



LIBRARY OF VIRGINIA

Sandra Gioia Treadway
Librarian of Virginia

December 2, 2015

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

SUBJECT: Annual Report on Reducing the Archival Backlog at the Library of Virginia

Gentlemen:

Per the Commonwealth's Appropriation Act, for the fiscal year ending June 30, 2015, I am pleased to submit the following report in compliance with the Act'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, 2014 through June 30, 2015, and thus covers the sixteenth 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,

A handwritten signature in black ink that reads "Sandra G. Treadway".

Sandra G. Treadway

Enclosures

cc: The Honorable Anne Holton, Secretary of Education
Daniel S. Timberlake, Director, Department of Planning & Budget
Caitlin M. Kilpatrick, Budget Analyst, Department of Planning & Budget

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FY 2015 Annual Report on Reducing the Archival Backlog

The Library's Government Records Services Division currently includes eleven full time positions (including three vacancies) in Local Records Services and six full-time positions in the State Records program (including two vacancies) for assessing and processing local and state records. The Manuscripts & Special Collections department also includes three positions assigned to organizing and describing non-governmental Private-Papers collections. Twelve filled, full-time positions in Local Records, State Records and Private Papers are dedicated to processing, while five positions provide management, consultative, and/or administrative coordination for the archival units.

For the twelve-month period July 1, 2014–June 30, 2015, the Library processed 137.33 cubic feet (approximately 205,995 items) of Private Papers, an additional 113.96 cubic feet (approximately 170,490 items) of State Records, and 193.65 cubic feet (approximately 290,475 items) of Local Records Collections.

A total of 444.94 cubic feet of records was processed by all archival sections in FY 2015 (approximately 667,410 items), or 37.08 cubic feet per month, falling short of the cumulative target-processing quota of 904 cubic per year by 51%.

The average rate of processing over the first fifteen years of the program equals 915.66 cubic feet per year, or 76.31 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:

Table 1: Volume of Archival Materials Processed by Cubic Feet, 1999-2015

	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
2013-14	228.46	85.76	72.50	386.72
2014-15	193.65	113.96	137.33	444.94
To date	5,187.70	5,665.20	3,511.41	14,650.62

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, particularly in the area of government email processing and preservation. 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. In FY 2015, a total of 71,080.00 MB of born-digital files were accessioned by the Library and 36,011 electronic records were processed, nearly all of which were state records.

The Library now has a total of 3,051.81 gigabytes of electronic and digital records in the collection, presenting a whole new realm of storage and access issues that were not considered before the inception of the backlog reduction initiative in 1999. The transfer of electronic records for the current administration is expected to more than quadruple this amount. Additionally, paper records from this gubernatorial administration and all administrative agencies continue to be produced to document the work of government, thus ensuring large amounts of paper and electronic records accessions on a continuous basis, but especially every four years.

Other collections, such as Private Papers, 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 six of the past sixteen years (2003-04, 2008-09, 2010-11, 2011-12, 2012-2013), new items 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 FY 2015 was 31.2% 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 to the public are represented in the figures below – unprocessed collections, not being a public record were not included.

Table 1: Volume of Archival Materials Accessioned by Cubic Feet, 1999-2015

	Local Records	State Records	Private Papers	Yearly total
1999-00	264.0	832.0	172.5	1,268.5
2000-01	444.0	424.1	272.8	1,140.9
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	1,417.4
2004-05	563.2	667.4	69.7	1,300.3
2005-06	490.8	1,958.5	274.2	2,723.5
2006-07	491.6	839.4	138.1	1,469.1
2007-08	966.8	606.7	507.4	2,080.9
2008-09	505.8	682.9	210.2	1,398.9
2009-10	508.9	1,707.6	300.7	2,517.2
2010-11	294.9	705.0	199.9	1,199.8
2011-12	106.0	492.6	213.1	811.7
2012-13	213.6	566.8	135.7	916.1
2013-14	3.0	801.5	58.0	862.5
2014-15	5.0	313.7	117.0	435.7
To date	6,546.1	11,913.9	2,828.7	21,288.7

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