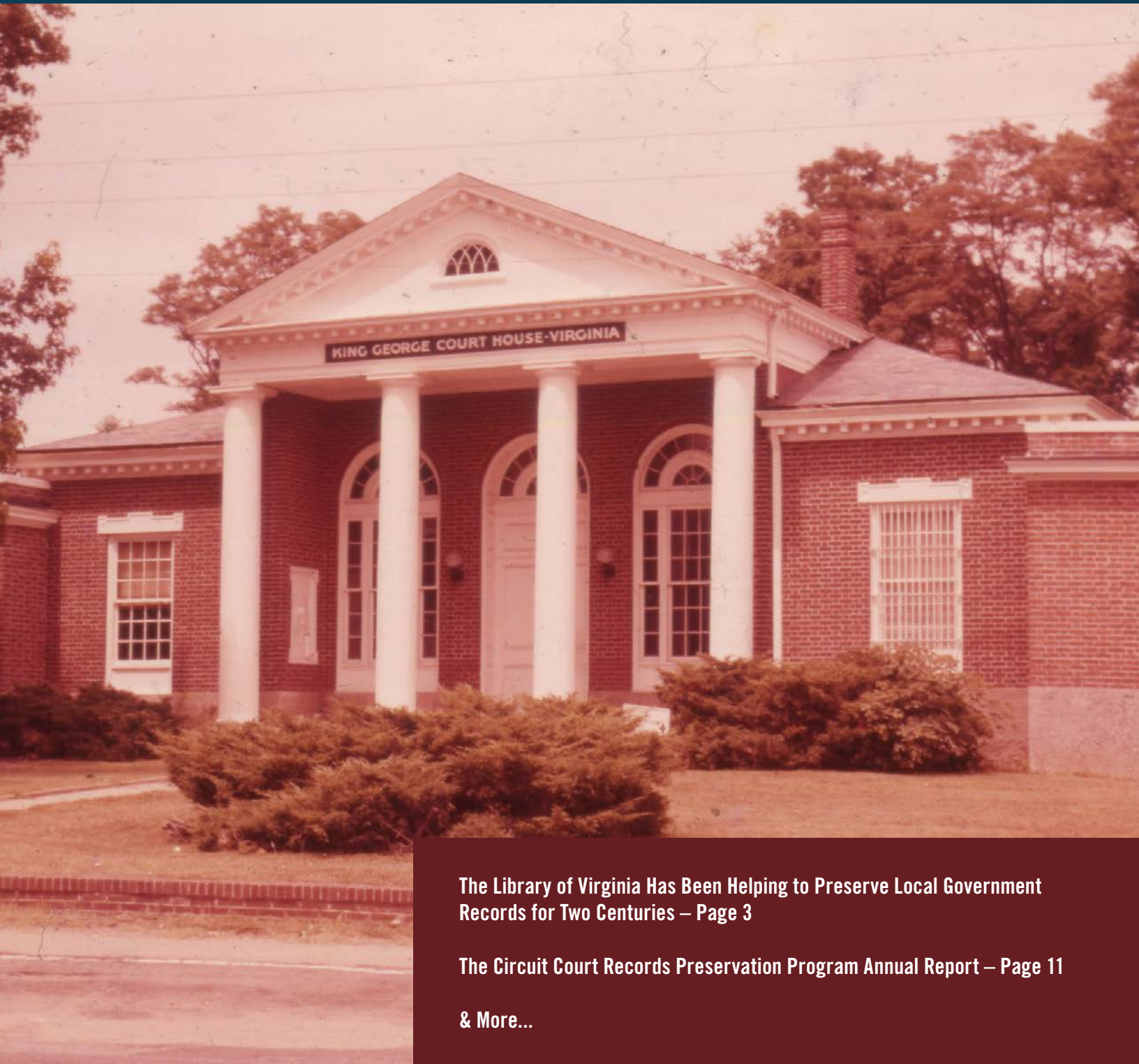


The Newsletter of Virginia's Circuit Court Records Preservation Program ■ No. 14 ■ Fall 2023

CCRP NEWS



LIBRARY OF VIRGINIA



The Library of Virginia Has Been Helping to Preserve Local Government Records for Two Centuries – Page 3

The Circuit Court Records Preservation Program Annual Report – Page 11

& More...

CCRP NEWS

No. 14 ■ Fall 2023

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

LIBRARIAN OF VIRGINIA
Sandra G. Treadway

STATE ARCHIVIST & DIRECTOR OF
GOVERNMENT RECORDS SERVICES
Greg Crawford
gregory.crawford@lva.virginia.gov
804.692.3505

LOCAL RECORDS SERVICES PROGRAM MANAGER
Vacant

SENIOR LOCAL RECORDS ARCHIVIST
Vincent Brooks
vincent.brooks@lva.virginia.gov
804.692.3525

SENIOR LOCAL RECORDS ARCHIVIST
Tracy Harter
tracy.harter@lva.virginia.gov
804.692.3639

SENIOR LOCAL RECORDS ARCHIVIST
Eddie Woodward
eddie.woodward@lva.virginia.gov
804.692.3650

CONSERVATOR
Leslie Courtois
leslie.courtois@lva.virginia.gov
804.692.3511

ADMINISTRATIVE ASSISTANT
Michelle Washington
michelle.washington@lva.virginia.gov
804.692.3605

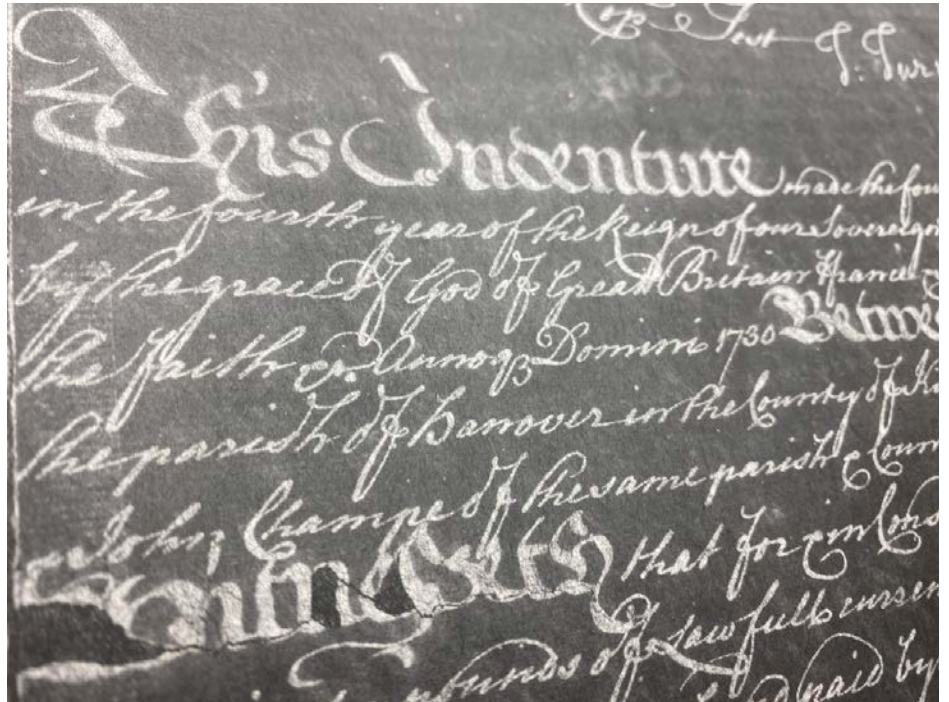
GRAPHIC DESIGNER
Christine Sisc

COPY EDITOR
Ann Henderson



LIBRARY OF VIRGINIA

LOCAL RECORDS SERVICES
800 East Broad Street
Richmond, Virginia 23219
804.692.3505
804.692.2277 fax
www.lva.virginia.gov



Above: When King George County Deed Book 1-A, 1729-1735, was sent to the Barrow conservation lab in 1939, in accordance with Virginia law, two photostatic copies of the volume were created, with a positive photostatic copy going to the King George County clerk's office, and a negative photostatic copy going to the State Library, where it was to be stored. This is a page from that negative photostat copy at the Library of Virginia.

Cover Image: King George County Courthouse, circa 1960s (The Leveque Collection of Virginia Courthouses, Visual Studies Collection, Library of Virginia).

CONTENTS

The Library of Virginia Has Been Helping to Preserve Local Government Records for Two Centuries	3
39 "Free Negro Registers" Digitized and Added to Virginia Untold!	6
Lost & Found: King George County's First Deed and Will Books	7
The Circuit Court Records Preservation Program Annual Report	11
CCRP Grants Review Board Awards Funding	13
Virginia Circuit Court Records Preservation Grant Program FY2023 Grant Cycle Awards	14

The Library of Virginia Has Been Helping to Preserve Local Government Records for Two Centuries

By Mary Ann Mason, Local Records Archivist & Vince Brooks, Senior Local Records Archivist

Shortly after the end of the Civil War, which had a devastating impact on the commonwealth's records, the Virginia State Library (now Library of Virginia) endeavored to help preserve the records of Virginia's local governments. In January 1874, the General Assembly charged the secretary of the commonwealth (then responsible for the State Library) to survey local court clerks to ascertain what records and other historical materials they maintained in their offices.

Through the remainder of the 19th century and the first half of the 20th, the legislature gradually increased the Library's responsibilities for preserving local government records. Numerous surveys and inventories were conducted over the years and library staff made photostatic copies of the earliest county and city record volumes for preservation purposes.

By the late 1950s, photostats gave way to microfilm as the preferred means of preserving records and making them more accessible. Microfilm was not only easier to store, but also easier to duplicate for wider distribution. Original records, which were retained, could then be retired from regular use.

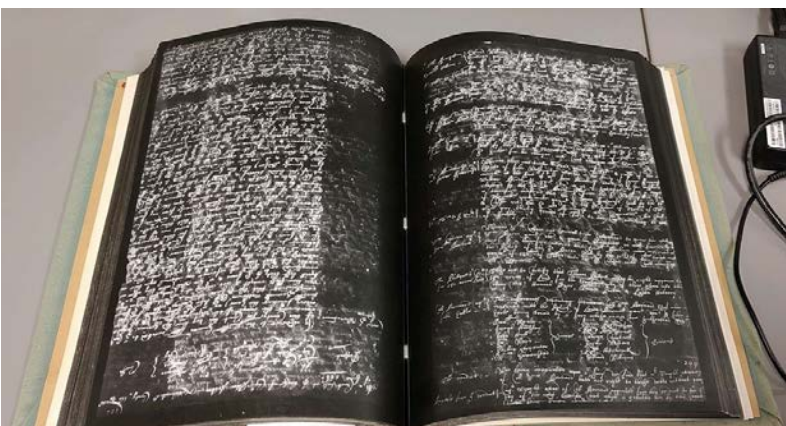
Two catastrophic events in the 1970s are largely responsible for the Library's present-day local government records program. The Botetourt County (1970) and Greene County (1979) courthouse fires motivated the General Assembly to pass Senate Joint Resolution 94 in February 1980 directing the State Archivist to "study records-keeping procedures in the Virginia courthouses." In 1989 and 1990, with funding from the National Historic Publications and Records Commission (NHPRC), the Library and State Historical Records Advisory Board (SHRAB) completed 40 preservation site surveys of records repositories, including nine circuit court clerks' offices.



Historical records stored in the attic of the Accomack County Circuit Court clerk's office, 1996.



Conserved canal records are returned to the Amherst County Circuit Court clerk.



Example of a negative photostat volume of county records.



Burned records from Montgomery County.



Left to Right: Records transfer from Augusta County, 2007. Inventorying records in the Culpeper County Courthouse, 2008. Appraising records in the King George County Courthouse, 2006.

That work and information gathering compelled the legislature to amend the *Code of Virginia*, §17.1-275 (A.2.), which increased the circuit court recording fees for land records by \$3, \$1 of which was designated for preservation of the circuit court records, thus creating the Circuit Court Records Preservation Program (CCRP), managed by the Library of Virginia.

The first major mandate of the CCRP program concerns the allocation of grant funds. Circuit Court Records Preservation grants program consulting archivists work with local officials to identify, conserve and make accessible the most at-risk records in Virginia's courthouses. Over the last three decades, the CCRP grant program has awarded more than \$30 million to localities in order to help mitigate environmental, security and storage concerns. These grant funds also support professional conservation of volumes and loose records retained by the circuit courts. Whether providing hygrothermographs to circuit court clerks to maintain better temperature and humidity levels, or funds to remove cellulose acetate lamination from historic record books, the Local Records staff assists localities in keeping their records in the best condition possible so that important local history is not lost.

Circuit court clerks across the commonwealth face a variety of challenges in the storage of historic records. In some cases, inadequate storage space, a lack of environmental control, or staffing limitations make a transfer of records to the Library of Virginia the best option.

When custodians transfer local government records to the state archives, the materials then proceed through the second major mandate of the CCRP: processing, indexing and description. Historically, circuit court clerks tied loose records



Frederick County site visit, 2013.



Surry County temporary records transfer, 2007.



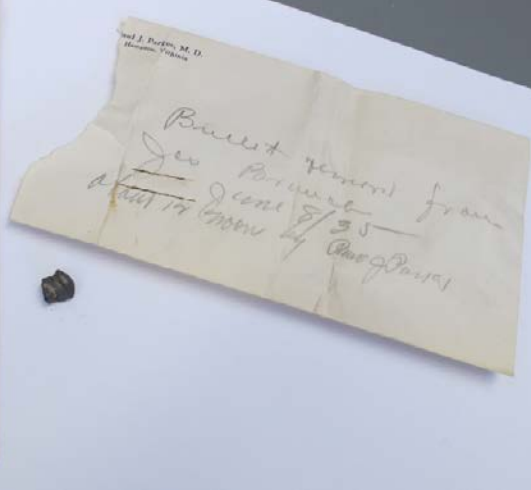
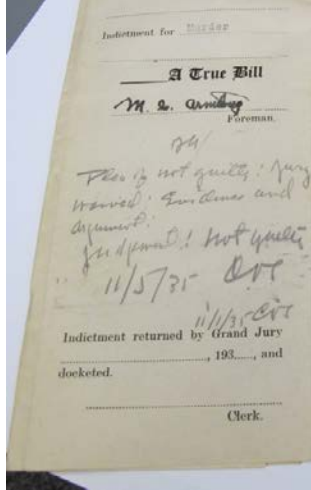
Above: Example of Woodruff drawer system.



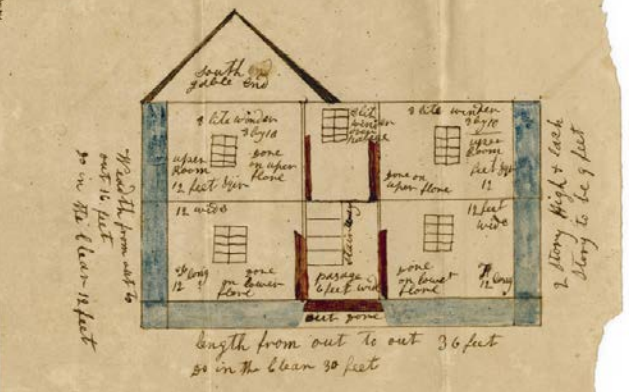
Above right: Flattening Richmond City chancery records.



Right: Secure, climate-controlled archival storage.



From left to right: Professional conservation of local government records. Ornate plat submitted in a Lancaster County chancery cause. Spent bullet removed during autopsy submitted as evidence in an Elizabeth County murder trial.



together in bundles and then stored them in narrow Woodruff drawers. As a result, the first job of the Local Records processing archivists is to unfold and flatten the court records. During this process, archivists also mend torn items using heat-set tissue, try to remove excess dirt with brushes, and remove fasteners such as paperclips, brads, grommets, staples or thread with micro spatulas and pliers. Severely damaged or moldy materials go to our in-house conservation lab for specialized treatment. These efforts not only assist with preservation of the material, but also better prepare the records for digitization, if deemed appropriate. Archivists then place the materials in archival folders and boxes, which are housed in climate-controlled archival storage at either the Library of Virginia or the Library's State Records Center in Henrico County.

During processing, Local Records archivists capture the information necessary for indexing and cataloging the records, which can include documenting names, dates, geographic locations and historic events referenced in the material. Archivists use this information to create searchable digital collections like the Chancery Records Index and Virginia Untold: The African American Narrative, and make material discoverable in the online catalog or the Archival Resources of the Virginias database.

Although legal and procedural in function, circuit court records contain stories ranging from the curious oddity to the wildly sensational. Court records provide glimpses into domestic drama, societal expectations, family history, systems of oppression and dirty politics. They contain a wide range of record types including chancery causes, coroners' inquisitions, commonwealth causes (criminal cases), road and bridge records, public buildings and grounds drawings, and health and medical records. Shown here is just a small sampling of the unique material and profound stories that can be found within Virginia's circuit court records.

From those initial surveys in 1874 to today's digital reformatting efforts, the Library has worked hand in hand with Virginia circuit courts clerks and other local officials to ensure that some of the earliest and most important records documenting Virginians and their communities are preserved and made accessible for future generations.

This article first appeared on the Library of Virginia's blog The UncommonWealth on March 3, 2023. ■

Left from top to bottom: Photograph of a car taken as part of a Clarke County coroner's inquisition, 1935.

Watch key used as evidence in a Richmond criminal case.

Lobby card from the 1914 film *The Lure*, used as evidence in a Winchester chancery cause.

Drawing of a proposed jail for Westmoreland County, 1825-1826.

Right: Photographic exhibit from a Staunton divorce case.

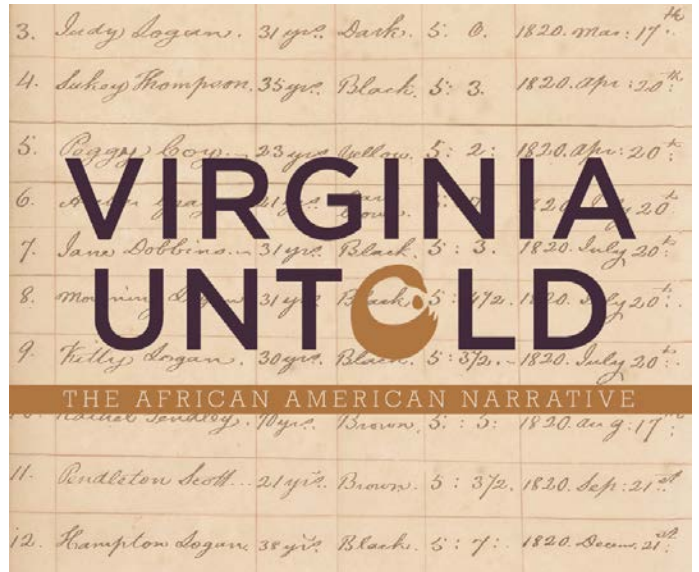


39 “Free Negro Registers” Digitized and Added to Virginia Untold!

Several free registers now have indexes available with their digital images in the Virginia Untold: The African American Narrative database, allowing you to search by name for those locations. If you would like to help index the remaining registers, sign up for an account on our transcription platform, From the Page, and contribute your skills and knowledge: <https://fromthepage.com/.../virginia-untold-free...>

Free registers are available from the following localities: Alleghany County, Amelia County, Arlington County, Bedford County, Charles City County, Chesterfield County, Dinwiddie County, Fairfax County, Fauquier County, Goochland County, Henrico County, King George County, Lynchburg City, Powhatan County, Roanoke County, Rockbridge County, Rockingham County, Southampton County, Surry County and Westmoreland County.

These are just the first 39—we have more to come! This work is made possible by a National Historical Publications and Records Commission grant from the National Archives. ■

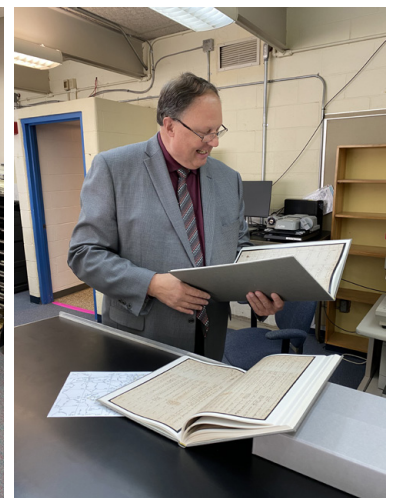
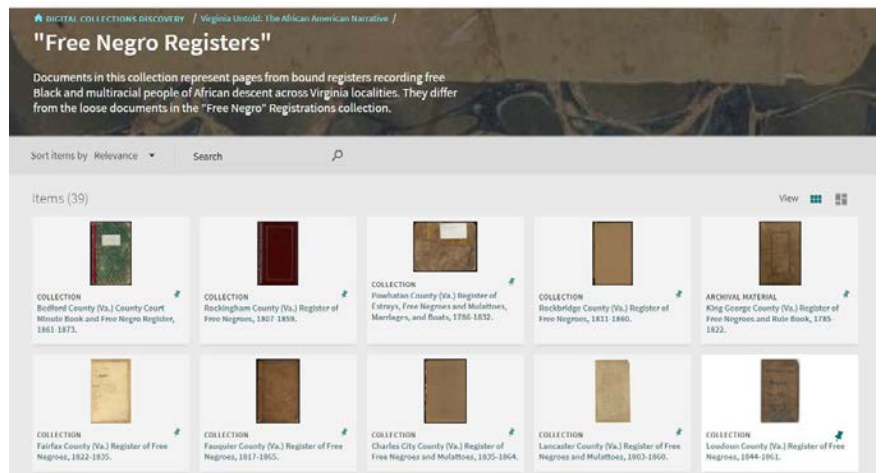


The Virginia Untold digital project provides access to the Library's records related to enslaved and free Black and multiracial people in pre-1867 Virginia.

Below left to right: Virginia Untold project manager Lydia Neuroth hands off the completed facsimile of Brunswick County “Free Negro Register,” 1803-1820, volume one to circuit court clerk Jacqueline S. Morgan.

Dinwiddie County Circuit Court clerk Barrett Chappell and deputy clerk Kelly LeBlanc review the newly returned facsimile of Dinwiddie County Register of Free Negroes, 1850-1864.

Southampton County Circuit Court clerk Rick Francis receives both Southampton County Free Negro Register, 1794-1832, and Southampton County Free Negro Register, 1832-1864.



Lost & Found: King George County's First Deed and Will Books

When the Virginia General Assembly passed an act in 1864 encouraging court clerks who were within the “lines of the public enemy” to send their records to Richmond for safe keeping, a number of localities had already done so. Unfortunately, those records did not fare so well after Northern soldiers took control of the capital of Virginia (and the Confederacy) in 1865.

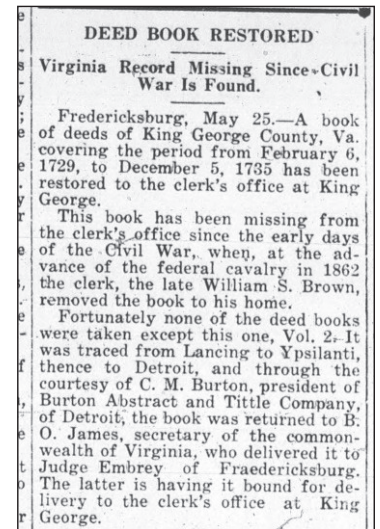
While some localities followed the General Assembly's advice, others found more creative ways to preserve their records during the war. In some instances, individuals, either on their own initiative or by order of their local governments, removed or hid records in order to protect them. That was the case with the court records from King George County. Situated at the top of Virginia's Northern Neck region, it was established in 1720 when it was carved out of Richmond County.

Not long after Virginia seceded, Union soldiers occupied the county. Before they arrived, however, the court clerk, William S. Brown,

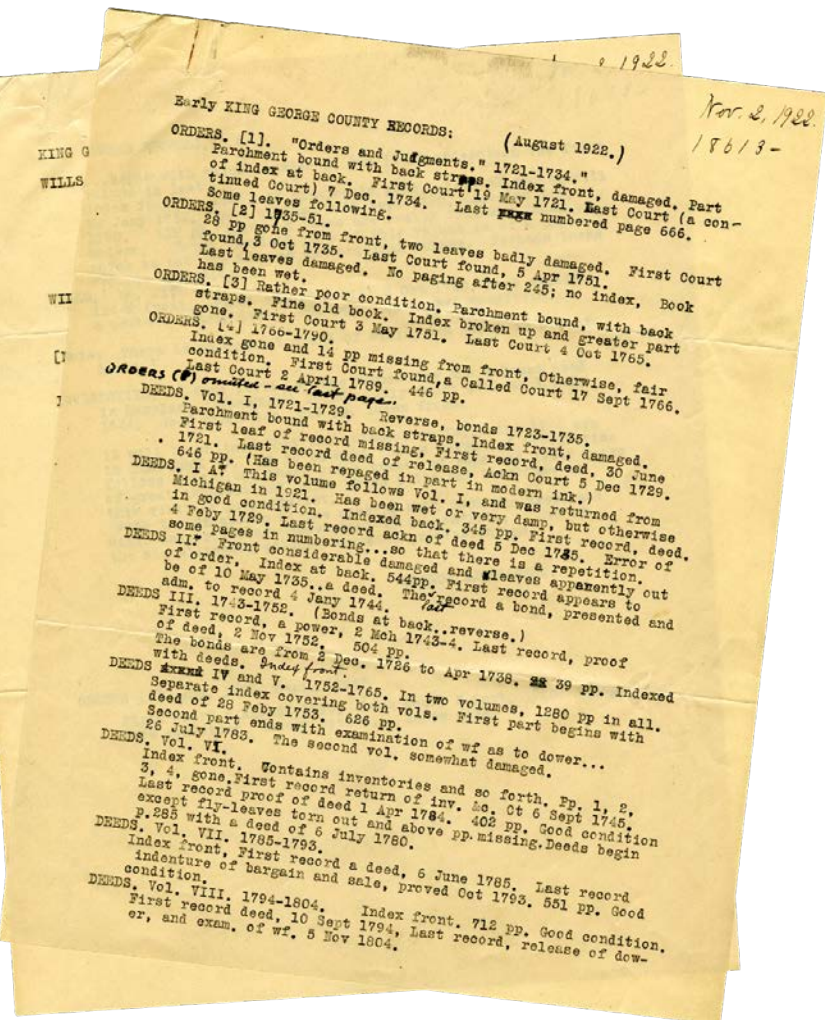
selected the most important court records in the clerk's office and moved them to his home, “Waverly,” where they were stashed under the eaves in the attic. It is worth noting that Brown was careful in his selections, making sure to not remove all of the records, as he suspected that if the courthouse was empty, Union soldiers would know that items had been removed and might look for them. Predictably, the sampling of remaining records were burned, defaced or taken by the Northern troopers. Although the records that were destroyed are gone forever, those that were removed by the invading soldiers, usually as souvenirs, were unwittingly spared that fate. By being stolen, they were saved.

Unfortunately, Brown, who served as King George County Court clerk from 1845 to 1887, did not respond to an 1873 survey from the Joint Committee of the State Library, which included a section inquiring about the condition and completeness of the records in all of the clerk's offices. Correspondence in the Library of Virginia's Locality Receipt Files, as well as other sources, indicates that the county's earliest deed and will books had walked away with the Federal soldiers during the war.

Evidence of collaboration between the King George County clerk's office and the Library of Virginia (then known as the State Library of Virginia) can be found in some of the earliest records of the first State Archivist, Morgan P. Robinson. In August 1922, Robinson's assistant, a genealogist named Milnor Ljungstedt, conducted an inventory of the clerk's office. The original inventory can be found in Robinson's files at the Library of Virginia. In 1929, when clerk L.B. Mason responded to a wide-ranging questionnaire sent to him by Robinson, he indicated that: the clerk's office was located in the courthouse, which had been constructed in 1923; that the clerk's office was “semi-fireproof” and was heated with wood and lighted with oil (no electricity); that the file cabinets were made of metal, some of the furniture was metal, and all of the shelving was wood; that it had never had a fire; that there was a vault in which were stored, “Wills, deeds, & judgments, &c.”; and that the current facility was ample size with no plans for expansion. In response to



Culpeper Exponent newspaper article about the recovery of Deed Book 1 (or 1-A), May 26, 1921. (Virginia Newspaper Project, Library of Virginia.)



The August 1922 inventory of the King George County Circuit Court clerk's office conducted by Milnor Ljungstedt. (Office of the State Archivist, Library of Virginia.)

Rev. W. T. Roberts.

Lost!—Information wanted as to the whereabouts of the early will-book of King George county, Va., which was taken from the clerk's office at King George Courthouse during the war, and some years ago was ascertained to be in New York. A reasonable sum would be paid for its return. Communicate with the editor.

BOOKS RECEIVED.—The editor wishes to return thanks to Mr.

Notice about the missing King George County will book in an April 1897 issue of *The William and Mary Quarterly*.

questions regarding losses due to the Civil War, the clerk indicated that, "One Will Book, Marriage Register & Order Book [were] carried away during Civil War."

In 1921, H.R. McIlwaine, the state librarian, heard of the whereabouts of a King George County deed book, 1729 to 1735, which had been one of the volumes that had gone missing when Federal cavalry raided the area in 1862. Contacting the owner of the deed book in Detroit, Michigan, McIlwaine was informed that the previous owner had notified King George County of the volume, but that the county official (the "Register of Deeds") had shown no interest in it. The current owner purchased it in the hope of getting it back to the clerk's office. After traveling from Lansing to Ypsilanti and then to Detroit, the volume was sent to Judge Alvin Thomas Embrey in Fredericksburg, where he had it rebound as Deed Book 1-A and delivered to the King George County clerk's office. Milnor Ljungstedt's aforementioned inventory described Deed Book 1-A one year after its return as having "been wet or very damp, but otherwise in good condition." In October 1939, Martha Woodroof Hiden obtained funding from the Washington, D.C., Branch of the Association for the Preservation of Virginia Antiquities to have the volume conserved at the Barrow conservation lab. Additionally, in accordance with a 1928 Virginia law, two photostat copies of the volume were produced, with one (a positive photostat) going to the clerk's office and the other (a negative photostat) as a security copy to be stored at the State Library.

With the return of the missing deed book (now titled, Deed Book 1-A, 1729–1735) in 1921, Ljungstedt's 1922 inventory noted that the only significant volume still missing was the county's first will book. As early as 1885 there were rumors about King George County Will Book No. 1, 1721–1752, which had also gone missing during the war, being for sale in New York State. Over the years, the loss of the missing volume is mentioned repeatedly in numerous historical publications and Virginia newspapers. In fact, a 1913 letter from genealogist and historian Thomas Forsythe Nelson to Henry Strother in Morgan P. Robinson's files again promotes the rumor that the volume was in upstate New York. The letter states that sometime around 1905 to 1907, it was owned by someone

in Schenectady who had purchased it from a bookseller in Albany, New York. And again, the owner had contacted King George County to negotiate its return, only asking to be reimbursed for the amount he had paid for it, but the county officials "declined to pay anything and further that some very abusive letters had been received by him in relation to the matter." A 1936 Works Progress Administration survey of State and Local Historical Records for King George County acknowledges the missing "first volume, 1721–1752."

Correspondence from 1951 in the Locality Receipt Files documents continued attempts to track down the missing will book. In that year, George H.S. King of King George County had agreed to pay \$1,000 for the volume and traveled to Port Jervis, New York, only to learn that what was offered was Prince William County Executions and Administrators' Bond, 1753–1780, and "various other relatively unimportant volumes, fragments, &c." By 1977, however, King's persistence had paid off, as, according to a newspaper account, he was able to purchase it from, "a private source," in a parking lot, at a price that "was high, yet not unreasonable." On April 5, King George County clerk V. Elwood Mason announced that the volume had been returned to the clerk's office. The will book, which was "still in excellent condition," was sent to the W.J. Barrow Restoration Shop for rebinding and restoration (i.e., the cellulose acetate lamination process). The volume, now known as Will Book 1-A, contained 175 wills, ranging from 1721 to 1752, and included the will of Augustine Washington, which left the "home manor property—what later came to be called the 'Ferry Farm'—to his son, George."

"Thomas Forsythe Nelson,
Genealogist Scientist,
P. O. Box 473 Washington, D. C.

"In re your inquiry dated 24th July concern-
ing Will Book # 1 King George County, Va."

"It is now some 8 or 10 years since I rode on an electric car from Albany to Schenectady N. Y. with the (then) owner of the book which he had obtained by purchase from a second-hand book shop in Albany. He then told me there had been some negotiations for its return and that he had placed no more value upon it than the sum he had paid for it, - I do not recall the amount, but it was very small, - but he said the County officials had declined to pay anything and further that some very abusive letters had been received by him in relation to the matter. He assured me however that he had no feeling in the matter and had no desire to retain it if the County wanted it but thought that he should be reimbursed. I had his name and address at the time and sent it to the Clerk, M. L. Hunter, King George C. H., Va. I supposed they had acted and that the book was returned in due time, and so stated to Mr. Stanard some four or five years ago, but I have since learned that nothing was ever done. I do not now find that I kept a copy of the gentleman's address, but I have no doubt the clerk can supply it.

I might say also that the Register of St. Paul's Parish was (in April 1901) in the hands of Mrs. R. E. Stuart, "Cedar Grove", Hamstead, King George Co., Va., who at that time claimed private ownership and made searches in it for a \$3 fee.

I regret that I cannot now supply you with the definite information which you desire.

Very Truly, yours,
(signed) Thomas Forsythe Nelson"

(The foregoing undated letter was mailed)
"Washington, D. C., Aug. 14 7-PM. 1913" "Terminal Station", and is a true copy of the original.

Aug. 30, 1913. (signed) Henry Strother.

A 1913 letter from Thomas Forsythe Nelson to Henry Strother promoting the rumor that King George County Will Book No. 1, 1721–1752, was in upstate New York. (Office of the State Archivist, Library of Virginia.)

Form A-3 69

VIRGINIA STATE LIBRARY
Archives Division
Procedure Record

Description of material: King George County Deed Book 1 A 1729-1735

How obtained: Taken to Mr. W.J. Barrow by Mrs. F.W. Hiden
Mr. Barrow restored the pages and then brought the book to the Library
Date received: 12/31/39

Remarks (if to be restored, state patron): Restoration by the Washington Branch of the Association for the Preservation of Va. Antiquities. To be photostated negatives for the library and positives for the county.
Original to be returned to the county.

Collation record: Prin To Dec. 26 '39 S B

Original:	Date	Initial
Negatives:	<u>Dec 26 1939</u>	<u>7779-2802</u>
Bound negatives:		
Positives:	<u>May 7 - 1940</u>	<u>4068</u>
Bound positives:		

Restoration record:

Date delivered for: _____ Returned to library? yes Date: 12/21/39

Binder's title: Deed Book 1A King George County 1729-1735

Disposition of original: Delivered to Mrs. Hiden to return to county Date: 6-20-40

Positive Bound To: _____ Date: _____

Negative Copy Unbound To: Delivered to Mrs. Hiden to take same to county Date: 11/20/40

* Receipt to be given or obtained.

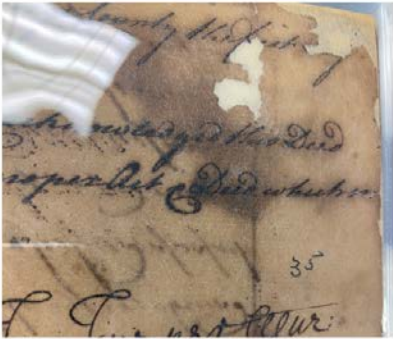
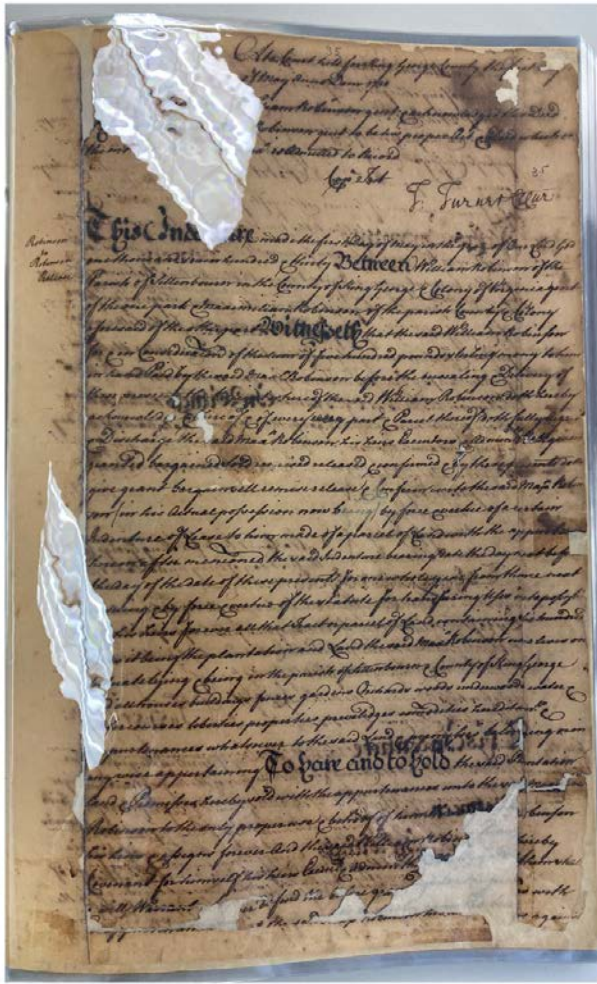
I want to recover King George Co. Va. WB#1 [1721-1752] which is the only important record book of that county now missing. It is mentioned 20V438 [1912]. About this time sd volume was offered for sale to the clerk of KGCo. but complications not now positively known developed and nothing more has been heard. Mrs. Patton, President General, NSDAR, agreed to request information re: this volume in DAR Magazine, 1951, and I agreed to pay \$1000. for it. We heard nothing of KGCo. WB#1, but various other relatively unimportant volumes, fragments, &c: including a Prince William County Bond Book in Port Jervis, N.Y. I went there but was unable to see it.

G.H.S. King
7 / 27 / 71

Above: A 1951 memo from George King regarding his efforts to recover Will Book No. 1. (Local Government Records Collection, Library of Virginia.)

Top left: Virginia State Library conservation procedure record for King George County Deed Book 1-A, 1729-1735, documenting its treatment at William J. Barrow's lab, ca. 1939-1940, including the creation of positive and negative photostat copies. As usual, Martha Hiden was the person responsible for shuttling the volume from the King George County clerk's office to Barrow's lab in Newport News, then to the Virginia State Library in Richmond, and then back to the King George County clerk's office. (Local Government Records Collection, Library of Virginia.)

Below left: After the volume's recovery in 1921, King George County Deed Book 1-A, 1729-1735, was rebound and later conserved in 1940 using the then-popular cellulose acetate lamination process. In 2002, the volume was sent out for conservation, but with the conservation lab unable (or unwilling) to remove the lamination, it was returned with the lamination intact and encapsulated in archival polyester sleeves.



When Connis Brown, the first local records archivist at the Virginia State Library, surveyed the King George County Circuit Court clerk's office in 1971, he made special mention of Deed Book 1-A, 1729-1735, having been restored in 1940 by an "early version of the Barrow process." He noted that the first nine deed books had been cellulose acetate laminated by the Barrow Shop and that one section of the records room held the deed book photostats that had been created when they were sent in for conservation. In May 1993, a conservator from the Conservation Center for Art and Historic Artifacts "conducted an overview survey of the King George County Circuit Court records," in which she again singled out Deed Book 1-A, 1729-1735, as having "extremely dark discoloration throughout the text block," and noting that the cellulose acetate was "brittle

and splitting away from the sewing,” with many detached pages and loose signatures. When Brown wrote up his survey, the laminated documents he encountered were done either via the silking process or by cellulose acetate lamination, and the methods were not yet fully understood to be detrimental to the paper. However, 20 years later, when the conservator from the Conservation Center for Art and Historic Artifacts saw the records that had undergone these processes, she understood the ramifications of the now-discredited conservation technique.

In 2002, cellulose acetate laminated Deed Book 1-A, with its “darkly discolored pages,” was sent out for conservation. Unfortunately, the conservation lab was unable to remove the lamination, with the treatment report simply stating that, the “Previous lamination was left intact.” According to the treatment report, the laminated pages were treated with a non-aqueous book deacidification system, and then encapsulated and post bound. Unfortunately, for any volumes cellulose acetate laminated prior to 1941, it’s likely that the pages were not deacidified prior to lamination. This means that the harmful naturally occurring acids in the paper are sealed in the laminate with no way of off-gassing, thereby hastening the destruction of the paper. The treatment report’s indication that the laminated pages were deacidified is not comforting, because the deacidification process would need to penetrate the same lamination that is keeping the harmful acids in the paper. Even if it did, deacidification does not undo the acidic damage already caused to the pages. Compounding the problem now is the fact that encapsulating the laminated pages ensures that the acidic gas will not escape. The fact that the encapsulated pages now reek of vinegar syndrome suggests that the cellulose acetate lamination is degrading.

In 2005, a team of Library of Virginia archivists and records analysts visited the King George County Circuit Court clerk’s office to implement a “total records analysis and appraisal.” Growing out of the Library’s desire to provide meaningful and practical consultation for both temporary and permanent/archival records, this collection approach was intended as a test case to improve records management in the clerks’ offices. As part of the field work, on June 7, 2005, Deed Book 1-A and Will Book 1-A were inventoried in the King George County Circuit Court clerk’s office records room by Eddie Woodward and Greg Crawford. Later that year the deed book and a large chunk of the permanent records were transferred to the Library of Virginia. Will Book 1-A remained at the circuit court clerk’s office, where it is today. In the Locality Notes by Greg Crawford after a July 13, 2021, visit to the office of King George County Circuit Court clerk Vic Mason, Will Book 1-A was listed as one of the items in the collection recommended for transfer to the Library of Virginia. ■



The King George County Courthouse, ca. 2006.



Local Records archivists Greg Crawford and Eddie Woodward perform an inventory of the King George County records room, March 1, 2006.



Local Records archivists Greg Crawford and Eddie Woodward load King George County records into the Local Records cargo van for transfer to the Library of Virginia, May 16, 2006.

THE CIRCUIT COURT RECORDS PRESERVATION PROGRAM ANNUAL REPORT

GRANTS CONSULTING PROGRAM

CCRP consulting staff conducted 118 site visits. They examined 1,610 items and 38.65 cu. ft. of loose records and created 734 condition reports for Item Conservation grant candidates. They also examined 283 post-conservation items at the vendor to verify that work was performed correctly.

IN-HOUSE RECORDS PROGRAM

Work continues to reduce the backlog of unprocessed circuit court records collections housed at the Library with a concentration on records series having a high research value and also with an eye to covering a wide geographic area. Staff members continue to flat-file, folder, index, conserve and re-box materials, incorporating in-depth arrangement and description of court records of higher-research potential. The collections are made more accessible to the public with the creation of catalog records and electronic finding aids. Images of chancery causes from localities previously accessible only on microfilm were made available to the public through the digital Chancery Records Index. The professional staff continues to process and index chancery records as well as processing other important loose papers having high research value. In addition, indexed chancery records data (names, cause of action, topics, etc.) is entered into the Chancery Indexing Processing System (CHIPS), the data entry system used by Library staff. CHIPS allows for uniform searching of records by the public and staff through the digital Chancery Records Index.

The Local Records processing staff members were also assigned digital chancery collections found on the Chancery Records Index to ensure indexing met current standards. Particular emphasis was placed on identifying and indexing names of enslaved people not currently found in the Chancery Records Index. The processing staff members were also assigned with transcribing and approving transcriptions of circuit court records found in the Library's crowdsourcing project, Making History with LVA. Once approved, the transcribed records will be added to the Virginia Untold: The African American Narrative database.

IN-HOUSE RECORDS PROGRAM

Cubic footage examined:	333.37
Cubic footage processed:	113.27
Chancery causes indexed and entered:	3,254
Chancery causes edited:	7,332
Enslaved names indexed:	2,840



State Archivist and director of Government Records Services Greg Crawford takes Grant Review Board Committee members Mark “Bo” Taylor (Scott County) and Victoria Washington (Charles City County) on a tour of the 4th-floor archives at the Library of Virginia after the Grant Review Board meeting on January 6, 2023.



IN-HOUSE RECORDS PROGRAM (cont.)

Items mended:	4,690
EAD (Encoded Archival Description) records created:	178
EAD (Encoded Archival Description) records edited:	64
ALMA (LVA catalog) records created:	159
ALMA (LVA catalog) records edited:	18
Cubic footage accessioned:	24.50
Items/volumes accessioned:	52
Cubic footage deaccessioned:	13.25
Items/volumes deaccessioned:	18
Transcription pages approved – Circuit Court records:	2,711
Transcription pages transcribed – Circuit Court records:	393
Chancery Records Index Search page visits:	37,260
Chancery Records Index Search page views:	826,406
Total indexes available on the CRI:	103
Digital chancery images scanned:	445,285
Total images available on the Chancery Records Index:	12,345,323

Digital images were added to Chancery Records Index for: Albemarle Co., City of Bristol, Charles City Co., Lunenburg Co., City of Lynchburg, Mecklenburg Co., Orange Co., Pittsylvania Co., Princess Anne Co., Richmond Co., Warwick Co., and Westmoreland Co.

The following localities have been subjects of archival work this year:

- Albemarle County chancery causes – processing, indexing, mending
- Alleghany County chancery causes – processing, indexing, mending
- Amherst County chancery causes – processing, indexing, mending
- Arlington County deeds – processing, indexing, mending
- Brunswick County chancery causes – processing, indexing, mending
- Charles City County commonwealth causes – processing, indexing, mending
- Chesterfield County deeds – processing, indexing, mending
- Clarke County chancery causes – processing, indexing, mending
- Frederick County chancery causes – processing, indexing, mending
- Goochland County chancery cause – indexing
- Greene County chancery causes – processing, indexing, mending
- Henrico County apprenticeship indentures – processing, indexing, mending
- Henrico County chancery causes – processing, indexing, mending
- Henrico County deeds – processing, indexing, mending
- Henry County chancery causes – indexing
- Isle of Wight County commonwealth causes – processing, indexing, mending
- Mecklenburg County chancery causes – processing, indexing, mending
- Northumberland County health and medical records – processing, indexing, mending
- Orange County health and medical records – processing, indexing, mending
- Petersburg deeds – processing, indexing, mending
- Petersburg commonwealth causes – processing, indexing, mending
- Petersburg habeas corpus records – processing, indexing, mending
- Prince Edward County District Court – processing, indexing, mending
- Richmond (city) commonwealth causes – processing, indexing, mending
- Richmond (city) habeas corpus records – processing, indexing, mending
- Richmond County chancery causes – indexing
- Rockingham County chancery causes – indexing
- Shenandoah County chancery causes – indexing
- Westmoreland County commonwealth causes – processing, indexing, mending
- Wythe County chancery causes – processing, indexing, mending

Cellulose Acetate Conservation Project

The conservation of cellulose acetate volumes housed at the Library of Virginia and in the localities continues to be a priority. For decades, experts considered cellulose acetate lamination to be an innovative and inexpensive treatment for paper conservation. Recently, conservation professionals have discovered that cellulose acetate lamination hastened the deterioration of the paper. Poor storage and environmental conditions in some circuit court clerks' offices contributed to even more rapid degradation. If not addressed, the oldest volumes of the commonwealth, the records that managed to survive three centuries of wars, courthouse fires and natural disasters, will not survive another three centuries. We identified over 1,500 cellulose acetate volumes housed in the circuit court clerks' offices and at the Library. Forty-seven localities were awarded CCRP grants in FY2023 to conserve 199 cellulose acetate volumes housed in their offices. CCRP funds were used to conserve additional cellulose acetate housed at the Library of Virginia. CCRP funding will continue to be used to restore these volumes.

Media Inventory

The Imaging Services Branch continues to offer limited services to the localities, such as providing photo prints of missing pages, inspecting microfilm and digital images, retrieving microforms upon request, and delivering microfilm to our vendor for duplication. Imaging Services continues to maintain media in security storage by inspecting it for content and deterioration, replacing deteriorating film and describing all media in our internal content management system, Infolinx.

Imaging Services staff assisted one circuit court clerks' office with a request for duplicate copies of film, having one reel duplicated. One circuit court clerk requested 110 reels stored at the State Records Center for transfer to their office to create digital images. Imaging Services processed 61 requests from 25 circuit court clerks' offices to replace a total of 243 pages of missing records in their offices using security film housed at the Library of Virginia's State Records Center. One circuit court clerk made a request for film to be sent to vendors for scanning.

Imaging Services received, inspected, entered and stored 428 new reels of security microfilm/microfiche cards from circuit court clerks' offices. Imaging Services continues to store and swap media tape backups from circuit court clerks' offices compiled by the Supreme Court of Virginia. They also pulled 23 reels of chancery causes for two localities to be sent to Backstage for scanning.

Imaging Services inspected 5,319 reels of older film for deterioration as well as content in an effort to improve metadata for nearly 375,000 pieces of media in security storage in the Infolinx database. Of those 5,319 reels, 3,727 reels were sent to vendor for replacement.

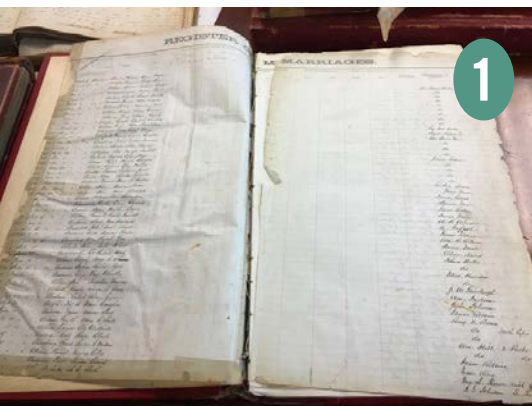
CCRP Grants Review Board AWARDS FUNDING

The Circuit Court Records Preservation Program (CCRP) Grant Review Board met on January 6, 2023, at the Library of Virginia to consider records preservation grant requests from circuit courts across the commonwealth. The board comprises five voting members: three circuit court clerks, appointed by the president of the Virginia Court Clerks' Association, and two staff members from the Library of Virginia. Board members meet once a year to evaluate grant applications. Clerks of the circuit courts are eligible to apply for funds to conserve, secure and increase access to circuit court records. In all, 99 localities submitted 125 grant applications.

The board approved 106 grant projects totaling \$4,100,706.02. The vast majority of the approved applications covered professional

conservation treatment for over 600 records including deed books, will books, land tax books, marriage licenses, minute books and plat books housed in circuit court clerks' offices that suffered damage from use, age, pests, water, cellulose acetate lamination or previous nonprofessional repairs. The remaining grants funded records reformatting, back-indexing, storage and security systems.

The Library of Virginia's Government Records Division administers the CCRP. A \$3.50 recordation fee on land instruments recorded in the circuit court clerks' offices funds the program. The CCRP provides resources to preserve and make accessible Virginia's permanent circuit court records. Since 1992, the CCRP has awarded over 2,000 preservation grants totaling over \$30 million dollars. ■



1



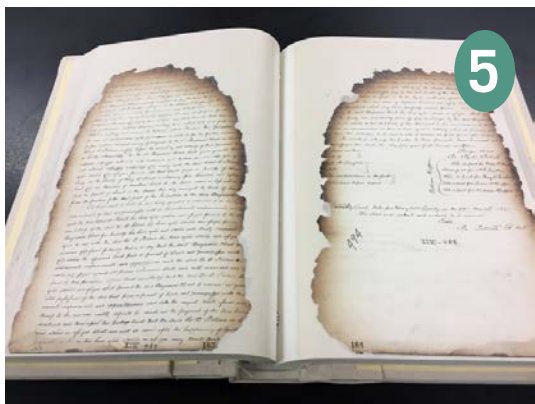
2



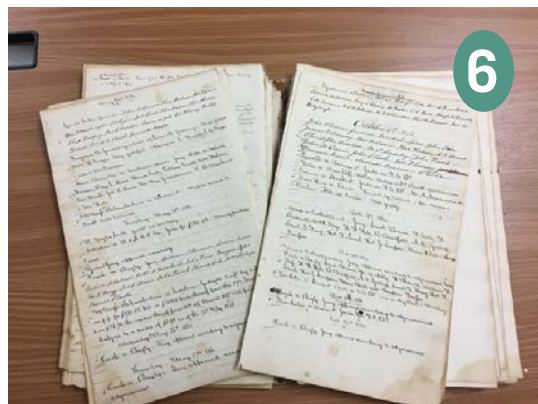
3



4



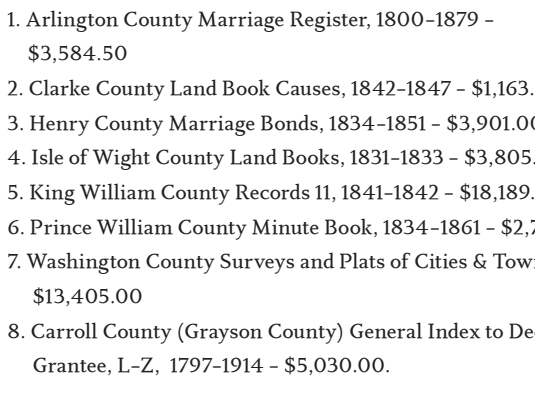
5



6



7



8



8

1. Arlington County Marriage Register, 1800-1879 - \$3,584.50
2. Clarke County Land Book Causes, 1842-1847 - \$1,163.50
3. Henry County Marriage Bonds, 1834-1851 - \$3,901.00
4. Isle of Wight County Land Books, 1831-1833 - \$3,805.00
5. King William County Records 11, 1841-1842 - \$18,189.00
6. Prince William County Minute Book, 1834-1861 - \$2,770.00
7. Washington County Surveys and Plats of Cities & Towns 1 - \$13,405.00
8. Carroll County (Grayson County) General Index to Deeds - Grantee, L-Z, 1797-1914 - \$5,030.00.

**Virginia Circuit Court Records Preservation Grant Program
FY2023 GRANT CYCLE AWARDS**

2023FY-118	Accomack County	Item Conservation	\$59,121.00	2023FY-040	King George County	Item Conservation	\$2,948.00
2023FY-097	Albemarle County	Item Conservation	\$64,276.50	2023FY-009	King William County	Item Conservation	\$24,173.00
2023FY-029	Alexandria City	Item Conservation	\$40,348.50	2023FY-011	King William County	Reformatting/Indexing	\$13,589.00
2023FY-038	Alleghany County	Item Conservation	\$26,317.00	2023FY-005	Lancaster County	Item Conservation	\$51,319.50
2023FY-031	Amelia County	Item Conservation	\$46,941.50	2023FY-109	Lee County	Item Conservation	\$59,897.50
2023FY-002	Amherst County	Item Conservation	\$47,423.00	2023FY-071	Loudoun County	Item Conservation	\$62,115.50
2023FY-065	Appomattox County	Item Conservation	\$38,528.50	2023FY-101	Louisa County	Item Conservation	\$26,282.00
2023FY-061	Arlington County	Item Conservation	\$38,584.50	2023FY-039	Lunenburg County	Item Conservation	\$54,558.00
2023FY-067	Augusta County	Item Conservation	\$47,686.50	2023FY-015	Lynchburg City	Item Conservation	\$34,949.50
2023FY-001	Bath County	Item Conservation	\$17,750.00	2023FY-056	Madison County	Reformatting/Indexing	\$27,340.00
2023FY-003	Bath County	Equipment/Storage	\$4,563.00	2023FY-018	Mathews County	Item Conservation	\$35,785.00
2023FY-022	Bedford County	Item Conservation	\$28,741.00	2023FY-095	Mecklenburg County	Item Conservation	\$42,249.00
2023FY-063	Bland County	Item Conservation	\$24,232.00	2023FY-077	Middlesex County	Item Conservation	\$21,660.00
2023FY-092	Bland County	Security System	\$1,670.32	2023FY-036	Montgomery County	Item Conservation	\$37,648.00
2023FY-048	Botetourt County	Item Conservation	\$64,095.00	2023FY-037	Nelson County	Item Conservation	\$18,529.00
2023FY-028	Brunswick County	Item Conservation	\$64,850.00	2023FY-064	New Kent County	Item Conservation	\$15,526.00
2023FY-074	Buckingham County	Item Conservation	\$36,788.00	2023FY-042	Newport News City	Item Conservation	\$20,728.00
2023FY-086	Campbell County	Item Conservation	\$46,439.50	2023FY-017	Northumberland County	Item Conservation	\$62,821.00
2023FY-120	Caroline County	Item Conservation	\$58,769.50	2023FY-072	Nottoway County	Reformatting/Indexing	\$42,900.00
2023FY-124	Carroll County	Item Conservation	\$22,817.50	2023FY-016	Page County	Item Conservation	\$45,177.00
2023FY-103	Charles City County	Item Conservation	\$17,107.50	2023FY-115	Petersburg City	Reformatting/Indexing	\$66,000.00
2023FY-102	Charles City County	Reformatting/Indexing	\$26,400.00	2023FY-021	Pittsylvania County	Item Conservation	\$44,632.00
2023FY-083	Charlotte County	Item Conservation	\$51,863.25	2023FY-125	Portsmouth City	Reformatting/Indexing	\$66,000.00
2023FY-075	Chesapeake City	Item Conservation	\$42,177.00	2023FY-019	Powhatan County	Item Conservation	\$24,949.00
2023FY-054	Chesterfield County	Item Conservation	\$26,616.00	2023FY-081	Prince Edward County	Reformatting/Indexing	\$28,184.00
2023FY-026	Clarke County	Item Conservation	\$26,318.00	2023FY-044	Prince George County	Item Conservation	\$46,405.00
2023FY-020	Craig County	Item Conservation	\$29,352.00	2023FY-057	Prince William County	Item Conservation	\$53,859.50
2023FY-052	Culpeper County	Item Conservation	\$36,645.75	2023FY-025	Pulaski County	Item Conservation	\$57,852.00
2023FY-004	Cumberland County	Item Conservation	\$63,037.00	2023FY-053	Richmond City	Item Conservation	\$25,821.00
2023FY-105	Danville City	Item Conservation	\$35,788.00	2023FY-069	Richmond County	Item Conservation	\$65,136.00
2023FY-112	Dickenson County	Item Conservation	\$23,454.00	2023FY-100	Roanoke County	Item Conservation	\$31,076.10
2023FY-035	Dinwiddie County	Item Conservation	\$47,318.00	2023FY-050	Rockbridge County	Item Conservation	\$40,412.00
2023FY-008	Essex County	Item Conservation	\$54,174.00	2023FY-104	Rockingham County	Item Conservation	\$31,807.00
2023FY-066	Fairfax County	Item Conservation	\$22,419.50	2023FY-049	Scott County	Item Conservation	\$21,889.00
2023FY-070	Fauquier County	Reformatting/Indexing	\$63,500.00	2023FY-123	Shenandoah County	Item Conservation	\$38,461.00
2023FY-080	Floyd County	Item Conservation	\$12,190.00	2023FY-122	Smyth County	Item Conservation	\$14,778.50
2023FY-116	Fluvanna County	Item Conservation	\$50,873.00	2023FY-121	Smyth County	Reformatting/Indexing	\$25,800.00
2023FY-089	Franklin County	Item Conservation	\$47,680.00	2023FY-096	Southampton County	Equipment/Storage	\$40,100.00
2023FY-085	Fredericksburg City	Item Conservation	\$32,070.75	2023FY-079	Spotsylvania County	Item Conservation	\$59,733.00
2023FY-059	Giles County	Item Conservation	\$31,386.50	2023FY-006	Stafford County	Item Conservation	\$50,580.50
2023FY-013	Goochland County	Item Conservation	\$43,177.50	2023FY-032	Suffolk City	Item Conservation	\$28,925.00
2023FY-030	Grayson County	Item Conservation	\$27,509.00	2023FY-033	Surry County	Item Conservation	\$60,241.50
2023FY-093	Greene County	Item Conservation	\$21,300.00	2023FY-034	Sussex County	Item Conservation	\$49,611.00
2023FY-046	Greensville County	Item Conservation	\$37,207.00	2023FY-058	Tazewell County	Item Conservation	\$27,247.00
2023FY-091	Halifax County	Item Conservation	\$56,908.00	2023FY-047	Virginia Beach City	Item Conservation	\$46,918.00
2023FY-119	Hampton City	Item Conservation	\$63,084.00	2023FY-090	Warren County	Item Conservation	\$40,819.75
2023FY-094	Hanover County	Item Conservation	\$20,281.00	2023FY-062	Washington County	Item Conservation	\$51,450.50
2023FY-076	Henrico County	Item Conservation	\$37,177.00	2023FY-060	Westmoreland County	Item Conservation	\$62,108.00
2023FY-088	Henry County	Reformatting/Indexing	\$30,564.10	2023FY-010	Williamsburg/James City County	Item Conservation	\$32,607.00
2023FY-087	Henry County	Item Conservation	\$20,320.00	2023FY-117	Winchester City	Reformatting/Indexing	\$42,000.00
2023FY-012	Highland County	Item Conservation	\$7,794.50	2023FY-024	Wythe County	Item Conservation	\$39,849.00
2023FY-007	Isle of Wight County	Item Conservation	\$50,565.00	2023FY-084	York County/Poquoson	Item Conservation	\$62,419.00
2023FY-014	King and Queen County	Item Conservation	\$20,933.50			TOTAL AWARDED:	\$4,100,706.02
2023FY-041	King George County	Equipment/Storage	\$65,706.00				