

VIRGINIA  
CIRCUIT COURT RECORDS  
PRESERVATION PROGRAM

A STATEWIDE PROGRAM OF ASSISTANCE AND GRANTS FOR  
VIRGINIA'S CIRCUIT COURT CLERKS' OFFICES

---

PROGRAM DESCRIPTION AND GRANT GUIDELINES

## HISTORY OF THE PROGRAM

---

During 1989 and 1990, the Library of Virginia (LVA) and the Virginia State Historical Records Advisory Board completed forty preservation site surveys of repositories containing representative historical records collections of the commonwealth. These sites included libraries, archives, and nine circuit court clerks' offices. The funding and support for this project was provided by a \$50,000 grant from the National Historic Publications and Records Commission (NHPRC) and matching funds appropriated by Virginia's General Assembly.

The surveys focused on the facilities and collections with the goal of assessing records preservation needs. During this grant project, workshops were held on disaster preparedness and response, as well as basic preservation techniques. In addition, a video entitled *Let Us Save What Remains* was produced in 1991. This pictorial and narrative presentation describes preservation problems and methods of addressing them, and created an awareness of preservation needs affecting historical records in Virginia. A copy of the video is available at the LVA for anyone who would like to borrow it.

The findings of the surveys indicated that the greatest need for preservation efforts was in the offices of the circuit court clerks. Backed by these findings, former State Archivist Louis H. Manarin gathered support from the Virginia Court Clerks Association and key legislators for the passage of a bill that would create a court records preservation program.

During their 1990 session, the General Assembly amended the *Code of Virginia*, §17.1-275 (A.2.), which increased the circuit court recording fees for land records by three dollars, one of which was designated for preservation of the circuit court records. The legislation, as amended, specifically read: *One dollar of the fee collected for recording and indexing shall be designated for use in preserving the permanent records of the circuit courts. The sum collected for this purpose shall be administered by the Library of Virginia in cooperation with the circuit court clerks.* Thus was created the Virginia Circuit Court Records Preservation Program (CCRP), directed solely toward the circuit court records, those in the 121 offices now existing across the commonwealth and those that have been transferred to the Library of Virginia.

Collection of the one dollar fee on land recordings began July 1, 1990. These funds were collected for one year while the elements of the preservation program were developed by the LVA staff members Lyndon Hart, Sue Woo, and Glenn Smith, under the direction of the State Archivist. In 1991, the General Assembly increased the recording fees for Fiduciary Accounts and Certificates of Satisfaction effective July 1 of that year; the

program received one dollar from this fee increase. Operating funds for the CCRP are based on fees collected from the prior fiscal year. In 2001, the General Assembly amended the program language in the Code of Virginia and increased the amount allotted to the program to one dollar and fifty cents per applicable recording.

The CCRP was implemented in September 1991 with the hiring of a grants administrator. The program was introduced to the circuit court clerks in October of that year at conferences held in Roanoke and Richmond that focused on records preservation issues such as environmental conditions, disaster planning, site inspections, alkaline paper standards, conservation treatment of paper, microfilm and optical reformatting, legalities of reformatting, and procedures for preparing a grant application. The *Let Us Save What Remains* video was shown for the first time at these conferences.

One of the first initiatives of the program was to complete surveys of the conditions and preservation needs of the records in the remaining 112 clerks' offices. The surveys followed a similar format to those conducted for the 1989–1990 NHPRC grant. The Conservation Center for Art and Historic Artifacts (CCAHA), the vendor that conducted the surveys for the original project, was awarded the \$170,000 contract. The grants administrator and a CCAHA preservation consultant developed a pre-survey questionnaire, site survey, and database of responses. The surveys aided in determining the short- and long-term records preservation needs of each clerk's office and provided a comprehensive overview of records preservation needs across the commonwealth. Many of the first grant applications submitted addressed concerns identified in these surveys.

The initial round of applications was submitted by February 1, 1992. The first Grants Review Board met February 21 and awarded twenty grants totaling \$318,668. To date, the CCRP has awarded over 1,300 grants totaling nearly \$18 million.

## **MAJOR FUNDING INITIATIVES**

---

The revenue generated through the program funds four on-going initiatives that help preserve the records of the circuit courts. They include (1) processing and indexing the records transferred to the Library of Virginia, (2) maintaining and duplicating circuit court microfilm, (3) generating and maintaining digital images for the Chancery Records Index project, and (4) allocating grants to the clerks' offices. Along with these four main initiatives, training and education in records preservation is also available to clerks and their staff. This training can take place within a one-on-one or small group format in the clerk's office, or can be undertaken on a

regional or state-wide basis when issues of general interest are identified. Clerks who are interested in this type of training, or who would like more information, should contact the consulting archivist assigned to their locality.

## **PROCESSING AND STORAGE OF COURT RECORDS AT THE LIBRARY OF VIRGINIA**

---

There are more than 23,000 cubic feet of processed and un-processed circuit court records already in archival storage at the Library of Virginia. Staff members unfold, identify, arrange, mend, and rehouse those records with high research value. They also create electronic finding aids of these records, making them accessible online to the clerks and the public at <http://vaheritage.org/>. Those high-value records that have been damaged beyond usability are sent to the LVA's conservation lab for more extensive treatment. All chancery causes processed at the Library of Virginia (as well as those in the locality) are indexed. These suits are a rich source of information for researchers such as historians, genealogists, title-searchers, and others. The Chancery Records Index was developed and is available on the LVA Web site at <http://www.virginiamemory.com/collections/chancery/>. The index indicates where the records may be accessed, and whether they are in their original, microfilmed, or digital format. Currently, there are over 240,000 chancery suits available at the Chancery Records Index.

## **MICROFORM STORAGE AND MAINTENANCE**

---

The Library of Virginia stores more than 150,000 microforms of circuit court records for public access and preservation purposes. Imaging Services staff members work to ensure the quality of the circuit court security microfilm, coordinate vendor-supplied duplication, and provide replacement copies of missing documents. Copies of microfilmed circuit court records are available to the public at the Library of Virginia and through Interlibrary Loan.

## **DIGITAL STORAGE AND MAINTENANCE**

---

The Library of Virginia is responsible for the creation, maintenance, and storage of more than 20,000,000 digital images of circuit court chancery records for public access and preservation purposes. The Library of Virginia has a state contract in place for the digital imaging of all processed historical chancery causes. Imaging Services staff members work to ensure the quality of these digital images. Information Technology staff ensure the successful integration of the digital images and descriptive (indexing) and technical metadata, data security and integrity and actively manage both the service and preservation digital images for long-term access and sustainability.

## **PRESERVATION GRANTS**

---

Of specific importance to the records housed in the clerks' offices is the grant-funding portion of the program. Circuit court clerks have the opportunity to submit applications to the preservation program for funds to carry out projects that address the preservation, access, and management of their records.

The selection of vendors for grant funded projects is done through the local procurement process. Grant funds will only be disbursed to the fiscal office of the locality upon verification of the successful completion of a grant funded project. As determined by instructions from the Auditor of Public Accounts, these funds must be released to the locality's fiscal office (i.e. Treasurer's Office or Department of Finance). **Therefore, clerks are encouraged to review their local procurement guidelines. They are also encouraged to notify their local fiscal office prior to applying for a grant in order to determine what information the local fiscal office will need should a grant be approved.**

There are two grant cycles each year. Applications are processed and forwarded to the Circuit Court Records Preservation Grants Review Board for evaluation. Reviewers consider the historical, informational, and administrative value of the records and the overall soundness of the proposed project.

The board meets approximately one month after the submission deadline to discuss the applications and award the grants. The board is comprised of at least three circuit court clerks, the State Archivist and the Government Records Services Division Director. The consulting archivists and Local Records Program Manager attend as non-voting, ex-officio members and facilitate the meeting. The decisions of the board are forwarded to the president of the Virginia Court Clerks' Association and the State Archivist, who announce the grant awards.

### **Projects Eligible for Grant Funding**

---

#### **Security Systems**

---

- An early warning smoke, fire, and intrusion detection system may be procured from a reputable vendor. State and/or local procurement guidelines must be followed. This system must be connected to an office monitored 24 hours a day (typically the sheriff's department, a central 911 office, or a paid third-party monitoring firm). The maintenance cost for the first year may be included in the solicitation and covered by grant funds. Maintenance and repair costs after the first year are the responsibility of the clerk and/or locality. The locality must agree to incur the yearly costs thereafter. All submitted bids or proposals must include a diagram of the system layout.

- Camera monitoring and recording systems may be funded in order to discourage the unauthorized removal of or damage to records. This type of system must also be procured from a reputable vendor according to state and/or local procurement guidelines. The vendor, with the clerk's assistance, will design a layout of the proposed system that will be included in the solicitation documents. This system includes a digital video recorder that does not require the use of videotapes. The maintenance cost for the first year may be included in the solicitation and covered by grant funds. Maintenance and repair costs after the first year are the responsibility of the clerk and/or locality.

## **Reformatting**

---

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. The reformatting of original records may include microfilming or digital imaging. Other possible reformatting grant projects include the conversion of one media to another (e.g., digital image to microfilm or vice-versa). Any project of this type should involve **significant permanent records**. For any reformatting project requiring the use of procured services, bids or proposals must be obtained from vendors **whose reformatting standards are at least equal to those set by the Library of Virginia, and the bids or proposals must be submitted as part of the application.**

Other types of reformatting projects that will be considered under this category are:

- 1) Converting **unsecured permanent volumes** to preservation microfilm and digital images. To determine if your records are unsecured, 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. Or, you can contact your Consulting Archivist. Deed books that contain marginal notes added **AFTER** they were microfilmed are considered unsecured permanent volumes and are candidates for this grant. Once the reformatting project is complete, the preservation microfilm is to be transferred to the Library of Virginia for storage. The digital images are to be stored at the courthouse. The original records are to be retired from use.
- 2) Converting back-filed analog land records for access by an electronic records system. **Back-file conversion solely for access purposes would be a lower-priority project, and would be subject to 50% matching funds.**

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.**

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 <http://www.lva.virginia.gov/agencies/records/electronic/index.htm>. **These guidelines must be incorporated by reference into any related service agreements with vendor.**

Specifications and details on developing a reformatting project can be obtained from your Consulting Archivist. 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.

## **Records Processing**

---

Records processing projects entail unfolding, identifying, arranging, rehousing, and indexing loose papers. These must be planned and conducted according to the standards and/or formats promulgated by the Library of Virginia. Prior to planning this type of project, the clerk must contact a Consulting Archivist or the Local Records Program Manager. Cost estimates for this type of project should include salaries, training, and supplies. As there will be local personnel involved in a project of this type, please refer to the subsection entitled *Grant Project Personnel*.

## **Item Conservation**

---

An item conservation project would contract the services of a professional book and paper conservator to perform conservation treatments on endangered records of major historical, artifactual, administrative and/or informational significance. These records can be volumes (no more than six) or loose papers.

Contact a Consulting Archivist or Local Records Program Manager prior to submitting a grant to conserve loose papers. Due to the unique services involved in conserving loose papers, clerks seeking grant funds to conserve volumes and loose papers in the same grant cycle must submit two item conservation grant applications: one for the volumes and one for the loose papers. See heading ***Developing a Grant Application***, for more information concerning applying for

multiple grants.

**While clerks may identify records to be conserved in order of priority in the grant application, the CCRP Grants Review Board is responsible for determining which items will receive funding.**

Conservation treatment will primarily include, but will not be limited to, the removal of cellulose acetate and cellulose nitrate lamination, pressure sensitive tape and adhesive removal, aqueous and non-aqueous deacidification, paper repair, archival polyester encapsulation, and binding repair or rebinding. Any projects involving the conservation of original paper records **must conform** to the conditions stated in the ***Guidelines for Conservation Contractors***. The Guidelines are available online at

<http://www.lva.virginia.gov/agencies/CCRP/ccrp.asp>

Clerks considering item conservation projects should think seriously about having a microfilm or digital copy made of the conserved item for regular patron use so that the original record may be retired from use following the project, thereby maintaining the integrity of preservation.

**Therefore, should a clerk desire reformatted copies of the conserved materials, the cost for reformatting will be included in the item conservation grant. The clerk is to inform potential vendors examining the records to include reformatting cost as a separate line item in their proposal of work.**

**Should a clerk NOT desire reformatted copies of the conserved materials, they are to inform potential vendors examining the records NOT to include reformatting cost as a separate line item in their proposal of work.**

Furthermore, a clerk who chooses to have conserved materials reformatted must complete the questions found in the item conservation grant application related to reformatting. The clerk is to identify the reformatting method they prefer and fully explain how the reformatted copies will be stored and/or served in their office.

For any reformatting project requiring the use of procured services, bids or proposals must be obtained from contractors **whose reformatting standards are at least equal to those set by the Library of Virginia, and the bids or proposals must be submitted as part of the application.**

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.**

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 <http://www.lva.virginia.gov/agencies/records/electronic/index.htm>. **These guidelines must be incorporated by reference into any related service agreements with vendor.**

On an annual basis, the LVA shall assess the conservation needs for each upcoming year, based on budgetary constraints and priority of work. The LVA reserves the right to commission CCRP-related work outside of the grants program in special cases as determined by the State Archivist, the Director of Government Records Services, the Local Records Program Manager and/or the Conservator.

The vendor shall employ qualified staff and furnish supplies to carry out a full range of conservation treatment services on manuscripts, ledger books, cloth and leather bindings, maps, blueprints and other photomechanical reproductions.

### **Assessing and Prioritizing Conservation Projects Through a Statement of Work (SOW)**

This approach allows the Clerks to retain responsibility for the procurement of conservation services, while approved grant funds will be released once conserved materials pass a quality control assessment completed by the LVA.

#### **Preparing an SOW**

- An LVA-Consulting Archivist (CA) meets with Clerk to collaboratively determine materials to be conserved.
- LVA staff will examine the physical condition of the records for the purpose of developing SOW based on the Guidelines for Conservation Contractors. If LVA staff determine that further examination is required, the selected records will be brought to the LVA for inspection and development of the SOW document.
- After consultation with the Clerk, LVA staff will develop an SOW for the treatments required for the records selected. The completed SOW is then provided to the Clerk. Records brought to LVA for the purpose of developing SOW will be returned to Clerk along with SOW document.
- The SOW document will serve as the description of any services to be provided by vendors. It is the expectation of

the LVA that all applicable state and local procurement rules will be followed in getting price quotes from vendors to prepare grant submission(s).

### **Applying for a Grant Using an SOW**

- The Clerk completes a grant submission application to be submitted to Grants Review Board (GRB) for review. (The clerk contacts LVA-CA if in need of assistance to complete the application.) Each grant proposal must include an SOW document accompanied by a binding offer from a vendor to perform the specified work at a stated price. It is recommended that Clerks not countersign any contracts to be funded through the grant program until the grant application has been approved. The Guidelines for Conservation Contractors must be expressly incorporated into all contracts with vendors.
- Grant application is reviewed by Grants Review Board. The president of the Virginia Court Clerks' Association and the State Archivist will notify the Clerk of the Grants Review Board's decision.
- Clerks who have been notified that their grants have been approved are to complete and sign the Grant Application Certification document found online at <http://www.lva.virginia.gov/agencies/CCRP/ccrp.asp> and return to Local Records Program Manager at the Library of Virginia within 15 days of notification.
- Clerks contact vendors to begin project.

### **Administering a Grant with an SOW**

- Vendor completes project and delivers materials to the LVA-CA for review and approval per the Guidelines for Conservation Contractors
- If the materials have been conserved correctly, LVA staff deliver or ship materials to Clerk. Clerk verifies that all materials have been returned and that work is complete, and then completes and signs a verification form provided by LVA. Attach a copy of the vendor's invoice to the verification form and return to LVA within 15 days of receipt of materials. LVA will only release grant funds to locality upon receipt of verification form and copy of the vendor's invoice. Verification of work form can be obtained online at <http://www.lva.virginia.gov/agencies/CCRP/ccrp.asp>
- Grant funds will only be disbursed to the fiscal office of

the locality upon verification of the successful completion of the project. As determined by instructions from the Auditor of Public Accounts, these funds must be released to the locality's fiscal office (i.e. Treasurer's Office or Department of Finance). **Therefore, clerks are encouraged to notify their local fiscal office prior to applying for a grant.** Be sure to complete the information included in the verification form pertaining to the fiscal office. Funds will be released within thirty days of submission of a completed verification of work form and copy of the vendor's invoice. See heading **Grant Award and Administration** in this manual for additional information.

- If materials have not been conserved correctly, LVA will notify Clerk so that Clerk can arrange for corrections to be made in order to meet specifications listed in SOW. Grant funds will not be issued to Clerk until all outstanding service issues are successfully resolved.

#### **Digital Microfilm Reader/Scanners**

Microfilm reader/scanners purchased through the grants program will be 35mm compatible. Contact your Consulting Archivist or Local Records Program Manager for details on procurement of this equipment and for specifications on the most appropriate unit to meet the office's needs. Only localities with microfilm on hand or in production should apply. Vendor reader/scanner specifications and costs, including any costs for delivery, installation and training, must be included with grant application as a support document. The maintenance cost for the first year may be included in the solicitation and covered by grant funds.

Maintenance and repair costs after the first year are the responsibility of the clerk and/or locality.

#### **General Preservation**

This category may be used for those projects that do not readily fall under any of the above. Examples of this type of project are:

- **Purchasing preservation supplies**, such as acid free boxes, UV filters, and materials not related to any other project.
- **Indexing projects** not related to records processing.
- **Conversion of loose or bound plats to plat cabinet, including purchase and installation of cabinet.** Comparable bids, following state and local procurement policy, from appropriate and reputable vendors must accompany the grant application. The system may be either

a cabinet or drawers, depending on the need of the locality. The sleeves for the plats must be inert, polyester film, such as Mylar or an equivalent. Conversion of the plats from the existing indexing system may be included.

- **Shelving** needed for loose papers that have been processed under the grant program may be applied for at the full purchase price, providing that the procurement follows state and/or local policy. If the request for shelving is being made as a result of daily office recording and filing, or for storing historical volumes, an application may be made to the grants program for 50% of the purchase price, with matching funds coming from local sources. Specifications for shelving may be obtained online at <http://www.lva.virginia.gov/agencies/CCRP/ccrp.asp>

### **Grant Project Personnel**

---

Grant funds can be used to hire and compensate qualified personnel who will work with the LVA staff members in carrying out preservation projects according to LVA standards and guidelines. Funds cannot be used to refund or supplement salaries of those personnel already employed by the circuit court clerk's office. It will be the clerk's responsibility to recruit, hire, supervise, and compensate (using grant funds) any local personnel involved in a grant project. Consideration must also be given to any funds necessary to advertise for the position, which may also be requested in the application if needed.

Funding for the locality's share of Federal Insurance Contributions Act (FICA) tax will also be included in the request for funds. If a non-records processing position will be needed longer than the initial grant cycle (two years), continued wage funding should be sought from other sources, such as the Compensation Board or the locality. Grant funds for local personnel involved in a grant project shall be disbursed in two payments. The first payment of one half of the awarded funds shall be made upon the locality's hiring of the appropriate personnel. The second payment shall be made upon the Clerk's submission of a mid-point evaluation evidencing the personnel's satisfactory performance.

### **Emergency Grants**

---

This category of funding is for emergency or urgent situations, such as start-up costs for responding to a records-related disaster. The urgent situation can be of a local nature, and requires no declaration of emergency or disaster by any official other than the clerk. Examples of how this funding may be used could include the deposit for a disaster response company, temporary off-site record storage, or the cost of placing records into a blast freezer. The immediate need would be to stabilize the records in order to prevent further damage until a more permanent solution can be determined. In extreme cases, an emergency grant could be considered to meet a shortfall in

funding when invoiced by a vendor as part of a previous grant. At its first meeting of each grant year, the Grants Review Board considers approving a fixed amount of funding to be held in reserve for emergency or urgent use during the ensuing year.

Should such a situation arise in a clerk's office, that clerk should contact a Consulting Archivist, who will guide the clerk in completing an application for emergency funds. To the extent possible the requirements for the applicable type of eligible project shall be satisfied. The application for emergency funds is submitted to the Local Records Program Manager and then forwarded to the members of the sitting Grants Review Board. The board then holds a conference call or an electronic meeting to discuss the merits of the application.

As with regular projects, release of emergency funds shall only occur upon verification of successful completion of the proposal of work. Status reporting is required within 7 days following the completion of the project.

These grants will be made part of the official record at the subsequent Grants Review Board meeting. At this meeting the board will also take up the matter of replenishing the emergency fund.

## **DEVELOPING A GRANT APPLICATION**

---

Any circuit court clerk's office wishing to improve the preservation and management of its permanent public records should contact the Consulting Archivist or the Local Records Program Manager to obtain a model application for the type of project being considered and for project specifications.

All applications must contain the requested information and be submitted in the format described under the ***Application Format*** heading. Consulting Archivist or the Local Records Program Manager and other LVA staff members are available to assist circuit court clerks with the preparation of the application listed in this guide. Available funds determine the total number of grants and the amount awarded for each.

Grant projects may be funded for a maximum of two years. Applicants with longer-term needs should identify phases for the project. Each phase would be eligible in different grant periods, pending satisfactory completion of the previous phase and availability of funding.

Funds for more than one type of project may be applied for within a grant cycle, but separate applications are required for each project. As part of the evaluation process, the Grants Review Board considers the amount of grant funds available as well as the number of grants and the amount of funding a locality has received. All other factors being equal, there are no restrictions regarding multiple grants for a locality, but the principle of equity will influence final decisions. A locality may

prioritize the projects it submits; however, the Grant Review Board is responsible for determining what project will receive funding.

*Note: Only grants submitted in accordance with the manual will be reviewed.*

### **Application Format**

Submit a completed application for the project for which you are applying. If you are applying for multiple grant projects during a cycle (e.g., Item Conservation project and a Security System project), submit the application forms related to each project.

For Item Conservation grants, the following must be included in the application:

- 1) Completed applicant information form
- 2) Completed Grant Request Form – Project Information
- 3) Completed Grant Request Form – Project Costs
- 4) Proposal of work and estimated costs for each item submitted to clerk by vendor.

For Reformatting grants, the following must be included in the application:

- 1) Completed applicant information form
- 2) Completed Grant Request Form – Project Information
- 2) Completed Grant Request Form – Project Costs
- 4) Proposal of work and estimated costs for reformatting each item submitted to clerk by vendor.

For Records Processing Grants, the following must be included in the application.

- 1) Completed applicant information form
- 2) Completed Grant Request Form – Project Information
- 3) Completed Grant Request Form – Project Costs
- 4) Proposal of work and a detailed breakdown of costs associated with the project. They include, but are not limited to, salaries, FICA, training, and supplies.

For all other grants (security system, storage, digital microfilm reader/scanner, preservation supplies) the following must be included in the application:

- 1) Completed applicant information form
- 2) Completed Grant Request Form – Project Information.
- 2) Completed Grant Request Form – Project Costs.
- 4) Proposal of work and estimated costs submitted to clerk by vendor.

---

## Application Deadlines

---

The program includes two grant cycles per year. The deadline for final grant applications is April 15 and October 15. Final grant applications postmarked April 15 and October 15 will be accepted. **All applications postmarked after these dates will be returned for resubmission in a future grant cycle.** If the applications are mailed close to the deadline, the use of overnight or two-day delivery is highly encouraged. If desired, telephone Consulting Archivist to confirm the arrival of the application.

For those wishing to have their application reviewed prior to final submission, a draft should be submitted approximately one month before each deadline. This allows the Consulting Archivist time to review the draft and return comments.

Completed applications are to be mailed to the Local Records Services Administrative Assistant:

**Michelle Washington** *Administrative Assistant*  
800 East Broad Street  
Richmond, VA 23219-8000  
michelle.washington@lva.virginia.gov  
(804) 692-3605

Faxes are not permitted for the final application.

For assistance in preparing an application, contact:

**Gregory Crawford**  
*Local Records Program Manager*  
gregory.crawford@lva.virginia.gov  
(804) 692-3505

**Consulting Archivist  
to be named**

---

## Grant Application Review and Evaluation Criteria

---

In evaluating applications, the Grants Review Board considers the historical, informational, and administrative value of the records and the overall soundness of the proposed project. They are guided by the following criteria in making recommendations on applications:

**Soundness of Method:** The methods of treating records should conform to generally-accepted conservation theory and practice. This includes thorough examination, arrangement, and description to make records readily accessible for research.

Additionally, the conservation methods used must not harm the item and the treatment process must be completely reversible to allow for the possibility of future conservation advancements.

**Local Commitment to Preservation:** This includes providing for adequate storage space and proper environmental and security controls, designating a knowledgeable person or persons responsible for maintaining the records, and adhering to all standards for archival microfilming or guidelines for scanning as supported by the Library of Virginia.

**Significance and Age of Records:** The Grants Review Board may give special consideration to those proposals addressing the preservation of older records.

**Urgency of Need:** Special consideration may be given to offices with critical preservation needs.

### **Grant Award and Administration**

---

The evaluation of grant applications will occur at a Grants Review Board meeting approximately thirty days after the final deadline. As this is a public meeting, the time and place will be listed in the calendar of the Virginia Register. The awarded projects should be announced within four weeks of the Grants Review Board meeting.

Following the decision of the Grants Review Board, clerks will be notified of the outcome of their grant submission. Clerks who have been notified that their grants have been approved are to complete and sign the Grant Application Certification document found online at

<http://www.lva.virginia.gov/agencies/CCRP/ccrp.asp> and return to Local Records Program Manager at the Library of Virginia within 15 days of notification.

Grant funds will only be disbursed to the fiscal office of the locality upon verification of the successful completion of the project. As determined by instructions from the Auditor of Public Accounts, these funds must be released to the locality's fiscal office (i.e. Treasurer's Office or Department of Finance).

**Therefore, clerks are encouraged to notify their local fiscal office prior to applying for a grant.** Be sure to complete the information included in the verification form pertaining to the fiscal office. Funds will be released within thirty days of submission of a completed verification of work form and copy of the vendor's invoice. LVA will only release grant funds to the locality upon receipt of verification form and copy of vendor's invoice. Verification of work form can be obtained online at <http://www.lva.virginia.gov/agencies/CCRP/ccrp.asp>

Because there will be a window between the Clerks' receipt of the goods or services and the release of funds, either the contracts with the vendors must allow sufficient time for the

verification process to be completed or the locality must have sufficient funds available to make payments prior to receiving the grant funds. It is recommended that all contracts for goods or services to be paid for with grant funds provide at least 45 days for payment of invoices.

**Once the grant project has been completed successfully, the clerk is to complete and sign a verification form provided by LVA. Attach a copy of the vendor's invoice to the verification form and return to LVA within 15 days of completion of grant project. LVA will only release grant funds to locality upon receipt of verification form and copy of the vendor's invoice. Verification of work form can be obtained online at <http://www.lva.virginia.gov/agencies/CCRP/ccrp.asp>**

**Failure to submit the verification of work form and a copy of the vendor's invoice will delay release of applicable funds and render an office ineligible to apply for further grant funding until those reports have been successfully received by the grants office. This includes reports that are currently delinquent.**

Grant applications not approved because of insufficient funds may be resubmitted in a later cycle. These applications will not necessarily need to be rewritten but vendors and all other parties involved must acknowledge in writing their willingness to honor the resubmission. In the event an application is not awarded for reasons other than the availability of funds, the Grants Review Board will relate the reasons to the Consulting Archivists who will review them with the clerk. This will allow for changes to be made prior to the next application deadline.

### **Monitoring of Projects**

Approved projects will be monitored by your Consulting Archivist who will be available to provide consultation, information, forms, and assistance in evaluating project performance.

All projects will be subject to fiscal and/or compliance audits. The clerk's office and the locality's fiscal office should account for all grant funds by maintaining a separate line item. Separate accounts are not necessary.

*Note: If funds are spent for purposes other than those approved in the grant application, or contrary to a subsequent written agreement with the grants coordinator, the award will be withdrawn and all monies returned to the grant fund.*

### **Amendments to the Project**

Any amendments to the approved project, whether in the scope or funding of the project must be submitted in writing to the Local Records Program Manager for prior approval. All requests for additional funding must be approved by the full Grants Review Board.

