

Policy Briefing Summary

City Council



Regarding:	Resolution to Appropriate \$18,564 received from Library of Virginia Circuit Court Records Preservation Grants Review Board (1 of 2 readings)
Staff Contact(s):	Llezelle Dugger, Clerk of Court, Taylor Harvey-Ryan, Grants Program Manager
Presenter:	Llezelle Dugger, Clerk of Court
Date of Proposed Action:	April 20, 2026

Issue

The Clerk of Circuit Court has applied for and received a grant from the Library of Virginia (LVA) in the amount of \$18,564. The agenda item will approve the appropriation of the grant funds already received.

Background / Rule

The Clerk of Court for the Charlottesville Circuit Court applied for and received a grant from the Library of Virginia (LVA). The LVA Circuit Court Records Preservation (CCRP) Grants Review Board convenes each year to evaluate grant applications submitted by Virginia's circuit court clerks and to award grant funds for processing, conserving, securing, and increasing access to circuit court records. The board is part of the Library of Virginia's Circuit Court Records Preservation Program, which was established in 1991 to aid in preserving the records of the Commonwealth's circuit courts.

Analysis

The grant amount will provide vital funding to support the Clerk's efforts to preserve permanent records such as land records, will books, vital records, and court order books. Once the project is complete, the historical documents will be in plastic sleeves that allow access to the historical documents without risking continued deterioration of the documents through human touch.

Financial Impact

None. The City has already received the grant funds from the Library of Virginia. The funds only need to be appropriated.

Recommendation

Staff recommends adoption of the resolution, waiving the requirement for a second reading.

Recommended Motion (if Applicable)

"I move to approve the resolution appropriating \$18,564 in grant funds to the Circuit Court Clerk's Office to support court record preservation efforts."

Attachments

1. CCRP Grants Program Award Certification Form 2025
2. CCRP Resolution 4-20-26 FY2025