

THE CIRCUIT COURT RECORDS PRESERVATION PROGRAM HAS AWARDED

691 grants over 29 cycles from February 1992 to May 2006, totaling approximately \$11,478,858

The project types and the number awarded are:

General Preservation	37	\$316,149
Item Conservation	167	1,163,718
Microfilm Reader/Printers	62	813,602
Records Processing	126	2,172,156
Reformatting	169	6,304,180
Security Systems	85	709,053

Locality	Project Type	Awarded
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Awards for 2006A Cycle

Carroll	Security System	21,255.00
Essex	Security System	13,194.00
Greensville	Security System	14,620.00
Virginia Beach	Security System	23,971.00
Westmoreland	Security System	13,836.00
Roanoke City	Reformatting	26,980.00
Halifax	Reformatting	6,757.22
Charlotte	Processing	10,264.42
Essex	Processing	10,468.73
New Kent	Processing	2,476.00
Botetourt	Preservation	4,816.80
Charlotte	Item Conservation	2,347.00
Floyd	Item Conservation	10,495.00
Hanover	Item Conservation	16,470.00
New Kent	Item Conservation	7,425.00
Pittsylvania	Item Conservation	4,991.00
Westmoreland	Item Conservation	8,476.00

Total: \$198,843.17

Awards for 2006B Cycle

Botetourt	Security System	11,676.00
Chesapeake	Security System	27,445.14
Cumberland	Security System	14,465.00
Giles	Security System	16,184.00
Northampton	Security System	10,520.00
Colonial Heights	Security System	13,897.00
Martinsville	Security System	8,778.00
Nelson	Security System	2,293.54
Norfolk	Reformatting	29,890.00
Radford	Reformatting	11,553.84
Halifax	Processing	9,396.00
Patrick	Processing	2,850.00
Scott	Processing	10,736.64
Bedford	Reader/Printer	12,004.24
Nelson	Preservation	8,840.00
New Kent	Preservation	2,698.00
Bedford	Preservation	2,992.00
Bedford	Item Conservation	4,968.00
Campbell	Item Conservation	14,000.00
Charlotte	Item Conservation	743.00
Loudoun	Item Conservation	11,671.00
Nelson	Item Conservation	7,010.00
Pittsylvania	Item Conservation	4,917.00
Tazewell	Item Conservation	4,684.00
Virginia Beach	Item Conservation	4,989.00

Total: \$249,201.40

RECORDATUR

King George County Circuit Court Test Project

The Local Records Services Branch and the Records Analysis Section are working together on an exciting project with the King George County Circuit Court. This project is a test study to improve records management in Virginia localities, and has grown out of the Library's desire to provide meaningful and practical consultation to all localities regarding both temporary and archival records.

The Library has always looked for ways to reach out to localities in the commonwealth. Both Local Records staff and records analysts have long sought a more proactive role with localities, and in 2005 a decision was made to identify one locality to use as a test case for greater consultation and interaction. Local Records had already conducted a survey with the clerks, and this proved to be a great tool in identifying a likely clerk's office to participate. The King George County Circuit Court was chosen from those survey respondents.

King George County was a great location for several reasons. The clerk, Vic Mason, is extremely enthusiastic about working with the Library, and views Library assistance as a positive experience for his agency. Also, Vic has volunteered to share his experiences with other circuit court clerks, providing some welcome public relations for the Library. Lastly, King George County has a good mix of historical and non-permanent records, as well as pertinent issues such as a need for more space, a surplus of old records that could be destroyed, and a desire for more efficient preservation of their historically significant records. In short, King George County had all the elements the Library sought. During the summer and early fall, talks began with Vic regarding King George County's participation, and he readily agreed.

From the beginning this project included both archivists and analysts. This team approach utilizes expertise from both areas to provide the best consultation to localities, focusing on the whole records experience rather than attacking the problem



piecemeal. Carl Childs, head of the Local Records Branch, has managed the project; Sarah Nerney, Eddie Woodward, and Greg Crawford from Local Records have assisted, as well as Tom Wellman and Mark Walsh from Records Analysis.

The first step in this project was completing an inventory of King George County's records. The first part of this inventory, focusing on historical items, was completed by Local Records staff in the summer of 2005, and then analyzed by Tom Wellman. It quickly became obvious that there was a wealth of historical records, as well as an excess of temporary records that could be destroyed.

During the initial trip to King George County in September, team members met Circuit Court Clerk Vic Mason and got a good overview of what he expected from the project and what assistance he could provide. Most importantly, the team got to view the circuit court area to see first-hand the records and space issues Vic faced. Carl Childs noticed several framed pictures and artifacts that needed conservation, and Vic allowed Carl to take these items back to Richmond for preservation copying by staff.

Back in Richmond, meetings held throughout the fall determined that an exhaustive inventory of all King George County's records should be conducted. Greg Crawford produced an Access database for the inventory, and the team visited the county again in February. On this visit Carl, Greg, and Eddie Woodward conducted a major inventory, while Tom presented a workshop on Basic Records **see Project, page 3**

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RECORDATUR

“An entry made on record to prevent any alteration of Record”

This newsletter is published twice a year to keep circuit court clerks informed about the court records preservation program in the Commonwealth of Virginia. Reader participation is invited.



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DIRECTOR'S CORNER

First of all, let me pass along a big “thank you” to everyone who took time out of their busy schedules to complete the survey that was sent to your offices. I sincerely appreciate that so many of you made the effort to respond and provide the Library of Virginia with valuable input on the grant program and the many other services that the Library provides to your offices. Your opinions are critical to us as we evaluate those services and plan the future direction of the grant program. For the record, we received 94 completed surveys from the 120 circuit court offices across the state. Needless to say, we were very pleased with those results.

Now for the next logical question: where do we go from here? I will be meeting with grant staff over the next several months to further evaluate the present grant program, analyze your survey responses, and discuss new and better services that we can offer to your offices. In fact, this process has already begun based on some of the information gleaned from the surveys and the many conversations we have had with clerks throughout the past year. We hope to have some facets of the redesigned

program in place and available to you for the coming fall grant cycle.

Speaking of the grant cycle, the Library has decided to change the grant deadlines after consulting with the Virginia Court Clerks' Association's executive committee. The spring deadline for submitting applications is now April 15 and the fall deadline has been moved to October 15. If the 15th falls on a weekend, as it does this October, then the deadline is the next business day.

Last, but certainly not least, I regret to announce that Amy Judd has decided to leave her position as Circuit Court Program Archivist. Amy has been responsible for working with localities to develop grant applications and for providing training to grant staff. Her talents will be greatly missed. The good news is that she is staying with the Library and will work in the Records Analysis branch, where she will continue to work on records issues that affect your offices. We wish her the best of luck and thank her for all her good work with the grants program.

—Carl Childs,
Local Records Services Director
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The Analyst's Couch

The Analyst sees that for the patient to remain healthy there must be complete and open communication. This means that the patient needs to understand recent developments concerning revisions to the *Virginia Public Records Act*.

On April 3 of this year Chapter 909 of the *Code of Virginia* was approved. It was born of SB 461, dealing with the timely destruction of records as required by their scheduled disposition. This chapter has important implications for circuit court records as part of Section 42.1-86.1 of the *Virginia Public Records Act*. Of particular note is subsection B:

B. Each agency shall ensure that records created after July 1, 2006 and authorized to be destroyed or discarded in accordance with subsection A, are destroyed or discarded in a timely manner in accordance with the provisions of this chapter; provided, however, such records that contain identifying information as defined in clauses (iii) through (ix), or clause (xii) of subsection C of § 18.2-186.3, shall be destroyed within six months of the expiration of the records retention period.

The identifying information defined in the clauses mentioned above includes: (iii) social security number; (iv) driver's license

Project ... Management and the Library to court staff. The team also returned the original items taken to be copied the previous fall. Vic was very pleased with the result. The digital copies were displayed in the frames in place of the originals, which were stored in acid-free folders and boxed.

The enlarged inventory was input into the Access database and further analyzed by Carl, Tom, and Sarah Nerney. Local records staff were interested in which inventory items could be transferred permanently to the Library, as well as which historically significant items the circuit court would want to maintain. Records analysts were concerned with applying the proper retention rules to the court's temporary records and offering recommendations for a more efficient filing program. After comparing the inventory results, the team agreed on which items were eligible to be transferred to the Library under the retention schedule, and which old records could be disposed of using established retention periods.

A third visit to King George County in April was a great success, and staff found several gems among the court's collections. During this visit Tom presented a new online disaster planning tool, called DPlan, produced by the Northeast Document Conservation Center (NEDCC) and the Massachusetts Library Board. This tool allows governments and cultural institutions to easily produce disaster plans. Vic was very interested in using this resource for King George County and also suggested that he and Library staff jointly present this tool at the Virginia Court Clerks' Association Annual Conference this fall in Virginia Beach. Lastly, Tom made two measurements of each room in the circuit court to use in producing a filing plan. Carl, Greg, Sarah, and Eddie appraised individual items for transfer, and boxed up

number; (v) bank account numbers; (vi) credit or debit card numbers; (vii) personal identification numbers (PIN); (viii) electronic identification codes; (ix) automated or electronic signatures; (x) biometric data; (xi) fingerprints;... or (xiii) any other numbers or information that can be used to access a person's financial resources, obtain identification, act as identification, or obtain goods or services.

Records Officers for all Virginia Circuit Courts will want to examine series scheduled for destruction as outlined in the Annotated General Schedule 12 version available on the Library of Virginia's Web site. Of particular note is a revision to GS 12 in “Deeds Not Returned,” which was split into two series. Series 006224, “Deeds Not Returned – Post 1912,” is now scheduled for a one year retention. The individual deeds may contain identifying information such as Social Security numbers, mortgage holders, banking information, and so on that requires destruction within six months of the expiration of the retention period.

As always, circuit court clerks, records officers, and anyone else dealing with records management concerns are invited to contact the Analyst by phone (804-692-3650) or e-mail (mw@lva.lib.va.us) to discuss the above matter.

—G. Mark Walsh, C.A., Records & Information Analyst

a van-load of records and documents for the archives. Items found for the archives include early court deed books and various school and census records that will be a wonderful addition to the Library's holdings.

The team is planning another visit in early July to finish the transfer of historical documents to the archives and to present a filing plan to the circuit court. This filing plan is intended to be a practical document that circuit court staff can use to rearrange their filing rooms for better efficiency and access. It will make it much easier for the staff to follow correct records guidelines, especially in light of recent changes to the Virginia Public Records Act requiring timely destruction of disposable records. Also planned is a demonstration of the Land Records System by Vic, to educate Library staff on how court clerks actually use scanning technology in the field.

Another major component of the project is a final report that will evaluate this test project and its usefulness for the localities. Library staff will use this report to grade their effort and refine their approach to other localities. Vic will also receive the report, which he can use to justify changes such as new office equipment and possibly some grant opportunities from the Circuit Court Grants Program.

The Library is planning consultation projects with other localities in the future, and is in the process of identifying other circuit courts and localities to contact in late 2006 and 2007. We plan to make this type of consultation and outreach a regular feature for both Local Records and Records Analysis. The King George County Circuit Court project has been a success so far, and we have every expectation that it will continue as such.

—Tom Wellman, Records & Information Analyst

Circuit Court Records Preservation Program

Grant Applications due by 5:00 P.M.

MONDAY, OCTOBER 16, 2006.

Contact Glenn Smith (804/692-3604, gsmith@lva.lib.va.us) or Carl Childs (804/692-3739, cchilds@lva.lib.va.us) before submitting an application.



PLEASE NOTE
grant application deadlines
have been moved
to April 15 and October 15
(or the next business day).