



LIBRARY OF VIRGINIA

Sandra Gioia Treadway
Librarian of Virginia

December 12, 2014

TRANSMITTAL LETTER:

TO: The Honorable Terence R. McAuliffe
Governor of Virginia

The Honorable Charles J. Colgan
Co-Chair, Senate Finance Committee

The Honorable Walter A. Stosch
Co-Chair, Senate Finance Committee

The Honorable S. Chris Jones
Chairman, House Appropriations Committee

FROM: Sandra G. Treadway
Librarian of Virginia

SUBJECT: Archival Backlog at the Library of Virginia

Gentlemen:

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, 2014, I am pleased to submit the following report 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, 2013 through June 30, 2014, and thus covers the fifteenth fiscal year under the special program, instituted July 1, 1999.

If you have any questions or require additional information regarding this report, please contact John Metz, Deputy of Collections and Programs, at 692-3607 or john.metz@lva.virginia.gov

Sincerely,

Sandra G. Treadway

Enclosures

cc: Anne Holton, Secretary of Education
Connie Warne, Director, Finance and Administrative Services, Library of Virginia
Daniel S. Timberlake, Director, Department of Planning & Budget
Caitlin M. Kilpatrick, Budget Analyst, Department of Planning & Budget

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ANNUAL REPORT
Reducing the Archival Backlog
July 1, 2013 – June 30, 2014

The Library’s Archival Description Services and Local Records Services programs currently include nine full time positions in Description Services and fourteen full time 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, five for State Records, and one grant-funded Civil War 150 wage position. Eleven positions in Local Records Services are dedicated to processing, while three positions provide management and administrative coordination as well as processing assistance.

For the twelve-month period July 1, 2013–June 30, 2014, the Library processed 164.53 cubic feet (approximately 246,795 items) of Private Papers, an additional 327.83 cubic feet (approximately 491,745 items) of State Records, and 72.50 cubic feet (approximately 108,750 items) of Local Records Collections.

A total of 386.72 cubic feet of records was processed by all archival sections for the period (approximately 580,080 items), or 32.23 cubic feet per month, falling short of the cumulative target processing quota of 904 cubic per year by 57%. The dramatic decrease in the processing rate for physical records is undoubtedly due the fact that all of the state records archivists focused on the transfer of the McDonnell administration records for the last half of the fiscal year, which involved accessioning the largest collection of electronic records transferred to the archives to date. The loss of two full-time archivists by mid-FY 2014 also had a significant impact on the Library.

The average rate of processing over the first fifteen years of the program equals 947.05 cubic feet per year, or 78.92cubic 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
2012-14	228.46	85.76	72.50	386.72
To date	4,994.05	5,551.24	3,374.08	14,205.68

There are multiple challenges facing the Library's archival program. One key element is the significant number of staff and funding increasingly required to process 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 nation-wide 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 statistics since the backlog project was initiated in the 1990s before electronic records became a significant part of state record keeping.

The Library now has a total of 1,076.68 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 collections are 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 six of the past fifteen 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, resulting in a backlog that continues to increase.

The cumulative rate of acquisition between 1999 and the end of Fiscal Year 2014 was 46.7% 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
2013-14	3.0	801.45	58.00	862.45
To date	6541.10	11,6001.10	2,711.66	20,852.86

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