

A Guide to the Governor Mark R. Warner, Executive Office, Records, 2001-2006

Governor Mark R. Warner, Executive Office, Records 2001-2006
2001-2006

A Collection in the Library of Virginia 42621, 42622, 42623, 42624, 42625, 42627
Library of Virginia
2006

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History

Processed by: Roger Christman

Title Statement

A Guide to the Governor Mark R. Warner, Executive Office, Records, 2001-2006

Subtitle: Warner, Governor Mark R., Executive Office, Records, 2001-2006

Collection: 42621, 42622, 42623, 42624, 42625, 42627

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Publication Statement

Date: © 2006 By The Library of Virginia. All Rights Reserved.

Publisher: Library of Virginia

[Conditions of Use](#)

Profile Description

Creation: Machine-readable finding aid derived from MS Word, created by Roger Christman, xx month 2006

Language Usage: Description is in English

Revision Description

2013-11-21 Converted to schema conforming EAD by dtd2schema.vh.xsl.

Descriptive Summary

Accession Number

42621, 42622, 42623, 42624, 42625, 42627

Language

English

Extent

8.23 cu. ft. (24 boxes)

Repository

The Library of Virginia

Administrative Information

Access Restrictions

Collection is open to research.

Use Restrictions

There are no restrictions.

Acquisition Information

Office of the Governor, Patrick Henry Building, 1111 E. Broad Street, Richmond, Virginia, 23219, accession 42621-42625 and 42627 transferred on 7 April 2006.

Preferred Citation

Records of the Executive Office of Governor Mark R. Warner, 2001-2006, [cite specific accession used], State Records Collection, Library of Virginia

Biographical Information

The Executive Office is a division of the Office of the Governor in the Executive Branch of Virginia state government. Members of the Executive Office include the Governor and Chief of Staff and their assistants. The Executive Office during Governor Mark R. Warner's administration (2002-2006) was responsible for the Governor's Weekly Status Reports, Cabinet Meeting Journals, and budget materials. On 10 December 2001, Governor-elect Warner, chose William H. Leighty, then director of the Virginia Retirement System, to serve as his Chief of Staff. In this position, Leighty duties included the administration of the state government planning budget process, administration of the state government personnel system, review (in the absence of the governor), major planning, budgetary, personnel, policy, and legislative matters, act as chief liaison officer with members of the General Assembly, and to act as Senior Executive Assistant (Warner Executive Order 3, 12 January 2002).

Scope and Content

The Governor Mark R. Warner, Executive Office, Records are housed in 24 boxes. The collection is arranged into four (4) series. Series have been designated for: I. Weekly Status Reports; II. Cabinet Meeting Journals; III. State Budget Files; and IV. Chief of Staff Files. These records include agreements, reports, correspondence, memorandums, budget documents, agendas, handouts, invitations, and speeches. This collection documents the issues and policy decisions of the Warner Administration (2002-2006) as well as the actions of Bill Leighty, Governor Warner's Chief of Staff.

Arrangement

This collection is arranged into the following series:

- I. Weekly Status Reports, 2002-2006
- II. Cabinet Meeting Journals, 2002-2005
- III. State Budget Files, 2004
- IV. Chief of Staff Files, 2001-2006

Contents List

I. Weekly Status Reports, 2002-2006 (accession 42624).

Boxes 1-9 (box)

Extent

Extent: 9 boxes.

Scope and Content

The Weekly Status Reports series is housed in 9 boxes, arranged chronologically and contains the weekly reports submitted to the Governor and Chief of Staff by the Governor's Cabinet, including the Secretaries of Administration (Sandra D. Bowen), Agriculture and Forestry (Robert S. Bloxom, 2004-2006), Commerce and Trade (Michael Schewel), Education (Belle S. Wheelan, 2002-2005 and Peter Blake, 2005-2006), Finance (John M. Bennett), Health and Human Resources (Jane H. Woods), Natural Resources (W. Tayloe Murphy, Jr.), Public Safety (John W. Marshall), Technology (George C. Newstrom, 2002-2004 and Eugene J. Huang, 2004-2006), and Transportation (Whitt Clement, 2002-2005 and Homer Pierce (2005-2006). Also included are reports by the Assistant to the Governor for Commonwealth Preparedness (John Hager, 2002-

2004 and George Foresman, 2004-2006) and the Office of Constituent Services (Rita R. Henderson, 2002-2004, Dietra Y. Trent, 2004-2005 and Margaret K. Hughson, 2005-2006). Reports were submitted each Thursday and placed in a binder for the Governor that he took with him at the end of the day on Friday. A second copy of the report was made for the Chief of Staff. The level of detail varied for each cabinet officer and items of importance were highlighted by staff for the Governor. Each report contains information on legislation, Governor's initiatives/special projects, agency matters/operations, events/agency visits, audits/investigations/compliance, stakeholder issues and pending decisions. Not all reports are extant and the first report does not begin until 21 March 2002. This series provides a weekly account of the issues and policy decisions of the Warner Administration.

Notable topics and issues include: anti-gang initiative, avian flu outbreak in the Shenandoah Valley, Defense Base Closure and Realignment Commission (BRAC), Budget Reduction Plans (2002), Capitol Square and Capitol Building renovations, Civil Rights Memorial, Drought (2002), Dulles Corridor Rail Project, 8th and 9th Street Office Buildings, Education for a Lifetime, eVa, Family Access to Medical Insurance Security (FAMIS), Higher Education Initiatives, Hurricane Isabel, I-81/PPTA, IT Transformation and creation of VITA, K-12 Initiatives, Library of Virginia maintenance issues, minority procurement and SWAM (Small, Women and Minority) business, Motorsports Initiative, Old City Hall in Richmond, Governor's Partnership for Achieving School Success (PASS), Race to GED, Tax Reform (2004), and Veterans Issues.

Reports prior to 21 March 2002 are not extant

21 March 2002

Box 1

Folder 1

28 March 2002

Box 1

Folder 2

Reports for 4 April and 11 April 2002 are not extant

18 April 2002

Box 1

Folder 3

25 April 2002

Box 1

Folder 4

2 May 2002

Box 1

Folder 5

9 May 2002

Box 1

Folder 6

16 May, 23 May, 30 May and 6 June 2002 are not extant

13 June 2002

Box 1

Folder 7

20 June 2002

Box 1

Folder 8

27 June 2002

Box 1

Folder 9

11 July 2002

Box 1

Folder 10

18 July 2002

Box 1

Folder 11

25 July 2002

Box 1

Folder 12

1 August 2002

Box 1

Folder 13

8 August 2002

Box 1

Folder 14

15 August 2002

Box 1

Folder 15

22 August 2002

Box 1

Folder 16

29 August 2002

Box 1

Folder 17

6 September 2002

Box 1

Folder 18

13 September 2002

Box 1

Folder 19

20 September 2002

Box 2

Folder 1

27 September 2002

Box 2

Folder 2

4 October 2002

Box 2

Folder 3

11 October 2002

Box 2

Folder 4

18 October 2002

Box 2

Folder 5

25 October 2002

Box 2

Folder 6

1 November 2002

Box 2

Folder 7

8 November 2002

Box 2

Folder 8

15 November 2002

Box 2

Folder 9

22 November 2002

Box 2

Folder 10

29 November 2002 - no report

6 December 2002

Box 2

Folder 11

13 December 2002

Box 2

Folder 12

20 December 2002

Box 2

Folder 13

27 December 2002 - no report

3 January 2003

Box 2

Folder 14

10 January 2003

Box 2

Folder 15

17 January 2003

Box 2

Folder 16

24 January 2003

Box 2

Folder 17

31 January 2003

Box 2

Folder 18

7 February 2003

Box 3

Folder 1

14 February 2003

Box 3

Folder 2

21 February 2003

Box 3

Folder 3

28 February 2003

Box 3

Folder 4

7 March 2003

Box 3

Folder 5

14 March 2003

Box 3

Folder 6

21 March 2003

Box 3

Folder 7

28 March 2003

Box 3

Folder 8

4 April 2003

Box 3

Folder 9

11 April 2003

Box 3

Folder 10

18 April 2003 - no report

25 April 2003

Box 3

Folder 11

2 May 2003

Box 3

Folder 12

9 May 2003

Box 3

Folder 13

16 May 2003

Box 3

Folder 14

23 May 2003

Box 3

Folder 15

30 May 2003

Box 3

Folder 16

6 June 2003

Box 4

Folder 1

13 June 2003

Box 4

Folder 2

20 June 2003

Box 4

Folder 3

27 June 2003

Box 4

Folder 4

4 July 2003 - no report

11 July 2003

Box 4

Folder 5

18 July 2003

Box 4

Folder 6

25 July 2003

Box 4

Folder 7

1 August 2003

Box 4

Folder 8

8 August 2003

Box 4

Folder 9

15 August 2003 - not extant

22 August 2003

Box 4

Folder 10

29 August 2003

Box 4

Folder 11

5 September 2003

Box 4

Folder 12

12 September 2003

Box 4

Folder 13

19 September 2003

Box 4

Folder 14

26 September 2003

Box 4

Folder 15

3 October 2003

Box 4

Folder 16

10 October 2003

Box 4

Folder 17

17 October 2003

Box 4

Folder 18

24 October 2003

Box 4

Folder 19

31 October 2003

Box 4

Folder 20

7 November 2003

Box 5

Folder 1

14 November 2003

Box 5

Folder 2

21 November 2003

Box 5

Folder 3

28 November 2003 - no report

5 December 2003

Box 5

Folder 4

12 December 2003

Box 5

Folder 5

19 December 2003

Box 5

Folder 6

26 December 2003 - no report

5 January 2004

Box 5

Folder 7

16 January 2004

Box 5

Folder 8

23 January 2004

Box 5

Folder 9

30 January 2004

Box 5

Folder 10

6 February 2004

Box 5

Folder 11

13 February 2004

Box 5

Folder 12

20 February 2004

Box 5

Folder 13

27 February 2004

Box 5

Folder 14

5 March 2004 to 9 April 2004 - not extant

16 April 2004

Box 5

Folder 15

23 April 2004 to 7 May 2004 - not extant

14 May 2004

Box 5

Folder 16

21 May 2004

Box 5

Folder 17

28 May 2004

Box 5

Folder 18

4 June 2004

Box 5

Folder 19

11 June 2004

Box 6

Folder 1

18 June 2004

Box 6

Folder 2

25 June 2004

Box 6

Folder 3

2 July 2004

Box 6

Folder 4

9 July 2004 - no report

16 July 2004

Box 6

Folder 5

23 July 2004

Box 6

Folder 6

30 July 2004

Box 6

Folder 7

6 August 2004

Box 6

Folder 8

13 August 2004

Box 6

Folder 9

20 August 2004

Box 6

Folder 10

27 August 2004 (2 copies)

Box 6

Folder 11

3 September 2004

Box 6

Folder 12

10 September 2004

Box 6

Folder 13

17 September 2004

Box 6

Folder 14

24 September 2004

Box 6

Folder 15

1 October 2004

Box 6

Folder 16

8 October 2004

Box 6

Folder 17

15 October 2004

Box 6

Folder 18

22 October 2004

Box 6

Folder 19

29 October 2004

Box 6

Folder 20

5 November 2004

Box 6

Folder 21

12 November 2004

Box 6

Folder 22

19 November 2004

Box 7

Folder 1

26 November 2004 - no report

3 December 2004

Box 7

Folder 2

10 December 2004

Box 7

Folder 3

17 December 2004

Box 7

Folder 4

24 December 2004 - no report

31 December 2004

Box 7

Folder 5

7 January 2005

Box 7

Folder 6

14 January 2005

Box 7

Folder 7

21 January 2005

Box 7

Folder 8

28 January 2005

Box 7

Folder 9

4 February 2005

Box 7

Folder 10

11 February 2005

Box 7

Folder 11

18 February 2005

Box 7

Folder 12

25 February 2005

Box 7

Folder 13

4 March 2005

Box 7

Folder 14

11 March 2005

Box 7

Folder 15

18 March 2005

Box 7

Folder 16

25 March 2005

Box 7

Folder 17

1 April 2005

Box 7

Folder 18

8 April 2005

Box 7

Folder 19

15 April 2005

Box 7

Folder 20

22 April 2005

Box 7

Folder 21

29 April 2005

Box 7

Folder 22

6 May 2005 (2 copies)

Box 8

Folder 1

13 May 2005

Box 8

Folder 2

20 May 2005

Box 8

Folder 3

27 May 2005

Box 8

Folder 4

3 June 2005

Box 8

Folder 5

10 June 2005

Box 8

Folder 6

17 June 2005

Box 8

Folder 7

24 June 2005

Box 8

Folder 8

1 July 2005

Box 8

Folder 9

8 July 2005

Box 8

Folder 10

15 July 2005

Box 8

Folder 11

22 July 2005

Box 8

Folder 12

29 July 2005

Box 8

Folder 13

5 August 2005

Box 8

Folder 14

12 August 2005

Box 8

Folder 15

19 August 2005

Box 8

Folder 16

26 August 2005

Box 8

Folder 17

2 September 2005

Box 8

Folder 18

9 September 2005

Box 8

Folder 19

16 September 2005

Box 8

Folder 20

23 September 2005

Box 8

Folder 21

30 September 2005

Box 9

Folder 1

7 October 2005

Box 9

Folder 2

14 October 2005

Box 9

Folder 3

21 October 2005

Box 9

Folder 4

28 October 2005

Box 9

Folder 5

4 November 2005

Box 9

Folder 6

11 November 2005

Box 9

Folder 7

18 November 2005

Box 9

Folder 8

25 November 2005 - no report

2 December 2005

Box 9

Folder 9

9 December 2005

Box 9

Folder 10

16 December 2005

Box 9

Folder 11

23 December 2005 - no report

30 December 2005 - no report

6 January 2006

Box 9

Folder 12

13 January 2006

Box 9

Folder 13

II. Cabinet Meeting Journals, 2002-2005 (accession 42621).

Boxes 10-13 (box)

Extent

Extent: 4 boxes.

Scope and Content

The Cabinet Meeting Journals series is housed in 4 boxes and is arranged chronologically. The Cabinet Meeting Journals were maintained by Governor Warner's Chief of Staff, Bill Leighty and were kept in a

binder by quarter. The Journals contain meeting agendas and presentation handouts of a variety of topics of current interest. Typically, the handouts included in the binder are from invited presenters to Cabinet meetings.

Notable topics and items include: Drought Task Force Update (17 June 2002, 26 August 2002, 16 September 2002, 23 September 2002, 30 September 2002, 7 October 2002, 21 October 2002, 4 November 2002, and 2 December 2002); Implementing the Governor's Technology Strategic Plan (26 August 2002); King William Reservoir Briefing (23 September 2002); Preliminary Budget Outlook for the Rest of this Biennium (22 July 2002); Governor's Commission on Efficiency and Effectiveness, Working Report (16 December 2002); State of the Commonwealth Address, Draft, Version 3 (6 January 2003); SARS Update (28 April 2003); Preliminary Budget Outlook, 2004-2006 (16 June 2003); SWAM (25 July 2005); Chief Accomplishments List (19 September 2005 and 17 October 2005); Hurricane Katrina (19 September 2005).

January 2002

Box 10

Folder 1

February 2002

Box 10

Folder 2

March 2002

Box 10

Folder 3

April 2002

Box 10

Folder 4

May 2002

Box 10

Folder 5

June 2002

Box 10

Folder 6

July 2002

Box 10

Folder 7

August 2002

Box 10

Folder 8

September 2002

Box 11

Folder 1

October 2002

Box 11

Folder 2

November 2002

Box 11

Folder 3

December 2002

Box 11

Folder 4

January 2003 - February 2003

Box 11

Folder 5

March 2003

Box 11

Folder 6

April 2003

Box 12

Folder 1

May 2003

Box 12

Folder 2

June 2003

Box 12

Folder 3

July 2003 - September 2003

Box 12

Folder 4

October 2003 - June 2004

Box 12

Folder 5

July 2004 - September 2004

Box 12

Folder 6

October 2004 - December 2004

Box 13

Folder 1

January 2005 - April 2005

Box 13

Folder 2

May 2005 - June 2005

Box 13

Folder 3

July 2005 - October 2005

Box 13

Folder 4

III. State Budget Files, 2002-2004 (accessions 42622 and 42623).

Boxes 14-20 (box)

Extent

Extent: 7 boxes.

Scope and Content

The State Budget Files series is housed in 7 boxes and is arranged into two subseries. Subseries have been designated for Impact of the Tax Reform Plan and the 2004-2006 Budget on Localities and Miscellaneous State Budget Files.

Impact of the Tax Reform Plan and the 2004-2006 Budget on Localities, 2004 (accession 42622).

Scope and Content

This subseries is housed in 6 boxes and is divided into two sections: alphabetical by member and alphabetical by locality. This is the larger of the two subseries and contains a comprehensive breakdown of the benefits of Governor Warner's 2004 Tax Reform Plan by House and Senate District and locality. Features include: changes in the standard deductions, rates and brackets, filing threshold and age deduction. Other features included an increase in the sales tax and state cigarette tax, and a reduction in the sales tax on food. The Locality breakdown includes a profile of residents and income tax returns for each locality in 2001.

Organized by Member: Sen. Bell through Chichester

Box 14

Folder 1

Organized by Member: Sen. Colgan through Devolites

Box 14

Folder 2

Organized by Member: Sen. Edwards through Hanger

Box 14

Folder 3

Organized by Member: Sen. Hawkins through Lambert

Box 14

Folder 4

Organized by Member: Sen. Locke through Lucas

Box 14

Folder 5

Organized by Member: Sen. Marsh through Newman

Box 14

Folder 6

Organized by Member: Sen. Norment through Potts

Box 15

Folder 1

Organized by Member: Sen. Puckett through Quayle

Box 15

Folder 2

Organized by Member: Sen. Rerras through Reynolds

Box 15

Folder 3

Organized by Member: Sen. Ruff through Stosch

Box 15

Folder 4

Organized by Member: Sen. Ticer through Watkins

Box 15

Folder 5

Organized by Member: Sen. Whipple through Williams

Box 15

Folder 6

Organized by Locality (County): Accomack County through Cumberland County

Box 16

Folder 1

Organized by Locality (County): Dickenson County through James City County

Box 16

Folder 2

Organized by Locality (County): King George County through Pulaski County

Box 16

Folder 3

Organized by Locality (County): Rappahannock County through York County

Box 16

Folder 4

Organized by Locality (City): Alexandria through Martinsville

Box 16

Folder 5

Organized by Locality (City): Newport News through Winchester

Box 16

Folder 6

Organized by Locality (Town): Abingdon through McKenney

Box 17

Folder 1

Organized by Locality (Town): Narrows through Wytheville

Box 17

Folder 2

Organized by Member: Book 4 containing information on districts of Delegates with surname beginning with A and part of B is missing (found see - Box 19, Folder 6)

Organized by Member: Del. Baskerville through Byron

Box 17

Folder 3

Organized by Member: Del. Callahan through Cosgrove

Box 17

Folder 4

Organized by Member: Del. Council through Ebbin

Box 17

Folder 5

Organized by Member: Del. Eisenberg through Hargrove

Box 17

Folder 6

Organized by Member: Del. Hogan through Hurt

Box 18

Folder 1

Organized by Member: Del. Ingram through Jones

Box 18

Folder 2

Organized by Member: Del. Keister through Lewis

Box 18

Folder 3

Organized by Member: Del. Lingamfelter through May

Box 18

Folder 4

Organized by Member: Del. McDonnell through Moran

Box 18

Folder 5

Organized by Member: Del. Morgan through Parrish

Box 18

Folder 6

Organized by Member: Del. Peterson-Putney

Box 19

Folder 1

Organized by Member: Del. Rapp-Shannon

Box 19

Folder 2

Organized by Member: Del. Sherwood-Suit

Box 19

Folder 3

Organized by Member: Del. Tata-Ware

Box 19

Folder 4

Organized by Member: Del. Watts-Wright

Box 19

Folder 5

Organized by Member: Del. Abbitt-Barlow

Box 19

Folder 6

Miscellaneous State Budget Files, 2002-2004.

Scope and Content

This subseries is housed in one box and is arranged chronologically. The subseries contains budget documents but also several overviews of the Governor's emergency management responsibilities. Files include: Emergency/Disaster Responsibilities of the Governor of Virginia presented to Governor Mark R. Warner, January 2002; Public Safety Response to Terrorism, January 2002; One Virginia, One Future, Governor Warner's Economic Development Strategic Plan, Steering Committee Materials, Fall 2002; Draft - Report of the Secretary of Commerce and Trade, Biennial Report on the Economic Growth and Stability in Virginia's Urban Areas, 2002-2003; Department of Corrections Report of Findings Facility Condition Assessments 2003 Acts of Assembly, Item 408.D.1, 1 September 2003; Governor's Management Objectives, August 2004; and Jobs for Virginia, August 2004.

Emergency/Disaster Responsibilities of the Governor of Virginia presented to Governor Mark R. Warner, January 2002

Box 20

Folder 1

Public Safety Response to Terrorism, January 2002

Box 20

Folder 2

One Virginia, One Future, Governor Warner's Economic Development Strategic Plan, Steering Committee Materials, Fall 2002

Box 20

Folder 3

Draft - Report of the Secretary of Commerce and Trade, Biennial Report on the Economic Growth and Stability in Virginia's Urban Areas, 2002-2003

Box 20

Folder 4

Draft - Report of the Secretary of Commerce and Trade, Biennial Report on the Economic Growth and Stability in Virginia's Urban Areas, 2002-2003 (files copied from 3.5 inch disc)

Box 20

Folder 5

Department of Corrections Report of Findings Facility Condition Assessments 2003 Acts of Assembly, Item 408.D.1, 1 September 2003

Box 20

Folder 6

Governor's Management Objectives, August 2004

Box 20

Folder 7

Jobs for Virginia, August 2004

Box 20

Folder 8

IV. Chief of Staff Files, 2001-2006 (accessions 42625 and 42627).

Boxes 21-24 (box)

Extent

Extent: 4 boxes.

Scope and Content

Series consists of the general files of Bill Leighty, Chief of Staff for Governor Mark R. Warner. The files are divided into two subseries. Subseries have been designated for Agency Executive Agreements and Correspondence. (4 boxes)

Agency Executive Agreements, 2002 (accession 42627).

Scope and Content

This subseries is housed in one box and is arranged alphabetically by cabinet secretary with state agencies filed therein. The Cabinet Secretary/Agency Head Executive Agreement was an agreement and partnership between Governor Mark R. Warner, cabinet secretaries and agency heads. It represented the commitment of agency leadership to assist the Governor in achieving his priorities and the Governor's commitment to support agency leadership in carrying out this agreement. Each agreement contains four parts: statement of purpose; a list of priorities, results, performance measures and action plan; statement of commitments; and signatures of agency head, cabinet secretary and Governor Warner. Nearly all of the agreements were signed in the summer of 2002.

Secretary of Administration and Agencies

Box 21

Folder 1

Secretary of Commerce and Trade and Agencies

Box 21

Folder 2

Secretary of the Commonwealth

Box 21

Folder 3

Assistant to the Governor for Commonwealth Preparedness

Box 21

Folder 4

Secretary of Education and Agencies

Box 21

Folder 5

Secretary of Finance and Agencies

Box 21

Folder 6

Secretary of Health and Human Resources and Agencies**Box 21****Folder 7****Secretary of Natural Resources and Agencies****Box 21****Folder 8****Secretary of Public Safety and Agencies (part one)****Box 21****Folder 9****Secretary of Public Safety and Agencies (part two)****Box 21****Folder 10****Secretary of Technology and Agencies****Box 21****Folder 11****Secretary of Transportation and Agencies****Box 21****Folder 12****Correspondence, 2001-2006 (accession 42625).****Scope and Content**

This subseries is housed in three boxes. Correspondence (letters of recommendation, resignations, resignations, notes, thank you notes, invitations, and condolence letters) are arranged chronologically followed by miscellaneous materials and speeches. The Chief of Staff correspondence consists of incoming and outgoing correspondence, primarily to/from William H. Leighty. The majority of correspondence are requests for letters of recommendation, appointments and resignation. Notable letters include: Ray D. Pethel, appointed Interim Transportation Commissioner, 24 January 2002; Thomas J. Towberman, resignation as Commissioner of Virginia Employment Commission, 20 February 2002; Ron Angelone, not reappointed as Director, Department of Corrections, 28 August 2002; Jane N. Kusiak, resignation as Director of Policy, 13 September 2002; Cameron P. Quinn, not reappointed as Secretary, State Board of Elections, 13 January 2003; and Charles Macfarlane, resignation as Director, Department of Aviation, 2 June 2004.

Other correspondence include: congratulatory notes to Leighty on his appointment as Warner's Chief of Staff (Jerry Kilgore, 17 December 2001; Gerald L. Baliles, 17 January 2002; Eric Cantor, 5 March 2002; and Jay Timmons, 15 March 2002) and on his re-appointment as Tim Kaine's Chief of Staff (1 December 2005); condolence letters from Governor Warner to family members of Virginians killed in Operation Enduring Freedom and Operation Iraqi Freedom (2004, 2005 and 2006); letter from Governor Warner to Anthony Principi, Chairman, Base Realignment and Closure Commission, in support of Oceana Naval Air Station in Norfolk (4 August 2005); and memorandum to Leighty from Bob P. Crouch, Jr., Deputy Secretary of Public Safety, with proposed design for Governor's Virginia National Guard National Service Medal (11 February 2005).

General Correspondence, 2001**Box 22****Folder 1****General Correspondence, 2 January 2002-6 February 2002****Box 22****Folder 2****General Correspondence, 13 February 2002-26 March 2002**

Box 22
Folder 3

General Correspondence, 1 April 2002-7 June 2002

Box 22
Folder 4

General Correspondence, 10 June 2002-18 July 2002

Box 22
Folder 5

General Correspondence, 22 July 2002-8 November 2002

Box 22
Folder 6

General Correspondence, 12 November 2002-31 December 2002

Box 23
Folder 1

General Correspondence, 3 January 2003-26 March 2003

Box 23
Folder 2

General Correspondence, 8 April 2003-13 June 2003

Box 23
Folder 3

General Correspondence, 17 June 2003-15 September 2003

Box 23
Folder 4

General Correspondence, 16 September 2003-29 April 2004

Box 23
Folder 5

General Correspondence, 4 May 2004-9 November 2004

Box 23
Folder 6

General Correspondence, 19 November 2004-11 August 2005

Box 24
Folder 1

General Correspondence, 12 August 2005-6 January 2006 and undated

Box 24
Folder 2

Miscellaneous Correspondence, 2002-2005 and undated

Box 24
Folder 3

Speeches Delivered by William H. Leighty, Chief of Staff to Governor Mark R. Warner, 2002 to 2005 (part one)

Box 24
Folder 4

Speeches Delivered by William H. Leighty, Chief of Staff to Governor Mark R. Warner, 2002 to 2005 (part two)

Box 24
Folder 5

Speeches Delivered by William H. Leighty, Chief of Staff to Governor Mark R. Warner, 2002 to 2005 (part three)

Box 24
Folder 6