

A Guide to the Records of the Virginia Secretary of Health and Human Resources, 1997-2006 [bulk 2002-2005]

Records of the Virginia Secretary of Health and Human Resources 1997-2006 [bulk 2002-2005]
1997-2006 [bulk 2002-2005]

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Descriptive Summary

Accession Number

42401

Language

English

Physical Description

96.1 cu. ft. (161 boxes)

Repository

The Library of Virginia

Administrative Information

Access Restrictions

Collection is open to research.

Use Restrictions

Privacy-protected materials are restricted for 75 years from date of item.

Acquisition Information

Transferred 2006

Preferred Citation

Virginia Secretary of Health and Human Resources. Records, 1997-2006 [bulk 2002-2005]. Accession 42401. State Government Records Collection. The Library of Virginia. Richmond, VA.

Biographical Information

In 1970, the Governor's Management Commission Study recommended the creation of six "Deputy Governors" to assist the Chief Executive in his managerial duties. Compatible functions of government were grouped under these administrative heads, who would serve as the Governor's top management team, or secretariats. The General Assembly in 1972 created six Secretariat positions initially. As government reorganized that number fluctuated as government agencies expanded or consolidated. Currently there are eight secretariats in state government: the Secretary of Administration; Secretary of Commerce and Trade; Secretary of Education; Secretary of Finance; Secretary of Health and Human Resources; Secretary of Natural Resources; Secretary of Public Safety; and the Secretary of Transportation.

The secretariat responsible for human services, health and welfare has gone through several reorganizations. In 1972, the General Assembly passed an act establishing the Secretary of Human Affairs. This office was responsible for management and direction of health and human services provided by the state for the citizens of the commonwealth. In 1976, the secretariat's name changed to the Secretary of Human Resources. With reorganization of state government, the secretariat name changed again to the Secretary of Health and Human Resources in 1988. The secretary has authority over the following agencies or councils: Dept. for the Rights of Virginians with Disabilities; Dept. for the Aging; Dept. of Health; Dept. of Health Professionals; Dept. of Medical Assistance Services; Virginia Health Services Cost Review Council; Dept. of Mental Health, Mental Retardation and Substance Abuse Services; Dept. of Rehabilitation Services; Dept. of Social Services; Governors Employment and Training Dept.; Dept. for the Deaf and Hard of Hearing; Virginia Council on Child Care; and Early Childhood Programs. The Secretary also serves on several advisory councils, committees, boards and interstate compacts.

This accession documents the term of Jane H. Woods as the Virginia Secretary of Health and Human Resources from 2002 until 2006, as part of the Mark R. Warner administration.

Scope and Content

The collection is arranged into nine series: I: Briefing Books; II. Constituent Correspondence; III. Correspondence; IV. Correspondence with State Agencies; V. Legislative Files; VI. Legislative Studies; VII. Special Assistant Files; VIII. Special Projects; and IX. Media. The series are loosely based on the original arrangement when transferred.

Series I: Briefing Books, 2002-2006 [bulk 2002-2005], contains the calendar of the Secretary of Health and Human Resources and includes individual calendar pages, notes regarding appointments, invitations to events, and other related materials. The materials within this series are arranged chronologically, and foldered by week.

Series II: Constituent Correspondence, 2000-2006 [bulk 2002-2005], contains correspondence received from constituents, with many being assigned a tracking number for use in the correspondence tracking system used by the governor's office. Items are arranged by tracking number, when available, and date when a tracking number is not present. These materials in particular contain privacy-protected information, and those materials are subject to review prior to viewing. Topics of correspondence range from experiences in working with state agencies under the Secretary of Health and Human Resources, health-related issues, and the general public welfare. Items within this series include correspondence, notes, email, and supporting documentation sent by constituents as it relates to the topic at hand.

Series III: Correspondence, 1997-2006 [bulk 2001-2005], contains general correspondence addressed to the Secretary of Health and Human Resources. Topics addressed are similar to those in Series II: Constituent Correspondence and include discussions of health- and public welfare-related concerns, and include correspondence from a broader range of individuals, including the general public, and state, local, and

federal government officials. Items within this series include correspondence, email, notes, and supporting documentation as submitted by correspondents.

Series IV: Correspondence with State Agencies, 1997-2005 [bulk 2002-2005], contains correspondence, notes, email, publications, and other items related to the interaction between the office of the Secretary of Health and Human Resources and the agencies that fall under that office. Items within this series are arranged alphabetically by agency name, and then alphabetically by folder title. Topics covered are often related to budget, decision memos, policy issues, and programs administered by the individual state agencies concerned.

Series V: Legislative Files, 2002-2005, contains correspondence, notes, and copies of legislation related to the state agencies under the Secretary of Health and Human Resources. Items are arranged by Virginia Administrative Code number or Legislative Session number, as appropriate.

Series VI: Legislative Studies, 1999-2004 [bulk 2002-2003], contains correspondence, notes and other materials created to support legislative issues and concerns of the state agencies under the Secretary of Health and Human Resources. Items are arranged alphabetically by folder title.

Series VII: Special Assistant Files, 2002-2005, contain correspondence, notes, meeting notes, and other materials on general topics of concern within the office of the Secretary of Health and Human Resources. Items are arranged alphabetically by folder title.

Series VIII: Special Projects, 1997-2006 [bulk 2002-2005], contain correspondence, notes, and other materials related to legislation, topics of concern within the office of the Secretary of Health and Human Resources. Items are arranged alphabetically by folder title.

Series IX: Media, 2002-2005, contains cds, videotapes, and computer diskettes found within the entire collection, some of which are oversized. Arranged alphabetically by title.

Some topics of note within the collection include public health, state and federal public assistance programs, the use of biosolids for agricultural purposes, rural plumbing and septic systems, the temporary housing of individuals displaced by Hurricane Katrina in 2005, regulation of assisted living facilities, and the management of state-operated health facilities.

Arrangement

The collection is arranged into nine series: I: Briefing Books; II. Constituent Correspondence; III. Correspondence; IV. Correspondence with State Agencies; V. Legislative Files; VI. Legislative Studies; VII. Special Assistant Files; VIII. Special Projects; and IX. Media. The series are loosely based on the original arrangement when transferred.

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