Virginia

Entered the Union: 1788

Population (est. 1994):
6,552,000 Rank: 12/50

Land Area (square miles):
39,598 Rank: 37/50

State Historical Records Coordinator:
Dennis Hallerman, State Records Administrator
The Library of Virginia
11th Street at Capitol Square, Richmond, VA 23219
Telephone: 804-371-7616
Internet: dhallerm@leo.vsla.edu

ARCHIVES AND RECORDS PROGRAM

State Archives Established:
1902

State Records Management Initiated:
authorized 1942, established in 1950

Archives Placement:
The Library of Virginia, Research and Information Services Division

Records Management Placement:
The Library of Virginia, Records Management Division

FINANCES

Total State Govt Expenditures (1993):
$13,398,381,000

Total Budget, Archives and Records Management (FY 1994):
$2,603,564

Percent of Total State Expenditures Allocated to Archives and Records: 0.019 %

STAFFING

State Government FTEs (1992):
115,817

Archives & Records FTEs (1994):

Total	50
Archives	28
Records Mgt	22

Number of Archives/Records FTEs per 1000 State FTEs:
0.43

Average earnings for all full-time state employees
(Oct. 1992): $27,240 per year

Salary ranges for entry level professionals
Archivist A $20,514-31,332

HOLDINGS

State Archives

Paper records	Government	52,262	cu. ft.
	Nongovernment	2,364	cu. ft.
Microfilm (total no. of rolls)		260,000	rolls*
*Includes Reading Room and Security rolls			
Computer generated		45	reels
Optical disks		230	disks
Films, videos, audio tapes		300	items
Maps, blueprints, drawings		700	cu. ft.
Artifacts		150	cu. ft

Records Center

Paper records	Government	41,529	cu. ft.
	Nongovernment	0	cu. ft.

ACCESS TO RECORDS IN STATE ARCHIVES

Reference services provided (FY 1994)

Individual daily visits	21,987
Mail requests	7,609
Telephone requests	8,231

Reference activity has been relatively stable over last 2 years.

Services provided free of charge:
Use of reference room
Answers to in-state mail requests
Faxes of documents or finding aids
Typed certified copies or exemplifications
Commercial use of documents/photos cont.

Arrangement and description activities (FY 1994)
Records arranged and described250 cu. ft. (11 series)

Descriptions of holdings are provided through:
Published guides covering all except personal papers.
Networks:VLIN (VA Library and Information Network)
RLIN
Dial-up catalog:(804) 786-5150
Gopher:gemini.vsla.edu
Web home page:http://leo.vsla.edu/lva/lva.html
cont.

Access to Records in State Archives, cont.

Reference services, cont.

Services provided for a fee:
Answers to out-of-state mail requests
Photocopies of documents or finding aids
Microfilm copies of records

Fees for out-of-state mail requests were initiated in last 2 years.

Arrangement and description, cont.

Nonelectronic finding aids available at State Archives describe 10% of the holdings at the record group and series level.

Published finding aids produced by State Archives describe 80% of holdings at record group and 10% at series level

Automated finding aids accessible in-house describe 10% of State Archives holdings at record group level.

Automated finding aids accessible remotely describe 10% of State Archives holdings at record group level.

FACILITIES

State Archives Building
(rental paid to Department of General Services)

Constructed: 1939 Renovated: 1970-71

Total storage capacity: 55,000 cu. ft.
Percent now occupied: 100%
Already full to capacity
New building planned

An additional rented facility is used to house all media other than paper.

Existing environmental controls (ANSI/NFPA standards)**:**

100% year-round temperature controls
100% year-round humidity controls
100% fire detection
10% fire suppression

State Records Center

Virginia is waiting for an approved site for building its first Records Center; currently off-site state storage is used to house temporary records with rental paid to Department of General Services.

Total storage capacity: 42,000 cu. ft.
Percent now occupied: 100%
Already full to capacity
New building planned

Existing environmental controls (ANSI/NFPA standards)**:**

0% year-round temperature controls
0% year-round humidity controls
0% fire detection
0% fire suppression

SERVICES TO STATE AND LOCAL GOVERNMENT AGENCIES

Technical assistance provided by (FY 1994):
Total of 5,129 contacts made during reporting period.

No. completed	63	(state agencies)
	45	(local govt officials)
	29	(nongovt repositories)
No. of agencies served	103	(state agencies)
	54	(local govt officials)
	29	(nongovt repositories)

No. of local government units (1992):

95	counties	135	special districts
230	municipalities		

Services to state agencies and local governments:
Training and consultation
Publications
Conservation/preservation
Micrographics services
Labor in agencies (inventorying, processing, conservation)

Services to nongovernment repositories:
Training
Publications
Conservation/preservation
Micrographics services State Archives has authority to accept original archival records from local governments

MICROGRAPHICS

Microfilming activities by State Archives (FY 1994)

Source document microfilming	3,791,659	images
COM	50,000	images
Processing	5,051	rolls
Duplicating	2,681	rolls
	200	fiche

cont.

PRESERVATION POLICIES AND SERVICES

Preservation activities by State Archives (FY 1994)

4 sheets deacidified	107 volumes rebound
150 sheets mended	514 volumes repaired
20 sheets encapsulated	457 cu. ft. rehoused

State Archives has a written preservation plan and a written disaster plan.

cont.

Micrographics, cont.

State Archives provides centralized micrographics services for state and local government agencies.

State Archives has experienced redox problems in vendor film generated prior to approval of state standards.

State Archives store secutiry micorfilm for state and local government agencies.

Preservation, cont.

State Archives does not have a preservation officer and does not employ a trained, full-time conservator.

The Library of Virginia and the State Historical Records Advisory Board are developing a statewide preservation plan for the Commonwealth of Virginia which will be administered by the State Archives.

AUTOMATED APPLICATIONS

State Archives uses the following automated applications:

Finding aids	RLIN, VTLS, VLIN
Accessioning	RLIN, VTLS
Inventory control	Oracle/Keyfile
Records scheduling	Word Perfect
Correspondence	Keyfile
Space management	Keyfile
Bookkeeping	Lotus 123
Publications	Public Records Manual on VLIN gopher

Electronic Mail
State Archives staff can communicate within the agency, with other state government agencies, and with outsiders via the Internet through a government-wide e-mail system.

NASIRE reports that government-wide electronic mail is in the planning process.

ELECTRONIC RECORDS

State Archives has an electronic records management program integrated with its regular program.

State Archives has surveyed/inventoried and scheduled dispositions for electronic records.

State Archives provides security storage but does not accession electronic records.

Statewide preservation plan developed by SHRAB covers electronic records. electronic databases. State Archives has developed guidelines for optical disks. The Public Records Act has been amended State Archives has surveyed states agency to incorporate electronic records and provide a new definition of public records.

RECORDS-RELATED LEGISLATION, REGULATIONS, AND GUIDELINES

Definition of a record
1976 statute, revised 1994
Includes e-mail and electronic records.

Public's right to access to government records
provided in statute.

Restrictions to specific classes of records
provided, no time limits set.

Permanent paper standards
1991 regulations

Optical imaging standards
1991 guidelines

Admissibility of microfilm
1972 statute and regulations, revised 1994

Admissibility of optical images
1991 statute, 1994 guidelines

Admissibility of electronic records
1994 guidelines

Theft/defacement of a public record
1976 statute

Replevin
Abolished in 1977. 1976 Public Records Act state that circuit courts can intervene and take custody of disputed records and conduct hearing to determine ownership.

INFORMATION POLICY AND INFORMATION INFRASTRUCTURE INITIATIVES

Information Resources Management
Assigned to The Library of Virginia; Archives and Records Division is active in the state's IRM work.

Information Policy Coordination
Constituted formally, assigned to Council on Information Management; Archives and Records Division is active in state's information policy work.

Government Information Locator Service
Under development.

Electronic Access to Government Information and Services
NASIRE reports that Virginia has implemented kiosk for employment and is studying carrying system across agency lines.

NGA reports that Virginia has developed a firearms transaction program to electronically access criminal history records and "wanted" databases that provides almost instantaneous approval or disapproval decision for firearm purchases. Also, a distance learning system uses an integrated system of video, computer and audio signals to deliver B.A. program via community colleges.

Virginia Library and Information Network (VLIN)
http://www.vsla.edu/

Department of Information Technology
http://dit1.state.va.us/

SPECIAL PROJECTS AND PROGRAM HIGHLIGHTS

Circuit Court Records and Access
NAGARA Clearinghouse 10:4 (Fall 1994)

Cross Training of Archivists
NAGARA Clearinghouse 10:4 (Fall 1994)

Electronic Records Legislation
NAGARA Clearinghouse 10:4 (Fall 1994)

Courts and Imaging Legislation
NAGARA Clearinghouse 10:4 (Fall 1994)

Local Government Records Regrant project
NAGARA Clearinghouse 11:2 (Spring 1995)

New Building
NAGARA Clearinghouse 10:3 (Summer 1994)

Records Management Publications Available on the Internet
NAGARA Clearinghouse 10:3 (Summer 1994)

Newspaper Project
NAGARA Clearinghouse 10:2 (Spring 1994)

Genealogical CD-ROMs
NAGARA Clearinghouse 10:2 (Spring 1994)

Repositories Directory Online
NAGARA Clearinghouse 11:1 (Winter 1995)

SHRAB ACTIVITIES

Preservation Planning Project

Statewide Strategic Plan
NAGARA Clearinghouse 11:1 (Winter 1995)

FOR FURTHER INFORMATION

State Archives

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Records Management

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Notes

Program elements included in Archives and Records Management budget and FTE figures: In addition to core elements found in most state archives programs (records scheduling, appraisal, accessioning, processing, archival description and reference, and training), the Virginia budget and personnel figures also cover

- service to local governments
- centralized micrographics,
- preservation microfilming,
- records preservation ·records center

The Virginia State Library and Archives also must pay space charges for auxiliary facilities out of its budget.

In addition to appropriations, the Virginia State Library and Archives receives funds from fees for services and grants.

Abbreviations/Acronyms

COM	Computer output microfilm
COSHRC	Council of State Historical Records Coordinators
FTEs	Full time equivalent staff positions
SHRAB	State Historical Records Advisory Board
N/A	Not available
NAGARA	National Association of Government Archives and Records Administrators
NASIRE	National Association of State Information Resources Executives
NGA	National Governor's Association
NHPRC	National Historical Publications and Records Commission
RLIN	Research Libraries Information Network
SHRAB	State Historical Records Advisory Board

Sources

Unless otherwise specified below, all information in this profile was provided by the State Archives and/or Records Management offices in the state. Most 1994 data was collected on the Joint Survey administered by the National Association of Government Archives and Records Administrators (NAGARA) and the Council of State Historical Records Coordinators (COSHRC). Additional information was collected from state-issued newsletters and publicity materials, the NAGARA newsletter, *Clearinghouse*, and interviews with state personnel.

Contact for the COSHRC report: Dennis M. Hallerman, Assistant State Archivist for Records, The Library of Virginia, 11th Street at Capitol Square, Richmond, VA 23219. Telephone: (804) 371-7616.

Estimated State Population (July 1, 1994):
Estimates were published in the Census Bureau newsletter, *Census and You* (January 1995): 3. The numbers include Armed Forces personnel residing in each state.

State Government Finances, Employment, and Earnings Data:
U.S. Bureau of the Census, State Finances: 1993, Public Employment: 1992.

Number of local government units: U.S. Bureau of the Census, 1992 Census of Governments, *Government Organization.*

E-mail and Information Policy and National Information Infrastructure
NASIRE, "Development of the National Information Infrastructure: Issues of State and Local Governments," Issue Focus Report (April 1994):9, 15; NGA, "Technology Inventory," *Government Technology* ((May 1995): 36-40, National Assn of State Directors of Administration and General Services, "Survey of Technologies Accessible to State Agencies," *Government Technology* (May 1995): 52, "Internet Connections to State Government," *Government Technology* (May 1995):62.