

# A Guide to the Correspondence and Subject Files of the Director of the Virginia Dept. of General Services, 1974-2023

Correspondence and Subject Files of the Director of the Virginia Dept. of General Services, 1974-2023  
1974-2023

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A Collection in the Library of Virginia 32072, 32690, 44845, 50089, 50788, 50954, 51588, 51723, 52124, 52811, 53591, 54252

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## History

**Processed by:** Jennifer Rogers and Ben Bromley

## Title Statement

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**Author:** Jennifer Rogers

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## Profile Description

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

## Descriptive Summary

**Accession Number**

32072, 32690, 44845, 50089, 50788, 50954, 51588, 51723, 52124, 52811, 53591, 54252

**Language**

English

**Creator**

LVA

**Extent**

28.35 cu. ft. (29 boxes), 3 dvd, (4.74 gb)

## Repository

The Library of Virginia

# Administrative Information

## Access Restrictions

There are no restrictions.

## Use Restrictions

There are no restrictions.

## Acquisition Information

Accessions 32072, 32690, and 50089, transferred on 02 May 1984.

Accession 44845 transferred 11 Feb 2010.

Accession 50788 transferred 18 March 2013.

Accession 50788 transferred 11 July 2013.

Accession 51588 transferred 24 June 2015.

Accession 51723 transferred 16 February 2016.

Accession 52124, transferred 2 October 2017.

Accession 52811, transferred 29 August 2019.

Accession 53591, transferred 7 April 2022.

Accession 54252, transferred 2 August 2024.

## Processing Information

This collection has been processed using minimal standards: the original arrangement has been maintained, the container list is brief and simple, the records have not been refoldered and the fasteners have not been removed.

## Preferred Citation

Virginia Dept. of General Services, Director's Office. Correspondence and reference files. [Cite specific date and accession used]. State government records collection, The Library of Virginia, Richmond, Va.

# Historical Information

The mission of the Dept. of General Services is to provide supportive services to other state agencies, local political subdivisions as appropriate, in the areas of laboratory services; maintenance, operation and construction of facilities; land management; land and facilities acquisition; disposal and sale of material and supplies; risk management; and other related activities. The Commission on State Governmental Management recommended the creation of the Dept. of General Services to be comprised of the then existing Dept. of Purchases and Supplies, Division of Engineering and Buildings, Division of Consolidated Laboratory Services, Dept. of Property Records and Insurance, and several other state agencies functions which were subsequently determined by appropriate authorities to be left outside of the organization of this department.

In 1976, the General Assembly passed H.B. 1240 which called for the establishment of the position of a director of the department and required the appointee to prepare a plan for the organization of this department with implementing legislation. This was accomplished and the 1977 session of the General Assembly enacted Chapter 672 which created the Dept. of General Services. Consistent with this statute, the department was officially implemented on July 1, 1978. This brought together, under the umbrella of the major department, the Dept. of Purchases and Supply, the Division of Engineering, the Division of Consolidated Laboratory Services, and the Dept. of Property Records and Insurance, now called Office of Risk Management. Also included under the umbrella of the authority of the Dept. of General Services are several boards, appeal boards and review councils which are: Consolidated Laboratory Services Advisory Board; Purchase and Supply Appeal Board; Art and Architectural Review and Council and the State Insurance Advisory Board.

Major activities of the department are to maintain and operate facilities at the seat of government; assist in the administration of the capital outlay budget of the Commonwealth; to assist in acquisition of real property either by lease or purchase; to perform centralized purchasing functions of the Commonwealth; to dispose of surplus real property and material and supplies; to provide a comprehensive risk management insurance program for all agencies and institutions; to operate a centralized purchasing and warehousing function for supplying State agencies and certain political subdivisions with equipment and supplies; to acquire or

provide printing services for State agencies and institutions; provide central mail and messenger service for State agencies in the area of the seat of government; provide laboratory research and scientific services in the area of environmental sciences; forensic science, microbiology, and product regulation; to provide training to law enforcement personnel in the collection and preservation of evidence; and to conduct programs on inspection and certification of certain laboratories through the state.

## Scope and Content

Correspondence and subject files document the planning, direction, and implementation of agency programs and are evidence of actions and policy decisions. Includes correspondence with state agencies, Governor's Office, Secretariats, legislators and constituents. In addition to correspondence, subject files may include agreements, briefs, budgets, clippings, invitations, legislation, minutes and meeting notes, photographs, presentations, regulations, reports, talking points, and weekly reports to the Secretary of Administration.

Topics may include, but are not limited to: budgeting, building construction and maintenance, capital outlay, Capitol Square, eVA, Executive Mansion, fleet management, interal agency operations, leases, legislation, mail consolidation, parking, real estate portfolio, public private partnerships (PPEA), regulatory review, risk management, strategic planning, surplus property and SWAM.

## Other Descriptive Data

Electronic records in this collection are read-only and are only available in the Archives Research Room at the Library of Virginia. A file list is available through the online catalog entry and the link below in the finding aid. Copies are free of charge and may be requested while using the collection in-house. Copies may also be requested by contacting Archives Reference Services at [Ask a Reference Question](#). Processing will take from 4-8 weeks.

## Other Descriptive Data

These records are part of the Virginia Dept. of General Services record group (R.G. 7)

## Arrangement

This collection is arranged into the following series:

- Series I. Correspondence and Subject Files

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Extent: 27 cu. ft. (27 boxes).

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**E and B #3, 1981.**

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**E and B Architect/Engineer Selection--H.B. 601, 1980.**

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**Folder 1**

**E and B Building Survey and Recommendation, 1981.**

**Box 2**

**Folder 3**

**E and B Buildings and Grounds, 1981.**

**Box 3**

**Folder 1**

**E and B Capital Outlay, 1981.**

**Box 2**

**Folder 4**

**E and B Capital Outlay Manual #2, 1980.**

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**Folder 5**

**E and B Capital Square, 1981.**

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**Folder 4**

**E and B Central Heating Plant--Capital Square, 1980.**

**Box 2**

**Folder 6**

**E and B Construction Management, 1980.**

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**E and B Demolition, 1982.**

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**E and B Design Build #1, 1980.**

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**Folder 2**

**E and B Design Build #2, 1981.**

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**Folder 3**

**E and B Disqualification of Contractors, 1980.**

**Box 2**

**Folder 11**

**E and B--Energy, 1979.**

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**E and B Energy--Coal Conversion, 1981.**

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**E and B Energy--Heating Systems, 1980.**

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**E and B Federal Reserve Building, 1981.**

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**Folder 24**

**E and B Fire Safety Regulations, 1981.**

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**Folder 8**

**E and B Fixed Assets Information System, 1981.**

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**E and B General Assembly Building #2, 1981.**

**Box 2**

**Folder 18**

**E and B Handicapped Accessibility, 1979.**

**Box 1**

**Folder 12**

**E and B HJR 83--Study for Hospital in S.W., 1980.**

**Box 2**

**Folder 31**

**E and B Land Management #3, 1981.**

**Box 1**

**Folder 16**

**E and B Leases, 1980.**

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**E and B Old Memorial Hospital, 1982.**

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**E and B Parking, 1980.**

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**E and B Payments to General Contractors, 1981.**

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**E and B Pre-Cast Concrete Wall Construction, 1979.**

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**E and B Pre-Planning, 1980.**

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**Folder 19**

**E and B Renovations, 1980.**

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**Folder 22**

**E and B Rental Charges, 1980.**

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**Folder 27**

**E and B Rental Charges, July 17, 1981.**

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**Folder 26**

**E and B Roofing Policies, etc., 1981.**

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**Folder 21**

**E and B Roofing Seminar, 1981.**

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**E and B Security, 1981.**

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**E and B Space #2, 1981.**

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**E and B Space--Old State Office Building, 1980.**

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**E and B Statues, State-Owned, Repairing, 1981.**

**Box 1**

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**E and B Steam Rates (VCU), 1981.**

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**E and B Temporary Mobile Buildings, 1980.**

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**E and B Virginia State College Central Heating Plant, 1981.**

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**Emergency and Energy Services, 1981.**

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**Environmental Science, 1983.**

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**Executive Compensation Study and Salaries, 1981.**

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**Fixed Assets #1, 1980.**

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**Forensic Science, 1982.**

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**General Services Insurance Coverage, 1981.**

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**Governor's Policy--Overtime and Capital Outlay, November 1981.**

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**Green Springs, 1981.**

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**Handicapped Accessibility #2, 1981.**

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**Hazardous Wastes, 1982.**

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**HDH Procurement Law Papers, 1982.**

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**Folder 3**

**Identification Cards Committee, 1981.**

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**Box 6**

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**Insurance Board #1, 1980.**

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**Land Management, 1982.**

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**Land Management #4, 1981.**

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**Folder 22**

**Leases, 1982.**

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**Folder 9**

**Legislation, 1979-1980.**

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**Legislative Implementation Report, 1980.**

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**Listing of DGS Directives Reports Made by and to DGS, 1981.**

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**Management Analysis and Systems Development, 1981.**

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**National Conference of State General Services Officers--Annapolis, MD, September 26-September 29, 1979.**

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**National Conference of State General Services Officers--Annual Meeting, Charleston, SC, 1977.**

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**National Conference of State General Services Officers Executive Committee, 1981.**

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**Folder 13**

**NCOGSO--Cost Reduction Responses, 1981.**

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**Folder 4**

**NCSGSO--Problems Unique to DGS Operation, 1982.**

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**Folder 11**

**Office of Risk Management #2, 1980.**

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**Old DMV Building, 1980.**

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**Parking Deck 9th and Franklin Streets, 1981.**

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**P R and I--Blanket Bond and Workmen's Compensation, 1979.**

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**P R and I Joint Subcommittee on Insurance, 1979.**

**Box 6**

**Folder 8**

**Procurement Law, 1981.**

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**Procurement Management Review, 1982.**

**Box 8**

**Folder 5**

**Procurement Speech, August 16, 1982.**

**Box 8**

**Folder 2**

**Procurement Study Joint Subcommittee Draft, 1981.**

**Box 4**

**Folder 19**

**Procurement Study Public Hearings, June 9-June 11, 1981.**

**Box 4**

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**Procurement Study--Robert P. Kyle, 1980.**

**Box 8**

**Folder 4**

**Product Testing, 1980.**

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**Productivity Improvement Projects, 1981.**

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**Professional Organizations, 1981.**

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**Property Records and Insurance, 1978.**

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**Proposed Legislation, 1981.**

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**P and S Contract Section, 1979.**

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**P and S James Madison Printing Press, 1980.**

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**P and S Management Team, 1979.**

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**P and S Manuals, 1979.**

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**P and S Paging System, 1980.**

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**P and S Procurement Study, 1979.**

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**P and S Purchasing Section, 1978.**

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**P and S Surplus Property, 1981.**

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**Folder 14**

**Publications, 1981.**

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**Purchases and Supply, 1980.**

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**Report to Board, April 29, 1980.**

**Box 6**

**Folder 10**

**Review of A and F Directives, 1979.**

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**Folder 2**

**Risk Management, 1982.**

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**Risk Management #3, 1982.**

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**Risk Management Advisory Committee Report to Joint Subcommittee, December 1978.**

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**Risk Management Bid Package, 1981.**

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**Risk Management Delay in Implementation, 1981.**

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**Risk Management Insurance Board #2, 1981.**

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**Folder 12**

**S.B. 689--Public Building Authority, 1979.**

**Box 2**

**Folder 25**

**Senate Joint Resolution 58, 1978.**

**Box 2**

**Folder 32**

**Southeast and Northeast States Conference on Capital Outlay and Construction**

**Administration, August 14, 1978.**

**Box 1**

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**Space, 1982.**

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**State Office Furniture Advisory Committee, 1979.**

**Box 4**

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**Tort Claims, 1982.**

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**Vehicle Self-Insurance Program, 1982.**

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**VEPCO Contract, 1980.**

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**VEPCO Contract, 1980.**

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**VEPCO Negotiations, 1982.**

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**VEPCO Original Electric Contracts, 1976.**

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**Workmen's Compensation, 1981.**

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**Workmen's Compensation Billings, 1982.**

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**Worker's Compensation Insurance Program, 1982.**

**Box 6**

**Folder 13**

**Accession 44845, 2003-2005.**

**Extent**

Extent: 4.74 gb.

**Scope and Content**

Correspondence and subject files, 2003-2005, consists of the records of Director James Roberts. Includes electronic documents as well as the following email (pst) files: 2003 May-Dec (sent); 2004 Jan-June (inbox, sent); 2004 July-2005 Apr (inbox, sent); 2005 May-July (inbox, sent); and 2005 Aug-Oct (inbox). Topics may include: budgeting, building maintenance and construction, capital outlay, Capitol Square, Consolidated Laboratory Services, eVA, fleet management, internal agency operations, leases, legislation, mail consolidation, parking, PPEA, procurement, real estate portfolio, regulations, risk management, strategic planning, SWAM and weekly reports to the Secretary of Administration.

Correspondence, 2003-2005, is in electronic format (4.74 gb, 2986 files, 156 folders; format: doc, jpg, pdf, ppt, pst, and txt). For file inventory for this accession, see: [Inventory \(44845\)](#).

**Accession 50089, 2003-2005.**

**Arrangement**

This accession is arranged in chronological order.

**James T. Roberts, Director--Correspondence, May 2003-December 2005.**

**Box 1**

**Accession 50788, 1978-2007.**

**Arrangement**

This accession is arranged in chronological order.

**Douglas Hamner correspondence, 1978-1985.**

**Box 1**

**Wendell Seldon correspondence, 1986-1991.**

**Box 1**

**Raymond Patterson correspondence, 1992.**

**Box 1**

**Donald Williams correspondence, 1998-2001.**

**Box 1**

**Demerst B. Smit correspondence, 2002-2003.**

**Box 1**

**Richard F. Silwoski correspondence, 2006 January-March.**

**Box 1**

**Richard F. Silwoski correspondence, 2006 April-June.**

**Box 1**

**Richard F. Silwoski correspondence, 2006 July-September.**

**Box 1**

**Richard F. Silwoski correspondence, 2006 October-December.**

**Box 1**

**Richard F. Silwoski correspondence, 2007 January-March.**

**Box 1**

**Richard F. Silwoski correspondence, 2007 April-June.**

**Box 1**

**Richard F. Silwoski correspondence, 2007 July-September.**

**Box 1**

**Richard F. Silwoski correspondence, 2007 October-December.**

**Box 1**

### **Accession 50954, 2000.**

#### **Scope and Content**

This subseries contains videotapes of episodes of Bob Vila's "This Old House," which documents the restoration of the Executive Mansion.

### **Accession 51588, 2008-2011.**

#### **Arrangement**

This accession is arranged in chronological order.

**Correspondence of Director Richard F. Sliwoski, 2008-2011.**

**Box 1**

### **Accession 51723, 2008-2011.**

#### **Arrangement**

This accession is arranged in chronological order.

**Correspondence of Director Richard F. Sliwoski, 2012-2014.**

**Box 1**

### **Accession 52124, 1986-1993.**

#### **Arrangement**

This accession is arranged in chronological order.

**Correspondence of Director Wendell Seldon, 1987-1991.**

**Box 1**

**Newsletters of the National Association of State Directors of Administration and General Services (NASDAGS), 1986-1993.**

**Box 1**

**Facilities Management (VHS tape), 1990.**

**Box 1**

### **Accession 51723, 2008-2011.**

#### **Arrangement**

This accession is arranged in chronological order.

## **Correspondence of Director Richard F. Sliwoski, 2012-2014.**

**Box 1**

## **Accession 52811, 1985-1991, 2015-2017.**

### **Extent**

Extent: 1 cu. ft. and 226 mb.

### **Scope and Content**

Correspondence and subject files, 1985-2017, are in both paper (1 cu. ft.) and electronic format (226 mb, 140 files, 1 folder; formats: doc, pdf, ppt, xls). Paper files consist of the chronological correspondence files of Director Richard F. Sliwoski, 2015, Director Christopher L. Beschler, 2015-2017, and miscellaneous correspondence, 1985-1991. Electronic files, 2015-2017, include documents related to budgeting, capital outlay projects, conveyance of property, leasing, legislative review, procurement, regulatory review and surplus property. Specific topics include Barbara Johns Building renovation, Camp Pendleton, Capitol Square monuments, Capitol Square Preservation Council, Center for Innovative Technology, Dept. of Forensic Science - Biotech 2 expansion, Division of Consolidated Laboratory Services, Downtown Richmond development, Executive Order 50 (2016) banning open carry guns in executive branch agency buildings, General Assembly Building (new construction), James Monroe Tomb at Hollywood Cemetery rehabilitation project, Old City Hall renovation, Virginia Supreme Court renovation, Virginia War Memorial expansion, and the War Memorial Carillon at Byrd Park renovation. May include agreements, correspondence, decision briefs, legislation, presentations, press releases, reports, talking points, and weekly reports.

For file inventory for the electronic records in this accession, see: [Inventory \(52811\)](#).

### **Arrangement**

This accession is arranged in chronological order.

## **Correspondence of Director Richard F. Sliwoski, 2015.**

**Box 1**

## **Correspondence of Director Christopher L. Beschler, 2015-2017.**

**Box 1**

## **Miscellaneous Director's correspondence, 1985-1991.**

**Box 1**

## **Accession 53491, 2018-2021.**

### **Arrangement**

This accession is arranged in chronological order.

## **Outgoing correspondence of Director Joseph F. Damico, 2018 Jan-2021 Dec.**

**Box 1**

## **Accession 54252, 2022-2023.**

### **Arrangement**

This accession is arranged in chronological order.

## **Correspondence of Director Joseph F. Damico, 2022 Jan-2023 Dec.**

**Box 1**