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COMMONWEALTH OF VIRGINIA

Compensation Board

P.O. Box 710
Richmond, Virginia 23218-0710

MEMORANDUM

DATE: January 9, 2007

TO: Circuit Court Clerks

FROM: Robyn de Socio, Executive Secretary

SUBJECT: FY07 Mid-Year Allocation from the TTF \$1 Fund

In consultation with the VCCA's Technology Committee, the Compensation Board has approved the following priorities for use of the \$1 Fund in FY07.

- 1) Clerks who are not currently providing secure remote access (SRA) to land records and do not have sufficient \$4 funds to do so by July 1, 2007 (this priority was implemented in August 2006 and \$486,210 was allocated to 30 Clerks).
- 2) Clerks who are currently providing SRA to land records but do not have sufficient TTF resources to maintain SRA or fund additional SRA-related activities, such as equipment upgrades and maintenance.
- 3) Clerks who are currently providing SRA to land records and who have begun or would like to begin the redaction of social security numbers on electronic land records and/or would like to purchase back scanning (to 1967) and redaction services.

Therefore, the Compensation Board is providing the opportunity for Clerks to make requests for a mid-year allocation from the TTF \$1 Fund.

Eligibility: To qualify, a Clerk must have requested 100% of his/her FY07 TTF \$4 available balance in August 2006. If the Compensation Board has already approved a \$1 request for a Clerk in FY07, that Clerk is ineligible to make a second request from the \$1 Fund at this time. Priority will be given to Clerks whose FY07 TTF \$4 available balance was \$30,000 or less. \$1 Fund requests for the Civil or Criminal Divisions of the Circuit Court will not be considered.

Requests will be considered using the following priorities:

- 1) Clerks who certify to not currently providing SRA to land records may make a budget request from the \$1 Fund for the purpose of providing SRA by July 1, 2007 (first priority).
- 2) Clerks who certify to currently providing SRA to land records may make a budget request from the \$1 Fund for equipment upgrades and maintenance (second priority).
- 3) Clerks who certify to currently providing SRA to land records may make a budget request from the \$1 Fund for redaction and/or back scanning services (third priority).

The total allocation from the \$1 Fund may not exceed \$2,678,733. **Make your request in whole dollars only.**

Your \$1 Fund request must be accompanied by justification in the form of a **quote or invoice from your technology vendor dated January 2007.**

This budget request process is paper-based only. Use the two forms on the following pages to make your \$1 Fund request(s). **The budget request period is January 15-31, 2007.** Fill out both forms fully and completely. Fax the forms and justification to Lisa Carson at the Compensation Board, **804.371.0235**, not later than 5:00 pm on January 31. Incomplete forms and late budget requests will not be considered by the Compensation Board on February 21st, 2007.

Purpose Codes for Equipment and/or Services Requests from TTF
§ 17.1-279 (B, F) Code of Virginia

- | | |
|-------------|---|
| Bi | Developing and updating individual land records automation plans for individual circuit court clerks' offices; |
| Bii | Implementing automation plans to modernize land records individual circuit court clerks' offices and provide secure remote access to land records throughout the Commonwealth; |
| Biii | Obtaining and updating office automation and information technology equipment , including software and conversion services ; |
| Biv | Preserving, maintaining, and enhancing court records, including, but not limited to, the costs of repairs, maintenance, service contracts, and system upgrades ; and |
| Bv | Improving public access to court records. |

FY07 Mid-Year TTF \$1 Fund Request
January 15-31, 2007

Clerk's Name (print) _____

Clerk's Signature _____

Locality Name _____

FIPS Code _____ Date _____

The following request for funds is made in accordance with priority number _____ as listed on page 2 in the letter of instructions, dated January 8, 2007.

FY07 \$4 Available Balance in August 2006	\$
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FY07 \$4 Budget Request in August 2006	\$
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*Equipment Request	Purpose Code	Unit Cost	Quantity	Total Cost
		\$		\$
		\$		\$
		\$		\$
		\$		
Total \$1 Equipment Request				\$

*Do not include equipment purchased by a technology vendor with whom you have signed a services contract.

Vendor Name	*Services Request	Purpose Code	Total Cost
			\$
			\$
			\$
			\$
			\$
			\$
Total \$1 Services Request			\$

*Services include equipment if purchased under a signed services contract with a technology vendor.

Total \$1 Request for Equipment and Services: \$

FY07 Mid-Year Secure Remote Access Certification
January 15-31, 2007

Part 1 - My office currently provides secure remote access to land records. Yes No
Proceed to Part 2 if answer is Yes or Part 3 if answer is No.

Part 2 - Yes I am currently providing secure remote access to land records: *I hereby certify in accordance with the provisions of § 17.1-279D, Code of Virginia, that the security standards currently in place for secure remote access to land records in this office are in compliance with the security standards developed by Virginia Information Technologies Agency (VITA) pursuant to § 2.2-3808.2, Code of Virginia, and as set forth in the Security Standards for Remote Access to Court Documents, COV ITRM Standard SEC503-02, dated March 28, 2005, Revision 1, and any subsequent revisions thereto.*

I further certify in accordance with the provisions of § 17.1-279B, Code of Virginia, that any proposed technology improvements to land records in this office will accommodate secure remote access to land records in compliance with these same security standards.

Clerk's Name (print) _____
Clerk's Signature _____
Locality Name _____
FIPS Code _____ Date _____

Part 3 - No I am not currently providing secure remote access to land records: *I hereby certify in accordance with the provisions of § 17.1-279B, Code of Virginia, that the proposed technology improvements to land records in this office will accommodate secure remote access in compliance with the security standards developed by the Virginia Information Technologies Agency (VITA) pursuant to § 2.2-3808.2, as set forth in the Security Standards for Remote Access to Court Documents, COV ITRM Standard SEC503-02, dated March 28, 2005, Revision 1, and any subsequent revisions.*

I further certify that, pursuant to § 17.1-279B, Code of Virginia, my request for TTF monies allocated by the Compensation Board is based on my intent to provide secure remote access to land records in this office on or before July 1, 2007.

Clerk's Name (print) _____
Clerk's Signature _____
Locality Name _____
FIPS Code _____ Date _____