



LIBRARY OF VIRGINIA

Sandra Gioia Treadway
Librarian of Virginia

November 30, 2009

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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Librarian of Virginia

MEMORANDUM

TO: Sandra G. Treadway, Librarian of Virginia

FROM: Lyndon H. Hart III, Description Services Manager,
Archival and Records Management Services Division

Carl M. C. Childs, Local Records Services Director,
Archival and Records Management Services Division

DATE: 18 November 2009

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 2009, 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 2008 through 30 June 2009, and thus covers the tenth fiscal year under the special program, instituted 1 July 1999.

Staffing: In FY 2008-09, the Library's Archival Description Services and Local Records Services programs included thirteen positions in Description Services [six for private and seven for state] and fifteen positions in Local Records Services devoted to addressing the backlog of local, state, and non-governmental archival records.

Collections Processing: For the twelve-month period 1 July 2008–30 June 2009, the Library processed 257.2 cubic feet (approximately 385,800 items) of Private Papers, an additional 367.4 cubic feet (approximately 551,100 items) of State Records, and 268.2 cubic feet (approximately 402,300 items) of Local Records Collections.

Cubic feet processed for the period total 892.8 (approximately 1,339,200 items), or 74.4 cubic feet per month, 1.3% below the target of 904 cubic per year.

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The total does not include 883 audio cassettes received and processed, for a total of 974 cassettes in the collection.

The average rate of processing over the first ten years of the program equals 1,081.2 cubic feet per year, or 90.1 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:

	Local Records	State Records	Private Papers	Yearly total
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
2008-09	268.2	367.4	257.2	892.8
To date	3863.6	4222	2726.6	10812.2

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. The development of these best practices—and the related expenses—are not captured in the overall project statistics.

Another important aspect to remember is that our collection is not static and the figures continue to increase with donations and transfers. This adds to the total holdings figure and should be remembered when examining the processing statistics. If the holdings grow faster than the processing figures – then the backlog, in fact increases. The following are figures for new records accessed for each year by record type. As the figures will clearly demonstrate, the backlog is actually increasing, as incoming records exceed the processing statistics by 34.5%.

	Local Records	State Records	Private Papers	Yearly total
1999-00	264	832	172.5	1268.5
2000-01	444	424.1	272.8	1140.9
2001-02	658.8	161.9	39.2	859.9
2002-03	102.5	701.3	82.5	886.3
2003-04	927.2	452.5	37.7	1417.4
2004-05	563.2	667.4	69.7	1300.3
2005-06	490.8	1958.5	274.2	2723.5
2006-07	491.6	839.4	138.1	1469.1
2007-08	966.8	606.7	507.4	2080.9
2008-09	505.8	682.9	210.2	1398.9
To date	5414.7	7326.7	1804.3	14545.7

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

cc: