

Archives, Collections, and Records Management Services Committee Meeting notes for April 2024:

The Archives, Collections, and Records Management Services (ACRMS) Committee met via Zoom on April 16th at 2:00 p.m. Those in attendance included the three staff liaisons (John Metz, Greg Crawford, and Kathy Jordan) and Peter Broadbent (Chair), Robert Canida, Paul Brockwell, Barbara Vines Little, Leonard Tengco, and Mary Prentice. Shelley Murphy (Vice Chair) and Carol Finerty were absent from the meeting.

1. Ancestry update: Digitization of all collections included in the first year of our agreement with Ancestry is nearing completion, with the last 1500 reels of personal property tax film in production. Estimated dates for release on Ancestry.com and Ancestry for Virginians are:
 - a. Personal Property Tax Records, 1782-1900 – images available October 2024, indexing TBD.
 - b. Death and Births, ~1896-1911 – images and indexing available mid-October 2024.
 - c. Virginia Department of Military Affairs Index Cards – images and indexing available November 2024.
 - d. Virginia City Directories (select) - images and indexing available March 2025.

Kathy Jordan is currently in discussion with Lisa Pearl from Ancestry regarding collections for the 2nd year of the agreement. One collection of special interest to the Library is the Land Tax Records, 1782-1927.

2. World War II Separation Notices Project: Digitization is complete! In March 2024, our vendor, Backstage Library Works, completed digitization of the 80 boxes of World War II Separation Notices, for a grand total of 525,580 images for 252,900 veterans. Since the fall of 2023, over 8000 forms for separating Marines and Army veterans have been available for public transcription on From the Page. We have held several Making History transcription events since the fall highlighting the Separation Notices, including our annual Transcribe-a-versary in September, two events with students at Maggie Walker Governor's School, four events with students and Henrico County Public Library, and two events with the 2024 House of Delegates pages. We are looking forward to more events, including tabling and transcribing at the Virginia War Memorial's Hill of Heroes event on June 29, 2024. The June issue of the Broadside will have several articles on the project. Keep an eye out!
3. CCRP Grants update: The Circuit Court Records Preservation Program (CCRP) Grant Review Board met on 13 February 2024 at the Library of Virginia to evaluate 124 records preservation grant requests from 102 circuit courts across the commonwealth, the largest number of localities to have ever participated in the grants program. The board approved 122 grant projects totaling \$3,204,869.62. Most of the approved applications covered professional conservation treatment for over 600 records that date from the 1690s to the mid-twentieth century. They include deed books, will books, land tax books, marriage licenses, order books, and plat books, housed in circuit court clerks' offices, which suffered damage from use, age, pests, water, cellulose acetate lamination, or

previous non-professional repairs. The remaining grants funded records reformatting, indexing, shelving, and climate control equipment. Since 1992, the CCRP has awarded over 2,000 preservation grants totaling over \$36 million dollars.

4. **Diseased Microfilm Update:** Now sending 2,000 reels every other month to Backstage Library Works to identify diseased microfilm and create duplicate microfilm as needed. Currently, 70% of the reels are being replaced with new reels. Starting in December, Backstage began doing basic data entry to capture information on the target of each reel. We will be evaluating data entry process soon.
5. **250th Project Update:** While the Virginia American Revolution 250 Commission has expressed interest in the Library's "Ideas in Action: Virginians Petition Their Government , 1776-1786" project proposal, an approval and funding decision has been delayed until the biennial budget has been settled by the General Assembly and the Governor.
6. **State Records Center (SRC) Repairs:** After a lengthy delay due to supply chain issues, the chiller was successfully replaced at the State Records Center. Maintaining the temperature and humidity in this facility is critical for the long-term preservation of the documents stored there. The previous chiller was 26 years old and had begun to fail frequently, causing spikes in temperature and humidity and making replacement essential. Necessary repairs to the blast freezer, delayed due to supply chain issues, was also repaired at the end of March 2024 six months after the exterior engine died.
7. **SRC Expansion:** The SRC expansion project has been on hold since the end of October waiting for DPB and DEB to complete their review and to authorize the project to proceed to the bidding phase. As of 4/18/24, DPB reported that the budget for the next phase would not be released until the budget for the next biennium is approved by the GA and the Governor's office. Once full authorized, it will take about four months before a groundbreaking can be scheduled.