

VAGARA 2008

Virginia's Circuit Court Records

A Work in Progress

Virginia Circuit Court Records Preservation Program

- Established by the General Assembly in 1990
- Revenue Collection Began July 1990
- Program Implemented September 1991
- Began with Two Preservation Conferences
 - Continue to Provide Preservation Education
- First Projects Awarded March 1992

Grant Projects & Awards

Awarded as of June 30, 2008		\$12,878,169.41	826 projects	
Project Type	Amount Awarded	Amount %	# Awarded	# %
Item Conservation	1,741,115.36	13.5%	264	32.0%
Preservation	356,823.14	2.8%	50	6.1%
Processing	2,273,560.47	17.7%	138	16.7%
Reader/Printer	839,716.94	6.5%	70	8.5%
Reformatting	6,749,686.53	52.4%	193	23.4%
Security System	917,266.97	7.1%	111	13.4%
	12,878,169.41	100%	826	

Conservative Results

Security Systems	Fire Detection	60
	Camera Monitoring	41
Processing	Cubic Feet Processed	2,267
Reformatting	Film Images	4,525,440
	Digital Images	3,395,720
	Digital to Film	236,051
	Film Images Duped	39,682
Conservation	Books Treated	634
	Papers Treated	193
Reader/Printer		70

Other Services Provided

- Emergency Response / Consultation
- Planning and Response Training
- Records Inventory and Transfer
- Processing and Reformatting Services

Records Analysis

Circuit Court Records Analyst:

Tom Wellman

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(804) 692-3609

All things Records Management

ww.lva.virginia.gov/whatwedo/records

(see the Virginia Circuit Court Records link)

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<p>What We Do</p> <p>What We Have</p> <p>Who We Are</p>	<p>Records Management</p> <p>The Library offers a wide range of services to support state agencies and localities with the efficient and economical management of public records. Under the authority of the Virginia Public Records Act, as well as state statutes and regulations, we are responsible for ensuring public records exist and are available. To achieve this we publish records retention and disposition schedules, offer consultation and assistance to state and local offices, review the disposal of non-permanent records and assist with the transfer of permanent and historically significant records to the Archives. All our services, except for certain copying charges, are provided free of charge.</p> <p>LVA Records Management Resources</p> <ul style="list-style-type: none"> • Contacts (LVA RM Staff and State and Local Records Officers) • Records Emergency Contact Information • Imaging Services • Local Records Services • Records Analysis • Electronic Records • State Records Center • General Schedules for Virginia Localities • General Schedules for Virginia State Agencies • Records Management Publications and Forms (Guidelines, Manuals, Standards, Blank Forms, etc.) • Virginia Circuit Court Records • Virginia Records Officer Listserv (VA-RO) • Workshops and Meetings • Guidance on the Timely Destruction of Records • Box Specifications for the Archives & State Records Center • Other Records Management Resources <p>Search Records Management Pages</p>	<p>Things to Know</p> <p>Conley Edwards Director Records Management Services 804-692-3554</p> <p>Records Management Services Division The Library of Virginia 800 E. Broad St. Richmond, VA 23219-8000 PHONE: 804-692-3600 FAX: 804-692-3603</p> <p>Please review</p> <p>Proposed draft of Regulations for the Protection of Records Containing Social Security Numbers</p> <p>Our Experts Suggest</p> <p>Virginia Public Records Act (direct link to the Virginia General Assembly's Legislative Information System)</p> <p>Records Officers seeking professional development are encouraged to join:</p> <p>The National Association of Government Archives and Records Administrators (NAGARA) or The Virginia Association of Government Archives and Records Administrators</p>
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<p>What We Do</p> <p>What We Have</p> <p>Who We Are</p>	<p>Circuit Court Records in Virginia</p> <p>Records Analysts provide targeted assistance with managing court records. The following records schedule, guidelines and standards are essential to all circuit court programs:</p> <ul style="list-style-type: none"> • GS-12, Circuit Court Records • Microfilming Circuit Court Records (pdf) • Standards for Circuit Court Records • Standards for Indexing Land Records (pdf) • Certification Page (pdf) <p>Additional Information</p> <ul style="list-style-type: none"> • Library of Virginia Services for Circuit Courts (pdf) • Virginia Circuit Courts Records Preservation Program • Chancery Records Index • Newsletters • Locality Records Security Microfilming Program • Sample Circuit Court Order for Transferring Records • Sample Circuit Court Order for Preservation and Storage 	<p>Things to Know</p> <p>Contact your Records Analyst</p> <p>Our Experts Suggest</p> <p>About Circuit Courts - from the Virginia Supreme Court</p> <p>Virginia General Assembly</p> <p>Code of Virginia - The General Assembly's Searchable Database</p>
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Questions??

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