



## LIBRARY OF VIRGINIA

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

December 13, 2012

TRANSMITTAL LETTER:

TO:           The Honorable Robert F. McDonnell  
                  Governor of Virginia

                  The Honorable Walter A. Stosch  
                  Chairman, Senate Finance Committee

                  The Honorable Lacey E. Putney  
                  Chairman, House Appropriations Committee

FROM:        Sandra G. Treadway  
                  Librarian of Virginia

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 Laura Fornash  
            Secretary of Education

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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 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 2011 through 30 June 2012, and thus covers the thirteenth fiscal year under the special program, instituted 1 July 1999.

**Staffing:** The Library's Archival Description Services and Local Records Services programs currently include nine positions in Description Services (down 50% from peak staffing) and eleven positions in Local Records Services for assessing and processing local, state, and non-governmental archival records.

Of these thirty-one positions, three are assigned to organizing and describing Private Papers collections, four for State Records, one is a grant-funded CW150 position and eleven for Local Records. Five positions provide administrative coordination as well as processing assistance.

**Collections Processing:** For the twelve-month period 1 July 2011–30 June 2012, the Library processed 222.98 cubic feet (approximately 334,470 items) of Private Papers, an additional 245.82 cubic feet (approximately 368,730 items) of State Records, and 244.7 cubic feet (367,050 approximately items) of Local Records Collections.

*Cubic feet processed for the period totals 713.48 (approximately 1,070,250 items), or 59.46 cubic feet per month, falling short of the target of 904 cubic per year by 21%.*

The average rate of processing over the first thirteen years of the program equals 1003.33 cubic feet per year, or 83.6 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
2010-11	245.39	196	144.9	586.29
2011-12	244.7	245.82	222.98	713.48
To date	4765.59	4976.12	3301.58	<b>13,043.29</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 in a damaged condition 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. The Library now has a total of 112.69

gigabytes of electronic and digital records 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 and organized by record type. Although the Library of Virginia has exceeded the set level of processing for all but four of the past thirteen years (2003-04, 2008-09, 2010-11, 2011-12), new materials have been 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 2012 was 46.24% higher than the cumulative processing rate for the same period. It is of even greater significance to note that for accounting purposes in private papers only those collections that were processed and made available are counted in the figures below – unprocessed collections, not being a public record are not counted.

	<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
2010-11	294.9	705	199.9	1199.8
2011-12	106.0	492.6	213.1	811.7
To date	6324.5	10231.9	2518	<b>19074.4</b>

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