

A Guide to the Records of the Virginia Office of the Secretary of Commerce and Trade, 1994-2006 (bulk 2002-2005)

Records of the Virginia Office of the Secretary of Commerce and Trade 1994-2006 (bulk 2002-2005)
1994-2006 (bulk 2002-2005)

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Language

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Repository

The Library of Virginia

Administrative Information

Access Restrictions

Collection is open to research.

Use Restrictions

Privacy protected and confidential information is restricted from public access for 75 years per Code of Virginia 42.1-78. If redaction was not an option, the entire document was sealed, but not removed from the collection. Sealed information may include, but is not limited to: attorney-client privileged documents, social security numbers, and confidential proprietary business records.

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Historical Information

In 1970, the Governor's Management Commission Study recommended the creation of six "Deputy Governors" assist the Chief Executive in his managerial duties, compatible functions of government were grouped under these administrative heads, who would serve as the Governors top management team or "secretariats," as they are called now. The General Assembly in 1972 created six Secretariats positions initially. As government reorganized, that number fluctuated when government agencies expanded or consolidated.

The Secretary of Commerce and Trade oversees the economic, community, and workforce development of the Commonwealth. During the Administration of Governor Mark R. Warner (2002-2006) fourteen agencies and boards reported to the Secretary of Commerce and Trade: Board of Accountancy, Department of Business Assistance, Department of Housing and Community Development, Department of Labor and Industry, Department of Minority Business Enterprise, Department of Mines, Minerals and Energy, Department of Professional and Occupational Regulation, Tobacco Indemnification and Community Revitalization Commission, Virginia Economic Development Partnership, Virginia Employment Commission, Virginia Housing Development Authority, Virginia Racing Commission, Virginia Resource Authority, and Virginia Tourism Corporation.

On 28 December 2001, Governor-elect Mark R. Warner named Michael Schewel as Secretary of Commerce and Trade. Schewel was a former commissioner of the Virginia Housing Development Authority and had previously worked as head of corporate law for McGuireWoods, LLP. Schewel served until the end of Warner's term in January 2006 and returned to McGuireWoods.

Scope and Content

The Records of the Secretary of Commerce and Trade are housed in 104 boxes. The collection is arranged into nine (9) series. Series have been designated for: I. Constituent Correspondence; II. Office of the Secretary; III. Planning and Budget Files; IV. State Agencies; V. Advisory Boards, Council and Commissions; VI. Development Projects and Initiatives Files; VII. Company Files-Prospects and Development; VIII. Governor's Opportunity Fund; and IX. Special Projects-Virginia Economic Development Partnership. These records include agreements, reports, correspondence, memorandums, budget documents, agendas, handouts, invitations, and speeches. This collection documents the work of the Secretary of Commerce and Trade under Governor Mark R. Warner.

Arrangement

This collection is arranged into the following series:

- **I. Constituent Correspondence, 2001-2006**
- **II. Office of the Secretary, 2001-2006**
 - Subseries A. Records of Secretary Michael J. Schewel, 2001-2006
 - Subseries B. Records of Deputy Secretary Matt Erskine, 2001-2005
 - Subseries C. Records of John Sternlicht, 2003-2005

- Subseries D. Records of Special Assistant Sarah Cohen, 2002-2005
- **III. Planning and Budget Files, 2002-2005**
 - Subseries A. Budget Files, 2002-2005
 - Subseries B. Legislative Files, 2002-2005
- **IV. Assigned State Agencies, 1994-2006**
- **V. Advisory Boards, Councils and Commissions, 1998-2005**
- **VI. Development Projects and Initiatives Files, 2001-2005**
- **VII. Company Files-Prospects and Development, 1994-2005**
- **VIII. Governor's Opportunity Fund Files, 2001-2006**
- **IX. Special Projects-Virginia Economic Development Partnership, 1994-2002 (bulk 2001-2002)**

Contents List

I. Constituent Correspondence, 2001-2005.

Boxes 1-12, 19-20 (box)

Extent

Extent: 13.35 cu. ft. (14 boxes)

Scope and Content

The Constituent Correspondence series is housed in 14 archival boxes and is arranged numerically by constituent correspondence number (which is roughly by chronological order by last action taken). This series documents constituent correspondence received by the Office of the Secretary of Commerce and Trade during Governor Mark Warner's administration. This series contains correspondence from various constituents to Governor Mark W. Warner, along with a copy of Michael J. Schewel's letter in response, and a page from the people summary database which includes the name, address, and phone number of the correspondent. Each letter in this series contains a unique tracking number assigned by the Governor's Office Constituent Services. Records are arranged by outgoing tracking number. Some of the notable correspondence in this series relates to the following topics: changes in the definition of an animal shelter to include animal foster homes (2002 Senate Bill 260), requests for extensions of unemployment benefits to Virginians impacted by the economic downturn in the aftermath of the September 11, 2001 attacks, requests for assistance with unemployment claims problems, federal disaster aid for agricultural damage caused by drought, and price gouging complaints for commodities and clean up services after Hurricane Isabel in 2003.

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Folder 1

II. Office of the Secretary, 2001-2006.

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Extent

Extent: 14.55 cubic feet (36 boxes).

Scope and Content

Series is arranged into four subseries. Subseries have been designated for: A. Records of Secretary Michael J. Schewel, 2001-2006; B. Records of Deputy Secretary Matt Erskine, 2001-2005; C. Records of John Sternlicht, 2003-2005; and D. Records of Special Assistant Sarah Cohen, 2002-2005. The correspondence and documents in this series pertain to many of the Secretariat's agencies and boards, as well as to general economic development related subjects. The series consists of agendas, agreements, correspondence, handouts, itineraries, memorandum, notes, presentations, reports, speeches, talking points and resumes.

Subseries II.A. Records of Secretary Michael J. Schewel, 2001-2006.

Boxes 14, 21-31 (box)

Extent

Extent: 4.85 cubic feet.

Scope and Content

This subseries is housed in 12 boxes and is divided into 11 sections: Briefing Binders, Appointments, Cabinet Meetings, Meetings with Congressional Delegation, General Assembly Presentations, Subject Files, Correspondence-Chronological, Correspondence-General, Speeches, Calendar and COOP Certifications.

Notable documents filed under **Briefing Binders** include: Report of the Issue Working Group, Secretary of Commerce and Trade, 17 December 2001, prepared by Patt Gottschalk, Adele Johnson, Hugh Keogh, Danny LeBlanc, Martha Moore, Bob Templin and staff member Grant Neely (b21, f3); King William Reservoir Project Decision Memorandum, 2003 (b21, f4); and Transition Briefings from each agency under the Secretary of Commerce and Trade, highlighting budget and key issues, 2002 (b21, f10).

Notable documents filed under **Cabinet Meetings** include: Schewel's handwritten notes from Cabinet meetings, 2002-2003 (b22, f4); and cabinet meeting follow-up email's from Chief of Staff Bill Leighty (b22, f7-8).

Notable documents filed under **Subject Files** include: Schewel's handwritten notes from meetings he attended, 2002-2005 (b24, f5-6); Secretary of Commerce and Trade's Initiatives, 2002-2004 (b25, f4); and the creation of Secretary of Agriculture, 2002-2004 (b25, f6).

The **Correspondence-Chronlogical** division contains copies of all out-going correspondence of Secretary Schewel as well as letters written by the Governor in which the Secretary was copied. Arranged in reverse chronological order (2006-2002). Subjects include: Governor's Opportunity Fund grants, Virginia Investment Partnernship grants, Virginia Employment Commission, Small, Women, and Minority Business initiative (SWAM), and Virginia Community Development Block Grant Program (VCDBG). Notable correspondence include: memorandum from Schewel to Bob Bloxom, Secretary of Agriculture, highlighting issues with the Virginia Department of Agriculture and Consumer Services, 3 January 2005 (b26, f4); memorandum from Schewel to Governor Mark R. Warner through Chief of Staff William H. Leighty, regarding the Commonwealth's Four-Year Economic Development Strategic Plan, 22 April 2002 (b28, f5); memorandum from Schewel to Chief of Staff William H. Leighty, on status of Avian Flu control, 18 April 2002 (b28, f5); and memorandum from Schewel to Chief of Staff William H. Leighty, on drought conditions in Virginia, 15 April 2002 (b28, f5).

The **Correspondence-General** division contains general correspondence, memorandums, and working notes of Secretary Schewell. Arranged in chronological order (2002-2003) and in reverse chronological order (2006-2004), the correspondence include: thank you letters to the Secretary for his work on bringing new jobs to local communities who have received funding from the Governor's Opportunity Fund; congratulatory correspondence from members of the business communtiy on Schewel's appointment as Secretary of Commerce and Trade; and correspondence with members of the General Assembly regarding projects implemented by the Secretary of Commerce and Trade. Notable documents include: menorandum to Schewel from Chris Lloyd, former staffer in the Secretary of Commerce and Trade during the administrations of George Allen and Doug Wilder, reviewing Mark Warner's economic development promises, 3 January 2002 (b14, f1); memorandum from Schewel to Bill Leighty, Chief of Staff, listing six controversial issues from the Commerce and Trade Secretariat, 15 April 2005 (b29, f4); and a Summary of Major Issues in 2004 for each Commerce and Trade agency, 29 April 2004 (b30, f4).

The **Speeches** division contains prepared remarks delivered by Secretary Schewel at meetings, conventions, conferences and public events from 2002 to 2005. The speeches are primarily in reverse chronological order. However many are not dated; original order maintained.

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Scope and Content

This subseries is housed in 21 boxes and is divided into 5 sections: Agency and Subject Files, Thank You Notes, Correspondence-Chronological, Special Projects and Events.

Subjects found in the **Agency and Subject Files** division include: Virginia's response to the Avian Influenza outbreak in the Commonwealth in 2002 (b32, f2).

The **Thank You Notes** division is arranged in chronological order and consists of incoming thank you notes to Erskine. The **Correspondence-Chronological** division consists of copies of Erskine's outgoing correspondence only.

The **Special Projects** division is arranged in alphabetical order. Subjects include: Virginia Biotechnology Initiative, Base Realignment and Closure (BRAC), Coordinated Economic Relief Centers (CERC), drought, Virginia Agriculture and Forestry Export Strategy Task Force, Jobs for Virginia initiative, Small Business Initiative, Virginia Tourism, and Virginia Wine Industry.

Notable documents filed under **Special Projects** include: report titled "Doubling Net Receipts in Virginia Agriculture" by the Governor's Agriculture Net Receipts Working Group, 2003 (b35, f12); memorandum to Michael J. Schewel from Kendra Shifflett, Dept. of Planning and Budget, providing information on the cost of establishing the Secretary of Agriculture and Forestry, 27 June 2003 (b35, f14); Cabinet Meeting Notes, 2002-2005 (b37, f14-15); impact of drought on Virginia, 2002 (b39, f17); Education Policy Briefing-Office of the Governor-Elect, Report of the Special Committee for Education, 2001 (b40, f6); Erskine's briefing book for European Marketing and Tourism Trip, June 2005 (b40, f8); meeting notes of the Virginia Agriculture and Forestry Export Strategy Task Force (b40, f13); transition overview materials, November 2001 (b41, f9); Health and Human Resources Policy Briefing, Office of the Governor-Elect, 2001 (b41, f14); Governor Warner's Trade Mission to Mexico briefing book, 9-12 November 2003 (b43, f17); notes on Phillip Morris relocating to Richmond, 2005 (b46, f12); and documents on the creation of the Warner Administration's Small Business Initiative, 2003-2004 (b47).

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Virginia Employment Commission, Marie Cheeks, 2002

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VITA-Dept. of Professional and Occupational Regulation, 2002-2005

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VITA ITIB Presentation, 2005

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VITA-Major Projects, 2002-2004

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VITA-Sec. of Commerce and Trade Priority Projects, 2004

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VITA-Small Agency Consolidation, 2003

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VITA Technology Projects, 2003-2004

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VITA-Virginia Employment Commission, 2002-2004

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Virginia Hospitality and Travel Association, 2002

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Virginia Leaders in Export Trade (VALET), 2004

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Virginia, Maryland and D.C. Regional Collaboration, 2003

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Virginia Philpott Manufacturing Extension Partnership, 2003

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Virginia Food and Beverage Expo, Richmond, 20 March 2002

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Panel Discussion, Leadership Fairfax Class 2002, 11 April 2002

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Pulaski County Economic Development Summit, 29 April 2002

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Small Business Administration Virginia Lenders Conference, 14-17 May 2002

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James City County Celebration of Industry (Business Appreciation Week), 15 May 2002

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Virginia Small Grain Association, Warsaw, 23 May 2002

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Dahlgran Naval Warfare Center Tour, 5 June 2002

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Community Screening of Minority Report, Gloucester County, 20 June 2002

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ATandT Wireless, Russell County, 15 July 2002

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**Governor's Work Preparedness Summer Youth Institute, Virginia State University,
Richmond, 29 July-2 August 2002**

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VALET Program Luncheon (Virginia Leaders in Export Trade), Richmond, 30 July 2002

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Southwest Virginia Trip, Roanoke, 26 August 2002

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Alfa Laval Grand Opening, Henrico County, 27 August 2002

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Business Lunch, Tazewell County, 19 September 2002

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Alleghany Highlands, Alleghany County, 25 September 2002

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Open House Meadow Croft Farm, Swoope, 26 September 2002

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Red Oak E-Commerce Solutions, Mecklenburg County, 10 October 2002

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Virginia Film Festival, Charlottesville, 24 October 2002

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Employer Advisory Committee, Williamsburg, 24 October 2002

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Professional Construction Educators Conference, Richmond, 26 October 2002

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National Council for Continuing Education and Training, Richmond, 29 October 2002

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Loudoun County Economic Development Commission, Sterling, 1 November 2002

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1000 Job Day, Southwest Virginia, 13 November 2002

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Tidewater Community College-Strategic Community College of the 21st Century, 13 November 2002

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Governor's Latino Summit, 19 November 2002

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Safecard ID Inc., Virginia Beach, 21 November 2002

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Department of Forestry, Charlottesville, 8 January 2003

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Hungarian Ambassador Dinner, Richmond, 24 January 2003

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Northern Virginia Coalition of Chambers, Reston, 29 January 2003

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VALET Orientation (Virginia Leaders in Export Trade), Richmond, 30 January 2003

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Launch of the Genesis Project, Richmond, 3 February 2003

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Southside of the James Attractions, Wakefield, 11 February 2003

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Gods and Generals Movie Premiere, 18 February 2003

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lake County Advanced Knowledge Center, Soutside Virginia, 4 March 2003

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Spirit of Norfolk Ceremony, Norfolk, 12 March 2003

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General Assembly Wrap-up: The Business Community Impact, Williamsburg, 19 March 2003

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HUDD Distribution Announcement, Chesapeake, 19 March 2003

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Virginia Employment Commission Agency Awards Program, Richmond, 20 March 2003

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Augusta Lumber Announcement, King William County, 8 April 2003

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Institute for Advanced Learning Research, Virginia Tech, Blacksburg, 10 April 2003

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Cendant Corporation Grand Opening, Virginia Beach, 24 April 2003

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Governor's Tourism Conference, Richmond, 27 April 2003

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Governor's Higher Education Research Summit, Newport News, 1 May 2003

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Business Appreciation Week Kickoff, Richmond, 12 May 2003

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Norfolk Business Appreciation Breakfast, 13 May 2003

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Prince William Business Appreciation Week, Manassas, 22 May 2003

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Prince William County Economic Development Council, 22 May 2003

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Virginia's Economic Development Plan, Reedville, 21 April 2003

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Portfolio Recovery Associates, Hampton, 29 April 2003

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Virginia Wine Day on Capitol Hill Luncheon, Washington, D.C., 17 June 2003

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Virginia Electronic Commerce Technology Center, Hampton Roads, 19 June 2003

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BIO 2003 Convention Reception, Mount Vernon, 21 June 2003

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Care Rehab and Orthopedic Products, Inc., Charlotte County, 23 June 2003

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Charlottesville Area School Business Alliance, 10 July 2003

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Shrader Bridgeport Check Presentation, Campbell County, 19 November 2003

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Line of Fire Screening, Richmond, 1 December 2003

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CSX Parks for Growth Events, Southampton County, 29 February 2004

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General Assembly Wrap-up: Commerce in the Commonwealth, Richmond, 24 March 2004

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StarTek, Lynchburg, 31 March 2004

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Virginia Travel and Governor's Tourism Conference, 25 April 2004

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Virginia Business Council, Arlington, 10 May 2004

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Riverstone Technology Park, Halifax County, 12 May 2004

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DMME/Mineral Extraction Operations in SW Virginia, 21-23 June 2004

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Virginia Economic Bridge Workforce Showcase, 14 July 2004

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Metalsa Expansion Grand Opening, Botetourt County, 3 August 2004

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Virginia Main Street Harrisonburg Designation Event, 24 August 2004

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Saxon Capital Mortgage Announcement, 1 September 2004

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Virginia Dept. of Business Alliance, 15 September 2004

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Sara Lee Coffee and Tea Grand Opening, Suffolk, 17 September 2004

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Universal Food and Beverage Company, Inc., Grayson County, 22 September 2004

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Arkay Packaging Expansion Announcement, 20 December 2004

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NASCAR Hall of Fame Bid, 2 February 2005

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Tajikistan Ambassador, 3 March 2005

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Telvista VA Main Street Annual Awards, 30 March 2005

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Folder 109

Telvista Dedication Event, Danville, 20 April 2005

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Folder 110

Virginia Tourism Corporation Conference, 26 April 2005

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Tourism Cares, Mount Vernon, 12 May 2005

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Folder 112

American Woodmark Corporation, Winchester, 1 August 2005

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Folder 113

Paris Ceramics Announcement Event, Farmville, 19 September 2005

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Folder 114

Subseries II.C. Records of John Sternlicht , 2003-2005.

Boxes 53 (box)

Extent

Extent: 0.35 cubic feet.

Scope and Content

This subseries is housed in 1 box and is arranged alphabetically by subject. Records document the special projects of John Sternlicht.

Special Projects

Accelerating Innovation Foundation Conference, 2005

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Folder 1

Accelerating Innovation Conference (confirmation), 2005

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Folder 2

Doubling Net Receipts in Virginia Agriculture, 2003

Box 53

Folder 3

IP Commercialization Loan Fund (Legislation, SB640), 2004

Box 53

Folder 4

Session (Legislative) Highlights, 2005

Box 53

Folder 5

Subseries II.D. Records of Special Assistant Sarah Cohn , 2002-2005.

Boxes 54-55 (box)

Extent

Extent: 0.70 cubic feet.

Scope and Content

This subseries is housed in 2 boxes and is arranged alphabetically by subject. Subjects include: Agriculture and Forestry Expo Task Force and Virginia Works.

Special Projects

Agency Issues/Events, 2004-2005

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Agriculture and Forestry Expo Task Force, undated

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Folder 2

Agriculture and Forestry Expo Task Force, 2003-2004

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Agriculture and Forestry Expo Task Force, 2003-2004

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Analysis of Nursing Programs and of Nursing School Retention in the Shenandoah Valley and Southside Virginia, 2003

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Bank Tellers and Switchboard Operators, 2005

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Forest Industry Initiatives, 2004

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Hungarian Technology Center, 2003

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Manufacturing, 2002-2004

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State and Local Government Conflict of Interest Training, 2004

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Virginia Institute of Marine Science, 2003-2005

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Virginia Works, 2004-2005

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Virginia Works Correspondence, 2005

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Virginia Works E-mail, 2005

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World Trade Organization, 2005

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III. Budget and Legislative Files, 2002-2005.

Boxes 56-59 (box)

Extent

Extent: 1.80 cubic feet (4 boxes).

Scope and Content

Contains budget and legislative records created and maintained by the Office of the Secretary of Commerce and Trade. Series is arranged into two subseries. Subseries have been designated for Budget Files and Legislative Files. Original order and titles of the files were maintained. This series contains budget documents, correspondence, e-mail, briefings, legislation, notes, presentations, plans and reports.

Subseries III.A. Budget Files, 2002-2005.

Boxes 56-58 (box)

Extent

Extent: 1.35 cubic feet.

Scope and Content

This subseries is housed in 3 boxes and is arranged by budget cycle. Subdivisions are: 2002-2004 Biennial Budget and 2004-2006 Biennial Budget Issues. Notable documents include: Agency Contingency Budget Reduction Plans (7, 11, 15%) for Secretary of Commerce and Trade agencies, September-October 2002 (b56, f8-9 and b57, b1); and budget development documents for FY2002-2004 (b57, f2-3). Subseries contains agendas, budget documents, correspondence, memorandums, legislation, presentations, notes, handouts, talking points, e-mail, and reports.

2002-2004 Biennial Budget

Budget Documents, 2002-2003

Box 56

Folder 1

Governor Warner's Proposed Amendments to the 2002-204 Biennial Budget, 20 December 2002

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Folder 2

Secretarial Budget, 2002

Box 56

Folder 3

Commerce and Trade Agency Budget Concerns, 2002

Box 56

Folder 4

Agency Budget Memos, 2002

Box 56

Folder 5

Miscellaneous Budget Records, 2002-2004 (part one)

Box 56

Folder 6

Miscellaneous Budget Records, 2002-2004 (part two)

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Folder 7

Budget Reduction Plans, General, 2002

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Folder 8

DPOR Budget Reduction Plan, 2002

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Folder 9

VDACS Budget Reducation Plan, 2002

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Folder 9

VEDP Budget Reducation Plan, 2002

Box 56

Folder 9

Tourism Budget Reduction Plan, 2002

Box 56

Folder 9

Forestry Budget Reduction Plan, 2002

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Folder 1

Mines, Minerals and Energy Budget Reduction Plan, 2002

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Folder 1

Minority Business Budget Reduction Plan, 2002

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Folder 1

DBA Budget Reduction Plan, 2002

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Folder 1

Racing Commission Budget Reduction Plan, 2002

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Folder 1

DHCD Budget Reduction Plan, 2002

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Folder 1

Board of Accountancy Budget Reduction Plan, 2002

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Folder 1

Labor and Industry Budget Reduction Plan, 2002

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Folder 1

SMC Budget Reduction Plan, 2002

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Folder 1

VEC Budget Reduction Plan, 2002

Box 57

Folder 1

Budget Development for FY2002-2004, 2002 (part one)

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Folder 2

Budget Development for FY2002-2004, 2002 (part two)

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Folder 3

Budget Reductions, Executive Offices, 23 October 2002

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Folder 4

Budget, Program Cuts, October 2002

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Folder 5

Reviews of Commerce and Trade Agency Budget Reductions for FY 2002, FY 2003 and FY 2004

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Folder 6

Budget Priorities, 2003

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2004-2006 Biennial Budget Issues

Budget Issues, 2005

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Folder 8

Streamline Sales Tax, 2004

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Folder 9

State Agency Budget Concerns, 2004

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Folder 10

Tobacco Commission Budget, 2004

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Folder 1

Miscellaneous Budget Records, 2003-2004 (part one)

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Folder 2

Miscellaneous Budget Records, 2003-2004 (part two)

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Folder 3

05-06 Budget Program Elimination Proposals, 2003

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Folder 4

05-05 Budget Requests, 2003-2004

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Folder 5

Subseries III.B. Legislative Files, 2002-2005.

Boxes 58-59 (box)

Extent

Extent: 0.45 cubic feet.

Scope and Content

This subseries is housed in 2 boxes and is arranged by legislative session. Contains proposed legislation related to Commerce and Trade agencies. Subseries contains agendas, budget documents, correspondence, memorandums, legislation, presentations, notes, talking points, e-mail and reports.

2002-2003

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SB 554 (2002)

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Folder 7

2004 Agency Legislation, 2003

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Folder 8

Governor's Tax Proposal, 2004

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Folder 1

2004 Legislative Session (part one)

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Folder 2

2004 Legislative Session (part two)

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Folder 3

2005 Legislative Proposals, 2004-2005

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Folder 4

VEC Legislation, 2004-2005

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Folder 5

2005 Commerce and Trade Agency Budget, 2004

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IV. Assigned State Agencies, 1994-2006.

Boxes 60-79 (box)

Extent

Extent: 16.10 cubic feet (20 boxes).

Scope and Content

Series is divided into to subgroups: Agency Weekly Reports and Correspondence and Supporting Documentation from Commerce and Trade state agencies. The Agency Weekly Reports are housed in 2 boxes and are arranged alphabetically by agency by agency and chronologically therein. Reports were

submitted each week by agency heads from the Board of Accountancy, Dept. of Business Assistance, Dept. of Housing and Community Development, Dept. of Labor and Industry, Dept. of Mines, Minerals and Energy, Dept. of Minority Business Enterprise, Dept. of Professional and Occupational Regulation, State Milk Commission, Virginia Economic Development Partnership, Virginia Employment Commission, Virginia Housing Development Authority, Virginia Racing Commission, Virginia Resources Authority, Virginia Tourism Corporation, and Virginia Tobacco Indemnification and Community Revitalization Commission to the Secretary of Commerce and Trade. The Secretary then used this information to compile his weekly report sent to the Governor and Chief of Staff (see accession 42624). The level of detail varied for each agency. Each report contains information on legislation, items requiring immediate attention of the Governor or Secretary, Governor's initiatives/special projects, agency matters/operations, events/agency visits, audits/investigations/compliance, stakeholder issues and pending decisions.

The Correspondence and Supporting Documentation from Commerce and Trade state agencies are housed in 16 boxes. Records are from the following agencies: Board of Accountancy, Dept. of Business Assistance, Dept. of Housing and Community Development, Dept. of Labor and Industry, Dept. of Mines, Minerals and Energy, Dept. of Minority Business Enterprise, Dept. of Professional and Occupational Regulation, Virginia Economic Development Partnership, Virginia Employment Commission, Virginia Housing Development Authority, Virginia Racing Commission, Virginia Resources Authority, Virginia Tobacco Indemnification and Community Revitalization Commission and Virginia Tourism Corporation. Notable topics include: Virginia trade missions and Jamestown 2007. Also included in this subgroup are records related to the Small, Women and Minority (SWAM) procurement program initiated by Governor Warner.

Agency Weekly Reports

Board of Accountancy, 17 April 2002-30 December 2003

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Board of Accountancy, 13 January 2004-4 January 2006

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Dept. of Business Assistance, 23 January 2002-30 December 2003

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Dept. of Business Assistance, 14 January 2004-4 January 2006

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Dept. of Housing and Community Development, 16 January-18 December 2002

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Dept. of Housing and Community Development, 2 January-30 December 2003

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Folder 6

Dept. of Housing and Community Development, 14 January-29 December 2004

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Folder 7

Dept. of Housing and Community Development, 5 January 2005-4 January 2006

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Folder 8

Dept. of Labor and Industry, 16 July 2002-24 December 2003

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Folder 9

Dept. of Labor and Industry, 14 January 2004-4 January 2006

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Folder 10

Dept. of Mines, Minerals and Energy, 16 January-18 December 2002

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Folder 11

Dept. of Mines, Minerals and Energy, 8 January-17 December 2003

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Dept. of Mines, Minerals and Energy, 5 January-29 December 2004

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Dept. of Mines, Minerals and Energy, 5 January 2005-4 January 2006

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Dept. of Minority Business Enterprise, 9 January-18 December 2002

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Dept. of Minority Business Enterprise, 2 January-30 December 2003

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Folder 16

Dept. of Minority Business Enterprise, 21 January 2004-5 January 2005

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Dept. of Minority Business Enterprise, 12 January 2005-4 January 2006

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Dept. of Professional and Occupational Regulation, 16 January-18 December 2002

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Dept. of Professional and Occupational Regulation, 8 January-30 December 2003

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Folder 20

Dept. of Professional and Occupational Regulation, 7 January-29 December 2004

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Folder 21

Dept. of Professional and Occupational Regulation, 5 January 2005-4 January 2006

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State Milk Commission, 16 January 2002-18 June 2003

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Virginia Economic Development Partnership, 16 January-31 December 2002

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Virginia Economic Development Partnership, 8 January-30 December 2003

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Folder 2

Virginia Economic Development Partnership, 14 January-29 December 2004

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Folder 3

Virginia Economic Development Partnership, 5 January-29 June 2005

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Folder 4

Virginia Economic Development Partnership, 6 July 2005-4 January 2006

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Virginia Employment Commission, 23 January-18 December 2002

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Virginia Employment Commission, 8 January-30 December 2003

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Virginia Employment Commission, 21 January-29 December 2004

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Virginia Employment Commission, 5 January 2005-4 January 2006

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Virginia Housing Development Authority, 30 January-18 December 2002

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Folder 10

Virginia Housing Development Authority, 8 January-30 December 2003

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Virginia Housing Development Authority, 14 January-29 December 2004

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Folder 12

Virginia Housing Development Authority, 5 January 2005-4 January 2006

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Folder 13

Virginia Racing Commission, 16 January 2002-4 January 2006

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Folder 14

Virginia Resources Authority, 16 January 2002-17 December 2003

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Virginia Resources Authority, 14 January-14 December 2005

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Folder 16

Virginia Tourism Corporation, 3 January-23 December 2002

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Virginia Tourism Corporation, 3 January-19 December 2003

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Virginia Tourism Corporation, 3 January-31 December 2004

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Virginia Tourism Corporation, 1 January-30 December 2005

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Folder 20

Virginia Tobacco Indemnification and Community Revitalization Commission, 21 January-6 December 2002

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Virginia Tobacco Indemnification and Community Revitalization Commission, 13 January-19 December 2003

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Virginia Tobacco Indemnification and Community Revitalization Commission, 19 January-30 December 2004

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**Virginia Tobacco Indemnification and Community Revitalization Commission, 3
January-18 November 2005**

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Correspondence from State Agencies

Board of Accountancy

Board of Accountancy, 2001-2005

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Dept. of Business Assistance

Bond Approvals, 2002-2005

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General Correspondence, 2002 February-December

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General Correspondence, 2003 January-July

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General Correspondence, 2003 August-December

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General Correspondence, 2004 January-August

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General Correspondence, 2004 September-December

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General Correspondence, 2005 January-November

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Folder 7

Manufacturing in Virginia Overview, 2002

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Folder 8

Monthly Reports, August 2005

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Folder 9

Oklahoma Contingent Tax Credit Model, 2003-2004

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Folder 10

Report-JLARC Review of the Virginia Small Business Development Center Program, 2002

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Folder 11

Report-Recommendations for First Round of Grant Awards, Virginia Small Business Incubator, 2002-2003

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Report-Recommendations for Funding the Small Business Incubator Program, 2002

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Report-Recommendations for Funding Virginia Small Business Incubator Program, 2003

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Folder 14

Report-Recommendations for Second Round Grant Awards, Virginia Small Business Incubator Program, 2004

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Folder 15

Report-Virginia Small Business Incubator Program for Senate and House Appropriations Committees, 2002-2004

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Small Business Administration, 2002-2004

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Virginia Small Business Advisory Board, 2004

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Small Business Initiative, 2003-2004

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Small Business Initiatives, 2003-2005

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Virginia Small Business Financing Authority Annual Report, 2004

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Virginia Capital Resource Directory

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Dept. of Housing and Community Development

Affordable Housing Regulatory Barriers, 2000

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Folder 23

Appalachian Forward: Four-Year Development Plan for the Appalachian Region of Virginia, 2003

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Appalachian Regional Commission, 1998-2002

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Appalachian Regional Commission, 2000-2004

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Appalachian Regional Commission, 2004-2005

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Appalachian Regional Commission Annual Strategy Statement, 1997-2001

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Appalachian Regional Commission Development Plans, 1998

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Appalachian Regional Commission Distressed Counties Grant Recommendations, 1998-2000

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Folder 2

Appalachian Regional Commission Quorum Meeting, 27 February 2000

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Appalachian Regional Commission Special Ballot, 1998-2000

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Appalachian Regional Commission, Tobacco Indemnification, 2004

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Folder 5

Audit, 1999

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VI. Development Projects and Initiatives Files, 2001-2005.

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Extent

Extent: 6.25 cubic feet (16 boxes).

Scope and Content

This series is housed in 16 boxes and is divided into 2 sections: alphabetical and regional. This series documents the projects and initiatives of the Secretary's office relating to development.

Subjects found in the **Projects and Initiatives-Alphabetical** section include: Virginia Economic Strike Force, Economic Development Strategic Plan ("One Virginia-One Future"), Electricity Deregulation, Export Task Force, Higher Education Summit, Housing, Virginia Horse Center, NASCAR Hall of Fame, Olmstead implementation, Virginia Tech Economic Development, Water, and Wine.

Notable documents filed under **Projects and Initiatives-Alphabetical** include: 25 January 2002 memorandum from Michael J. Schewel to Governor Warner outlining a proposal as to how the Economic Crisis Strike Force would be deployed (b84, f6); Blueprint for the Economic Crisis Strike Force-Draft, 18 February 2002 (b84, f6); 2 January 2002 memorandum from James W. Dyke, Jr. at McGuireWoods to Secretary of Commerce and Trade-Designate, Michael J. Schewel providing a status report on baseball, Emerging Business Forum and the 2012 Olympics (b85, f1); meeting materials and notes for One Virginia, One Future Steering Committee Meeting, 8 October 2002 (b85, f3); meeting materials, notes and invitations for One Virginia, One Future Steering Committee Meeting, 14 August 2002 (b85, f4); 23 December 2003 memorandum from Bill Murray to Governor Warner outlining electricity deregulation and associated issues that may be addressed during the 2003 legislative session (b86, f1); 8 October 2003 memorandum from Michael J. Schewel to Bob Blue on Schewel's thoughts on the proposed rate cap extension (b86, f2); meeting notes and memorandums related to rate cap extension, 2003-2004 (b86, f5); agenda's meeting notes and documents related to Governor Warner's export task force on Virginia Agriculture and Forestry products, 2004 (b87, f3-4); meeting and follow-up materials related to the 20 May 2004 Forestry Industry Summit (b87, f6); copy of Virginians Racing for the NASCAR Hall of Fame Proposal, May 2005 and copy of Economic Impact of NASCAR Hall of Fame on Henrico County, Richmond Metro Area and the State of Virginia, 21 June 2005 (b90, f6 and b91, f1); and 9 February 2003 memorandum from Maurcie Jones to Governor Warner proposing the creation of an Urban Policy Task Force (b94, f2).

Subjects found in the **Projects and Initiatives-Regional** section include: Rural Virginia Prosperity Commission.

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VII. Company Files - Prospects and Development, 1994-2005.

Boxes 99-102 (box)

Extent

Extent: 1.40 cu. ft. (4 boxes)

Scope and Content

The Company Files-Prospects and Development series is housed in four archival boxes and is divided into two sections: Allen and Gilmore Administration (accession 42293) and Warner Administration (accession 42417). The records are arranged alphabetically within each section. This series contains reference material pertaining to economic development during the Governor Mark Warner's Administration. It includes information on the companies who were business prospects, as well as economic materials.

Notable Subjects found in the **Company Files-Warner Administration** section include: Governor Warner's meeting with Ford Motor Company officials in Norfolk in 2003 (b100, 13); Governor Warner's

meeting with Jet Blue executives in 2003 (b101, f1); and records related to Philip Morris' relocation to Richmond, 2003-2005 (b101, f9-11).

Allen and Gilmore Administrations (Accession 42293)

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VIII. Governor's Opportunity Fund Files, 2001-2006.

Boxes 103-108 (box)

Extent

Extent: 2.75 cu. ft. (6 boxes)

Scope and Content

The Governor's Opportunity Fund Files series is housed in 6 archival boxes and is arranged alphabetically. This series contains general correspondence, proposals and approved Governor's Opportunity Fund listings and files, pertaining to economic development during the Governor Mark Warner's Administration. The files usually contain fund requests from the Virginia Economic Development Partnership and/or memorandums from Secretary Schewel to Governor Warner requesting approval of grants. In a few instances, the name of the company is not listed; only the project's code name is used (ex. Project Spyglass). Also included are projects funded by the Virginia Investment Partnership, Tobacco Regional Opportunity Fund, or some combination.

The Governor's Opportunity Fund is a pool of discretionary funds available to the Governor to secure a business location or expansion project in Virginia. Grants are awarded to localities on a local matching basis with the expectation that the grant will result in a favorable location decision for the Commonwealth. The Virginia Investment Partnership is a discretionary performance incentive to encourage continued capital investment by Virginia companies.

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Scope and Content

This series contains correspondence with prospective companies and organizations interested in participating in the Virginia Economic Development Partnership program during the Allen, Gilmore and Warner administrations. The records detail plans, concerns and questions regarding the feasibility of government fund investments in special projects/events and companies. The Aviation World's Fair highlights concerns with the success and cost of this project and includes correspondence with Virginia's representatives, mayors, and county supervisors on the success of such an enterprise. There are also travel records that document the cost incurred by the state to send various state officials to France to study the Paris Air Show.

This series also documents Virginia's efforts to obtain the 2012 Olympics for Washington D.C. There is correspondence between the Secretary Michael J. Schewel and leaders of the business community and Governor Mark Warner's highlighting efforts to secure the Olympics for the District. There are discussions of costs, bid proposals and the overall impact to the entire community.

There is a complete record for the memorandum of agreement and understanding between the Commonwealth of Virginia and Volvo-GM Heavy Truck Corporation to create jobs in the state of Virginia. This agreement dates back to Governor George Allen's administration and outlines the various relationship changes based on economic conditions. The agreement stipulated certain conditions must be met in order for the company to receive state funding, subsequent layoff announcements presented a problem for the Commonwealth and Pulaski County, the home of the Volvo-GM factory.

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