

October 6, 2005

The Honorable Jeannemarie Devolites Davis  
Senate of Virginia  
General Assembly Building  
Capitol Square  
Richmond, VA 23219

Dear Senator Devolites Davis:

I appreciated the opportunity to address the SJ 336 Joint Committee on Monday, September 26. As requested, I am providing the following additional information:

- Clerks' Staffing Standards Narrative and Spreadsheet
- A chart showing the current (FY06) allocation of Technology Trust Fund (TTF) money
- A spreadsheet showing total staff need, per Compensation Board staffing standards, for all Constitutional Officers

The staffing standards for Clerks utilizes the following formula:

$$\text{Staff Needed} = 2.1 + 0.79(\text{weighted workload hours}/1856)$$

A committee of Clerks working with Compensation Board staff to develop staffing standards derived this formula in 1993. It was derived through a statistical regression analysis of workload, hours and staffing data at that time. This formula also included an exponential function in the calculation that accounted for economies of scale in larger offices ( $-0.025 \times [\text{weighted workload hours}/1856]^{1.39}$ ). At some point in the past 10 years, the Clerks Association requested the removal of the exponential function, thus changing the formula and in reality, making its statistical validity questionable. However, the removal of the portion of the equation containing the exponential function actually increased substantially the number of positions due statewide from the level that had previously been considered reasonable when the standard was developed.

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In addition, as a follow-up to your question regarding the need to postpone the planned July 1st, 2006 implementation of SRA, I have attached a copy of the Compensation Board's March 2005 three-question survey regarding the status of the Clerks progress toward meeting the implementation date. While only 16 Clerks offered SRA, an overwhelming majority (72%) of those not offering SRA at the time planned to meet the date.

Please let me know if I may be of further assistance.

Sincerely,

Bruce W. Haynes  
Executive Secretary  
Compensation Board

Attachments (5)

C: Compensation Board Members  
Robyn M. de Socio, Assistant Executive Secretary  
Committee Members

**COMPENSATION BOARD CRITERIA FOR  
ALLOCATING NEW POSITIONS IN CIRCUIT  
COURT CLERKS' OFFICES**

**These staffing standards, recommended by the Virginia Court Clerks' Association and approved by the Compensation Board, may not reflect all duties performed by the Clerk of the Circuit Court. Positions needed for each office are based only upon the duties and workload measures identified specifically in the Staffing Standards. Many Clerks of the Circuit Court perform additional duties at their discretion or provide other services not required by law. The number of Compensation Board funded positions due in a specific Clerk of the Circuit Court's office are based upon duties required by law to be performed by the Clerk of the Circuit Court, or duties which nearly all Clerks of the Circuit Court perform.**

1. The position (or positions) must be requested by the Clerk of the Circuit Court as part of the Compensation Board annual budget request process.
2. The position requested must perform only statutorily prescribed duties of the Clerk of the Circuit Court.
3. The Clerk's office must have an automated financial system and case management system on-line, or have such systems scheduled for installation within 12 months.
4. Funds and positions must be appropriated by the General Assembly.
5. The Compensation Board will use the staffing methodology and weighted three-year average workload criteria developed by the VCCA to determine the appropriate level of Compensation Board staff support for each office requesting additional positions.
6. The Compensation Board shall determine the number of additional positions to be allocated to any one office based upon criteria 1-5, inclusive, and additional positions shall be allocated in the order of percentage of need, where the offices with the highest percentage of need will receive positions first. The percentage of need is determined by calculating the percentage that the number of additional positions needed is of the total number of current positions.

## STAFFING METHODOLOGY

The Workload data was supplied by each of the Clerks' offices for three consecutive calendar years. The average of three years for each element was applied to the weights developed by the VCCA to determine the hours worked. The FTE positions were determined by using the Clerks' current full time staff and part time funds.

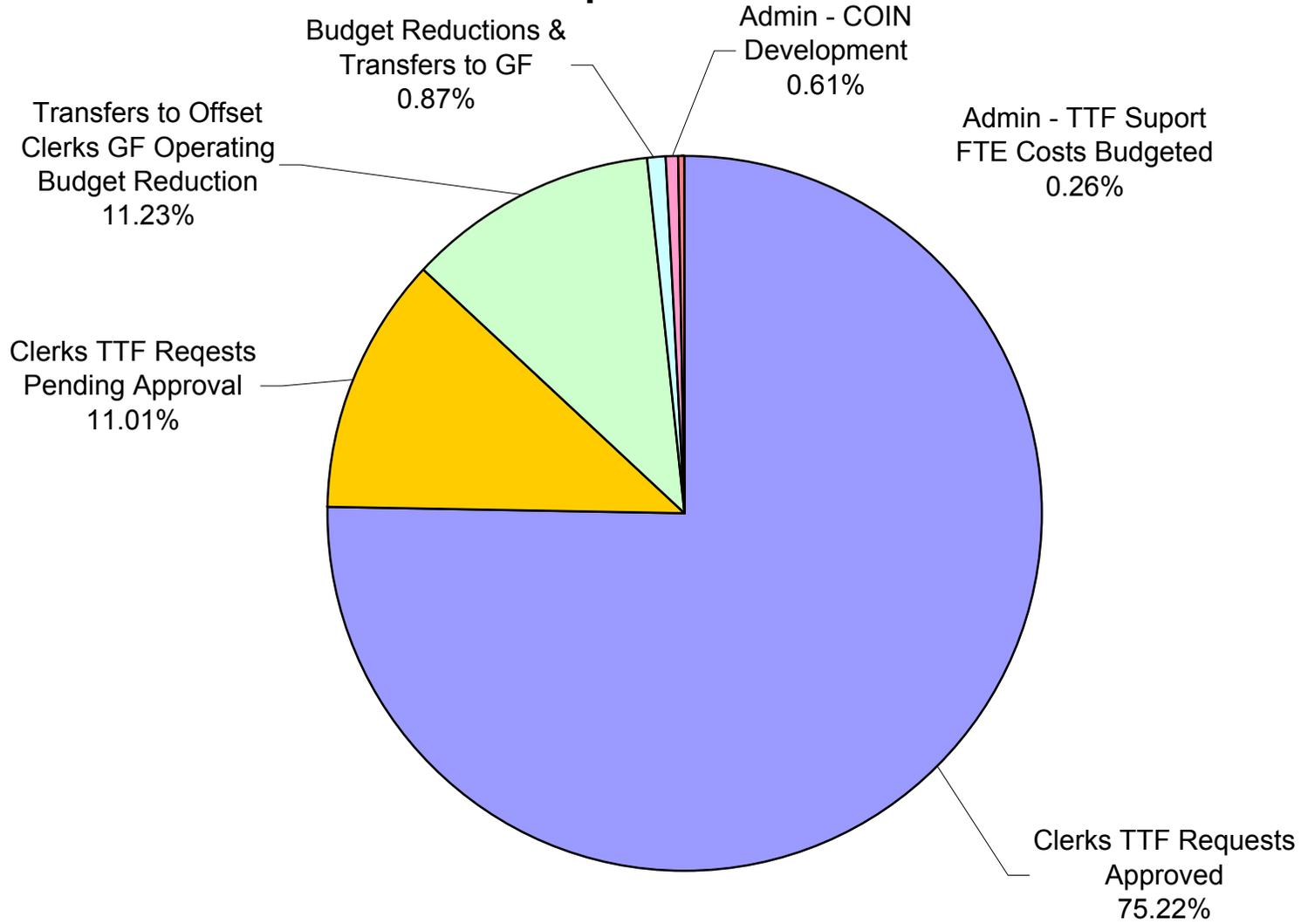
<u>Workload Elements</u>	<u>Weights</u>
Criminal Cases	5.96
Law Cases	5.03
Chancery Cases	4.17
Wills & Estates	3.61
Deeds	.45
Judgments	.46
Financing Statements	.56
Marriage Licenses	.40
Game Licenses	.48
Fictitious Names	.36
Notary Qualified	.25
Concealed Handgun Purchases	.72

After determining the total 3-year average weighted workload for each office, staff need is calculated by the following formula:

$$\text{Staff Needed} = 2.1 + 0.79(\text{hours}/1856)$$

The allocation of additional hourly-wage (part-time) funds is made using the same methodology.

### FY06 Anticipated TTF Distribution



REVISED 8-24-05

RANK	FIPS	Locality Name	Prov 2003 Pop	Total Full Time FTE	Budget Reduction FTE*	Annualized Budget Reductions	Adjusted FTE total	FTE Required	FTE Variance
1	107	LOUDOUN	241,800	20	-1.42	(37,802.66)	18.58	42.69	24.11
2	069	FREDERICK	66,300	7	-0.79	(21,074.03)	6.21	13.15	6.94
3	179	STAFFORD	114,900	13	-1.30	(34,591.53)	11.70	24.27	12.57
4	177	SPOTSYLVANIA	112,000	12	-1.15	(30,696.89)	10.85	21.82	10.97
5	840	WINCHESTER	25,500	5	0.00	-	5.00	9.25	4.25
6	185	TAZEWELL	43,900	9	-0.62	(16,395.83)	8.38	15.13	6.75
7	167	RUSSELL	29,400	5	-0.59	(15,597.52)	4.41	7.75	3.34
8	165	ROCKINGHAM	113,100	13	-0.92	(24,446.30)	12.08	20.41	8.33
9	085	HANOVER	94,800	11	-0.85	(22,536.89)	10.15	16.63	6.48
10	059	FAIRFAX	1,030,700	98	-7.71	(205,415.46)	90.29	147.11	56.82
11	153	PRINCE WILLIAM	393,400	40	-3.06	(81,647.39)	36.94	59.72	22.78
12	041	CHESTERFIELD	281,300	32	-2.73	(72,782.82)	29.27	47.19	17.92
13	043	CLARKE	13,700	3	-0.30	(7,986.23)	2.70	4.35	1.65
14	133	NORTHUMBERLAND	12,600	4	-0.09	(2,271.70)	3.91	6.28	2.37
15	105	LEE	25,400	6	-0.37	(9,746.08)	5.63	9.01	3.38
16	101	KING WILLIAM	14,000	3	-0.15	(3,877.79)	2.85	4.56	1.71
17	173	SMYTH	32,300	6	-0.18	(4,761.40)	5.82	9.30	3.48
18	155	PULASKI	34,100	7	-0.34	(9,022.55)	6.66	10.60	3.94
19	197	WYTHE	27,500	6	-0.79	(21,074.03)	5.21	8.29	3.08
20	121	MONTGOMERY	86,000	9	-0.45	(11,905.09)	8.55	13.60	5.05
21	550	CHESAPEAKE	209,700	29	-2.72	(72,543.75)	26.28	41.70	15.42
22	171	SHENANDOAH	38,300	6	-0.65	(17,353.16)	5.35	8.39	3.04
23	630	FREDERICKSBURG	21,100	6	-0.64	(16,975.07)	5.36	8.31	2.95
24	199	YORK	61,500	10	-0.96	(25,626.91)	9.04	13.97	4.93
25	087	HENRICO	279,600	35	-2.72	(72,454.23)	32.28	49.78	17.50
26	181	SURRY	6,800	2	-0.07	(1,787.24)	1.93	2.97	1.04
27	800	SUFFOLK	75,500	11	-0.63	(16,701.25)	10.37	15.88	5.51
28	099	KING GEORGE	19,100	4	-0.43	(11,438.53)	3.57	5.38	1.81
29	035	CARROLL	33,100	6	-0.59	(15,814.48)	5.41	8.11	2.70
30	147	PRINCE EDWARD	20,100	4	0.00	-	4.00	5.99	1.99
31	775	SALEM	24,600	5	-0.26	(7,000.45)	4.74	7.07	2.33
32	145	POWHATAN	25,400	4	-0.52	(13,761.84)	3.48	5.14	1.66
33	065	FLUVANNA	24,300	4	-0.24	(6,498.09)	3.76	5.55	1.79

<b>RANK</b>	<b>FIPS</b>	<b>Locality Name</b>	<b>Prov 2003 Pop</b>	<b>Total Full Time FTE</b>	<b>Budget Reduction FTE*</b>	<b>Annualized Budget Reductions</b>	<b>Adjusted FTE total</b>	<b>FTE Required</b>	<b>FTE Variance</b>
34	019	BEDFORD	69,000	9	-0.32	(8,474.90)	8.68	12.81	4.13
35	810	VIRGINIA BEACH	432,300	60	-4.90	(130,550.52)	55.10	80.97	25.87
36	067	FRANKLIN	49,400	9	-0.90	(23,983.95)	8.10	11.81	3.71
37	183	SUSSEX	12,100	3	-0.42	(11,182.61)	2.58	3.75	1.17
38	520	BRISTOL	17,200	5	-0.30	(8,052.58)	4.70	6.78	2.08
39	009	AMHERST	31,200	5	-0.39	(10,294.79)	4.61	6.61	2.00
40	077	GRAYSON	20,100	4	-0.31	(8,276.90)	3.69	5.27	1.58
41	095	JAMES	68,800	12	-1.11	(29,664.78)	10.89	15.54	4.65
42	191	WASHINGTON	51,300	7	-0.47	(12,542.26)	6.53	9.31	2.78
43	003	ALBEMARLE	90,100	10	-1.05	(28,105.03)	8.95	12.75	3.80
44	187	WARREN	33,900	7	-0.79	(21,097.20)	6.21	8.81	2.60
45	119	MIDDLESEX	10,100	3	-0.39	(10,319.01)	2.61	3.69	1.08
46	023	BOTETOURT	31,400	6	-0.24	(6,518.10)	5.76	8.14	2.38
47	015	AUGUSTA	67,600	9	-0.92	(24,547.40)	8.08	11.40	3.32
48	169	SCOTT	23,200	5	-0.79	(21,074.03)	4.21	5.90	1.69
49	740	PORTSMOUTH	97,800	25	-2.01	(53,640.31)	22.99	32.16	9.17
50	161	ROANOKE	88,200	12	-0.60	(16,104.10)	11.40	15.76	4.36
51	125	NELSON	14,900	4	-0.10	(2,598.18)	3.90	5.38	1.48
52	195	WISE	45,100	9	-1.01	(26,854.91)	7.99	11.01	3.02
53	109	LOUISA	27,800	6	-0.72	(19,279.42)	5.28	7.26	1.98
54	031	CAMPBELL	50,700	8	-0.81	(21,602.73)	7.19	9.84	2.65
55	590	DANVILLE	45,900	12	-1.15	(30,571.56)	10.85	14.78	3.93
56	570	COLONIAL HEIGHTS	17,000	5	-0.27	(7,192.13)	4.73	6.44	1.71
57	149	PRINCE GEORGE	36,700	5	-0.47	(12,485.39)	4.53	6.13	1.60
58	013	ARLINGTON	204,400	26	-2.44	(64,905.07)	23.56	31.74	8.18
59	141	PATRICK	19,200	5	-0.40	(10,744.49)	4.60	6.18	1.58
60	047	CULPEPER	39,100	7	-0.74	(19,602.75)	6.26	8.40	2.14
61	127	NEW KENT	14,800	4	-0.29	(7,812.45)	3.71	4.97	1.26
62	073	GLOUCESTER	35,200	6	-0.13	(3,402.81)	5.87	7.85	1.98
63	033	CAROLINE	23,500	5	-0.19	(5,158.45)	4.81	6.43	1.62
64	103	LANCASTER	11,300	4	-0.44	(11,600.72)	3.56	4.74	1.18
65	510	ALEXANDRIA	134,200	21	-2.55	(67,988.77)	18.45	24.46	6.01
66	053	DINWIDDIE	25,400	5	-0.85	(22,528.47)	4.15	5.49	1.34
67	790	STAUNTON	22,600	5	-0.14	(3,717.71)	4.86	6.37	1.51

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68	111	LUNENBURG	13,100	3	-0.07	(1,907.30)	2.93	3.81	0.88
69	093	ISLE OF WIGHT	31,300	6	-0.65	(17,333.15)	5.35	6.95	1.60
70	063	FLOYD	14,600	4	-0.32	(8,466.47)	3.68	4.78	1.10
71	710	NORFOLK	233,800	50	-4.16	(110,868.79)	45.84	59.27	13.43
72	540	CHARLOTTESVILLE	39,500	7	-0.55	(14,545.40)	6.45	8.32	1.87
73	037	CHARLOTTE	12,400	3	-0.11	(2,848.84)	2.89	3.71	0.82
74	061	FAUQUIER	61,500	10	-0.60	(16,097.78)	9.40	12.05	2.65
75	025	BRUNSWICK	18,300	4	-0.45	(11,955.64)	3.55	4.51	0.96
76	670	HOPEWELL	22,200	5	-0.58	(15,348.97)	4.42	5.57	1.15
77	075	GOOCHLAND	18,600	5	-0.54	(14,289.48)	4.46	5.61	1.15
78	163	ROCKBRIDGE	28,100	6	-0.59	(15,720.74)	5.41	6.80	1.39
79	117	MECKLENBURG	32,300	7	-0.38	(10,173.67)	6.62	8.32	1.70
80	115	MATHEWS	9,400	3	-0.35	(9,237.40)	2.65	3.31	0.66
81	157	RAPPAHANNOCK	6,800	3	-0.31	(8,204.23)	2.69	3.35	0.66
82	079	GREENE	16,700	4	-0.46	(12,280.02)	3.54	4.39	0.85
83	193	WESTMORELAND	16,400	4	0.00	-	4.00	4.95	0.95
84	135	NOTTOWAY	15,500	4	-0.79	(21,074.03)	3.21	3.95	0.74
85	089	HENRY	55,100	10	-1.09	(28,914.92)	8.91	10.93	2.02
86	091	HIGHLAND	2,400	2	0.00	-	2.00	2.43	0.43
87	049	CUMBERLAND	9,500	3	-0.32	(8,621.29)	2.68	3.25	0.57
88	021	BLAND	7,000	3	-0.26	(6,965.70)	2.74	3.30	0.56
89	131	NORTHAMPTON	12,900	4	-0.12	(3,239.57)	3.88	4.67	0.79
90	051	DICKENSON	16,400	4	-0.02	(603.47)	3.98	4.79	0.81
91	057	ESSEX	10,100	3	0.00	-	3.00	3.58	0.58
92	137	ORANGE	28,500	6	-0.66	(17,682.81)	5.34	6.37	1.03
93	730	PETERSBURG	31,500	9	-0.56	(14,807.64)	8.44	10.02	1.58
94	820	WAYNESBORO	19,800	5	-0.54	(14,347.40)	4.46	5.28	0.82
95	530	BUENA VISTA	6,400	3	-0.32	(8,594.96)	2.68	3.16	0.48
96	680	LYNCHBURG	66,900	13	-1.30	(34,512.54)	11.70	13.74	2.04
97	650	HAMPTON	142,800	21	-1.94	(51,635.06)	19.06	22.38	3.32
98	083	HALIFAX	36,300	7	-0.09	(2,419.14)	6.91	8.11	1.20
99	139	PAGE	23,700	5	-0.23	(6,091.56)	4.77	5.59	0.82
100	097	KING AND QUEEN	6,700	3	-0.12	(3,229.03)	2.88	3.36	0.48
101	143	PITTSYLVANIA	61,400	10	-0.84	(22,441.05)	9.16	10.64	1.48

<b>RANK</b>	<b>FIPS</b>	<b>Locality Name</b>	<b>Prov 2003 Pop</b>	<b>Total Full Time FTE</b>	<b>Budget Reduction FTE*</b>	<b>Annualized Budget Reductions</b>	<b>Adjusted FTE total</b>	<b>FTE Required</b>	<b>FTE Variance</b>
102	017	BATH	4,800	3	-0.30	(8,049.42)	2.70	3.13	0.43
103	036	CHARLES	7,000	3	-0.22	(5,986.25)	2.78	3.18	0.40
104	750	RADFORD	15,200	4	-0.08	(2,245.37)	3.92	4.46	0.54
105	011	APPOMATTOX	13,700	4	-0.43	(11,513.31)	3.57	4.06	0.49
106	690	MARTINSVILLE	14,700	7	-0.79	(21,074.03)	6.21	7.06	0.85
107	029	BUCKINGHAM	16,000	4	-0.46	(12,250.53)	3.54	3.99	0.45
108	071	GILES	16,300	5	-0.55	(14,689.68)	4.45	5.01	0.56
109	159	RICHMOND	9,400	3	0.00	-	3.00	3.34	0.34
110	001	ACCOMACK	38,700	6	-0.14	(3,790.38)	5.86	6.39	0.53
111	175	SOUTHAMPTON	26,000	7	-0.79	(21,074.03)	6.21	6.76	0.55
112	081	GREENSVILLE	17,200	5	-0.57	(15,133.07)	4.43	4.81	0.38
113	007	AMELIA	12,000	4	-0.46	(12,277.91)	3.54	3.75	0.21
114	045	CRAIG	5,200	3	-0.29	(7,756.63)	2.71	2.87	0.16
115	113	MADISON	13,300	4	-0.48	(12,872.96)	3.52	3.71	0.19
116	005	ALLEGHANY	22,800	6	0.00	-	6.00	6.13	0.13
117	027	BUCHANAN	25,300	7	-0.74	(19,659.62)	6.26	6.34	0.08
			117	1,077.00	-88.47	(2,356,892.96)	989	1,435	446

Amendments: The August 24, 2005 amendments recommended by the Virginia Court Clerk Association (VCCA) and approved by the Compensation Board consider the effect of FY04 budget reductions to salaries by reducing the current F.T.E. positions by the FY06 un-restored salary reduction staff salary statewide, as of July 1, 2005. In addition, the Compensation Board approved removing consideration of part-time FTE in the calculation

<b>Weighted</b>	<b>Percent of Need</b>	<b>Request New</b>
95,370	129.76%	17
25,970	111.76%	1
52,092	107.44%	5
46,331	101.11%	13
16,803	85.00%	4
30,605	80.55%	2
13,284	75.74%	4
43,010	68.96%	3
34,148	63.84%	6
340,691	62.93%	72
135,362	61.67%	7
105,940	61.22%	23
5,291	61.11%	0
9,829	60.61%	2
16,236	60.04%	2
5,782	60.00%	1
16,918	59.79%	6
19,959	59.16%	2
14,547	59.12%	2
27,027	59.06%	2
93,035	58.68%	8
14,773	56.82%	2
14,592	55.04%	3
27,896	54.54%	3
112,007	54.21%	15
2,044	53.89%	4
32,370	53.13%	7
7,702	50.70%	2
14,115	49.91%	4
9,136	49.75%	1
11,668	49.16%	1
7,148	47.70%	1
8,100	47.61%	2

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<b>Weighted</b>	<b>Percent of Need</b>	<b>Request New</b>
25,172	47.58%	1
185,286	46.95%	6
22,806	45.80%	0
3,882	45.35%	1
11,005	44.26%	4
10,600	43.38%	0
7,448	42.82%	1
31,586	42.70%	2
16,948	42.57%	3
25,028	42.46%	2
15,770	41.87%	1
3,735	41.38%	0
14,182	41.32%	3
21,848	41.09%	1
8,936	40.14%	1
70,611	39.89%	1
32,092	38.25%	0
7,713	37.95%	0
20,940	37.80%	0
12,123	37.50%	1
18,174	36.86%	1
29,794	36.22%	7
10,190	36.15%	1
9,476	35.32%	0
69,625	34.72%	2
9,583	34.35%	2
14,806	34.19%	1
6,731	33.96%	1
13,512	33.73%	1
10,180	33.68%	2
6,201	33.15%	2
52,523	32.57%	6
7,953	32.29%	0
10,039	31.07%	1

<b>Weighted</b>	<b>Percent of Need</b>	<b>Request New</b>
4,018	30.03%	1
11,404	29.91%	2
6,301	29.89%	0
134,312	29.30%	12
14,619	28.99%	1
3,788	28.37%	1
23,366	28.19%	3
5,653	27.04%	1
8,157	26.02%	1
8,244	25.78%	2
11,036	25.69%	1
14,614	25.68%	1
2,835	24.91%	1
2,936	24.54%	0
5,381	24.01%	1
6,702	23.75%	1
4,339	23.05%	1
20,746	22.67%	2
780	21.50%	0
2,706	21.27%	0
2,824	20.44%	0
6,048	20.36%	3
6,314	20.35%	0
3,486	19.33%	0
10,026	19.29%	1
18,603	18.72%	2
7,477	18.39%	1
2,480	17.91%	0
27,358	17.44%	2
47,656	17.42%	6
14,111	17.37%	1
8,197	17.19%	0
2,956	16.67%	0
20,064	16.16%	0

<b>Weighted</b>	<b>Percent of Need</b>	<b>Request New</b>
2,414	15.93%	0
2,546	14.39%	0
5,547	13.78%	0
4,595	13.73%	0
11,661	13.69%	2
4,434	12.71%	1
6,838	12.58%	1
2,913	11.33%	1
10,068	9.04%	1
10,937	8.86%	0
6,362	8.58%	1
3,873	5.93%	0
1,807	5.90%	1
3,783	5.40%	0
9,473	2.17%	1
9,951	1.28%	2
<b>2,793,018</b>	<b>44</b>	<b>341</b>

tion Board included new weights and  
 1 in each office based upon the average  
 on of current staff.

				FY07/08 Reimbursable Entry Salary w/ Fringes	2nd Year Reimbursable Entry Salary w/ Fringes*			FY07 Cost	FY08 Cost
	OFFICER	FY07 FTE Need	FY08 FTE Need						
	Sheriffs (Law Enforcement)	36	83	29,331	32,061			1,055,916	2,532,753
	Sheriffs (New Jail Construction Staffing)	87	186	varies	varies			1,935,980	4,630,761
	Sheriffs (Court Services only)	164	164	29,331	32,061			4,810,284	5,258,004
	<b>Sheriffs Total</b>	<b>287</b>	<b>433</b>					<b>7,802,180</b>	<b>12,421,518</b>
	Comm Attys (Assistant Attys)	170	170	47,147				8,015,055	8,015,055
	Comm Attys (Support Staff)	170	170	24,645				4,189,657	4,189,657
	<b>Comm Attys Total</b>	<b>340</b>	<b>340</b>					<b>12,204,712</b>	<b>12,204,712</b>
	<b>Circuit Court Clerks</b>	<b>446</b>	<b>446</b>	22,838				<b>10,185,748</b>	<b>10,185,748</b>
	<b>Treasurers</b>	<b>374</b>	<b>374</b>	12,323				<b>4,608,802</b>	<b>4,608,802</b>
	<b>Commissioners of the Revenue</b>	<b>318</b>	<b>318</b>	12,323				<b>3,918,714</b>	<b>3,918,714</b>
	<b>Directors of Finance</b>	<b>172</b>	<b>172</b>	12,323				<b>2,119,556</b>	<b>2,119,556</b>
	<b>Total Cost to Fund 100% of Staff Need</b>	<b>2,564</b>	<b>2,856</b>					<b>60,846,603</b>	<b>70,085,280</b>
*2nd Year Reimbursable Salary is based upon the automatic regrade of entry level deputies upon their 1 year anniversary of date of hire (9.3%)									

**Status of Secure Remote Access in Clerks' Offices  
Mid-FY05 Survey and Report**

**March 2005**

*Compensation Board*

Status of Secure Remote Access in Clerks' Offices  
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## Section One – 3 Question Survey for Clerks

Purpose of the Survey: To poll 120 Clerks for accurate status of providing secure remote access to land records in Clerks offices on or before General Assembly deadline of July 1, 2006.

### Clerks' Survey – Secure Remote Access

1. Currently, is this Clerk's office providing secure<sup>1</sup> remote access<sup>2</sup> to land records<sup>3</sup>?
2. If not, what is your planned implementation date?
3. If you have no implementation date what are the obstacles you face in meeting the deadline of July 1, 2006?
  - a) Identify obstacles that are a detailed or specific nature. For example, funding, time, vendor issues, or other obstacles the Compensation Board may be able to assist you in addressing.
  - b) Identify obstacles that are less concrete or more difficult to address. For example, local political / privacy issues, space needs, or issues that indirectly influence your implementation ability, etc.

The Clerks' Technology Committee administered the survey with Yvonne Smith, Henrico Circuit Court Clerk, taking the lead to electronically send the survey to 120 Clerks. During February and March 2005 responses to the three questions were forwarded to the Compensation Board for summary and report.

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<sup>1</sup> "secure" requirements are outlined in *Security Standard for Restricted Remote Access to Documents on Court-Controlled Websites, COV ITRM Standard SEC2001-01.1* and *COV ITRM Standard SEC2003-01.1* by VITA-Virginia Information Technologies Agency, December 2001 and 2003.

<sup>2</sup> "remote access" is defined in the 2003 VITA security standards as allowing "inspection can be made without the need to physically visit the courthouse where the court record is maintained".

<sup>3</sup> "land records" is defined as "deeds, deeds of trust, maps, and plats" in *Modernizing Land Records in Virginia, Final Report*, by the Land Records Management Task Force, January 1, 1998.

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## Section Two – Results of Questions 1 and 2

1. *Currently, is this Clerk's office providing secure remote access to land records?*

Out of the 120 Clerks surveyed 116 responded, or a 96.6% response rate. Of the 116 respondents, 16 Clerks stated that they are currently offering SRA to land records on a full or limited basis (14%). The remaining 100 Clerks (86%) responded that they are not currently offering SRA to land records.

2. *If not, what is your planned implementation date?*

Of the 116 Clerks who responded to the survey, 104 answered this question (90%) with these results:

<i>Implementation Date</i>	<i>#</i>	<i>%</i>
Deadline of July 1, 2006	46	40
Sometime in 2005	16	14
No date / date unknown	15	13
Sometime in 2006, prior to deadline	8	7
Ready now but holding back	6	5
Prior to date of survey	5	4
Waiting on Vendor for implementation date	5	4
Not until I have to	2	2
Miscellaneous-Not until move into new courthouse	1	1
<b>TOTAL</b>	<b>104</b>	

Percentages were rounded up to nearest whole number.

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**Matrix - Current SRA and Implementation Date by Locality**

LOC	Locality	Clerk	Vendor	Current SRA	Implementation Date
001	ACCOMACK	SAMUEL H. COOPER, JR.	ILS	N	July 1, 2006
003	ALBEMARLE	SHELBY J. MARSHALL	Cott	N	July 1, 2006
005	ALLEGHANY	MICHAEL D. WOLFE	SCV	N	July 1, 2006
007	AMELIA	MARILYN L. WILSON	ILS	N	during FY05
009	AMHERST	ROY C. MAYO, III	Cott	N	July 1, 2006
011	APPOMATTOX	BARBARA R. WILLIAMS	ILS	N	no specific date
013	ARLINGTON	DAVID A. BELL	In-House	Y	
015	AUGUSTA	JOHN B. DAVIS	SCV	N	July 1, 2006
017	BATH	DARLENE CARPENTER	SCV	N	December 2005
019	BEDFORD	CAROL W. BLACK	SCV	N	April 1, 2005
021	BLAND	RONALD B. HALL	SCV	N	
023	BOTETOURT	TOMMY L. MOORE	SCV	N	July 1, 2006
025	BRUNSWICK	V. EARL STANLEY, JR.	SCV	N	July 1, 2005
027	BUCHANAN	JIM BEVINS	Cott	N	No
029	BUCKINGHAM	MALCOLM A. BOOKER, JR.	ILS	N	not sure of implementation date
031	CAMPBELL	DEBORAH E. HUGHES	SCV	N	waiting for SCV
033	CAROLINE	RAY S. CAMPBELL	BIS or Logan ???	N	July 1, 2005
035	CARROLL	CAROLYN H. HONEYCUTT	Logan	Y	
036	CHARLES CITY	THOMAS R. WILLIAMS	BIS	N	waiting for BIS
037	CHARLOTTE	STUART B. FALLEN	SCV		
041	CHESTERFIELD	JUDY L. WORTHINGTON	Logan	N	July 1, 2006
043	CLARKE	HELEN BUTTS	Logan	N	January 2006
045	CRAIG	PEGGY BOSTIC	SCV	N	unknown
047	CULPEPER	PATRICIA M. PAYNE	SCV	N	July 2005
049	CUMBERLAND	CAROL OWNBY	ILS	N	July 1, 2006
051	DICKENSON	JOSEPH H. TATE	SCV	N	July 1, 2006
053	DINWIDDIE	ANNIE L. WILLIAMS	Cott	N	No
057	ESSEX	GAYLE ASHWORTH	Cott	N	few months
059	FAIRFAX	JOHN T. FREY	PEC or In-House??	Y	
061	FAUQUIER	GAIL BARB	Cott	N	ready anytime
063	FLOYD	WENDELL G. PETERS	SCV	N	unknown
065	FLUVANNA	BOUSON E. PETERSON, JR.	Logan	N	July 1, 2006
067	FRANKLIN	ALICE S. HALL	Logan	N	January 1, 2006
069	FREDERICK	REBECCA P HOGAN	SCV	N	end of this year
071	GILES	SCARLET B. RATCLIFFE	ILS	N	July 1, 2006
073	GLOUCESTER	C. ANN GENTRY	SCV	N	No

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LOC	Locality	Clerk	Vendor	Current SRA	Implementation Date
075	GOOCHLAND	L.G.TURNER	SCV	N	July 1, 2006
077	GRAYSON	CHARLES T STURGILL	SCV	N	unknown
079	GREENE	MARIE C. DURRER	Cott	N	No
081	GREENSVILLE	ROBERT WRENN	SCV	N	No
083	HALIFAX	ROBERT W. CONNER	SCV	N	July 1, 2006
085	HANOVER	FRANK HARGROVE, JR.	AmCad	N	Sometime in 2006 prior to deadline
087	HENRICO	YVONNE G. SMITH	ILS-Indexing; In-House	N	July 1, 2006
089	HENRY	VICKIE HELMSTUTLER	SCV	N	July 1, 2006
091	HIGHLAND	SUE K. DUDLEY	SCV	N	July 1, 2006
093	ISLE OF WIGHT	WILLIAM E. LAINE, JR.	SCV	N	July 1, 2006
095	JAMES CITY	BETSY WOOLRIDGE	SCV	Y	
097	KING AND QUEEN	DEBORAH F. LONGEST	SCV	N	not until absolutely have to
099	KING GEORGE	CHARLES V MASON	AmCad	N	April 1, 2005
101	KING WILLIAM	PATRICIA NORMAN	SCV	N	July 1, 2006
103	LANCASTER	CONSTANCE KENNEDY	SCV	N	ready anytime
105	LEE	BEVERLY R. ANDERSON	SCV	N	2006 or before
107	LOUDOUN	GARY CLEMENS	AmCad	Y	February 2004
109	LOUISA	SUSAN HOPKINS	Cott	N	early fall 2005
111	LUNENBURG	GORDON F ERBY	SCV		
113	MADISON	CAROLINE WATTS	SCV	N	July 1, 2006
115	MATHEWS	E. EUGENE CALLIS, III	Cott	N	no date at this time
117	MECKLENBURG	E.E. COLEMAN, JR.	SCV	N	July 1, 2006
119	MIDDLESEX	PEGGY WALTON	Cott	N	after move into new Courthouse
121	MONTGOMERY	ALLAN BURKE	ILS	N	summer 2005
125	NELSON	J. (Judy) STEVENS SMYTHERS	SCV	Y	
127	NEW KENT	KAREN A. BUTLER	Logan	N	2006
131	NORTHAMPTON	TRACI L. JOHNSON	SCV	Y	July 1, 2006
133	NORTHUMBERLAND	J. STEVE THOMAS, SR.	ILS	N	Beginning 2006
135	NOTTOWAY	JAMES W. KING	ILS	N	July 1, 2006
137	ORANGE	LINDA S. TIMMONS	SCV	N	summer or fall 2005
139	PAGE	C. R. WILSON	ILS	N	July 1, 2006
141	PATRICK	SUSAN C. GASPERINI	SCV	N	July 1, 2006
143	PITTSYLVANIA	H. F. HAYMORE, JR.	SCV	N	January 2006
145	POWHATAN	WILLIAM E. MAXEY, JR.	ILS	N	July 1, 2006
147	PRINCE EDWARD	EARLMA R. BLESSING	ILS	N	Not yet
149	PRINCE GEORGE	BISHOP KNOTT, JR.	SCV	Y	

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LOC	Locality	Clerk	Vendor	Current SRA	Implementation Date
153	PRINCE WILLIAM	DAVID C. MABIE	AmCad & Document Technology Systems	Y	August 2001
155	PULASKI	R. GLENNWOOD LOOKABILL	Eagle	Y	January 1, 2004
157	RAPPAHANNOCK	LUCY D. BRUCE	SCV	N	Ready to go but holding back
159	RICHMOND CO.	ROSA S. FORRESTER	ILS	N	January 2006
161	ROANOKE CO.	STEVEN A. MCGRAW	SCV	N	July 1, 2006
163	ROCKBRIDGE	BRUCE PATTERSON	SCV	N	waiting for SCV
165	ROCKINGHAM	L. WAYNE HARPER	AmCad	N	Sept 1, 2005
167	RUSSELL	DOLLIE COMPTON	ILS	N	no implementation date
169	SCOTT	MARK (BO) TAYLOR	BIS	N	ready to go back on line with secure access
171	SHENANDOAH	DENISE F. BARB	SCV	N	July 1, 2006
173	SMYTH	JIMMY L. WARREN	SCV	N	July 1, 2006
175	SOUTHAMPTON	WAYNE M. COSBY	SCV	N	July 1, 2006
177	SPOTSYLVANIA	PAUL METZGER	ILS	N	July 1, 2005
179	STAFFORD	BARBARA A. DECATUR	SCV	N	??
181	SURRY	GAIL CLAYTON	Logan	N	June 1, 2006
183	SUSSEX	GARY M. WILLIAMS	Logan	N	July 1, 2006
185	TAZEWELL	JAMES E. BLEVINS	SCV	N	ready anytime
187	WARREN	JENNIFER R. SIMS	SCV	Y	March 2004
191	WASHINGTON	KATHY P. CRANE	SCV	N	SCV to provide in next few months
193	WESTMORELAND	GWYNNE J. CHATHAM	Cott	N	July 1, 2006
195	WISE	J. JACK KENNEDY, JR.	SCV		
197	WYTHE	HAYDEN H. HORNEY	SCV	N	not sure
199	YORK	LYNN JENKINS	Reams	N	July 1, 2006
510	ALEXANDRIA	EDWARD SEMONIAN	SCV	N	July 1, 2006
520	BRISTOL	TERRY ROHR	SCV	N	July 1, 2006
530	BUENA VISTA	CHRISTOPHER COLEMAN	SCV	N	end of calendar year
540	CHARLOTTESVILLE	PAUL C. GARRETT	Logan	N	July 1, 2006
550	CHESAPEAKE	FAYE W. MITCHELL	Logan	N	July 1, 2006
570	COLONIAL HEIGHTS	STACY L. STAFFORD	AmCad	N	fall 2005
590	DANVILLE	GERALD A. GIBSON	SCV	Y	
630	FREDERICKSBURG	SHARRON S. MITCHELL	SCV	N	July 2005
650	HAMPTON	LINDA BATCHELOR SMITH	SCV		
670	HOPEWELL	KAY H. RACKLEY	SCV	N	July 1, 2006

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LOC	Locality	Clerk	Vendor	Current SRA	Implementation Date
680	LYNCHBURG	LARRY PALMER	SCV	N	no specific date
690	MARTINSVILLE	ASHBY R. PRITCHETT	Reams	Y	
700	NEWPORT NEWS	REX A. DAVIS	In-House	Y	past 5 or 6 years
710	NORFOLK	GEORGE E. SCHAEFER	SCV	Y	
730	PETERSBURG	BENJAMIN O. SCOTT	ILS	N	July 1, 2006 but ready to go now
740	PORTSMOUTH	CYNTHIA MORRISON	SCV	N	July 1, 2006
750	RADFORD	ZELDA S. VAUGHN	ILS	N	Dec. 31, 2005
760	RICHMOND	BEVILL M. DEAN	SCV		
764	RICHMOND	BEVILL M. DEAN	SCV	N	July 1, 2006
770	ROANOKE	MARK HARTMAN	SCV	N	July 1, 2006
775	SALEM	CHANCE CRAWFORD	SCV		
790	STAUNTON	THOMAS E. ROBERTS	SCV	N	waiting for SCV
800	SUFFOLK	W. RANDOLPH CARTER, JR.	SCV	N	July 1, 2006
810	VIRGINIA BEACH	TINA E. SINNEN	AmCad	Y	
820	WAYNESBORO	A. NICOLE ARMENTROUT	SCV	N	July 1, 2006
840	WINCHESTER	TERRY H. WHITTLE	SCV	N	end of this year

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### Section Three – Results of Question 3

3. If you have no implementation date what are the obstacles you face in meeting the deadline of July 1, 2006?

Of the 116 respondents, 93 Clerks (80%) offered comments on the obstacles they face in meeting the deadline of July 1, 2006. Most Clerks offered a multiple listing of obstacles:

<i>Obstacle</i>	<i>#</i>	<i>%</i>
Insufficient funding	31	18
Privacy issues	23	13
Miscellaneous	14	8
Waiting on Vendor	11	6
Back scanning / data conversion problems	10	6
No obstacles	10	6
Time constraints in meeting the deadline	8	5
Locality funding support	7	4
Liability concerns	7	4
Vendor problems	7	4
Not enough staff to do the work of LR	7	4
Insufficient subscribers	6	4
Space / Wiring inappropriate	6	4
Waiting on General Assembly legislation	5	3
Privacy concerns from Public---no SRA	5	3
Funds for equipment / software upgrades	4	2
SRA indexes only	4	2
Local governing body support	3	2
SRA for Real Estate Assessment only	3	2
N/A	2	1
SRA Vendor not hired	1	0.5

**TOTAL COMMENTS**

**174**

Percentages were rounded up to the nearest whole number. Ten or more comments were offered on a variety of topics: insufficient funding, privacy issues, miscellaneous, waiting on vendor, back scanning / data conversion problems, and no obstacles. A total of 174 comments were given.

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Miscellaneous and other comments include:

- Title searchers indicate that is too costly per month to subscribe for access;
- Not one penny will be paid by the Clerk or locality for secure remote access;
- Waiting on the General Assembly to make up its mind what records should or should not be available;
- Fear of making bad decisions rushing to meet the deadline;
- Secure remote access is available only to Real Estate Assessment;
- I have 400 subscribers---a huge success. I strongly encourage all Clerks to start remote access system;
- Records online means additional work for a small office---this is not high on my priority list;
- Secure remote access for indices only for \$25 fee;
- I am ready to go back online with secure access. I receive requests everyday but I expect to get blasted from county residents;
- Lack of funding to make the land records system compatible with locality system--the test program has problems and not user-friendly;
- Fear I will not be able to continue secure remote access because of annual cost. I am making a good faith effort to comply with the General Assembly;
- I am smaller court but wasn't included in those that got extra money this year;
- I have some subscribers but (locality name) put a moratorium on future subscribers until General Assembly writes Code that protects us from liability;
- I am replacing the (vendor name) system with my own case management system, but I heard that DMV and State Police are refusing to interface with any system other than (vendor name). Is this true? Is this legal?
- My locality is asking what funding is the state providing; and
- I want clear transmission of my documents before flipping the switch.

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## Section Four – Conclusions and Actions

### Implementation Date for SRA

Of the 104 Clerks who responded to question 2:

- 75 Clerks (72%) are currently offering secure remote access to land records or plan to meet the deadline;
- 21 Clerks (20%) are unaware of an implementation date or waiting on their vendor for a date; and
- 8 Clerks (8%) are holding back on implementing SRA for various reasons.

Nearly 3 out of 4 Clerks who responded to this question have either met the deadline for SRA or are planning to meet the deadline given by the General Assembly, July 1, 2006.

### Funding

42 Clerks (45%) out of the 93 who responded to question 3 reported funding as an obstacle in providing SRA to land records by the deadline. It appears that the primary obstacle faced by Clerks in meeting the July 1, 2006 deadline is funding. The Compensation Board staff anticipates that the FY06 budget allocation for Clerks will address this issue. The Compensation Board provided each Clerk with a revenue estimate for TTF on March 11, 2005. Additionally, the Compensation Board projects up to \$1.8 million in \$1 funding may be available for allocation to smaller offices. The Compensation Board will meet with leadership of the Virginia Circuit Clerks Association and the Clerks Technology Committee in the spring of 2005 to develop recommendations for the allocation of \$1 in FY06.

### Privacy and Liability

40 Clerks (43%) reported privacy, liability, and legislation issues as obstacles in meeting SRA by the deadline. HB2052, 2005 General Assembly session, will address immunity issues of the Clerk. The Virginia Circuit Clerks Association and the Clerks Technology Committee will alert the Clerks of the status of this legislation. HB2052 can be found at <http://leg1.state.va.us/cgi-bin/legp504.exe?051+ful+CHAP0798> on the Code of Virginia web page on Virginia General Assembly web site.

### Technical Obstacles

23 Clerks (25%) reported technical problems as obstacles in meeting the SRA deadline (vendor, back scanning, and data conversion problems, and inappropriate space and wiring). With 1 in 4 Clerks reporting technical obstacles in meeting the 7/1/06 deadline, Compensation Board staff will follow-up with this issue in the fall of 2005 as part of the annual TTF progress report.