

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

MINUTES OF THE MEETING  
2010-A Cycle — November 24, 2009

The members of the board present by conference call were the Honorable Circuit Court Clerks Paul F. Ferguson, Arlington County; Karen A. Butler, New Kent County; and Thomas E. Roberts, City of Staunton. Board members present from the Library of Virginia were Suzy Szasz Palmer, Interim State Archivist, and Carl Childs, Director of Local Records Services. Glenn Smith, Grants Coordinator, moderated the meeting. Also present was staff member Greg Crawford from the Library's Local Records Services Branch.

The meeting was called to order at 10:08 AM.

There were thirty-five applications submitted from twenty-nine localities totaling \$234,140.12. The grants review board evaluated and awarded all of the applications, as submitted. Two applications were awarded contingent upon the receipt of additional information from the clerks, which has since been received and accepted by the grants coordinator.

During the evaluation process, members of the board discussed aspects of the program's operations and procedures. This board reiterated that, if reformatting is to be included during the treatment phase of an Item Conservation project, the clerk needs to include the specifications for imaging in the request and indicate how the images will be used (in the land record systems, accessed through a local or state Web site, conversion to security microfilm, etc.). There was consensus among the members that Item Conservation projects should be initiated by the clerks rather than by the service providers.

There was also discussion regarding communication between program staff members and the clerks in general, and what methods of communication might be the most effective. The consensus of the board was to determine which committee (Executive or Education) might best address this issue. The grants coordinator will contact the chair of each committee for advice on how best to proceed.

There being no further business by this board, the meeting was adjourned at 11:41 AM.

By:

Glenn T. Smith  
Grants Coordinator

Addendum – January 13, 2010: Shenandoah County sent notice yesterday, January 12, 2010, that the funding they received for their Item Conservation project was \$300 less than

that for which they applied. A review of that grant application and the grants database confirmed that the amount they requested was for \$3,904.00 and the amount entered into the database was for \$3,604.00. An e-mail vote by the Grants Review Board unanimously approved the additional \$300. The total awarded for this cycle is amended to \$234,440.12, and is reflected in the summary below.

**Virginia Circuit Court Records Preservation Grant Program  
Awards for 2010-A Cycle**

<b><u>Locality</u></b>	<b><u>Project Type</u></b>	<b><u>Awarded</u></b>
Hanover County	Security System - Camera	13,799.00
Cumberland County	Security System - Upgrade	2,779.39
Dickenson County	Processing - Indexing	907.00
Bedford County	Processing - Loose Papers	16,757.00
Campbell County	Reformatting - Addendum	516.00
Dinwiddie County	Reformatting - Addendum	3,378.63
Wise County	Reformatting - Film to Digital	6,945.00
Chesapeake City	Reformatting - Paper to Digital	13,518.00
Wise County	Reformatting - Paper to Digital	1,750.00
Williamsburg City	Preservation - Storage	6,085.00
Fairfax County	Preservation - Supplies	4,560.00
Franklin County	Reader/Printer	10,124.00
Mecklenburg County	Reader/Printer	12,335.60
Bedford County	Item Conservation - Book	3,954.00
Buckingham County	Item Conservation - Book	4,994.00
Danville City	Item Conservation - Book	14,824.00
Dinwiddie County	Item Conservation - Book	15,749.00
Fauquier County	Item Conservation - Book	7,568.00
Fluvanna County	Item Conservation - Book	9,476.00
Lunenburg County	Item Conservation - Book	4,461.00
Madison County	Item Conservation - Book	4,998.00
Mecklenburg County	Item Conservation - Book	4,780.00
Montgomery County	Item Conservation - Book	10,941.00
Pittsylvania County	Item Conservation - Book	4,021.00
Prince Edward County	Item Conservation - Book	4,995.00
Roanoke County	Item Conservation - Book	4,035.00
Rockingham County	Item Conservation - Book	12,022.00
Shenandoah County	Item Conservation - Book	3,904.00
Southampton County	Item Conservation - Book	4,999.00
Stafford County	Item Conservation - Book	4,951.00
Surry County	Item Conservation - Book	3,943.00
Virginia Beach City	Item Conservation - Book	4,978.00
Washington County	Item Conservation - Book	1,442.50
Williamsburg City	Item Conservation - Book	4,972.00
Wise County	Item Conservation - Book	4,978.00
		234,440.12