



LIBRARY OF VIRGINIA

Sandra Gioia Treadway
Librarian of Virginia

December 20, 2013

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 *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 Javaid Siddiqi
 Secretary of Education

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**ANNUAL REPORT ON REDUCING
THE ARCHIVAL BACKLOG
2012-2013**

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, 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 July 1, 2012 through June 30, 2013, and thus covers the fourteenth fiscal year under the special program, instituted July 1, 1999.

The Library's Archival Description Services and Local Records Services programs currently include six positions in Description Services and eight positions in Local Records Services for assessing and processing local, state, and non-governmental archival records. Description Services includes three positions assigned to organizing and describing Private Papers collections, two for State Records, and one grant-funded Civil War 150 position. Eight positions in Local Records Services are dedicated to processing, while five positions provide administrative coordination as well as processing assistance.

For the twelve-month period July 1, 2012–June 30, 2013, the Library processed 132.3 cubic feet (approximately 198,450 items) of Private Papers, an additional 489.36 cubic feet (approximately 734,040 items) of State Records, and 265.47 cubic feet (approximately 398,025 items) of Local Records Collections. *Cubic feet processed for the period totals 775.69 (approximately 1,163,535 items), or 64.64 cubic feet per month, falling short of the target of 904 cubic feet per year by 15 %.*

The average rate of processing over the first fourteen 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:

	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
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
2012-13	265.47	489.36	154.3	775.69
To date	5031.06	5185.48	3455.88	13,818.98

There are multiple challenges facing this program. One key element over the past several years was the significant number of staff 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. Damaged and unstable media 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 679.7 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. The transfer of records for the current administration is expected to more than quadruple this amount.

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 five of the past fourteen years (2003-04,2008-09, 2010-11, 2011-12, 2012-2013), 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 2013 was 44.7% 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.

	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
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
2012-13	213.6	566.75	135.66	916.01
To date	6538.1	10798.65	2653.66	19990.41

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