

# RECORDATUR

## NAWROCKI NAMED DIVISION DIRECTOR

Preston Huff, the former Division Director of Records Management and Imaging Services Department of the Library of Virginia, left the Library in January 2003 to become part of the staff of the National Archives. On April 25th Robert “Bob” Nawrocki, the former Electronic Records Coordinator at the Library of Virginia, was selected as the new Division Director for RMISD. Bob is thrilled to continue as part of the same great team that works so hard to manage the Commonwealth’s records. The Library of Virginia’s records management program, of which the Circuit Court program is a part, is a leader throughout the nation, a program that many other states seek to replicate within their own records management programs. The Division Director must understand the mission and strategic plan of the Library of Virginia, plus the group dynamics and task organization of the Records Management and

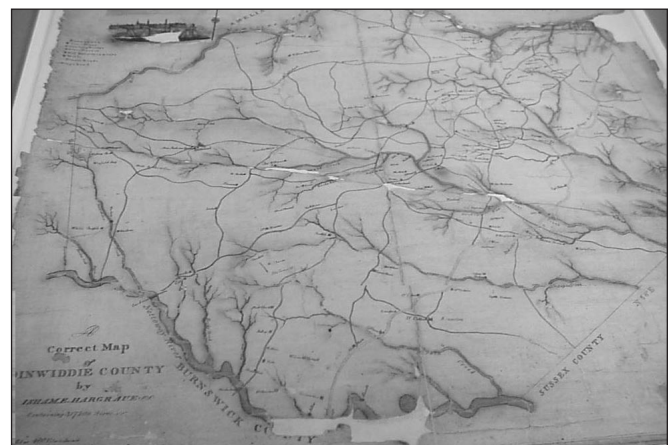
Imaging Services Division. There are no major changes being planned, just the normal systematic process improvements.

Bob will continue to function as the Electronic Records Coordinator until that position is filled. Electronic records continue to be a critical issue for all of us, including the Circuit Courts. When considering converting records to electronic format we need to remember that they are not “file and forget.” While the physical medium—CD, Hard Drive, etc.—can be long lived, changes in the underlying software and technology advances can make that material unreadable. You will need to add testing of older media and migration costs to your annual budgets. If you have any questions or would like assistance with electronic records issues you can contact Bob at <[rnawrocki@lva.lib.va.us](mailto:rnawrocki@lva.lib.va.us)>.

## Library of Virginia: Looking for Maps

The Library of Virginia has a collection of more than 66,000 historical maps, primarily of the Eastern United States and Virginia and its political subdivisions. It is an impressive collection, with woodblock and engraved maps dating back to 1493, manuscript maps of Virginia’s Board of Public Works documenting the Commonwealth’s early internal improvement program (ca. 1816–1859), maps by John Wood and Herman Boye of Virginia counties during the period 1819–1825 used to construct the large and lovely state map of 1827, and a variety of other maps for all periods of Virginia’s rich and interesting history.

Recently, with the cooperation of the Clerk of the Circuit Court of Dinwiddie County, the Library made a copy of an original map of the county (ca. 1820) drawn by Isham E. Hargrave that hung in the clerk’s office. Using copying equipment



*Copy of Dinwiddie map*

that is the top of the line in today’s technology, maps are scanned and retained on CD files. Researchers using the Library’s collection see color prints that are almost identical to the original and have the “flavor” of the original.

The Dinwiddie County map is one of many maps for which we have only a copy in the Map Collection. The Library seeks maps that are of historical ...see **Maps** page 4

### Spring 2003 Vol. 7, No. 2

Nawrocki in Charge.....	1
Administrator’s Corner.....	2
Archives Discoveries.....	3
List of Grant Awards.....	Insert

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**“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 in the Commonwealth of Virginia. Reader participation is invited.*



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# ADMINISTRATOR'S CORNER

The question most often hitting my ear the past couple of months, next to when is the next grant application deadline, has been “What happened to the money from the grants program and how did they cut it?” The initial cut came from the Governor’s Budget Reduction Plans in October. The program’s portion of the Library’s 15% budget reduction was \$305,798 in FY03 and \$313,298 in FY04. These are the only two figures for which we had notice. \$460,000 was removed and restored to the Compensation Board to replace the amount that was going to be charged to the clerks’ budgets statewide to pay for the fines on the “4,600” criminal-sentencing orders submitted after the 30-day deadline. I am still hoping someone will explain this one.

The biggest hit came buried in the Appropriations Act within the summary of the amounts to be transferred to the state treasury’s general fund (§3-1.01 INTERFUND TRANSFERS). In the Library of Virginia line item (U.1.), under FY 2003, is the total of \$305,798 and \$460,000. In front of that \$765,798 was placed a “2.” With that one number, and no notice at any time, another \$2 million was quietly removed from the circuit court records preservation fund. The total over the biennium will be \$3,079,096. If you would care to view the legislation and other documentation on this, go to this column in the online version and follow the web links there. You will find this issue of the *Recordatur* at <http://www.lva.lib.va.us/whatwedo/records/manuals/rec-nl9.pdf>.

Now for the most-asked question—the next grant application deadline will be Monday, September 15. Applications must be in the grants administration office at the Library of Virginia by close of business that day. If you have a records preservation project you would like to undertake, please contact either Amy Judd or me. We strongly encourage you to contact us for assistance in the planning stages of your application. For those who wish to review, or may be still unfamiliar with, the purpose of the records preservation program, please

visit <http://www.lva.lib.va.us/whatwedo/records/vccrp.htm>.

The pilot for digitally imaging pre-1913 ended chancery records has completed the testing phase. There are a couple of revisions to make in the work flow, but by the time you are reading this scanning of the Fauquier County records should be in full production, and the next round of procurement underway. The plan is to target the eleven offices that have received funding to microfilm their processed chancery records, but were unable to complete, or in some cases even begin, those projects, and then combine those remaining funds with additional funding awarded this fall. There are a total of 35 clerk’s offices that have chancery records already processed and ready to reformat. Once a substantial number of these projects have been completed, we will begin to target remaining localities that have chancery records in need of preservation.

Thanks again to Lil Hart, Frank Overton, and Pat Payne for serving on the grants review board in 2002. We had two very good meetings and they did a great job. Preston Huff, our recently departed State Records Administrator, was heard saying how much he enjoyed working with this board, and also how much he appreciated the tremendous accomplishments attained through this program. On that note, I would like to extend a word of welcome to Bob Nawrocki, the commonwealth’s newest State Records Administrator and member of the grants review board. For those who are unfamiliar with the makeup of the review board, Lyndon H. Hart, director of Description Services, completes the panel. He brings a wealth of local records knowledge to the board, as well as his depth of experience in directing the efforts of the circuit court records archivists working under the program.

—Glenn Smith  
Grants Administrator

# ARCHIVES DISCOVERIES

## NEVER JUDGE A BOOK BY ITS COVER

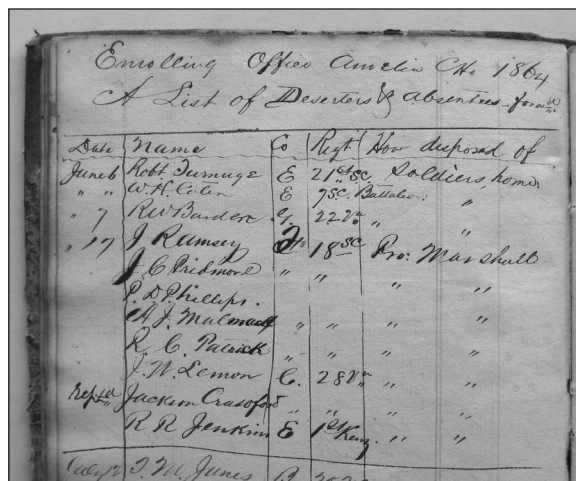
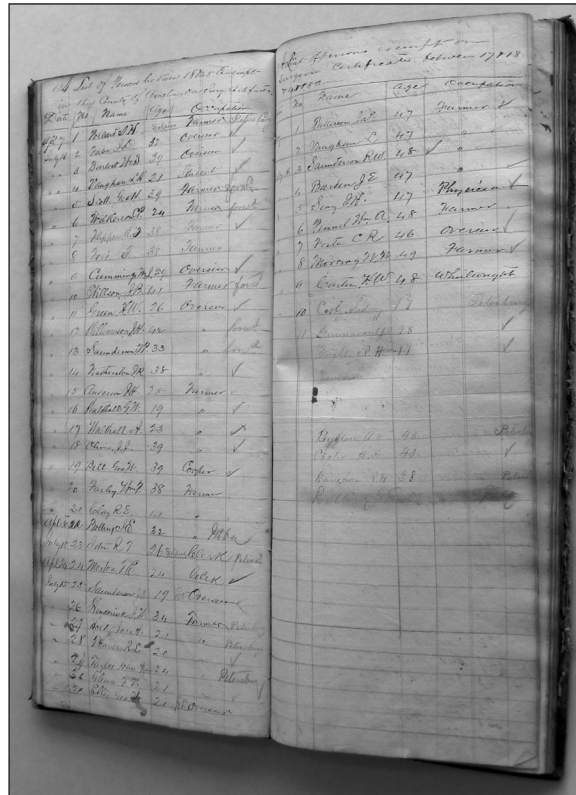
While cataloging business records for Amelia County, I came across a volume identified on the cover as belonging to a Ben Bragg and dated 1817. When I opened the volume, it appeared to be a typical cashbook recording from 1816 to 1817 the sales activities of a general store. As I continued to turn the pages, I began to discover headings not associated with the record-keeping practices of a general store such as “debit,” “credit,” or “cash account.” Instead, the headings read “list of men conscripted,” “list of deserters,” and “list of exemptions,” and the date was not 1816 or 1817, but 1864. Evidently, after nearly fifty years of gathering dust, Ben Bragg’s cashbook was put to a new record-keeping use—militia enrollment.

The district enrolling officer Lieutenant C. E. Wingo, who was headquartered in Amelia County, kept the militia portion of the volume, which dates from June to November 1864. He recorded various enrollment lists of men between ages 18 and 45 and 45 and 50 who were eligible for militia service. Examples of enrollment lists include persons who applied for exemption from militia duty, persons who asked to be detailed, persons exempt from militia duty on the basis of number of slaves owned or occupation, list of conscripts in Amelia County, and a list of free Negroes enrolled. The lists generally provide the following descriptive information: date of enrollment, name, age, occupation, birthplace, height, eye color, hair color, and skin com-

plexion. Each list also includes statements on how the individual was disposed; i.e., was the individual accepted for enrollment, was exemption from service approved or disapproved, reasons for exemption, and whether detailed or not.

Additional information found in the volume is a list of deserters and absentees being held in Amelia County containing the following information: date, name, company, regiment and how disposed. There is a list of persons forwarded to Camp Lee in Petersburg that include name, age, and occupation of each individual. Finally, there are monthly reports that list the total number of conscripts, total number of persons exempt between 18 and 45 and 45 and 50, total number of deserters, and total number of persons exempt on the basis of occupation such as physicians, ministers, government officials, et al.

Between the pages of the volume, I found two pieces of correspondence. Both are dated September 1864. Those familiar with their Civil War history will recall that this was the twilight days of the Confederacy. Union forces under the command of General Ulysses S. Grant had crossed the James River and laid siege to Petersburg. From reading both documents, one can gain a sense of the urgency, even desperation, of the times. One was a circular sent to district-enrolling requesting a full account of all male free Negroes and a separate full account ...see *Militia* page 4



Top: List of those exempt from service

Bottom: List of deserters and absentees



# THE STATE RECORDS CENTER OFFERS ANOTHER SERVICE

The Library of Virginia State Records Center is now able to offer customers outside of the Richmond Metropolitan Area, pick up of records for storage at the SRC or for records being brought to the SRC for destruction. This service is available to all SRC customers within an approximate 150-mile range of the SRC. The cost for this service is based on the distance to be traveled and the cubic footage of material to be moved. To take advantage of this service, please contact the State Records Center Manager Ben Smith at (804) 236-3711 or E-mail at <bbsmith@lva.lib.va.us> for a written quote.

## CIRCUIT COURT RECORDS PRESERVATION PROGRAM

**Grant Applications due  
by 5:00 P.M. on Monday,  
September 15, 2003.**

**Please contact Amy Judd (804-692-3601) or Glenn Smith (804-692-3604)  
before submitting an application.**



**Maps...** interest and show the growth of a locality. Original maps are always welcome additions to the collection, but we recognize it is not always possible for original maps to be donated to the Library. The Library will make a copy for a lender as well as for our collection. Placing a copy of an important map in the Library's collection helps ensure that valuable information is preserved against possible loss and that researchers have ready access to a significant record of a locality's past.

Please contact the Library of Virginia if you have questions about maps of your county or city. We will be glad to evaluate the map and make arrangements to copy it if it is not in our collection. Please contact me at 804-692-3575 if you have any questions.

A description of our Map Collection and services can be found in our Research Notes Number 4, *Using the Maps in the Archives at the Library of Virginia*. We also have available *A Selected Bibliography of Map Books and Periodicals, Many of Which Relate to Virginia*. For copies, please contact us at 804-692-3888 or by E-mail at archdesk@lva.lib.va.us.

—Marianne M. McKee  
Senior Research Archivist and Map Specialist



*Cartouche from Dinwiddie map*

**Militia...** of all slaves who had been impressed in Amelia County, ostensibly to be conscripted into militia service. The enrollment officers were to forward their reports "at once." The second note strongly urged Lieutenant Wingo to post notices, perhaps enrollment notices, "as early as practicable. Use every exertion to have all notified who should report—time is pushing us."

The detailed information collected by Lieutenant Wingo should prove to be a gold mine for researchers. Who was enrolled into military service and who was exempt? How were exemptions determined? What were the typical age, occupation, and wealth of a conscript during the last months of the war? Where did conscripts serve? The research possibilities for genealogists, social historians, and military historians are wide open. As for archivists, this volume offers a lesson in identifying records. Never judge a book by its cover.

—Greg Crawford,  
Local Records Archivist