## CIRCUIT COURT PRESERVATION PROGRAM

**REFORMATTING/INDEXING GRANT**

## GRANT CYCLE FY2023

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| --- | --- | --- |
| Name of Locality | | |
| Name of applicant | Position Title | Phone Number |
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| 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 | |

**REFORMATTING/INDEXING GRANT – PROJECT DESCRIPTION AND REQUIREMENTS**

Reformatting/indexing 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 an electronic copy and retiring the original. **Applicant must contact a Consulting Archivist or the Local Records Program Manager prior to submitting a reformatting/indexing grant to determine if records are eligible for grant funding.**

All projects that reformat records from any medium to digital must conform to appropriate state standards and Library of Virginia guidelines, copies of which may be obtained on the Library of Virginia website at <https://www.lva.virginia.gov/agencies/records/electronic/digital_imaging.pdf>.

The following are eligible for grant funding:

**1) Scanning only of permanent records of historical and/or informational significance.** Loose original records must be flattened, conserved, and properly arranged (alphabetical, chronological, or numerical.) If suit papers are being reformatted, each case must be filed in an acid free folder. Volumes must be properly identified and conserved prior to reformatting. Minimum resolution for digital images must be **300 dpi tiffs**. Digital images are to be stored and made accessible on a secure remote access system and/or a computer terminal maintained by your office. Applicants are recommended to retire the original records from public use following completion of project. Grant covers 100% of cost.

**2) Scanning and indexing of permanent records (primarily land records, will books, vital records, and court order books) for access by land records management system, secure remote access system, and/or a computer terminal maintained by your office**. Users will have the ability to search index books and view document images. Images can be generated from original records or microfilm. Minimum resolution for digital images must be **300 dpi tiffs**. Vendor proposals must include strategy to adhere to existing indexing systems and be compatible with existing land records management system, secure remote access system, and/or a computer terminal maintained by your office. The original records are recommended to be retired from use following completion of project. Grant covers 100% of cost.

**3) Back-Indexing of permanent records (primarily land records, will books, vital records, and court order books) for the purpose of making analog index information digital and searchable on a land records management system and/or** **secure remote access system.** Users will have the ability to search index books and view document images. Vendor proposals must include strategy to adhere to existing indexing systems and be compatible with existing land records management system and secure remote access system. This grant is also available for reindexing projects which serve to upgrade a previous indexing system. Grant covers 100% of the cost.

**REFORMATTING/INDEXING GRANT APPLICATION**

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

Enter the following: name of vendor, title and date range of records, and total grant amount requested.

**Name of vendor -** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Title and date range of records** | **Line Item Total** |
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| **Total Project Cost** |  |

1. Select reformatting/indexing method

Scanning only of original records to digital images (minimum resolution 300 dpi)

Scanning and indexing of permanent records (minimum resolution 300 dpi)

Back‐indexing to make analog index information digital and searchable by public

2. Explain how the digital images/indexing will be made available to the public by your office.

3. Describe records to be scanned/indexed: What are their content, condition, and significance to your office and the public?

4. Please summarize the benefits of this project to your office and the public once completed.

5. Explain what actions your office will take to ensure the long-term preservation of the original and digital records after they are returned to your office. Please address storage, security, and access in your response.

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

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

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