

A Guide to the Secretary of the Budget, General Administrative Records, 1918-1922;

Secretary of the Budget, General Administrative Papers, 1918-1922

1918-1922

A Collection in the Library of Virginia 24960

Library of Virginia

2003

History

Processed by: Laura E. Drake

Funding: Web version of the finding aid funded in part by a grant from the National Endowment for the Humanities.

Title Statement

A Guide to the Secretary of the Budget, General Administrative Records, 1918-1922;

Subtitle: Secretary of the Budget, General Administrative Papers, 1918-1922

Collection: 24960

Author: Laura E. Drake

Sponsor: Web version of the finding aid funded in part by a grant from the National Endowment for the Humanities.

Publication Statement

Date: © 2003 By the Library of Virginia.

Publisher: Library of Virginia

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Profile Description

Creation: Machine-readable finding aid derived from Microsoft Word. Created by Laura E. Drake 8 January 2003;

Language Usage: Description is in English

Revision Description

Feb 14, 2004 PUBLIC "-//Library of Virginia//TEXT (US::Vi::vi00520::A Guide to Secretary of the Budget, General Administrative Papers, 1918-1922//EN" "vi00520.xml" converted from EAD 1.0 to 2002 by v1to02.xsl (sy2003-10-15).

Feb 27, 2004 converted to conform to eadVIVA.dtd by vivastrict.xsl

2014-01-08 Converted to schema conforming EAD by dtd2schema.vh.xsl.

Descriptive Summary

Accession number

24960

Language

English

Creator

Secretary of the Budget

Repository

Library of Virginia

Administrative Information

Access Restrictions

There are no restrictions.

Use Restrictions

There are no restrictions.

Acquisition Information

Accession 24960 was received by the library from the office of the Secretary of the Commonwealth. However, the accession contained materials from three offices: the Commission on Economy and Efficiency; the Secretary of the Budget; and the Secretary of the Commonwealth. This collection is one part of this accession.

Preferred Citation

Secretary of the Budget, General Administrative Papers, 1918-1922. Accession 24960, State Records Collection, The Library of Virginia, Richmond, Virginia.

Historical Information

The first state budget was prepared by the staff of Governor Westmoreland Davis in 1920. A member of the Governor's staff served in the capacity of the secretary of the budget, until an act passed by the General Assembly on March 20, 1922, designated the governor as the chief budget officer of the state and authorized him to appoint a deputy to be called the director of the budget. The state government reorganization act passed on April 18, 1927, established the Division of the Budget within the Department of Finance (which existed only on paper). The division remained a part of the governor's office until an act passed on March 19, 1975, transferred it to the secretary of administration and finance. An act passed on April 12, 1976, changed the name of the division to the Department of Planning and Budget. The same act assigned the department the responsibility for creating state planning districts, formerly a duty of the Division of State Planning and Community Affairs.

The primary function of the department is to plan, prepare, and assess the budget for state expenditures. The department also assembles and disseminates data on the social, economic, physical, and governmental characteristics of the state, especially as they relate to future governmental planning.

Scope and Content Information

This collection is comprised of the administrative papers of Colonel LeRoy Hodges, the governor's secretary of the budget from 1918 until 1922, when the position of director of budget was established. Included in the collection are correspondence and reports from state agencies and institutions, as well as some maps, charts, and organizational diagrams. The collection is arranged into four (4) series: Correspondence, 1921; Budget files, 1918-1922; Special reports, 1918-1922; and Monthly reports, 1922. A description of the individual series is found with the folder listing. The original organization of the collection was maintained as much as possible, resulting in the overlapping of dates of folders.

Of particular interest are the reports of state agencies and institutions that were written by the Governor's Board of Mechanical Survey and institutions outside of the Commonwealth of Virginia, including the Institute for Public Service of New York and the Detroit Bureau of Governmental Research (Series III). Additionally, there are maps of the state highway system, architectural drawings of what is now Virginia State University, and maps indicating the residences of the student body of the College of William and Mary (Series III, Oversize).

It is important to note that there is an extensive amount of material concerning the Virginia penal system. During this time, Colonel Hodges was also president of the Penitentiary Board. The materials found in folders relating to the Penitentiary or other agencies within the penal system may be correspondence created as president of the Penitentiary Board, and not as secretary of the budget.

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Scope and Content

Arranged alphabetically by folder title. Contains routine correspondence from the office of the Secretary of the Budget. While folders throughout the collection contain correspondence with the office of the Secretary of the Budget, this series contains folders that were maintained separately by the office. The majority of the correspondence in this series is that of the statistician, J. H. Bradford, with various state agencies.

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alphabetical

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Correspondence: J.H. Bradford, Statistician 1921

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Series 2: Budget Files 1918-1922

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Scope and Content

Arranged alphabetically by folder title. Contains correspondence and reports from state agencies regarding the budget. Often there are multiple folders for individual agencies, with overlapping dates. The original order of the collection was maintained as closely as possible resulting in overlapping of the dates of contents for various agencies and institutions. Generally, agencies with multiple folders break with the beginning of correspondence regarding the next budget year, but there are exceptions.

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Scope and Content

Arranged alphabetically by folder title. Contains reports written by the Governor's Board of Mechanical Survey and institutions outside of the Commonwealth of Virginia, including the Institute for Public Service of New York and the Detroit Bureau of Governmental Research. Authorship of the reports is noted when known. This series also contains maps of the state highway system, architectural drawings of what is now Virginia State University (Virginia Normal and Industrial Institute), and maps indicating the residences of the student body of the College of William and Mary, which are found in box 7, oversize materials. Please note that this series is, in all likelihood, not complete as some reports were lent out from the office of the

secretary of the budget and not returned. Notes to this effect were found during the processing of the collection.

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Virginia Survey Report on the Budget with Procedures - Detroit Bureau of Governmental Research 1919

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Weights and Measures: Survey Report, Institute for Public Service of New York 1919

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Western State Hospital: Special Report, Governor's Board of Mechanical Survey 1919-1920

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Series 4: Monthly Reports 1922

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Scope and Content

Arranged alphabetically by folder title. Contains reports submitted to the secretary of the budget itemizing income and expenditures. Generally, these reports cover February and March 1922, although there are some other reports included.

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Series 5: Other Materials

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Scope and Content

Arranged alphabetically by folder title. Contains various materials from the administrative papers of the secretary of the budget. Included are instructions for the preparation of the budget, information on the budget classifications, position descriptions for the state library and general office staff, and various forms collected by the office.

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Governor's Investigation: Proceedings of a Meeting of the General Board of Directors of the State Hospitals of Virginia 1919

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Folder 24

**Governor's Investigation: State Board of Charities and Corrections
regarding the Virginia School for the Deaf and Blind 1919**

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Folder 25

Penitentiary Forms, Schedules, etc.,

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Folder 26

State Library: Position Descriptions

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Folder 91

**Typing, Stenographic, Correspondence, and Secretarial Work: Position
Descriptions**

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