## CIRCUIT COURT PRESERVATION PROGRAM

**REFORMATTING GRANT**

##  GRANT CYCLE FY2019

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| --- |
| Name of Locality |
| Name of applicant | Position Title | Phone Number |
|
| Name of Primary Project Contact (if different from applicant) | Position Title | Phone Number |
|
| E-mail – Primary Project Contact | Fax Number |  |
|
| Physical Address (Street, City, State, Zip Code) | Mailing Address - if different (Street, City, State, Zip Code) |
| Signature of Circuit Court Clerk | Date |
| **To Be Completed by Circuit Court Records Preservation Program Staff Only** |
| Application Received | Grant Awarded [ ]  Date Grant Denied [ ]  Date  |
|   Name Date | Notification Mailed [ ]  Date |

## REFORMATTING GRANT – PROJECT DESCRIPTION AND REQUIREMENTS

Reformatting vital and historically significant records can be undertaken to secure the informational content of a record, to increase access to the record, and to preserve the artifactual integrity of an original document by providing a use copy, a security copy, and retiring the original. Contact a Consulting Archivist or Local Records Program Manager prior to submitting a reformatting grant. Reformatting projects that will be considered under this category are:

1. Reformatting **permanent volumes** (deed books, will books, order books, etc.) for which there are no security microfilm copies. A reformatting grant for unsecured permanent volumes includes microfilming (**35mm** preservation microfilm for handwritten text and **16mm** for typescript text) and digital imaging (**minimum resolution – 300 dpi**). Once the reformatting project is complete, the microfilm security copy is to be transferred to the Library of Virginia for storage. The digital images are to be stored at the courthouse for access by the public. The original volumes are to be retired from use. To determine if your volumes have been microfilmed, check the inside cover of the volume for a stamp placed there by the Library of Virginia or a microfilm vendor stating that it was microfilmed. If there is no microfilm stamp, you can contact your Consulting Archivist to determine if there is a microfilm security copy of the volumes stored at the Library of Virginia. Deed books that contain marginal notes added **AFTER** they were microfilmed are considered unsecured permanent volumes and are candidates for this grant.
2. **50% matching grant -** Back-file scanning records of major historical, administrative and/or informational significance such as deed books and will books for access by an electronic records system is permitted. However, back-file conversion solely for access purposes would be a **lower-priority project**, and would be subject to **50% matching funds from the locality**. The original records are to be retired from use.

All projects that reformat records from any medium to microfilm must conform to appropriate state standards and Library of Virginia guidelines, copies of which may be obtained on the Library of Virginia website at <http://www.lva.virginia.gov/agencies/records/standards/>. These guidelines must be incorporated by reference into any related service agreements with vendor.

Vendor payments for large reformatting projects may be made at specified points throughout the production process so long as the terms are specified in the purchase order, and payments are linked to production completion goal.

## REFORMATTING GRANT – REQUEST FORM

**To Be Completed by Circuit Court Clerk or designated staff**

Enter the following: name of vendor, title and date range of records, estimated number of images, estimated cost provided by vendor, cost share by locality (if applicable), and total grant amount requested.

**Name of vendor**  -

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title and date range of records | Estimated number of images | Estimated Cost (Vendor) | 50% Cost Share Locality (if applicable)  | Total Grant Amount Requested |
|  |  |  |  |  |

**If 50% matching grant request, subtract the locality’s 50% cost share from vendor’s estimated cost and enter the remaining amount in the Total Grant Amount Requested column. If not a 50% matching grant request, enter -0- in the 50% cost share column.**

1. Select reformatting method

[ ]  Original records to Digital images (minimum resolution 300 dpi)

[ ]  Original handwritten records to 35mm Microfilm

[ ]  Original typescript records to 16mm Microfilm

[ ]  Original records to 16mm and/or 35mm Microfilm and Digital images (minimum resolution 300 dpi)

[ ]  Microfilm to Digital images (minimum resolution 300 dpi)

[ ]  Digital images to 16mm and/or 35mm Microfilm

**If you request microfilm, a preservation copy of the microfilm is to be sent to the Library of Virginia for storage.**

2. Describe the historical, informational, and/or administrative value of the records.

3. Is local funding being applied to cover a portion of the cost of the project?

4. Will the public have access to the digital images and/or microfilm? If so, how will the digital images and/or microfilm be stored and served by your office?

5. Once the project is complete, will the original records continue to be used by the public? If so, what actions will you take to ensure the long-term preservation of the original records?

6. Describe the benefits of this project.

7. What previous actions have you taken to improve the preservation and management of records in your custody? Be specific.

8. Estimated length of project.

**Be sure to attach the following with application:**

Proposal of work and estimated costs submitted to clerk by vendor(s).