I remain

Very Respectfully  
Mrs P. J. Lutherlin Cor Sec

# The Circuit Court Records Preservation Program JULY 1, 2017–JUNE 30, 2018

## GRANTS CONSULTING PROGRAM

During FY 2018, CCRP consulting staff conducted 56 site visits to 47 localities. They examined 645 items and created 318 condition reports for Item Conservation grant candidates. CCRP staff performed processing and conservation training for local interns at two localities. CCRP consulting staff also performed records inventories for two localities identifying nearly 3,000 records.

The Circuit Court Records Preservation Grants Review Board met once in FY 2018 to consider 80 applications submitted from 79 localities totaling \$1,090,554.15. The grant review board evaluated and discussed all of the applications, and awarded 79 grant projects for \$849,964.55 in the following categories: Item Conservation and Storage.

## IN-HOUSE RECORDS PROGRAM

Work continues to reduce the backlog of unprocessed circuit court records collections housed at the Library. Staff continues to flat-file, folder, and re-box materials, incorporating in-depth arrangement and description of court records of higher-research potential. The collection is made more accessible to the public with the creation of catalog records and electronic finding aids. The professional staff continues to process and index chancery records as well as processing other important loose papers that have high research value. In addition, indexed chancery records data (names, cause of action, topics, etc.) is entered into the Chancery Indexing Processing System (CHIPS), the data entry system used by Library staff. CHIPS allows for uniform searching of records by the public and staff through the web-based Chancery Records Index. The paraprofessional staff continues to work on processing other important loose papers that have high research value, such as coroners' inquisitions, as well as editing CHIPS data to include names of enslaved people.

## Chancery Records Index Statistics JULY 1, 2017–JUNE 30, 2018

### FOR JULY 1, 2017–JUNE 30, 2018

<b>CRI Search page visits</b> .....	<b>130,107 (-1.58%)</b>
<b>CRI Search page views</b> .....	<b>953,518 (+2.35%)</b>
<b>Total indexes available on the CRI</b> .....	<b>96</b>
<b>Total images available on the CRI</b> .....	<b>10,385,563</b>

Digital images were added for: Norfolk County, Warren County, Charles City County, and Greenville County.

Processing of records continued this year with a concentration on records series that have high research value, and with an eye toward covering a wide geographic area. Many of the records series have also been indexed, which is included as a part of the processing function for all chancery papers. Chancery data was verified and normalized for the various localities. Selected records were mended using heat-set tissue. This process slows deterioration of the records and allows for safer and easier handling by patrons and vendors. The process is also reversible, thus causing no permanent alteration to the documents. The following localities have been subjects of archival work this year:

## PROCESSING/INDEXING/CONSERVATION

<b>Cubic footage examined</b> .....	<b>119.8</b>
<b>Cubic footage processed</b> .....	<b>98.1</b>
<b>Chancery causes indexed and entered</b> .....	<b>4,478</b>
<b>Chancery causes edited</b> .....	<b>17,459</b>
<b>Items mended</b> .....	<b>5,352</b>
<b>Digital chancery images scanned</b> .....	<b>149,303</b>
<b>EAD (Encoded Archival Description) records created</b> .....	<b>64</b>
<b>ExLibris (LVA catalog) created</b> .....	<b>44</b>
<b>Cubic footage accessioned</b> .....	<b>185.7</b>
<b>Items/volumes accessioned</b> .....	<b>138</b>

- Accomack County chancery – processing, indexing, mending
- Accomack County coroners' inquisitions – processing, indexing, mending
- Albemarle County coroners' inquisitions – processing, indexing, mending
- Amherst County chancery – processing, indexing, mending
- Arlington County marriage licenses – processing, indexing, mending
- Campbell County chancery – indexing
- Carrol County chancery – processing, indexing, mending
- Dickenson County chancery – processing, indexing, mending
- Elizabeth City County coroners' inquisitions – processing, indexing, mending
- Franklin County chancery causes – indexing
- Giles County chancery – processing, indexing, mending
- Grayson County chancery – processing, indexing, mending
- Pittsylvania County chancery – processing, indexing, mending
- Pittsylvania County military declarations – processing, indexing, mending

## MEDIA INVENTORY

Imaging Services staff continues to provide limited services to the localities, such as providing photo prints of missing pages, inspecting microfilm and digital images, retrieving microforms upon request, and delivering microfilm to our vendor for duplication. Imaging Services continues to maintain media in security storage by inspecting it for content and deterioration, replacing deteriorating film, and migrating all media to the new Infolinx database.

Imaging Services staff assisted six circuit court clerks' offices with requests for duplicate copies of film, having 234 reels duplicated. Staff processed 62 requests from 24 separate circuit court clerks' offices to replace missing records from the security film. Two hundred and fifty-three pages were scanned or printed and sent to clerks' offices. Seven circuit court clerks' offices requested that film be sent to vendors for back-file scanning. Two hundred and eighty-two reels were sent for back-file scanning.

Imaging Services received, inspected, entered, and stored 469 new reels of security microfilm and 220 microfiche cards from circuit court clerks' offices for storage. Imaging Services continues to store and swap media tape backups from circuit court clerks' offices compiled by the Supreme Court of Virginia. Imaging Services inspected 22,393 images for the digital chancery project.

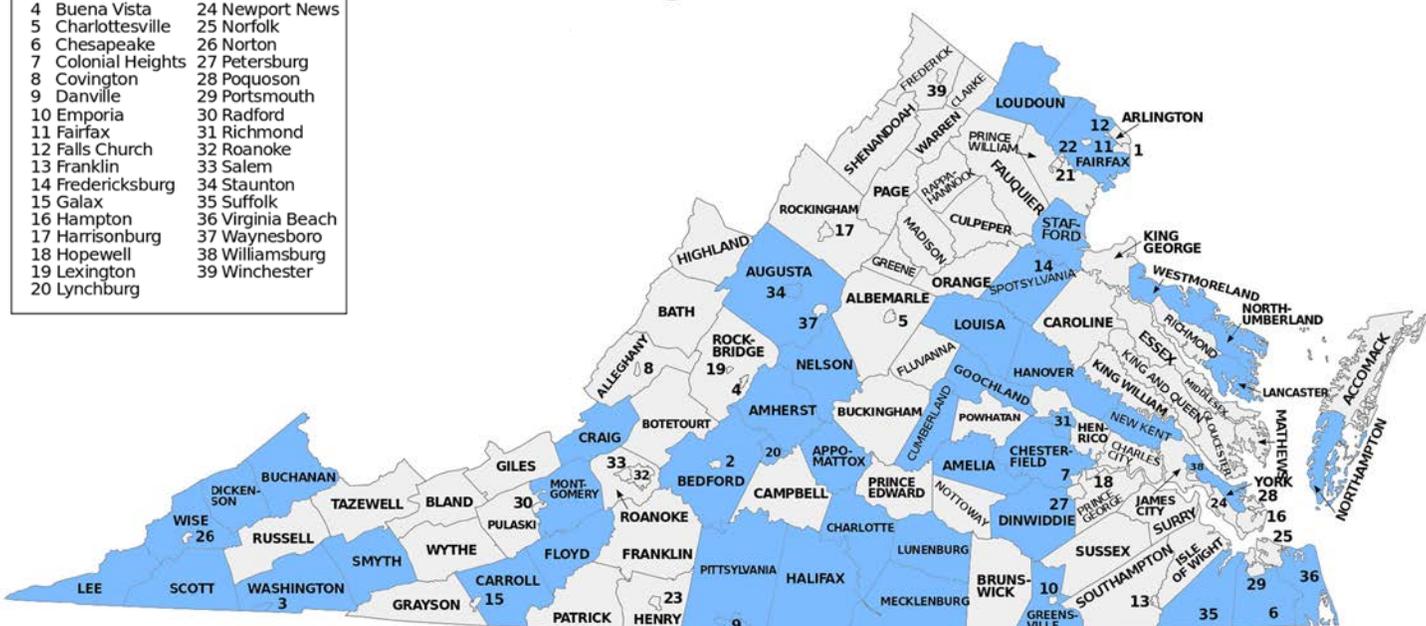
Imaging Services continues to inspect older film for deterioration as well as content in an effort to migrate 372,000 pieces of media in security storage to the Infolinx database. Staff inspected 2,514 reels and found 563 to be deteriorating. Arrangements are being made to replace all deteriorating film in security storage.

## FUTURE PLANS

Beginning in FY 2003, the number of localities participating in the grants program doubled from 39 to 79. During this same period, the per-page cost for conserving awarded items increased rapidly from an average of \$2.00 per page to \$8.00–\$12.00 per page. In contrast, the recording fee that funds the CCRP program has remained at \$1.50 since 2001. Moreover, the annual incoming revenue from this fee has decreased by nearly 50 percent since FY 2003, from \$3,831,607 to \$1,905,441.40 in FY 2018. The total amount requested for grant projects in FY 2016 was nearly \$3 million. Given these numbers, the current grants process was no longer feasible. Starting in FY 2018, the Library of Virginia, with the support of the Virginia Court Clerks' Association, reduced the number of grant cycles per fiscal year from two to one and reduced the number of items a locality can submit for conservation per fiscal year from 20 to four. Even with this adjustment, it will be difficult to fund grant projects fully at the current level of incoming revenue. Consequently, records stored in clerks' offices throughout the commonwealth continue to deteriorate. In regards to the in-house records program, the processing and reformatting of chancery collections continues to be hampered due to reduced funding. Over the past decade, there has been a 50 percent reduction in the processing staff, a 75 percent reduction in Imaging Services staff, and a 75 percent reduction in digital chancery project funding. The number of images added to the Chancery Records Index each year has been substantially reduced from 800,000 images to 150,000 images. Despite the cuts in staff and funding, the Library will continue to try to balance the needs of the clerks and our patrons with the preservation needs of the records.

Independent Cities	
1 Alexandria	21 Manassas
2 Bedford	22 Manassas Park
3 Bristol	23 Martinsville
4 Buena Vista	24 Newport News
5 Charlottesville	25 Norfolk
6 Chesapeake	26 Norton
7 Colonial Heights	27 Petersburg
8 Covington	28 Poquoson
9 Danville	29 Portsmouth
10 Emporia	30 Radford
11 Fairfax	31 Richmond
12 Falls Church	32 Roanoke
13 Franklin	33 Salem
14 Fredericksburg	34 Staunton
15 Galax	35 Suffolk
16 Hampton	36 Virginia Beach
17 Harrisonburg	37 Waynesboro
18 Hopewell	38 Williamsburg
19 Lexington	39 Winchester
20 Lynchburg	

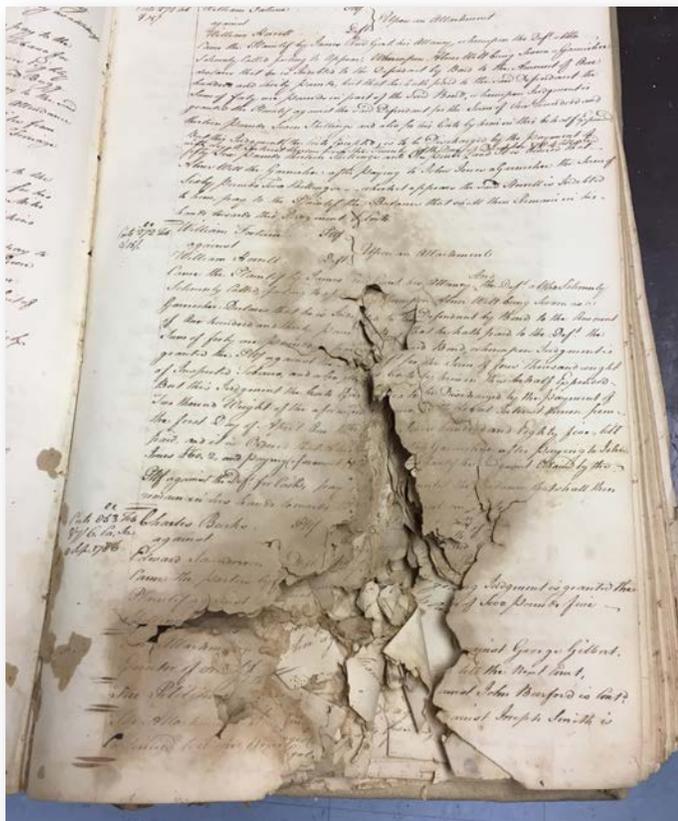
## CCRP Locality Visits – FY2018



# CCRP GRANTS REVIEW BOARD AWARDS FUNDING

The [Circuit Court Records Preservation Program](#) Grant Review Board met on July 24, 2018, at the Library of Virginia to consider records preservation grant requests from circuit courts across the commonwealth. Five voting members—three circuit court clerks, appointed annually by the president of the [Virginia Court Clerks' Association](#); and two staff members from the Library of Virginia, currently the State Archivist and the Deputy of Collections and Programs—compose the board. Members meet once a year to evaluate proposals. Clerks of the circuit courts apply for funds to conserve, secure, and increase access to circuit court records. A total of 89 applications were submitted from 87 localities with requests totaling \$1,290,790.35. After careful evaluation and discussion of all applications, the board approved 87 grant projects totaling nearly \$920,000. Eighty-four of the approved applications covered professional conservation treatment for items including deed books, will books, order books, surveyor books, minute books, and plat books housed in circuit court clerks' offices that had been damaged by use, age, or previous nonprofessional repairs. The remaining three grants were for a security system and reformatting.

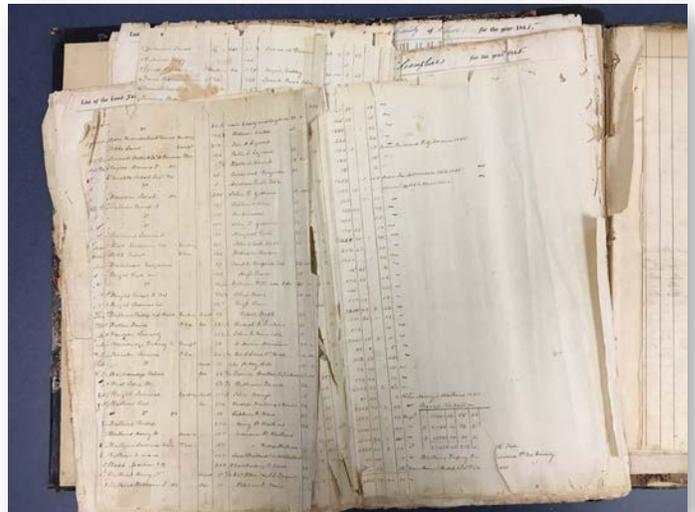
## THE FOLLOWING ARE A FEW OF THE ITEMS THAT RECEIVED GRANT FUNDING:



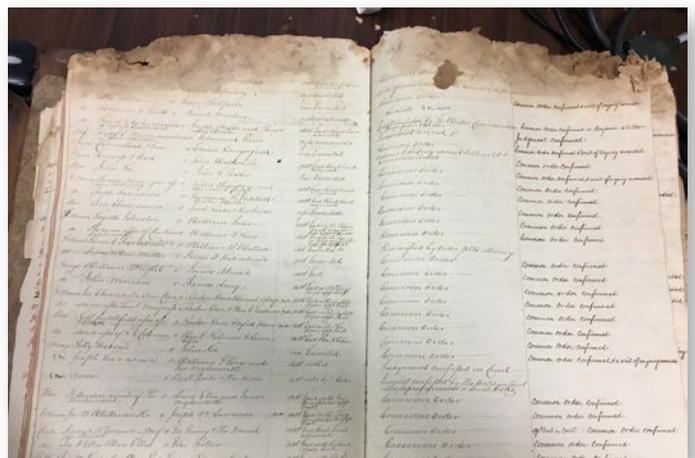
Amherst County Order Book, 1784-1787



Augusta County Deed Book 2, 1748-1750



Appomattox County Land Book, 1845-1849



Spotsylvania County Common Law Rule Docket, 1812-1824



**Virginia Circuit Court Records Preservation Grant Program  
2018 GRANT CYCLE AWARDS**

Alleghany County .....	Item Conservation .....	\$13,033.00	Loudoun County .....	Item Conservation .....	\$10,563.50
Amelia County .....	Item Conservation .....	\$12,748.00	Louisa County .....	Item Conservation .....	\$5,716.00
Amherst County .....	Item Conservation .....	\$10,651.00	Lunenburg County .....	Item Conservation .....	\$9,555.00
Appomattox County .....	Item Conservation .....	\$11,885.25	Lynchburg City .....	Item Conservation .....	\$10,780.00
Arlington County .....	Item Conservation .....	\$12,980.00	Madison County .....	Item Conservation .....	\$10,850.50
Augusta County .....	Item Conservation .....	\$10,072.00	Mathews County .....	Item Conservation .....	\$7,590.75
Bath County .....	Item Conservation .....	\$11,072.00	Mecklenburg County .....	Item Conservation .....	\$12,096.50
Bedford County .....	Item Conservation .....	\$10,375.35	Montgomery County .....	Reformatting .....	\$6,975.00
Botetourt County .....	Item Conservation .....	\$10,160.00	Nelson County .....	Item Conservation .....	\$10,688.50
Bristol City .....	Item Conservation .....	\$12,704.00	New Kent County .....	Item Conservation .....	\$10,184.00
Caroline County .....	Item Conservation .....	\$8,098.50	Newport News City .....	Item Conservation .....	\$11,270.00
Carroll County .....	Item Conservation .....	\$11,362.00	Northampton County .....	Item Conservation .....	\$8,166.00
Charles City County .....	Security System .....	\$1,900.00	Northumberland County .....	Item Conservation .....	\$11,396.00
Charlotte County .....	Item Conservation .....	\$11,830.00	Nottoway County .....	Item Conservation .....	\$11,119.00
Chesterfield County .....	Item Conservation .....	\$12,476.00	Page County .....	Item Conservation .....	\$9,538.00
Craig County .....	Item Conservation .....	\$10,192.50	Pittsylvania County .....	Item Conservation .....	\$11,129.00
Cumberland County .....	Item Conservation .....	\$12,630.50	Powhatan County .....	Item Conservation .....	\$10,514.00
Danville City .....	Item Conservation .....	\$14,152.00	Prince George County .....	Item Conservation .....	\$10,058.50
Dickenson County .....	Item Conservation .....	\$9,311.50	Pulaski County .....	Item Conservation .....	\$10,728.00
Dinwiddie County .....	Item Conservation .....	\$12,759.00	Richmond City .....	Item Conservation .....	\$10,792.00
Essex County .....	Item Conservation .....	\$10,068.00	Richmond County .....	Item Conservation .....	\$11,364.75
Fairfax County .....	Item Conservation .....	\$8,500.00	Roanoke County .....	Item Conservation .....	\$9,698.90
Fauquier County .....	Item Conservation .....	\$12,497.00	Rockbridge County .....	Item Conservation .....	\$10,680.00
Floyd County .....	Item Conservation .....	\$9,572.00	Rockingham County .....	Item Conservation .....	\$11,219.00
Fluvanna County .....	Item Conservation .....	\$6,607.00	Scott County .....	Item Conservation .....	\$7,876.00
Franklin County .....	Item Conservation .....	\$10,831.00	Shenandoah County .....	Item Conservation .....	\$11,401.00
Fredericksburg City .....	Item Conservation .....	\$11,533.50	Smyth County .....	Item Conservation .....	\$10,492.50
Giles County .....	Item Conservation .....	\$10,934.50	Southampton County .....	Item Conservation .....	\$11,766.75
Goochland County .....	Item Conservation .....	\$9,629.00	Spotsylvania County .....	Item Conservation .....	\$10,013.00
Grayson County .....	Item Conservation .....	\$12,146.00	Stafford County .....	Item Conservation .....	\$12,128.00
Greene County .....	Item Conservation .....	\$10,745.00	Staunton City .....	Item Conservation .....	\$3,617.00
Greensville County .....	Item Conservation .....	\$13,773.50	Suffolk City .....	Item Conservation .....	\$12,841.50
Halifax County .....	Item Conservation .....	\$9,191.50	Surry County .....	Item Conservation .....	\$12,694.00
Hampton City .....	Item Conservation .....	\$12,864.75	Sussex County .....	Item Conservation .....	\$9,980.00
Hanover County .....	Item Conservation .....	\$9,544.00	Tazewell County .....	Item Conservation .....	\$10,658.50
Henrico County .....	Item Conservation .....	\$9,855.00	Virginia Beach City .....	Item Conservation .....	\$12,764.00
Henry County .....	Item Conservation .....	\$12,398.50	Warren County .....	Item Conservation .....	\$12,711.00
Highland County .....	Reformatting .....	\$4,837.50	Washington County .....	Item Conservation .....	\$10,725.50
Isle of Wight County .....	Item Conservation .....	\$8,965.00	Westmoreland County .....	Item Conservation .....	\$10,288.00
King and Queen County .....	Item Conservation .....	\$13,032.00	Wythe County .....	Item Conservation .....	\$10,990.50
King George County .....	Item Conservation .....	\$13,610.75	York County/Poquoson .....	Item Conservation .....	\$12,043.00
Lancaster County .....	Item Conservation .....	\$13,018.00			
Lee County .....	Item Conservation .....	\$10,655.50			
					Total: \$918,736.75