



# LIBRARY OF VIRGINIA

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

December 1, 2010

TRANSMITTAL LETTER:

TO:           The Honorable Robert F. McDonnell  
                  Governor of Virginia

                  The Honorable Charles J. Colgan  
                  Chairman, Senate Finance Committee

                  The Honorable Harry R. Purkey  
                  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 Gerard Robinson  
            Secretary of Education

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## 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 June 30, 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 July 1, 2009 through June 30, 2010, and thus covers the eleventh fiscal year under the special program, instituted July 1, 1999.

Staffing: The Library's Archival Description Services and Local Records Services programs currently include eleven positions in Description Services (down 31% from 2008) and twenty-two positions in Local Records Services for assessing and processing local, state, and non-governmental archival records.

Of these thirty-three positions, four are assigned to organizing and describing Private Papers collections, five for State Records, and eleven for Local Records. One position is dedicated to coordinating electronic records, and five 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 July 1, 2009–June 30, 2010, the Library processed 207.1 cubic feet (approximately 310,650 items) of Private Papers, an additional 312.3 cubic feet (approximately 468,450 items) of State Records, and 411.93 cubic feet (approximately 617,895 items) of Local Records Collections.

*Cubic feet processed for the period total 931.29 (approximately 1,396,935 items), or 77.6 cubic feet per month, exceeding the target of 904 cubic per year by 3%.*

The average rate of processing over the first nine years of the program equals 1,068 cubic feet per year, or 89 cubic feet 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
2008-09	268.2	367.4	257.2	892.8
2009-10	411.9	312.3	207.1	931.3
To date	4275.5	4534.3	2933.7	<b>11,743.5</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. The development of these best practices—and the related expenses—are not captured in the overall project statistics. Last year alone, the Library received 101.387 gigabytes of new electronic and digital collections, bringing the total of 103.762 gigabytes in the collection, presenting a whole new realm of storage and access issues that were not even thought of with the inception of the backlog reduction initiative in 1999.

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 acquisitions for each year since the beginning of the archival backlog reduction program in 1999 organized by record type. Although the Library of Virginia has exceeded the set level of processing for all but two of the past eleven years (2003-04 & 2008-09), new materials are added to the collection at a rate that far surpasses the level of collection processing, thus adding to the backlog. The cumulative rate of acquisition between 1999 and the end of Fiscal Year 2010 was 45% higher than the cumulative processing rate for the same period.

An overview of new records acquisitions by category follows:

	<b>Local Records</b>	<b>State Records</b>	<b>Private Papers</b>	<b>Yearly total</b>
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
2009-10	508.9	1707.6	300.7	2517.2
To date	5923.6	9034.3	2105	<b>17,062.9</b>

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