

Circuit Court Records Grants Review Board
The Library of Virginia
800 East Broad Street
Richmond, Virginia 23219-8000

MINUTES OF THE MEETING
2009-B Cycle — May 18, 2009

The members of the board present by conference call were the Honorable Circuit Court Clerks Rebecca I. Johnson of Bland County, John T. Frey of Fairfax County, and Frank D. Hargrove, Jr. of Hanover County. Board members present from the Library of Virginia were Conley Edwards, State Archivist, and Carl Childs, Director of Local Records Services. Glenn Smith, Grants Coordinator, facilitated the meeting by conference call. Also present were staff members Greg Crawford and Rachel Muse from the Library's Local Records Services Branch.

The meeting was called to order at 10:02 AM.

There were fifty applications submitted from forty localities totaling \$1,081,454.21. The grants review board evaluated all of the applications and awarded forty-nine projects, with the request from Pittsylvania County being declined. With line-item adjustments to projects for Albemarle, Charlotte, and Scott Counties, the total amount awarded was \$1,110,709.40. A summary of the awards follows.

Before and during the review process, those present discussed operational aspects of the program. The board was advised that the grant agreement document would be amended to include a transmittal sheet that the clerk will be encouraged to use to notify the local fiscal office of the incoming grant, including the amount, the project number and type, and approximately when to expect the electronic transfer. The notice would also indicate the language to be included with the electronic transfer to help the fiscal officer more easily recognize the sender and the recipient. There was also discussion about the language that could be used in the transfer to assist with that recognition.

Members of the board suggested that when records grants are awarded, the local fiscal officer should put grant funds from individual projects under unique subcodes within the clerk's budget. The grants coordinator will investigate this further. The board also emphasized that clerks must have all reports from completed projects successfully submitted before additional awards can be made to their localities.

The board agreed that if reformatting is to be included during the treatment phase of an Item Conservation project, then the specifications and requirements need to be included. The clerk will also need to clarify in the application how the images will be used, such as in land record systems, Web-based access, conversion to film, etc.

There being no further business by this board, the meeting was adjourned at 12:05 PM.

By:

Glenn T. Smith
Grants Coordinator

Virginia Circuit Court Records Preservation Grant Program
Awards for 2009-B Cycle

<u>Locality</u>	<u>Project Type</u>	<u>Awarded</u>
Accomack County	Security System - Camera	\$ 24,726.00
Augusta County	Security System - Camera	31,137.00
Dinwiddie County	Security System - Camera	11,790.00
Henrico County	Security System - Camera	17,376.00
Charlotte County	Processing - Judgments	53,307.11
Halifax County	Processing - Judgments	48,860.00
Rockingham County	Processing - Loose Papers	8,965.00
Shenandoah County	Reformatting - Addendum	13,231.88
Charlotte County	Reformatting - Chancery to Digital	137,418.00
Culpeper County	Reformatting - Chancery to Digital	118,061.00
Loudoun County	Reformatting - Chancery to Digital	226,172.00
Wise County	Reformatting - Chancery to Digital	132,246.00
Washington County	Reformatting - Paper to Digital	3,500.00
Wise County	Reformatting - Paper to Digital	4,342.50
City of Danville	Reformatting - Plats to Digital	5,729.00
Grayson County	Reformatting - Plats to Digital	8,910.00
Isle of Wight County	Reformatting - Plats to Digital	14,298.65
Montgomery County	Reformatting - Plats to Digital	25,856.25
Augusta County	Preservation - Indexing	2,634.00
Lee County	Preservation - Plat Cabinet	5,282.00
Nelson County	Preservation - Plat Cabinet	5,247.00
Giles County	Preservation - Storage	4,999.00
Halifax County	Preservation - Storage	1,982.06
Lunenburg County	Reader/Printer	11,214.19
City of Portsmouth	Reader/Printer	7,033.76
Prince William County	Reader/Printer	2,000.00
Albemarle County	Item Conservation - Book	8,741.00
Amelia County	Item Conservation - Book	4,999.00
City of Chesapeake	Item Conservation - Book	1,190.00
Cumberland County	Item Conservation - Book	4,080.00
Fauquier County	Item Conservation - Book	3,358.00
Fluvanna County	Item Conservation - Book	4,987.00
Franklin County	Item Conservation - Book	4,720.00
Halifax County	Item Conservation - Book	7,169.00
Highland County	Item Conservation - Book	4,718.00
Loudoun County	Item Conservation - Book	11,712.00
Mecklenburg County	Item Conservation - Book	4,879.00
Montgomery County	Item Conservation - Book	9,137.00
Rockbridge County	Item Conservation - Book	8,126.00
Rockingham County	Item Conservation - Book	8,186.00
Scott County	Item Conservation - Book	59,275.00
Shenandoah County	Item Conservation - Book	4,345.00
Smyth County	Item Conservation - Book	6,761.00
Stafford County	Item Conservation - Book	4,329.00
Surry County	Item Conservation - Book	4,997.00
Warren County	Item Conservation - Book	3,968.00
City of Williamsburg	Item Conservation - Book	4,986.00
Wise County	Item Conservation - Book	4,853.00
Sussex County	Item Conservation - Paper	4,875.00
		<u>\$1,110,709.40</u>