

FY2027

Commonwealth of Virginia

Circuit Court Records Preservation Grant
Program



Guidebook

FY2027

July 1, 2026 to June 30, 2027

Government Records Services

Library of Virginia

(Revised 09/3/2025)

Contact and Resource Information

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Resources:

Circuit Court Records Preservation Program

<https://www.lva.virginia.gov/services/ccrp>

Retention Schedules

<https://www.lva.virginia.gov/services/rm/schedules>

Grant Timeline At-A-Glance:

Spring/Summer/Fall 2025: Travel for Upcoming Grant Cycle

- Consulting archivists visit localities as needed to help clerks prepare for future item conservation grants

November 3, 2025: Grant Cycle Opens

- State Archivist announces opening of grant cycle
- Consulting archivists contact localities and provide grant information for all grants, and statements of work [SOWs] for item conservation grants
- Consulting archivists continue locality visits for item conservation grants as needed

January 30, 2026: Grant Application Deadline

- All grant applications with all supporting materials must be received

March 2026: Grant Review Board Meets

- Grant Review Board meets to review all completed grant applications

April 2026: Grant Awards Announced

- Consulting archivists distribute grant announcements and certification letters via email
- Localities may contact vendors regarding grant projects

July 1, 2026: FY2027 Begins

- Disbursement of grant funds may begin July 1, 2026 for completed grant projects

June 30, 2027: Grant Projects to be Completed

- All grant projects approved in April 2026 should be completed and invoiced

Program Description and Guidelines

I. Introduction

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 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 preservation of permanent circuit court records, those in the 120 offices now existing across the commonwealth and those that have been transferred to the Library of Virginia. Since 1991, the CCRP grant program has provided over \$38,000,000 to all 120 circuit court clerks' offices to support preservation efforts.

General information about the grant program and electronic versions of the grant applications are available at the Library of Virginia website: <https://www.lva.virginia.gov/services/ccrp>

II. Staff Assistance

Retain this Guidebook for your reference and use throughout the grant award. This publication, updated annually, will provide answers to many questions that may arise. Project applicants must consult with their consulting archivist about proposed projects prior to submission of the grant proposal. Archivists can assist in adjusting the scope and nature of projects to ensure proposed projects are eligible. Contact State Archivist Greg Crawford (804-692-3505) or gregory.crawford@lva.virginia.gov for the consulting archivist assigned to your locality. A consulting archivist is assigned to each project prior to its commencement and is available throughout the project for consultation with the grantee. A consulting archivist will advise on all grant projects from their development through the completion of the application. Additionally, they can review all draft applications and offer suggestions to guide development of the application.

III. General Requirements for All Grants

Note: if the following requirements are not met, the locality will not be permitted to apply for a grant during the next grant cycle.

- All grant applications must be completed by the clerk or a designated staff member.
- It is the responsibility of the clerk to ensure that all applicable state and local procurement guidelines are adhered to during the grant application, award, and settlement process.
- Projects must be performed by a reputable vendor. Grant funding cannot be used to pay, reimburse, or hire staff to do work (i.e., scanning/indexing, moving or relocating shelving, etc.).
- A vendor providing a quote for services must perform an in-person, onsite viewing/consultation regarding a proposed project.

- Once a grant has been awarded, any additional costs incurred will not be covered by the grant and will be the responsibility of the locality.
- Projects should be completed, or show progress towards completion, within a year after the grant is **awarded**. If additional time is required, the clerks should notify grant administrators and if necessary, provide the status of the project to the grant administrators in a timely fashion.

Grant Review Board Application Review and Award Process

Grants are awarded in consideration of the advice and recommendation of the CCRP Grant Review Board (GRB). The board is comprised of three circuit court clerks and two staff members from the Library of Virginia's Local Government Records program. The consulting archivists and State Archivist attend as non-voting, ex-officio members and facilitate the meeting. Circuit court clerks who serve on the grant review board recuse themselves when grant applications submitted for their localities are evaluated.

The total grant amount awarded each year is contingent upon the amount of revenue from fees collected by circuit court clerks less the cost for the Library of Virginia to administer the program. In this competitive grant program, the number of grant applications submitted and the level of grant funding requested can exceed the total amount available. Grant funds are limited, and every effort is made to provide an equitable level of funding to all qualified projects. Funds for more than one type of grant project may be applied for within a grant cycle, but separate applications are required for each project. A locality is encouraged to prioritize the projects it submits; however, the GRB is responsible for determining which project will receive funding.

The GRB meets approximately six weeks after the submission deadline to review applications and make their award recommendations. Projects may be awarded in full, partially funded, or denied funding. A partially funded grant is not necessarily an indication that the grant is faulty; rather it may reflect the reality of the limited funds. Grants receiving no funding may also reflect the reality of limited funds, or perhaps the grant application had significant flaws or was otherwise ineligible. Grant award decisions are final; however, denied applicants are encouraged to consult with CCRP staff to develop revised submissions for subsequent grant cycles. 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 within four weeks of the Grant Review Board meeting. Disbursement of grant funds may begin July 1, 2026 for completed grant projects.

Grant applications not approved due to insufficient funds may be resubmitted in a later cycle. 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 Grant Review Board will provide 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.

Projects that meet the criteria of the grant program will receive the most favorable review by the GRB. They are well conceived, fully described and adequately supported, in a correctly completed application form. The criteria with which the GRB bases their award decisions are:

1) Condition of the records - Severity of physical damage and/or preservation concerns that threaten long-term preservation of the records.

2) Benefits of grant project - does the project ensure the preservation of the records? Does it provide greater accessibility of the records to the clerks' staff and the public?

3) Locality's commitment to preserve original records following conservation and/or reformatting – The actions proposed by the clerk's office which would aid in the long-term preservation of the records submitted in the application are considered. Will the clerk limit public access to the original records? Will the clerk direct the public to digital images of the records available on a local records management system?

4) Locality's contribution - If applicable, the GRB rates the clerk's office or locality's general contributions of time, finances, personnel, etc. to the project.

5) Worthiness of funding – After reviewing the applicant's grant application and vendor's proposal of work, the GRB rates the overall worthiness of funding the grant project.

Projects Eligible for Grant Funding

I. Security Systems

Note: In addition to the general requirements listed on p.3-4 for all grants, requirements for security system grants detailed below also must be met:

- A vendor providing a quote for services must perform an in-person, onsite assessment of the proposed system, including a professionally designed diagram of the system layout and/or placement and installation of cameras, created by the vendor.
- The monitoring and maintenance cost for the first year may be included in the quote and covered by grant funds. Monitoring, 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.
- **Grant request should not exceed \$10,000.**

The following projects are eligible for grant funding:

1) Early warning smoke, fire, and intrusion detection system. 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). **Grants are not awarded for fire suppression systems.**

2) Camera monitoring and recording systems. The purpose of this grant is to discourage the unauthorized removal of or damage to historic records stored in the records room(s). It is not

for monitoring the security of circuit court staff. This system should include a digital video recorder that does not require the use of videotapes.

II. 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 an electronic copy and retiring the original. In addition to the general requirements listed on p.3-4 for all grants, requirements for reformatting grants detailed below also must be met:

- Applicant must contact a consulting archivist prior to submitting a reformatting grant for loose records 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/sites/default/files/2025-06/digital_imaging.pdf
- **Grant request should not exceed \$10,000.**

Scanning of permanent records of historical and/or informational significance (primarily land records, will books, vital records, and court order books) for access by land records management system, secure remote access system, computer terminal maintained by your office, and/or a publicly accessible site. Volumes must be properly identified prior to reformatting. Loose original records must be flattened and properly arranged (alphabetical, chronological, or numerical.) If suit papers are being reformatted, each case must be filed in an acid free folder. Images can be generated from original records or microfilm. Minimum resolution for digital images must be **300 dpi tiffs**. Different levels of indexing can be included in a scanning project, however, it is the **applicant's responsibility** to ensure that the indexing system provided by the vendor adheres to the 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. Applicants are recommended to retire the original records from public use following completion of project.

III. Essential Equipment and Storage

In addition to the general requirements listed on p.3-4 for all grants, requirements for essential equipment and storage grants detailed below also must be met:

- All equipment and storage units must be new, not used, and procured from a reputable vendor.
- Submitted vendor proposal must include the shelving design and specifications, created by vendor.
- The maintenance cost for mobile (or compact) shelving the first year may be included in the grant request 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.
- **Grant requests may not exceed \$10,000.**

The following projects are eligible for grant funding:

1) Shelving (permanent records) – New shelving that promotes improved preservation of or access to permanent records. Shelving can be static or mobile and must meet archival standards. Applicant must identify in grant application permanent records that will be stored in new shelving.

2) Shelving (office records) – New shelving needed for daily office recording and filing may be made to the grants program for 50% of the total purchase price. The amount awarded by grants program will not exceed \$10,000, with matching funds coming from local sources. **The locality will fund excess cost beyond cost share above that amount.**

***Note regarding matching funds:** Any funds designated as local match are restricted to project-related use within period of the grant and prior to submission of the verification of work form. Retain records that show the source, amount and expenditure amount of all matching; this level of record keeping is necessary with any local match contribution.*

3) Plat cabinet —The system may be either a cabinet or drawers, depending on the need of the locality.

4) Environmental monitoring and control equipment – Equipment for monitoring and improving storage conditions to ensure proper environmental conditions in areas where archival records are stored. Examples would be dehumidifiers and temperature/humidity monitors.

IV. Item Conservation

An item conservation project would contract the services of a professional book and paper conservator to perform conservation treatments on volumes and/or loose papers of major historical, administrative and/or informational significance. **For this grant cycle, a clerk can submit no more than five volumes or no more than 1000 leaves of loose papers, or a combination thereof.** Clerks are encouraged to indicate records to be conserved in order of preference in the grant application; however, the CCRP Grant Review Board is responsible for determining which items will receive funding.

In addition to the general requirements listed on p.3-4 for all grants, instructions in the narrative regarding item conservation grants detailed below also must be met.

Items submitted as conservation grant candidates are assessed and prioritized using individual Statement of Work (SOW) documents created by CCRP consulting archivists, in consultation with the Library of Virginia's conservator. The SOW document serves as the description of the physical condition of the records and recommended treatment services to be provided by vendors. If any changes need to be made to the SOWs, the clerk must contact their consulting archivist for approval. If approved, the consulting archivist will provide the clerk with updated SOWs. **Grant funds can only be applied to the cost of conservation requirements specified in SOW documents.** Costs for conservation treatments not specified in SOW documents will be incurred by the locality.

The conservation 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. Conservation treatment will primarily include, but will not be limited to, the removal of lamination, pressure sensitive tape and adhesive removal, aqueous and non-aqueous deacidification, paper repair, archival polyester encapsulation, and binding repair or rebinding. The treatment process must be completely reversible to allow for the possibility of future conservation advancements. All 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 <https://www.lva.virginia.gov/services/ccrp>.

Funding of item conservation grants includes covering 100% of the reformatting cost of generating digital images (**minimum resolution – 300 dpi tiffs**) for conserved materials only if they are made accessible on a secure remote access system, a computer terminal maintained by your office, and/or a publicly accessible site. Applicants are recommended to retire the original records from public use following completion of project.

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/sites/default/files/2025-06/digital_imaging.pdf

Process for Developing, Applying for, and Completing CCRP Grant Projects

1. When considering applying for any CCRP grant, read this guidebook thoroughly, and contact a CCRP consulting archivist with any questions you may have.
2. For item conservation grants specifically, several months prior to the opening of a grant cycle, a CCRP consulting archivist will visit and meet with clerk to collaboratively determine appropriate materials to be considered.
 - a. Consulting archivist examines the physical condition of the records based on the Guidelines for Conservation Contractors, found at: <https://www.lva.virginia.gov/services/ccrp>
 - b. If several items/record types have been examined during a previous visit, consulting archivist may forego a physical visit and contact the clerk via email or phone regarding remaining conservation candidates.
3. When grant cycle is announced, consulting archivists contact clerks and provide completed Statements of Work (SOWs) for submission with item conservation grants. Program guidelines and updated grant applications for all grant categories are also made available. **Clerks are strongly encouraged to notify their local fiscal office prior to applying for a grant.**
4. Clerk contacts vendor candidates for on-site visits so that the vendor can provide a proposal of work appropriate for the grant category.
5. Before providing the SOWs to prospective conservation vendors, applicants should review the proposed treatment to ensure that it meets their required needs. If the clerk is satisfied with the

treatment recommendations, the clerk provides conservation vendor candidates with SOWs to review. There may be instances in which more than one conservation vendor candidate needs to visit a locality, depending on the nature of the conservation treatments specified in a SOW or the preference of the clerk. Conservation vendor candidates visit clerk's office in person to examine material for submission using SOWs as a template to develop a proposal of work. Proposal of work must include a price quote for each item that includes a breakdown of individual treatment costs for each item.

6. If a vendor charges for time spent evaluating any potential grant project, it is considered a pre-grant expenditure ineligible for reimbursement with grant funds. Once a grant has been awarded, any additional fees later imposed by the vendor, including those to enhance the quality of the work, will not be covered by the grant and will be the responsibility of the locality.
7. Clerk selects conservation vendor through local procurement process. **It is the responsibility of the clerk to ensure that all applicable state and local procurement guidelines are adhered to during the grant application, award, and settlement process. Thus, clerks are strongly encouraged to notify their local fiscal office prior to applying for a grant.**
8. The clerk or designated staff member completes a grant application to be submitted to a CCRP consulting archivist, who may review draft applications and offer suggestions to guide development of the application. The clerk should contact a CCRP consulting archivist, **not a vendor**, if in need of assistance to complete the application.
9. If more than one grant application is being submitted, the clerk should indicate which would be preferred if all grant applications cannot be awarded.
10. Each grant proposal must include a proposal of work from a vendor. If the clerk is contracting with more than one vendor, a grant application must be completed and submitted with each vendor's proposal of work. On the grant application, clerks are encouraged to prioritize the items that are being submitted for each conservation grant. Clerks should not countersign any contracts to be funded through the grant program until the grant application has been approved.
11. Completed grant application materials are provided to the CCRP Grant Review Board (GRB) for review.
12. CCRP consulting archivists email clerks directly regarding notifications of grants awarded and/or declined. If a grant is approved, they are to complete and sign the **grant award certification** document and return it to their consulting archivists at the Library of Virginia within 15 days of notification.
13. Clerk contacts vendor to begin project. It is important to note that no work can begin prior to a grant being awarded, and once a grant has been awarded, any additional costs incurred afterward will not be covered by the grant and will be the responsibility of the locality.
14. For non-item conservation grants awarded, clerk should notify CCRP consulting archivist following completion of a grant project. Consulting archivist will then send a verification of work form with instructions for the clerk to complete it.
15. **For non-item conservation grants**, clerk attaches a copy of the vendor's invoice to the verification of work form and returns both, either electronically or by mail, to CCRP consulting archivist or State Archivist within 15 days of completion of project. **Go to #20 for next step.**

16. For item conservation grants, vendor notifies Library of Virginia CCRP consulting archivists following completion of project for the purpose of scheduling inspections of work performed on the conserved records to ensure it was done according to treatments listed in SOWs. CCRP consulting archivists will confirm that a volume/item title reflects the correct contents, date ranges, and locality, based on the SOW. **However, final titling of conserved items should be determined by the clerk and the vendor.**
17. Once conserved items have been inspected by CCRP consulting archivists, clerk will be notified that items are ready to be returned to their office. Consulting archivist will also send a verification of work form with instructions for the clerk to complete it. Clerk contacts vendor to schedule return of materials.
 - a. If materials have not been conserved correctly, CCRP consulting archivists will notify clerk that corrections need to be made in order to meet specifications listed in SOW, and will follow up with clerk once project is fully completed. Grant funds will not be issued to locality until all outstanding service issues are successfully resolved and all conserved items have been returned to the clerk's office.
18. Following completion of an item conservation project, clerk verifies that all original records, including digital images (and/or facsimiles if requested) have been returned and that the project is complete. Clerk completes and signs a verification of work form provided by CCRP consulting archivist.
19. For completed item conservation grants, clerk attaches a copy of the vendor's invoice to the verification of work form and returns both, either electronically or by mail, to CCRP consulting archivist or State Archivist within 15 days of receipt of all materials, which is to include reformatted images and/or facsimiles, if they were part of the grant award.
20. **Note:** *Failure to submit the verification of work form and a copy of the vendor's invoice will delay the 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.*
21. Grant funds will be released and disbursed to the fiscal office of the locality within thirty business days of submission of a completed verification of work form **and** copy of the vendor's invoice. As determined by instructions from the Auditor of Public Accounts, grant 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.
22. **Note:** *Projects should be completed, or show progress towards completion, within a year after the grant is awarded. If additional time is required, the clerks should notify grant administrators and if necessary, provide the status of the project to the grant administrators in a timely fashion.*