

Board of Supervisors  
County of Prince George, Virginia

Resolution

At a regular meeting of the Board of Supervisors of the County of Prince George held in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia this 26<sup>th</sup> day of September, 2017:

<u>Present:</u>	<u>Vote:</u>
William A. Robertson, Jr., Chairman	
Donald R. Hunter, Vice-Chairman	
Alan R. Carmichael	
Hugh G. Mumford	
T. J. Webb	

C-5

On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, which carried unanimously, the following Resolution was adopted:

RESOLUTION; APPROPRIATION (\$13,671.50 LIBRARY OF VIRGINIA RECORDS PRESERVATION GRANT)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 26<sup>th</sup> day of September, 2017, does hereby authorize the following increase of funds within the 2017-2018 Budget, such line items increased as follows, which monies to be expended for purposes authorized and approved by the Board of Supervisors of the County of Prince George:

<u>FUND/ORGANIZATION</u>	<u>AMOUNT</u>
<u>Expenditure:</u>	
0100-02-010-0202-43550 Clerk of Court – Record Preservation Services	\$13,671.50
 <u>Revenue:</u>	
0100-20-601-8205-323102 State Record Preservation Grants	\$13,671.50

A Copy Teste:

\_\_\_\_\_  
Percy C. Ashcraft  
County Administrator



# COUNTY OF PRINCE GEORGE

Finance Department

P.O. Box 68

Prince George, VA 23875

Phone (804) 722-8710 Fax (804) 732-1966

*Betsy Drewry  
Director of Finance*

September 11, 2017

To: Mr. Percy C. Ashcraft  
County Administrator

From: Betsy Drewry, Director of Finance *B. Drewry*

Re: Appropriation of Library of Virginia – Records Preservation Grant

The Circuit Court Clerk received a grant from the Library of Virginia for Circuit Court Records Preservation totaling \$13,671.50. This grant is geared toward the preservation of historical Circuit Court records. There is no local match for these funds.

Please place on the Board of Supervisors agenda the approval of the appropriation below. I am available should you require further information. The Grant Award notice is attached for your review.

**Revenue**

0100-20-601-8205-323102 State Record Preservation Grants \$13,671.50

**Expenditure**

0100-02-010-0202-43550 Clerk of Court – Record Preservation Services \$13,671.50

CC Bishop Knott, Clerk of Circuit Court



# LIBRARY OF VIRGINIA

Sandra Gioia Treadway  
Librarian of Virginia

August 25, 2017

The Honorable Bishop, Jr. Knott  
Clerk of the Circuit Court  
Prince George County  
P.O. Box 98  
Prince George, VA 23875-0098

Grant Agreement Number: 2018FY-24

Dear Mr. Knott,

The Circuit Court Records Preservation Grants Review Board met on Thursday, August 24<sup>th</sup>, 2017 to consider eighty applications submitted from seventy-nine localities. It is our pleasure to inform you that your Item Conservation grant application to the Virginia Circuit Court Records Preservation Program has been approved at a reduced amount of \$13,671.50 due to funding requests for this cycle exceeding the award amount available. The following item(s) have been approved by the Review Board: **Plat Book 3, Part 2, 1913-1920**. We encourage you to resubmit items that were not approved this cycle during the next grant cycle. This grant is subject to the stated amount, availability of funds, and any provisos listed in this letter or on the enclosed CCRP Grants Program Application Certification form. Please review these provisos carefully to determine the scope and/or limitations of the project.

You will find the Application Certification form enclosed. This agreement, along with the original grant application details the term of your project, the portion of your project supported with grant funds, and the specific work that is to be accomplished. It will also indicate your fiscal and program reporting requirements. Please read the agreement carefully and return it to Michelle Washington at the Library of Virginia in the prepaid envelope included in this mailing. Contact your item conservation vendor representative to make arrangements for them to collect the approved items. If you have any questions regarding this award or agreement, please contact Greg Crawford at (804) 692-3505.

Please accept our congratulations on the approval of your application. We appreciate your interest in preserving Virginia's documentary heritage and extend our best wishes for a successful project.

Sincerely,

Sandra G. Treadway  
State Librarian and State Archivist of Virginia

John T. Frey  
President, Virginia Court Clerks' Association

800 East Broad Street  
Richmond, Virginia 23219

[www.lva.virginia.gov](http://www.lva.virginia.gov)

804.692.3500 phone  
804.692.3976 v/tty

**CCRP GRANTS PROGRAM APPLICATION CERTIFICATION**

Locality: Prince George County

Date: August 29, 2017

Project Type: Item Conservation

Amount of Grant Request: \$27,613.50

  
\_\_\_\_\_  
Signature of Circuit Court Clerk

Bishop Knott Jr.  
\_\_\_\_\_  
Typed or Printed Name of Circuit Court Clerk

**Statement regarding expenditure of funds:**

I will abide by applicable state and local procurement rules and agree that funds granted under the Virginia Circuit Court Records Preservation Program will be spent only in accordance with the plan of work and budget statement presented in this application, and that any changes in the submitted proposal of work and/or budget will be submitted in writing to the grants office for approval in advance. I understand that grant funds will only be released upon receipt of verification form indicating that the proposal of work has been fully completed. I will ensure that any agreements for goods or services to be paid for with grant funds will be consistent with the project requirements set forth in the CCRP Program Manual.

**Statement regarding archival and records management policies and procedures:**

I agree to comply with all policies and procedures required by the *Code of Virginia*, and the decisions of the Circuit Court Records Preservation Grants Review Board and the Library of Virginia concerning the management, preservation, reproduction, and storage of public records, as well as those pertaining to the official recording of such records in government offices, whether on paper, microfilm, digital image, or any other medium.

**Statement regarding project status and financial expenditure reports:**

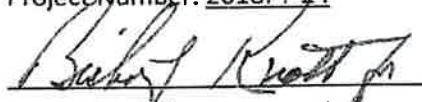
I agree to submit program status and financial expenditure reports as required by the Library of Virginia. I also agree to account for all grant funds, to maintain separate financial and programmatic records on this project, and to retain such source documentation as canceled checks, paid bills, payroll, or other accounting documentation, in conjunction with the fiscal office of this locality, that would facilitate an audit. I understand that failure to submit the status and financial reports will result in grant funds not being released and this office becoming ineligible to receive future grant funding, until such time that the delinquent reports have been successfully submitted.

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By signing below I agree to the three statements above as well as the decision of the CCRP Grants Review Board:

Project Number: 2018FY-24

Amount of Grant Award: \$13,671.50

  
\_\_\_\_\_  
Signature of Circuit Court Clerk

Date: September 7, 2017