



## LIBRARY OF VIRGINIA

**Sandra Gioia Treadway**  
*Librarian of Virginia*

December 1, 2008

### TRANSMITTAL LETTER:

TO:           The Honorable Timothy M. Kaine  
                Governor of Virginia

                The Honorable Charles J. Colgan  
                Chairman, Senate Finance Committee

                The Honorable Lacey E. Putney  
                Chairman, House Appropriations Committee

FROM:        Sandra G. Treadway

SUBJECT:     Archival Backlog at the Library of Virginia

Gentlemen:

Pursuant to instructions in the Commonwealth's Appropriation Act, I am enclosing for your information the Annual Report on Reducing the Archival Backlog. The report is filed with your offices each year in early December.

Please let me know if you have any questions concerning this report.

cc:        The Honorable Thomas R. Morris  
            Secretary of Education

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## MEMORANDUM

TO: Sandra G. Treadway, Librarian of Virginia

FROM: Conley L. Edwards III, State Archivist and Director,  
Archival and Records Management Services Division

DATE: December 1, 2008

RE: Annual Report on Reducing the Archival Backlog

Per the Commonwealth's Appropriation Act, Chapter 847, Section 1–70, Item 234, Paragraphs B.1 and B.2, for the fiscal year ending 30 June 2008, the Library of Virginia annually receives \$650,000 in General Fund monies to support fifteen full-time positions "to relieve the 54-year backlog in processing significant archival, special, and other historical collections."

The following report is submitted in compliance with the Budget's instructions that the Librarian of Virginia and the State Archivist shall report annually to the Governor and to the Chairs of the Senate Finance and House Appropriations Committees on the Library's "progress to date in reducing its archival backlog."

This report is for the period 1 July 2007 through 30 June 2008, and thus covers the ninth fiscal year under the special program, instituted 1 July 1999.

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Staffing: The Library's Archival Description Services and Local Records Services programs currently include sixteen positions in Description Services and twenty-two positions in Local Records Services for assessing and processing local, state, and non-governmental archival records.

Of these thirty-eight positions, five are assigned to organizing and describing Private Papers collections, seven for State Records, and eleven for Local Records. One position is dedicated to coordinating electronic records, and six positions provide administrative coordination as well as processing assistance. Budget reductions in fiscal years 2002 and 2003 reduced project funding and staffing within the Appropriation Act, from \$787,943 annually in support of seventeen positions to \$650,000 each year and fifteen positions.

Collections Processing: For the twelve-month period 1 July 2007–30 June 2008, the Library processed 367.7 cubic feet (approximately 551,500 items) of Private Papers, an additional 528.8 cubic feet (approximately 793,200 items) of State Records, and 370.1 cubic feet (approximately 555,150 items) of Local Records Collections.

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*Cubic feet processed for the period total 1,266.6 (approximately 1,899,900 items), or 105.6 cubic feet per month, exceeding the target of 904 cubic per year by 40%.*

The total does not include 154 megabytes of new electronic and digital collections received and processed, for a total of 1,464 megabytes in the collection.

The average rate of processing over the first nine years of the program equals 1,102 cubic feet per year, or 91.8 per month—versus the annual target of 904 cubic feet, or 75.3 cubic feet per month. An overview of collections processed by category is provided as follows:

	<b>Local Records</b>	<b>State Records</b>	<b>Private Papers</b>	<b>Yearly total</b>
1999-00	446.9	332.5	233.2	1012.6
2000-01	485.4	344.5	233.0	1062.9
2001-02	570.0	393.5	228.9	1192.4
2002-03	448.4	409.0	227.0	1084.4
2003-04	361.9	282.3	169.0	813.2
2004-05	353.5	349.7	339.6	1042.8
2005-06	356.7	593.3	451.8	1401.8
2006-07	202.5	621.0	219.2	1042.7
2007-08	370.1	528.8	367.7	1266.6
To date	3594.6	3854.6	2469.4	<b>9919.4</b>

There are multiple challenges facing this program. One key element over the past several years was the significant amount of staffing and funding increasingly required to address collections involving electronic media—either collections “born digital” or other media received damaged or in an unstable format. Both require reformatting to an appropriate digital yet archival-quality surrogate. There are few standards or guidelines for the archival processing of digital records and other institutions are watching the Library of Virginia as staff carefully develops our best practices. These sorts of activities—and expenses—are not captured in the overall project statistics.

Thank you for the opportunity to provide a report on progress to date.

cc: Ann N. Harris, Director, Finance and Administrative Services, Library of Virginia  
Angela S. Murphy, Division of Legislative Automated Systems