



LIBRARY OF VIRGINIA

RECORDATOR

The newsletter of Virginia's Circuit Court
Records Preservation Program

Fall 2010 ■ Vol. 14, No. 2

Frederick County Loyalty Oaths

A glimpse into the lives of postwar Virginians

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RECORDATUR

"An entry made on record to prevent any alteration of Record"

This newsletter is published twice a year to keep circuit court clerks informed about the court records preservation program for the Commonwealth of Virginia. Reader participation is invited.

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We want to hear from you about the grant programs in your locality. Please send press releases, images, and story ideas to Carl Childs:
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DIRECTOR'S CORNER

It was great seeing so many of you in Hot Springs for the 100th anniversary of the Clerks' Association. It was a wonderful venue and a special event and I appreciate the opportunity to speak with so many of you in person.

I want to thank the following clerks who served on the CCRP Grants Review Board for 2009–2010: Paul Ferguson of Arlington County, Karen Butler of New Kent County, and Tom Roberts of the City of Staunton. The board met on May 19, 2010 and reviewed forty applications from thirty-seven localities totaling \$349,930.80. The board evaluated and discussed all of the applications, and awarded thirty-seven projects to thirty-five localities in the amount of \$291,799.10. Please see the summary of awards in this newsletter for full details on the latest cycle. For the year, the board reviewed a total of seventy-five applications from sixty-six localities and awarded seventy-two grants totaling \$525,939.12. Grants were awarded in each of the six major funding categories.

As I mentioned at the convention, this has been a very difficult year at the Library of Virginia. We have faced several rounds of budget cuts and layoffs in addition to having money diverted from the program. For these reasons, the Library, in conjunction with the Executive Committee, has determined that holding only one grant cycle in the coming year would be wise. Therefore, there will be no grant cycle held in the fall this year. We fully intend to resume two cycles in 2011, if possible. In the meantime, we will use the short hiatus to study the overall CCRP grant program to determine what, if any, changes need to be made to improve the program and to continue meeting the preservation needs of your offices. We will work with Clerks' Association president Frank Hargrove to identify and appoint a cross section of clerks to serve on a panel to help evaluate the grant program. The Library will continue to consult with you on ongoing grant projects, completing grant reports and closing out completed projects.

I did want to give you the latest update on the digital chancery records initiative. Progress continues on scanning chancery records, albeit at a much slower pace due to the budget. We now have nearly five million images from forty-six localities posted to the Chancery Records Index (CRI). According to our statistics, the CRI continues to be one of the most popular collections on the Library's Virginia Memory Web site and receives regular use by researchers from across the country. This wonderful digital resource can be found at <http://www.virginiamemory.com/collections/chancery/>.

Additionally, we have recently added two new circuit court digital collections to our Web site, the "Lost Records Localities Digital Collection" and the "Public Buildings and Grounds Collection," which help highlight the richness of the records from your offices. These collections can both be accessed on the Virginia Memory page at <http://www.virginiamemory.com/collections/>.

Finally, if you or any of your staff members are in Richmond and would like a tour of the archives, please let me know—we would love to show you our building and the work that we are doing on behalf of the circuit courts.

As always, please let us know if you have any questions or concerns.

Sincerely,

Carl Childs
LOCAL RECORDS SERVICES DIRECTOR

Frederick County Loyalty Oaths, 1865–1866, Tell the Story of Post–Civil War Life in Virginia

Local records contain a variety of volumes, large and small, filled with deeds, orders, and other business of the court. While the county clerk typically filled every available space with information, writing on the backs of pages and in the margins, occasionally volumes will arrive at the Library of Virginia with their pages totally blank.

As part of an appraisal project in the Library's Local Records section, archivist Jennifer Davis McDaid has been reviewing these blank volumes, searching for entries that may have been overlooked in their initial description. Several volumes that were initially described as blank actually contained information. Most notable of these is a large bond book from Frederick County.

The book was in pieces, tied together with string, with only one of its leather covers remaining. The pages printed with executors bonds—outlining the obligations of individuals carrying out the directions and requests in wills—were completely blank. However, the back of some of the pages were filled with faint, but legible, writing.

The book was used not for its original purpose, but instead to record loyalty oaths after the Civil War. These oaths, dated 1865–1866, consist of statements signed by residents of Frederick County in which they promised to “support the Constitution of the United States and the laws made in pursuance thereof as the supreme law of the land.” Each oath recorded the individual's

Taking the Oath and Drawing Rations, by John Rogers. Smithsonian American Art Museum, Gift of John Rogers and Son, 1882.1.1.

name, age, and sometimes his profession (for example, Henry Brent was a cashier at the Bank of the Valley of Virginia, and C. Lewis Brent was a lawyer). The volume also contains an alphabetical index that the record keeper crafted by tracing lines for columns and drawing letters on carefully cut tabs. The index lists eighty-nine county residents, including some women (like eighteen-year-old Sarah Adams).

The outbreak of the Civil War meant that the lives of Virginians were forever changed. Twenty-six major battles and more than four hundred skirmishes during the fighting left their mark on the commonwealth and its citizens. More men fought and died in Virginia than in any other state. Virginia was the center of military activity in the Eastern Theater of the war, and Union soldiers were a continuous presence in the commonwealth from the summer of 1861 until the end of the war in April 1865. The war lasted longer and was bloodier than anyone anticipated when it began. Three out of every four white men of military age ultimately served in the Confederate army. Frederick County was a battleground, and Winchester changed hands between Union and Confederate troops multiple times during the war.

With the end of the war, the South was left a scarred landscape of burned buildings, hungry families, and tattered veterans. In Virginia, railroads, factories, and farms were in ruins. Communities and families reeled from the loss. With their empty sleeves and limping gaits, Confederate veterans served as tangible reminders of the war's devastation. While those who died were later glorified by the Lost Cause, those who returned were left behind to face the realities of life in the New South.

Individuals signed the loyalty oath during and after the war to pledge allegiance to the Union. Initially intended for employees of the federal government and military personnel, the oath soon took several different forms and eventually extended to the state level. Employment and business ownership were then dependent on these signed oaths. Recently rediscovered, they will allow researchers to glimpse the lives of postwar Virginians in a new way.

—Jennifer Davis McDaid,
Local Records Appraisal Archivist

AN UNEXPECTED DISCOVERY SHEDS LIGHT ON WARREN COUNTY DURING THE CIVIL WAR

Like many institutions and organizations throughout the state, the Library of Virginia is surveying and documenting collections in order to prepare for the upcoming sesquicentennial of the American Civil War. A partnership between the state's Virginia Sesquicentennial of the American Civil War Commission and the Library of Virginia has created the Civil War 150 Legacy Project, a unique program for the collection of original Civil War–related manuscripts still held and maintained in private collections.

An undiscovered treasure from Warren County came to light recently. The volume of records, the bulk of which date from 1861 to 1865, was originally titled “School Commission Records and Other Records.” It is not unusual for volumes found in county offices to house more than one record series—especially considering the shortage of paper available during the Civil War. This volume is no exception.

While cataloging the volume as part of the Library's Local Government Records Collection, archivist Callie Freed discovered that part of the volume contained a salt distribution register—found by flipping the volume over and opening the back cover—that was kept by the Warren County clerk from 1863 to 1865. Salt was an important commodity during the Civil War, and the register provides detailed records on its distribution to residents throughout the county. The register notes the date of distribution, the name of the head of household, the county district, the number of individuals within each family, and the

amount paid. In some cases, salt was given away free or at a lower cost to families or widows of soldiers. Free African American families are noted. These registers are an excellent source of genealogical information.

On May 9, 1862, the General Assembly stated that “the courts of the several counties of this Commonwealth are hereby authorized and empowered to order the purchase, for the use of the people of said counties, such quantities of salt as the said courts may deem necessary and to provide for the payment of the same by county levies. The said courts shall have the power and authority to distribute the salt thus purchased amongst people of their counties.” On March 30, 1863, the General Assembly created the office of “Superintendent of Salt Works.” This rationing process ensured fair distribution.

This volume joins other Civil War-era records found in Amelia, Arlington, Charlotte, Franklin, Henry, King George, Lancaster, Lunenburg, Mathews, Powhatan, Westmoreland, and Wythe counties and the cities of Fredericksburg and Richmond. Charlotte County's finds include an 1862–1864 salt distribution register, along with fifty-four pages of recipes and home remedies. For additional resources consult Virginia Memory (www.virginiamemory.com/collections/memory), the various guides to city and county records available on microfilm (www.lva.virginia.gov/whatwehave/local/county_formation/index.htm), and the Library's new “Out of the Box” blog ([www.virginiamemory.com/blogs/out of the box](http://www.virginiamemory.com/blogs/out_of_the_box)).

—Callie Freed, Local Records Archivist

Civil War 150 Legacy Project

The Civil War 150 Legacy Project: Document Digitization and Access is a multiyear initiative to locate, digitize, and provide worldwide access to the private documentary heritage of the American Civil War era located throughout Virginia. Working through local sesquicentennial committees established by the Virginia Sesquicentennial of the American Civil War Commission, and through a partnership with the Library of Virginia and a network of statewide connections, the Civil War 150 Legacy Project will provide an opportunity for individuals to have historic letters, diaries, and other collections scanned to preserve their valuable intellectual content.

Project representatives will travel across the state to digitize documents. Please see the online schedule (at the Web site below) to find out when the project will come to your area. You may also contact representatives at: cw150legacy@lva.virginia.gov. New materials will be added to the collections on a regular basis as the CW 150 Legacy Project travels throughout Virginia, so please check back often.

The General Assembly of Virginia created the Virginia Sesquicentennial of the American Civil War Commission in 2006 (HB 1440) to prepare for and commemorate the sesquicentennial of Virginia's participation in the American Civil War. As part of the commemoration, the commission funded the CW 150 Legacy Project. For more information, see www.virginiamemory.com/collections/cw150.

CLOCKWISE STARTING ABOVE: 1. Virginia salt works illustrated in *Harper's Weekly*, January 14, 1865. 2. Colton's *New Topographical Map of the States of Virginia, Maryland, and Delaware*, 1864. 3. Virginia Ordinance of Secession, April 17, 1861 (Convention of 1861, Record Group 93) All images courtesy of the Library of Virginia.

“Out of the Box”

Blog Showcases Archival Discoveries

The archival staff of the Library of Virginia is pleased to announce the creation of a new blog titled “Out of the Box.” It is the perfect format for us to share our finds and illuminate the practical side of the archival profession as practiced here.

Every box of records that arrives at the Library of Virginia is full of possibilities. We never know what we are going to find in even the most seemingly mundane record series. A joy of our work is sharing with colleagues and friends the images, documents, and stories that pique our interest as we process the collection. Our archivists want to share these discoveries with the public.

The Library wears many hats in its service to the state. As the state archives, it houses official records of the commonwealth, its counties, and independent cities, along with a significant collection of private papers. The Library’s archivists work not only to preserve the state’s documentary heritage but are also dedicated to providing access to its unmatched collection of more than 109 million diverse items ranging from official government documents to family letters, from royal land grants on parchment to former Governor Tim Kaine’s administration Web sites.

Visit often. Make comments. Share your stories. We will update the blog every week with a new entry (www.virginiamemory.com/blogs/out_of_the_box/).

—Dale Dulaney,

“Out of the Box” Blog Editor and Local Records Archival Assistant

IMAGES LEFT TO RIGHT: 1. This complicated hand-drawn family tree is part of the Nelson County chancery collection. 2. A broadside advertising a football game, from the papers of a longtime Lunenburg County clerk. 3. These tattered pages of a family Bible were used as an exhibit in a Rockingham County chancery case in 1903. All courtesy of the Library of Virginia.

Two New Digital Collections Added to DigiTool and Virginia Memory

The Lost Records Localities digital collection is an effort undertaken by Catherine O'Brien, local records archivist, and local records intern Susan Gray Page. A work in progress, the digital collection consists of scans of the records copied for the Lost Records Localities collection and is indexed in the database of the same name. The database remains available to the public on our agency site, but now a link to the digital project on the database page is also available. The collection can also be accessed via the DigiTool search page and on Virginia Memory's Digital Collections pages under the headings "A to Z" or "By Topic—County and City Research."

www.virginiamemory.com

In addition, Vince Brooks, senior local records archivist, has finished creating the Public Buildings and Grounds Collection, in which users will find drawings and plans for various eighteenth- and nineteenth-century local government structures such as courthouses and jails. These drawings are part of the larger Local Records' Public Buildings and Grounds Collections, which contain reports and other related financial and architectural documents. (Note: only the drawings have been digitized.) This collection is available via the DigiTool search page, as well as Virginia Memory's Digital Collections pages under the headings "A to Z," "By Topic—County and City Research," or "By Topic—Maps and Architecture."

Thanks to these staff members for all for their hard work on these projects. Please enjoy.

—Kathy Jordan,
Digital Initiatives & Web Services Manager

IMAGES TOP TO BOTTOM: 1. **Lost Records Localities Digital Collection, Buckingham County, Free Negro Registration: Sawney, Doctor, 1838.** 2. **Albemarle County (Va.) Public Buildings and Grounds, Plan of Clerk's Office, 1869.** 3. **Cumberland County (Va.) Public Buildings and Grounds, Elevation of Clerk's Office.** All images courtesy of the Library of Virginia.

Georgia State Contract to Assist with Vital Records Recovery Following Disasters Is Available to Any State or Local Entity

Georgia Secretary of State Brian Kemp announced on August 1, 2010, that his office has signed a contract that will assist state and local agencies, public libraries, and public and private universities by stabilizing and recovering vital documents in the event of disasters. The statewide contract for Stabilization and Recovery of Damaged Records was created in cooperation with the Georgia Department of Administrative Services to protect documents and records including deeds, mortgages, court records, adoption records, marriage and birth records, and many others that Georgians depend on to protect their health, property, and civil rights.

“When a disaster strikes a courthouse or any building which stores our vital records, the consequences for Georgians can

be catastrophic,” said Secretary Kemp. “This new contract will provide every state agency, local government, and public library with qualified vendors to recover damaged records after a fire, flood, or other disaster.”

According to David Carmicheal, director of the Secretary of State’s Archives Division, the first forty-eight hours after a disaster are critical. “Most disasters create some sort of water damage, and during the first forty-eight hours mold can form on records, hard drives can rust, and book covers warp,” said Carmicheal. “This contract will ensure that a qualified recovery expert responds quickly so that essential records can be rescued.”

Vendors will be able to pack materials and remove them from the disaster area, freeze records to stop deterioration, and recover damaged paper, hard drives, photographs, and more. Records that have been damaged in a disaster are fragile and easily destroyed during recovery. The new contract ensures that whoever does the recovery work has been prequalified by the state archives as competent to do the work.

In addition, the new contract ensures that recovery work will be done at prices that were established before the disaster. “A court clerk standing knee-deep in water doesn’t have time to negotiate the best price,” says Carmicheal. This contract sets the prices for recovery work and eliminates the prospect of prices rising as the result of a widespread disaster. It will protect the records of state agencies, local governments, public libraries, public and private universities, and some not-for-profit organizations.

Georgia Statewide Contract for Stabilization and Recovery of Damaged Records Frequently Asked Questions

What is the Statewide Disaster Recovery Contract and why would I want to use it? The “Emergency Records Recovery and Facility Mitigation Services” contract provides stabilization and recovery services for records (including documents, books, manuscripts, photographs, microfilm, videos, and other library and archival materials) that may be damaged in a local or widespread disaster. If your library is flooded, your courthouse experiences a fire, or any disaster affects your records, this contract will:

- ensure that your records are stabilized and recovered by a *qualified* vendor who has the experience and skills to recover damaged materials without doing further harm;
- secure the best price possible for these services;
- allow you to respond in a timely manner—during the critical period of the first forty-eight hours—without a lengthy and cumbersome bidding process; and
- provide pack-out and removal of damaged materials, tracking of items removed, transportation from and back to the disaster site, and mold removal, freezing, and drying services.

Who can use the contract? You are eligible to use the contract if you represent a:

- state government agency
- local government agency
- public or private university
- public library
- a not-for-profit that meets the guidelines issued by FEMA
- a state or territorial government in the United States

How do I find the contract? Go to http://ssl.doas.state.ga.us/PRSapp/PR_StateWide_contract_list_alpha.jsp and find contract #S-090822, titled "Emergency Records Recovery and Facility Mitigation Service."

How do I invoke the contract?

When it is determined that recovery services will be required, we *strongly* advise you to call the Georgia Archives Preservation Office (678.364.3760) before invoking the contract. The Georgia Archives Preservation staff may be able to assist you in determining whether these services are truly necessary. If the Georgia Archives Preservation staff has determined that these services are necessary, contact any one of the contracted suppliers to initiate a response. All contracted service providers will respond to any call within two hours to gather all the required information from the end user and begin their mobilization efforts.

Any state or local entity outside Georgia looking to secure these contracted services will be able to "piggyback" off the State of Georgia contract by initiating their own contract with the supplier utilizing the scope of work detailed within.

The selected service provider(s) will be on-site within twenty-four to forty-eight hours of the initial call to begin the stabilization and recovery effort. Note: The 24–48 hour response window will depend on when federal, state, or local authorities have determined that the impacted areas are secure and safe to enter.

How do I invoke the contract if I represent a government in another state?

Any other state or local entity outside Georgia looking to secure these contracted services will be able to "piggyback" off the State of Georgia contract by initiating their own contract with the supplier utilizing the scope of work detailed within. Since a piggyback contract may require time to execute and these services are time sensitive, the State of Georgia recommends that any pursuing state entity be proactive and initiate the piggyback contracting process prior to any critical event or natural disaster occurrence.

The piggyback contract is solely between the pursuing entity and the supplier. The State of Georgia will not be a part of that process. Any questions surrounding the piggybacking process should be directed to the State of Georgia issuing officer.

For more information, see: www.sos.ga.gov/archives/how_may_we_help_you/emergency_advice/Contract_for_Document_Recovery.htm

CIRCUIT COURT RECORDS PROGRAM AWARDS GRANTS FOR 2010-B PROJECTS

The Grants Review Board for the Circuit Court Records Preservation Program met on May 19, 2010, and evaluated forty applications. This was the first time in over twenty cycles that the application process was competitive, and the Board reached a consensus to fund thirty-seven projects. The forty applications were received from thirty-seven localities, and requested \$349,931. The awards were made to thirty-five clerks' offices for a total of \$291,799. These offices will conserve and reformat permanent volumes and papers, install a security-camera system, procure records storage equipment, purchase a reader/printer, index death records, and one will continue a marriage-records processing project. A full list of the awarded projects is included in this newsletter.

Since this was a competitive cycle, there was significant discussion on the priority of the funding categories, as well as the soundness of the applications. There was agreement among the members that several applications appeared to have little clerk involvement in their development, and that this is an issue that needs addressing. One potential change the Board discussed was eliminating the sole-source allowance for item conservation projects that are quoted for less than \$5,000. Of the twenty-nine conservation applications,

only five were quoted a cost higher than \$5,000; the remaining twenty-four requests averaged \$4,631, and many appeared to be nearly the same as that from another office. Program staff agreed to work on a policy change before the next grant cycle.

Many thanks to the clerks who served on the Board this past year: Paul Ferguson, Arlington County; Karen Butler, New Kent County; and Tom Roberts, City of Staunton. After almost twenty years as the grants administrator/coordinator and facilitator for the Grants Review Board, Glenn Smith has been reassigned as a records analyst, still within the Archival and Records Management Services Division. "My years of consulting with circuit court clerks on preserving the permanent records housed in their offices has been very rewarding and quite challenging," Smith said. The reassignment came about as part of the Library's overall reorganization to meet the current budget restraints and staffing realignments. The clerks will be a core customer constituency of Smith's, and he looks forward to continued service to them, as well as to approximately five hundred other state and local government records officers, in his new capacity.

—Glenn Smith, Records and Information Management Analyst

To date, 992 projects have been awarded \$15,155,813.84 to all but two of the 120 clerks' offices.

<u>Project Type</u>	<u>Amount Awarded</u>	<u>Amount %</u>	<u># Awarded</u>	<u># %</u>
Item Conservation	2,369,850.06	15.6%	335	35.1%
Preservation	409,040.60	2.7%	59	6.2%
Processing	2,412,355.53	15.9%	144	15.1%
Reader/Printer	897,983.39	5.9%	75	7.9%
Reformatting	7,922,471.81	52.7%	217	22.7%
Security System.....	1,144,112.45	7.5%	125	13.1%
	<u>15,155,813.84</u>	<u>100%</u>	<u>992</u>	<u>100%</u>

Virginia Circuit Court Records Preservation Grant Program Awards for 2010-B Cycle

<u>Locality</u>	<u>Project Type</u>	<u>Awarded</u>
Mecklenburg County	Security System - Camera	25,000.00
Augusta County	Processing - Marriages	1,573.95
Lunenburg County	Reformatting - Paper to Digital	3,463.00
Augusta County	Reformatting - Plats to Digital	52,487.00
Craig County	Reformatting - Plats to Digital	13,199.00
Giles County	Reformatting - Plats to Digital	9,760.00
Hanover County	Reformatting - Plats to Digital	3,872.75
Highland County	Preservation - Indexing	626.00
Rockingham County	Preservation - Storage	8,492.00
Alleghany County	Item Conservation - Book	4,076.00
Bland County	Item Conservation - Book	4,435.50
Botetourt County	Item Conservation - Book	4,874.00
Charles City County	Item Conservation - Book	4,649.00
Cumberland County	Item Conservation - Book	4,348.00
Fairfax County	Item Conservation - Book	9,682.00
Floyd County	Item Conservation - Book	3,935.00
Franklin County	Item Conservation - Book	4,413.00
Goochland County	Item Conservation - Book	4,256.00
Halifax County	Item Conservation - Book	4,933.00
Lee County	Item Conservation - Book	4,509.00
Loudoun County	Item Conservation - Book	10,983.00
Louisa County	Item Conservation - Book	4,962.00
Lynchburg City	Item Conservation - Book	4,983.00
Madison County	Item Conservation - Book	4,242.00
Montgomery County	Item Conservation - Book	10,639.00
Pittsylvania County	Item Conservation - Book	4,415.00
Powhatan County	Item Conservation - Book	4,594.00
Pulaski County	Item Conservation - Book	4,993.00
Roanoke County	Item Conservation - Book	12,588.00
Rockingham County	Item Conservation - Book	15,816.00
Russell County	Item Conservation - Book	4,892.00
Southampton County	Item Conservation - Book	3,049.00
Stafford County	Item Conservation - Book	4,632.00
Washington County	Item Conservation - Book	2,903.00
Wise County	Item Conservation - Book	4,970.00
Sussex County	Item Conservation - Paper	4,995.00
Prince George County	Reader/Printer	15,558.90
		<u>\$291,799.10</u>