

A Guide to the Records of the Virginia Secretary of Administration, 1995-2010 (bulk 2006-2009)

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History

Processed by: Paige Neal

Title Statement

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Accession Number

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Language

English

Creator

Administration, Secretary of

Extent

24.05 cubic feet (68 boxes)

Repository

The Library of Virginia

Administrative Information

Access Restrictions

Privacy protected information is considered closed for 75 years after date of record creation. Types of records restricted include, but are not limited to: social security numbers, employee performance reviews, employee grievance materials, and attorney-client privileged documents. Restricted material has been sealed but has not been removed from the collection. Constituent correspondence must be reviewed for privacy protected information before being used.

As of September 11, 2019, medical records will be open 125 years after the date of creation or after date closed, whichever is later. The Health Insurance Portability and Accountability Act (HIPAA) requires that individually identifiable health information of a decedent be protected for 50 years following the date of death of the individual (45 CFR 164.502(f)).

Use Restrictions

There are no use restrictions.

Acquisition Information

XX.

Preferred Citation

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Biographical Information

The Office of Administration was established in 1966 as part of the Office of the Governor to assist the Chief Executive in carrying out his duties. Several agencies including the divisions of the Budget, Personnel, Engineering and Building and Planning reported to the Commissioner of Administration. 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," as they are now called. Governor Linwood Holton's top priority for the 1972 session of the General Assembly was a proposal for a Governor's Cabinet, reorganizing state agencies into six major departments, each headed by a secretary appointed by the Governor. The office of the Secretary of Administration was created on April 8, 1972, by an act passed by the General Assembly. Governor Holton appointed T. Edward Temple, the Commissioner of Administration since 1970, as the first Secretary of Administration. When Temple took office on July 1, 1972, he was responsible for the divisions of the Budget, Personnel, Engineering and Buildings, Automated Data Processing, Justice and Crime Prevention, State Planning and Community Affairs, Council on the Environment, State Board of Elections and the Office of Special Programs. The Office has undergone a series of administrative reorganizations since 1972. On April 12, 1976, the Legislature combined the secretariats for administration and finance, effective July 1, 1976. On July 1, 1984, the offices were separated.

The Secretary of Administration is a member of the Governor's Cabinet, is appointed by the governor, and is subject to confirmation by the General Assembly. The Secretary of Administration oversees general government operations to ensure efficient and effective management of government resources. During Governor Tim Kaine's term, the Secretary of Administration was responsible for the direction of, or had jurisdiction over, 8 state agencies and boards as follows: Compensation Board, Department of Employment Dispute Resolution, Department of General Services, Department of Human Resource Management, Council on Human Rights, Department of Minority Business Enterprises, Public Broadcasting Board, and the State Board of Elections. These agencies manage the state's real estate portfolio, serve as the state building official, administer employee policies and benefits, oversee procurement, provide laboratory services, promote business opportunities for Small, Women and Minority owned businesses, supervise elections, direct state funds to constitutional officers and public broadcasting entities and safeguard human rights, just to name a few of the important functions handled by agencies under the Secretary of Administration.

Viola O. Baskerville was appointed Secretary of Administration by Governor-elect Timothy Kaine in December 2005. Prior to her appointment, she served on the Richmond City Council starting in 1994 and was elected Vice Mayor by her council peers. In 1997, she was elected to the Virginia House of Delegates for the 71st District, where she served until she relinquished her seat in 2005 to pursue the Democratic nomination for Lieutenant Governor, but was unsuccessful in her bid. Secretary Baskerville received a Bachelor's degree from the College of William and Mary and was awarded a Fulbright Fellowship to study in Germany after graduation. She also earned a law degree from the University of Iowa College of Law. She is native of Richmond, VA and is married to Dr. Archer Baskerville. The couple has two sons, Timothy and Sean.

Kim Farrar and Richard Zorn served as Deputy Secretaries during the Kaine Administration.

Scope and Content

Correspondence, reports, reviews, memorandums, decision briefs, legislative files and other working papers created and collected by the Office of the Secretary of Administration during the gubernatorial term of Virginia Governor Tim Kaine, 2006-2010. This collection consists of 13 records series which document the activities of the Office of the Secretary of Administration, as well as the agencies and boards which fall under its heading.

Related Material

OFFICE OF THE GOVERNOR-TIM KAINE

[A Guide to the Governor Timothy M. Kaine Administration Electronic Files, Email, 2002-2010 \(bulk 2006-2009\)](#). The [Secretary of Administration Electronic Files series](#) documents the electronic communication of the office during the Kaine administration. This series contains 20285 emails in seven (7) subseries. Subseries have been designated for: A. Viola Baskerville Email, B. Kim Farrar Email, C. Richard Zorn Email, D. Joycelyn Bassette Blizzard Email, E. Karen Smith Email, F. Kitty Harris Email, and G. Darice Bowles Email. There are 225 protected and confidential emails that are restricted from public access per Code of Virginia, 42-1-78. Types of restricted information may include, but are not limited to: attorney-client communications and personnel information. The [Library of Virginia Email Project - Governor Tim Kaine Portal](#) provides access to the Kaine email collection and includes guides to other Kaine administration records.

The [Governor Tim Kaine Administration Web Archive Collection, 2006-2010](#) contains archived versions of websites for the Governor's Office, his initiative sites, and the sites of his cabinet secretaries. Also included are the related sites for the First Lady (Anne Holton), as well as the Lt. Governor (Bill Bolling), and Attorney General (Bob McDonnell and William C. Mims), two statewide officials elected in the same cycle as Governor Kaine.

The [Timothy M. Kaine Administration \(2006-2010\) Cabinet Weekly Reports Digital Collection](#) contains the weekly reports submitted to the Governor and Chief of Staff by the Governor's Cabinet, including the Secretaries of Administration (Viola Baskerville), Agriculture and Forestry (Robert S. Bloxom), Commerce and Trade (Patrick O. Gottschalk), Commonwealth (Daniel C. LeBlanc, Jan-Mar. 2006 and Katherine K. Hanley (Mar. 2006-2010), Education (Dr. Thomas R. Morris), Finance (Jody Wagner, 2006-2008 and Richard D. Brown, 2008-2010), Health and Human Resources (Marilyn Tavenner), Natural Resources (Preston Bryant), Public Safety (John W. Marshall), Technology (Aneesh Chopra, 2006-2009 and Leonard M. Pomata, 2009-2010), and Transportation (Pierce Homer). Also included are reports by the Assistant to the Governor for Commonwealth Preparedness (Robert Crouch), Office of Constituent Services (Marc Cheatham, 2006-2007 and Amber Amato, 2007-2010), Press Office, Policy Office and Virginia Liaison Office. 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. Governor Kaine wrote handwritten notes and/or marked-up some reports with post-it notes and requested follow up information from the person submitting the report. Those questions and answers are included in this series. This series provides a weekly account of the issues and policy decisions of the Kaine Administration.

The [Executive Orders Digital Collection](#) includes 110 executive orders and 9 executive directives issued by Governor Kaine.

[A Guide to the Governor Timothy M. Kaine, Policy Office, Records, 2002-2010 \(bulk 2006-2009\)](#). The Policy Office Records of Governor Timothy M. Kaine are housed in 174 boxes. The collection is arranged into five (5) series. Series have been designated for: I. Decision Briefs; II. Regulations; III. Legislative Files; IV. Executive Orders and Directives; and V. Policy Analyst Files. These records include agendas, decision briefs, correspondence, memorandums, legislative files, briefing books, meeting notes, subject files, reports, talking points and regulations. These records document the legislative and policy priorities of the Kaine administration (2006-2010). This collection also includes records from Governor Mark Warner's administration (2002-2006).

LIVE WEBSITES

The Virginia General Assembly's [Legislative Information System](#) contains searchable databases for bills and resolutions from 1994 to the present and reports to the general assembly. It also includes links to the Code of Virginia, Virginia Administrative Code, Constitution of Virginia, Charters, Authorities, Compacts and Uncodified Acts.

Arrangement

This collection is arranged into the following series:

- Series I. Correspondence and supporting documentation: Assigned State Agencies, 2002-2010;
- Series II. Correspondence and supporting documentation: Constituent Correspondence, 2006-2009;
- Series III. Correspondence and supporting documentation: Secretary of Administration, 2004-2009;
- Series IV. Decision briefs, 2006-2009;
- Series V. Environmental impact reports, 2006-2009;
- Series VI. Intellectual property rights, 2008-2009;
- Series VII. Legislative files, 2006-2010;
- Series VIII. Public Broadcasting Board records, 2006-2009;
- Series IX. Real Property and capital outlay records, 1995-2009;
- Series X. Special Projects: Civil Rights Memorial, 2006-2009;
- Series XI. Special Projects: Fort Monroe Federal Area Development Authority (FMFADA), 2006-2009;
- Series XII. Special Projects: Freedmen's Bureau records, 2006-2009;
- Series XIII. Special Projects: Higher Education Restructuring, 2006-2009.

Contents List

Series I. Correspondence and supporting documentation: Assigned State Agencies, 2002-2010.

Boxes 1-15 (box)

Extent

Extent: 5.1 cubic feet (15 boxes).

Scope and Content

This series is housed in 15 boxes and is arranged alphabetically by agency. These files include correspondence (constituent and internal), along with subject files and supporting materials such as reports and other working papers. Several state agencies operated under the Office of the Secretary of Administration and were referred to as assigned agencies. The assigned agencies of the Office of the Secretary of Administration documented here include the Compensation Board, Department of Employment Dispute Resolution, Department of General Services, Department of Human Resource Management, Council on Human Rights, State Board of Elections and the Division of Selected Agency Support Services.

Notable files include those related to the State Board of Elections and the implementation of the Virginia Election and Registration Information System (VERIS), as well as files pertaining to the Virginia Administrative Dispute Resolution Act (VADRA), which are found in the Dept. of Employment Dispute records. Other significant files include those under the Dept. of Minority Business Enterprise that document issues involved with the Small, Women-owned and Minority Businesses (SWAM) procurement initiative designed to ensure that historically underutilized business gain access to state contracting opportunities.

Compensation Board, 2006-2008.

Box 1

Folder 1

Compensation Board - Fines and Fees Report (FY07), 2007.

Box 1

Folder 2

Compensation Board - Fines and Fees Report (FY08), 2008.

Box 1

Folder 3

Compensation Board - Fines and Fees Report, Exposure Draft (FY08), 2008.

Box 1

Folder 4

Compenstation Board - Fines and Fees Report, Exposure Draft (FY09), 2009.

Box 1

Folder 5

Compenstation Board - Jail Cost Report (FY06), 2007.

Box 1

Folder 6

Compenstation Board - Jail Cost Report (FY07), 2008.

Box 1

Folder 7

Compenstation Board - Jail Cost Report (FY08), 2009.

Box 1

Folder 8

Compenstation Board - Mental Illness in Jails Report (preliminary), 2007.

Box 1

Folder 9

Compenstation Board - Mental Illness in Jails Report, 2009.

Box 1

Folder 10

Employment Dispute Resolution, Dept. of, 2006-2009.

Box 2

Folder 1

Employment Dispute Resolution, Dept. of - Virginia Administrative Dispute Resolution Act (VADRA), 2006.

Box 2

Folder 2

Employment Dispute Resolution, Dept. of - Virginia Administrative Dispute Resolution Act (VADRA), 2007.

Box 2

Folder 3

Employment Dispute Resolution, Dept. of - Virginia Administrative Dispute Resolution Act (VADRA), 2009.

Box 2

Folder 4

General Services, Dept. of, 2006 January-August.

Box 2

Folder 5

General Services, Dept. of, 2006 September-December.

Box 2

Folder 6

General Services, Dept. of, 2007.

Box 2

Folder 7

General Services, Dept. of, 2008.

Box 2

Folder 8

General Services, Dept. of, 2009.

Box 3

Folder 1

General Services, Dept. of - Appraisal training, 2007.

Box 3

Folder 2

General Services, Dept. of - Auditor of Public Accounts Reports on Audit, 2006-2008.

Box 3

Folder 3

General Services, Dept. of - Budget Reduction Impacts, 2009.

Box 3

Folder 4

General Services, Dept. of - eVA fees, 2008.

Box 3

Folder 5

General Services, Dept. of - eVA Sole Source Fee Rebates to Institutions of Higher Education, 2008.

Box 3

Folder 6

General Services, Dept. of - Environmental Laboratories Final Regulations, 2005.

Box 3

Folder 7

General Services, Dept. of - Fleet and Fuel Management, 2006-2007.

Box 3

Folder 8

General Services, Dept. of - Green buildings, 2006.

Box 3

Folder 9

General Services, Dept. of - Mail consolidation, 2005.

Box 4

Folder 1

General Services, Dept. of - Patrick Henry Building parking, 2007-2008.

Box 4

Folder 2

Human Resource Management, Dept. of, 2006.

Box 4

Folder 3

Human Resource Management, Dept. of, 2007.

Box 4

Folder 4

Human Resource Management, Dept. of, 2008.

Box 4

Folder 5

Human Resource Management, Dept. of, 2009.

Box 4

Folder 6

Human Resource Management, Dept. of, n.d..

Box 4

Folder 7

Human Resource Management, Dept. of - Fraud, Waste and Abuse Hotline, 2006-2009.

Box 4

Folder 8

Human Resource Management, Dept. of - Red Horse airplane crash, 2007-2009.

Box 4

Folder 9

Human Rights Council, 2006-2009.

Box 4

Folder 10

Minority Business Enterprise, Dept. of, 2006 January-April.

Box 5

Folder 1

Minority Business Enterprise, Dept. of, 2006 June.

Box 5

Folder 2

Minority Business Enterprise, Dept. of, 2006 July 5-14.

Box 5

Folder 3

Minority Business Enterprise, Dept. of, 2006 July 17-21.

Box 5

Folder 4

Minority Business Enterprise, Dept. of, 2006 August.

Box 5

Folder 5

Minority Business Enterprise, Dept. of, 2006 September.

Box 5

Folder 6

Minority Business Enterprise, Dept. of, 2006 October.

Box 5

Folder 7

Minority Business Enterprise, Dept. of, 2006 November-December; undated.

Box 6

Folder 1

Minority Business Enterprise, Dept. of - Email correspondence and weekly reports, 2006.

Box 6

Folder 2

Minority Business Enterprise, Dept. of, 2007 January-February.

Box 6

Folder 3

Minority Business Enterprise, Dept. of, 2007 March.

Box 6

Folder 4

Minority Business Enterprise, Dept. of, 2007 April-June.

Box 6

Folder 5

Minority Business Enterprise, Dept. of, 2007 July-September.

Box 6

Folder 6

Minority Business Enterprise, Dept. of, 2007 October-November.

Box 6

Folder 7

Minority Business Enterprise, Dept. of, 2007 December; undated.

Box 7

Folder 1

Minority Business Enterprise, Dept. of, 2008 January-March.

Box 7

Folder 2

Minority Business Enterprise, Dept. of, 2008 April-May.

Box 7

Folder 3

Minority Business Enterprise, Dept. of, 2008 July.

Box 7

Folder 4

Minority Business Enterprise, Dept. of, 2008 August.

Box 7

Folder 5

Minority Business Enterprise, Dept. of, 2008 September-October.

Box 7

Folder 6

Minority Business Enterprise, Dept. of, 2008; undated.

Box 7

Folder 7

Minority Business Enterprise, Dept. of, 2009 January-March.

Box 8

Folder 1

Minority Business Enterprise, Dept. of, 2009 April-June.

Box 8

Folder 2

Minority Business Enterprise, Dept. of, 2009 July-November.

Box 8

Folder 3

Minority Business Enterprise, Dept. of, 2009 undated.

Box 8

Folder 4

Minority Business Enterprise, Dept. of - Constitutionality of preferences, 2005.

Box 8

Folder 5

Minority Business Enterprise, Dept. of - Agency SWAM plans, 2009-2010.

Box 8

Folder 6

Minority Business Enterprise, Dept. of - Governor's SWAM Awards, 2007 August-November.

Box 8

Folder 7

Minority Business Enterprise, Dept. of - Governor's SWAM Construction Forum, 2006 April 20.

Box 8

Folder 8

Minority Business Enterprise, Dept. of - Governor's SWAM Professional Services Forum, 2006 October 4.

Box 9

Folder 1

Minority Business Enterprise, Dept. of - Governor's SWAM Professional Services Forum, 2006 October 4.

Box 9

Folder 2

Minority Business Enterprise, Dept. of - SWAM Annual Procurement Plans, 2006 September.

Box 9

Folder 3

Minority Business Enterprise, Dept. of - SWAM Procurement Progress Reports (Public Safety), 2009 August-November.

Box 9

Folder 4

Minority Business Enterprise, Dept. of - Virginia Black Expo and SWAM Certification Workshop, 2006 August.

Box 9

Folder 5

Minority Business Enterprise, Dept. of - Weekly SWAM Activities Reports (Education Agencies), 2009 August to November.

Box 9

Folder 6

Minority Business Enterprise, Dept. of - Weekly SWAM Activities Reports (Education - Colleges and Universities), 2009 August-October.

Box 9

Folder 7

Minority Business Enterprise, Dept. of - Weekly SWAM Activities Reports (Education - Community Colleges), 2009 August-October.

Box 9

Folder 8

State Board of Elections, 2005-2006.

Box 10

Folder 1

State Board of Elections, 2007 January-July.

Box 10

Folder 2

State Board of Elections, 2007 August-September.

Box 10

Folder 3

State Board of Elections, 2007 October.

Box 10

Folder 4

State Board of Elections, 2008.

Box 10

Folder 5

State Board of Elections, 2009.

Box 10

Folder 6

State Board of Elections - Budget FY08, 2007.

Box 11

Folder 1

State Board of Elections - Chesterfield election issues, 2008.

Box 11

Folder 2

State Board of Elections - Election 2008 binder, 2008 July-August.

Box 11

Folder 3

State Board of Elections - Election 2008 binder, 2008 September.

Box 11

Folder 4

State Board of Elections - Election 2008 binder, 2008 October.

Box 11

Folder 5

State Board of Elections - Election 2008 binder, 2008 November-December; undated.

Box 11

Folder 6

State Board of Elections - Legislation, 2008-2009.

Box 12

Folder 1

State Board of Elections - National Change of Address (NCOA) and APA Audit binder, 2006-2008.

Box 12

Folder 2

State Board of Elections - National Change of Address (NCOA), 2008.

Box 12

Folder 3

State Board of Elections - Reorganization, 2006.

Box 12

Folder 4

State Board of Elections - Reorganization binder, 2008.

Box 12

Folder 5

State Board of Elections - Reports on Audit, 2004-2008.

Box 12

Folder 6

State Board of Elections - Voter Turnout and Registration: Background Information, undated.

Box 12

Folder 7

State Board of Elections - Voter Turnout and Registration: Comparative Analysis of Key States (draft), 2007 June-July.

Box 12

Folder 8

State Board of Elections - SBE binder (part I), 2008.

Box 12

Folder 9

State Board of Elections - SBE binder (part II), 2008.

Box 13

Folder 1

State Board of Elections - SBE binder (part III), 2008.

Box 13

Folder 2

State Board of Elections - Wireless Voting, 2007.

Box 13

Folder 3

State Board of Elections - VERIS, 2006.

Box 13

Folder 4

State Board of Elections - VERIS, 2007.

Box 13

Folder 5

State Board of Elections - VERIS, 2008.

Box 13

Folder 6

State Board of Elections - VERIS, undated.

Box 13

Folder 7

State Board of Elections - VERIS: Background information binder, 2002-2007.

Box 13

Folder 8

State Board of Elections - VERIS: Complaints from registrars, 2007 May-June.

Box 13

Folder 9

State Board of Elections - VERIS: Help America Vote Act (HAVA), 2006-2009.

Box 13

Folder 10

State Board of Elections - VERIS: SBE-VERIS binder, 2006 January-September.

Box 14

Folder 1

State Board of Elections - VERIS: Status reports, 2005-2006.

Box 14

Folder 2

State Board of Elections - VERIS: Unisys binder, 2005 September-November.

Box 14

Folder 3

State Board of Elections - VERIS: Unisys binder, 2005 December.

Box 14

Folder 4

State Board of Elections - VERIS: Unisys binder, 2005 December-2006 January.

Box 14

Folder 5

State Board of Elections - VERIS: VERIS Contract, 2005.

Box 15

Folder 1

Selected Agency Support Services, Division of, 2006-2009.

Box 15

Folder 2

Series II. Correspondence and supporting documentation: Constituent Correspondence, 2006-2009.

Boxes 16-20 (box)

Extent

Extent: 1.6 cubic feet (5 boxes).

Scope and Content

This series is housed in 5 boxes and is arranged in loose chronological order. This series contains constituent correspondence pertaining to the agencies overseen by the Office of the Secretary of Administration. This series includes correspondence that was originally addressed to Governor Kaine, but were referred to the Secretary of Administration for response on behalf of the Governor, as well as letters addressed directly to the Secretary. Includes incoming correspondence from the general public, as well as from businessmen and civic leaders, college and university officials, and state and federal government officials and legislators, including correspondence from members of the Virginia General Assembly. Also includes some outgoing responses.

The majority of the correspondence in this series is from 2006 and includes workflow tracking forms from Constituent Services. The 2006 correspondence is arranged by outgoing correspondence number, which corresponds roughly to chronological order. The remainder of the correspondence is in chronological order. Major topics of concern include the proposed demolition of the Eight and Ninth Street office buildings, voting issues (absentee, electronic, voting equipment), state employment issues (compensation, health insurance), and procurement issues (SWAM).

Constituent correspondence (2567000-2569999), 2006 February.

Box 16

Folder 1

Constituent correspondence (2570000-2575999), 2006 February-April.

Box 16

Folder 2

Constituent correspondence (2576000-2577999), 2006 February-March.

Box 16

Folder 3

Constituent correspondence (2580000-2589999), 2006 February-April.

Box 16

Folder 4

Constituent correspondence (2590000-2594999), 2006 April-May.

Box 16

Folder 5

Constituent correspondence (2595000-2595999), 2006 May.

Box 16

Folder 6

Constituent correspondence (2596000-2596656), 2006 May-September.

Box 16

Folder 7

Constituent correspondence (2596660-2596699), 2006 May.

Box 16

Folder 8

Constituent correspondence (2596700-2596999), 2006 May-July.

Box 16

Folder 9

Constituent correspondence (2597000-2597999), 2006 May-September.

Box 16

Folder 10

Constituent correspondence (2598000-2599999), 2006 May-September.

Box 16

Folder 11

Constituent correspondence (2600000-2601999), 2006 June-September.

Box 16

Folder 12

Constituent correspondence (2602000-2604999), 2006 June-August.

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Folder 13

Constituent correspondence (2605000-2606999), 2006 June-September.

Box 17

Folder 1

Constituent correspondence (2607000-2610999), 2006 July-August.

Box 17

Folder 2

Constituent correspondence (2611000-2613999), 2006 August-September.

Box 17

Folder 3

Constituent correspondence (2614000-2614999), 2006 August-September.

Box 17

Folder 4

Constituent correspondence (2615000-2615999), 2006 August-September.

Box 17

Folder 5

Constituent correspondence (2617000-2619999), 2006 September-October.

Box 17

Folder 6

Constituent correspondence (2620000-2620999), 2006 September-October.

Box 17

Folder 7

Constituent correspondence (2621000-2621999), 2006 October.

Box 17

Folder 8

Constituent correspondence (2622000-2622999), 2006 October.

Box 17

Folder 9

Constituent correspondence (2623000-2623999), 2006 October-November.

Box 17

Folder 10

Constituent correspondence (2624000-2624999), 2006 October-November.

Box 18

Folder 1

Constituent correspondence (2625000-2625999), 2006 November.

Box 18

Folder 2

Constituent correspondence (2626000-2628999), 2006 October-November.

Box 18

Folder 3

Constituent correspondence (2629000-2631999), 2006 December.

Box 18

Folder 4

Constituent correspondence (2632000-2633999), 2006 December-2007 January.

Box 18

Folder 5

Constituent correspondence, 2006 January-April.

Box 18

Folder 6

Constituent correspondence, 2006 May-August.

Box 18

Folder 7

Constituent correspondence, 2006 September-December.

Box 18

Folder 8

Constituent correspondence, 2007 January.

Box 18

Folder 9

Constituent correspondence, 2007 January.

Box 19

Folder 1

Constituent correspondence, 2007 February.

Box 19

Folder 2

Constituent correspondence, 2007 March.

Box 19

Folder 3

Constituent correspondence, 2007 March.

Box 19

Folder 4

Constituent correspondence, 2007 March.

Box 19

Folder 5

Constituent correspondence, 2007 April-August.

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Folder 6

Constituent correspondence, 2007 September.

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Folder 7

Constituent correspondence, 2007 October-December.

Box 19

Folder 8

Constituent correspondence, 2008 January-July.

Box 20

Folder 1

Constituent correspondence, 2008 August-December.

Box 20

Folder 2

Constituent correspondence, 2009 January-June.

Box 20

Folder 3

Constituent correspondence, 2009 July-December.

Box 20

Folder 4

**Series III. Correspondence and supporting documentation:
Office of the Secretary, 2004-2009.**

Box 21-26

Extent

Extent: 2 cubic feet (6 boxes).

Scope and Content

This series is housed in 6 boxes and includes incoming and outgoing correspondence of the Secretary of Administration Viola Baskerville, as well as subject files. Correspondence files are arranged chronologically and subject files are arranged alphabetically. The majority of the correspondence in this series is from other Cabinet Secretaries, but this series also contains correspondence from the Governor's Chief of Staff, and state boards and agencies, including the Office of the Attorney General. The subject files accumulated by the Secretary of Administration document budget reductions, the federal stimulus, and other matters with which the Secretary was involved.

Correspondence, 2006 February-April.

Box 21

Folder 1

Correspondence, 2006 May-December.

Box 21

Folder 2

Correspondence, 2007 January-December.

Box 21

Folder 3

Correspondence, 2008 January-June.

Box 21

Folder 4

Correspondence, 2008 July-December.

Box 21

Folder 5

Correspondence, 2009 January-2010 January.

Box 21

Folder 6

Advance Auto Parts, 2009.

Box 21

Folder 7

African American Advisory Council, 2005-2006.

Box 21

Folder 8

ARC of Virginia v. Commonwealth of Virginia, 2009.

Box 21

Folder 9

Audit reports, 2005.

Box 22

Folder 1

Audit reports, 2007.

Box 22

Folder 2

Audit reports, 2008-2009.

Box 22

Folder 3

Blue Book, 2009.

Box 22

Folder 4

Budget, 2006-2008.

Box 22

Folder 5

Budget - Responsibilities Outlined in 2006-2008 Budget, 2004-2006 Budget and Budget Amendments, 2006 July 27.

Box 22

Folder 6

Budget Reductions FY2010-2012, 2009.

Box 22

Folder 7

Budget Reductions FY2010-2012 - Office of the Secretary of Administration, 2009.

Box 22

Folder 8

Budget Reductions FY2010-2012 - General Services, Dept. of (folder 1 of 2), 2009.

Box 22

Folder 9

Budget Reductions FY2010-2012 - General Services, Dept. of (folder 2 of 2), 2009.

Box 23

Folder 1

Budget Reductions FY2010-2012 - Human Resource Management, Dept. of, 2009.

Box 23

Folder 2

Budget Reductions FY2010-2012 - Minority Business Enterprise, Dept. of, 2009.

Box 23

Folder 3

Budget Reductions FY2010-2012 - Employment Dispute Resolution, Dept. of, 2009.

Box 23

Folder 4

Budget Reductions FY2010-2012 - Human Rights Council, 2009.

Box 23

Folder 5

Budget Reductions FY2010-2012 - State Compensation Board, 2009.

Box 23

Folder 6

Budget Reductions FY2010-2012 - State Board of Elections, 2009.

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Folder 7

Budget Reductions FY2010-2012 - Virginia Public Broadcasting Board, 2009.

Box 23

Folder 8

Comprehensive One Stop Workforce Centers, 2008.

Box 23

Folder 9

Critical Infrastructure Protection and Resiliency Strategic Plan, 2008.

Box 23

Folder 10

Federal Stimulus, 2009.

Box 26

Folder 1

Federal Stimulus - Database extraction (Category: Infrastructure Broadband), 2009 March 9.

Box 26

Folder 2

Federal Stimulus - Database extraction (Category: Infrastructure Other), 2009 March 9.

Box 26

Folder 3

Federal Stimulus - Database extraction (Category: Unknown), 2009 March 9.

Box 26

Folder 4

Financial statements, 2006-2007.

Box 23

Folder 11

Financial statements, 2008.

Box 23

Folder 12

Financial statements, 2009.

Box 23

Folder 13

Future of Richmond's Past, 2009.

Box 23

Folder 14

Government Performance Project (folder 1 of 4), 2004.

Box 23

Folder 15

Government Performance Project (folder 2 of 4), 2004.

Box 24

Folder 1

Government Performance Project (folder 3 of 4), 2004.

Box 24

Folder 2

Government Performance Project (folder 4 of 4), 2004.

Box 24

Folder 3

Key Performance Measures and Objectives - SOA agencies, 2007; 2009.

Box 24

Folder 4

Norfolk Light Rail, 2008.

Box 24

Folder 5

Productivity Investment Fund, 2009.

Box 24

Folder 6

Productivity Investment Fund - Board meeting materials, 2009 July 23.

Box 24

Folder 7

Productivity Investment Fund - Grant submissions, 2007.

Box 24

Folder 8

Productivity Investment Fund - Proposals for funding, 2009.

Box 25

Folder 1

Reconciliation Statue, 2006.

Box 25

Folder 2

Virginia Capitol Foundation - Board meeting, 2007 May 23.

Box 25

Folder 3

State Capitol Rededication and Visit of the Queen of England, 2007-2008.

Box 25

Folder 4

Virginia Commission on Immigration, 2007.

Box 25

Folder 5

Virginia Commission on Immigration - Meeting materials, 2008 January 4.

Box 25

Folder 6

Virginia Family Impact Seminars, 2009.

Box 25

Folder 7

Virginia Performs, 2008.

Box 25

Folder 8

Virginia Sesquicentennial of the American Civil War Commission - Advisory Council, 2007.

Box 25

Folder 9

Series IV. Decision briefs, 2006-2009.

Box 27

Extent

Extent: .20 cubic feet (6 folders).

Scope and Content

This series is housed in 1 box and is arranged chronologically. This series consists of copies of decision briefs directed to Governor Timothy Kaine on which the Secretary of Administration was asked for approval related to agencies/issues under the SOA, and original decision briefs directed to the Secretary of

Administration. This series documents the Secretary of Administration and Governor's response to requests from agencies for budget appropriations from various funds, for executive orders, for authorization for the purchase or transfer of property, and for approval of agreements or statements.

The decision briefs to the Governor include a description of the request, the recommendation and signature of the Director of the Dept. of Planning and Budget, Richard D. Brown or the requesting Secretary, the concurrence of the Secretary of Administration and the Secretary of Finance Jody M. Wagner, which can either be to Recommend, Recommend with modification, or Deny, and their signatures, and the approval, approval with modification or denial of the Governor and his signature. The briefs also include background information, a discussion of the issues involved, and legislative citations. These records may also include supporting documentation such as correspondence, reports, and copies of code citations.

The decision briefs to the Secretary of Administration similarly include a description of the request, the recommendation and signature of the agency head making the request, the approval, approval with modification, or denial of the Secretary and her signature. These briefs also include background information, discussion, conclusion and references, and may include supporting documentation such as correspondence, copies of code citations, and publications. Most of the briefs sent directly to the Secretary of Administration were made in 2009 and the majority of those briefs document requests for exemption from the state printing prohibition.

Decision briefs, 2006.

Box 27

Folder 1

Decision briefs, 2007.

Box 27

Folder 2

Decision briefs, 2008.

Box 27

Folder 3

Decision briefs, 2009 January-April.

Box 27

Folder 4

Decision briefs, 2009 May-August.

Box 27

Folder 5

Decision briefs, 2009 September-December.

Box 27

Folder 6

Series V. Environmental impact reports, 2006-2009.

Boxes 28-37 (box)

Extent

Extent: 3.35 cubic feet (10 boxes).

Scope and Content

This series is housed in 10 boxes and is arranged chronologically by date of approval or disapproval of the memo. This series contains environmental impact reports and studies created by state agencies prior to beginning construction projects. Section 10.1-1188 et seq., of the Code of Virginia requires that any state agency, institution or branch of government proposing to undertake a "major state project" prepare an environmental impact report. A "major state project" is defined as construction of a facility costing \$100,000 or more, or the acquisition of land for which construction is contemplated. The Governor's approval of the report is required before any funds are expended. This responsibility has been delegated to the Secretary of Administration pursuant to Executive Order Number 88 (01).

The report packets include the memorandum of approval (or approval with stipulations or disapproval); comments by the Department of Environmental Quality (DEQ) that include a description of the project, environmental impacts and mitigation, and regulatory and coordination needs; and various other memos and correspondence. The DEQ comments take into consideration the impact on water quality and wetlands, erosion and sediment control and stormwater management, air quality, solid waste and hazardous waste management, natural heritage resources, wildlife resources, historic and archaeological resources, forestry and tree protection, geologic and mineral resources, energy conservation, transportation, the Chesapeake Bay Preservation Act, and local and regional concerns. Other agencies such as local governments, regional planning district commissions, the Department of Conservation and Recreation, Dept. of Historic Resources, Department of Transportation, Department of Game and Inland Fisheries and the Virginia Marine Resources Commission were also consulted and asked to comment on any potential problems.

The projects range from small renovations and additions, to large scale construction efforts. The majority of the projects took place on university or community college campuses, at state parks, and at Department of Transportation facilities. There are also a significant amount of projects involving the Statewide Agencies Radio System (STARS) Project under the purview of the State Police.

Environmental impact reports, 2006 January 4.

Box 28

Folder 1

Environmental impact reports, 2006 January 19.

Box 28

Folder 2

Environmental impact reports, 2006 January 20-27.

Box 28

Folder 3

Environmental impact reports, 2006 February.

Box 28

Folder 4

Environmental impact reports, 2006 March 1-17.

Box 28

Folder 5

Environmental impact reports, 2006 March 20-29.

Box 28

Folder 6

Environmental impact reports, 2006 April 3-6.

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Folder 7

Environmental impact reports, 2006 April 21-28.

Box 28

Folder 8

Environmental impact reports, 2006 May 4-19.

Box 28

Folder 9

Environmental impact reports, 2006 May 22-30.

Box 29

Folder 1

Environmental impact reports, 2006 June.

Box 29

Folder 2

Environmental impact reports, 2006 July.

Box 29

Folder 3

Environmental impact reports, 2006 August.

Box 29

Folder 4

Environmental impact reports, 2006 September.

Box 29

Folder 5

Environmental impact reports, 2006 October.

Box 29

Folder 6

Environmental impact reports, 2006 November.

Box 29

Folder 7

Environmental impact reports, 2006 December.

Box 30

Folder 1

Environmental impact reports, 2007 January.

Box 30

Folder 2

Environmental impact reports, 2007 February.

Box 30

Folder 3

Environmental impact reports, 2007 March.

Box 30

Folder 4

Environmental impact reports, 2007 April.

Box 30

Folder 5

Environmental impact reports, 2007 May 7-21.

Box 30

Folder 6

Environmental impact reports, 2007 May 23-30.

Box 30

Folder 7

Environmental impact reports, 2007 June.

Box 31

Folder 1

Environmental impact reports, 2007 July.

Box 31

Folder 2

Environmental impact reports, 2007 August.

Box 31

Folder 3

Environmental impact reports, 2007 September.

Box 31

Folder 4

Environmental impact reports, 2007 October.

Box 31

Folder 5

Environmental impact reports, 2007 November 5-13.

Box 31

Folder 6

Environmental impact reports, 2007 November 16-28.

Box 31

Folder 7

Environmental impact reports, 2007 December.

Box 32

Folder 1

Environmental impact reports, 2008 January 14-18.

Box 32

Folder 2

Environmental impact reports, 2008 January 24-31.

Box 32

Folder 3

Environmental impact reports, 2008 February.

Box 32

Folder 4

Environmental impact reports, 2008 March 4-19.

Box 32

Folder 5

Environmental impact reports, 2008 March 25-28.

Box 32

Folder 6

Environmental impact reports, 2008 April 3-9.

Box 32

Folder 7

Environmental impact reports, 2008 April 15-24.

Box 33

Folder 1

Environmental impact reports, 2008 May 2-16.

Box 33

Folder 2

Environmental impact reports, 2008 May 16-29.

Box 33

Folder 3

Environmental impact reports, 2008 June 3-5.

Box 33

Folder 4

Environmental impact reports, 2008 June 9.

Box 33

Folder 5

Environmental impact reports, 2008 June 13-18.

Box 33

Folder 6

Environmental impact reports, 2008 June 20-25.

Box 33

Folder 7

Environmental impact reports, 2008 June 27.

Box 34

Folder 1

Environmental impact reports, 2008 July 2-11.

Box 34

Folder 2

Environmental impact reports, 2008 July 23-28.

Box 34

Folder 3

Environmental impact reports, 2008 August.

Box 34

Folder 4

Environmental impact reports, 2008 September.

Box 34

Folder 5

Environmental impact reports, 2008 October.

Box 34

Folder 6

Environmental impact reports, 2008 November 3-7.

Box 34

Folder 7

Environmental impact reports, 2008 November 18-26.

Box 34

Folder 8

Environmental impact reports, 2008 December 15.

Box 35

Folder 1

Environmental impact reports, 2008 December 19.

Box 35

Folder 2

Environmental impact reports, 2009 January.

Box 35

Folder 3

Environmental impact reports, 2009 February.

Box 35

Folder 4

Environmental impact reports, 2009 March.

Box 35

Folder 5

Environmental impact reports, 2009 April.

Box 35

Folder 6

Environmental impact reports, 2009 May.

Box 35

Folder 7

Environmental impact reports, 2009 June 11-16.

Box 36

Folder 1

Environmental impact reports, 2009 June 23-30.

Box 36

Folder 2

Environmental impact reports, 2009 July.

Box 36

Folder 3

Environmental impact reports, 2009 August.

Box 36

Folder 4

Environmental impact reports, 2009 September.

Box 36

Folder 5

Environmental impact reports, 2009 October 1-6.

Box 36

Folder 6

Environmental impact reports, 2009 October 19-20.

Box 37

Folder 1

Environmental impact reports, 2009 October 21-29.

Box 37

Folder 2

Environmental impact reports, 2009 November.

Box 37

Folder 3

Environmental impact reports, 2009 December.

Box 37

Folder 4

Series VI. Intellectual Property Rights, 2008-2009.

Boxes 37 (box)

Extent

Extent: .10 cubic feet (2 folders).

Scope and Content

This series is housed in 1 box (2 folders) and is arranged chronologically. This series contains disclosures, correspondence and other supporting documentation for reporting patentable or copyrightable subject matter in accordance with Virginia's Intellectual Properties Policy set forth by Executive Memorandum 4-95. This policy states that any employee of an executive branch agency who invents or produces a potentially marketable or commercially valuable creation, process, device, technique, or method during working hours, within the scope of employment, or when using state-owned or controlled facilities is required to disclose that information. These records also include requests to release intellectual property rights and to license copyrighted material. The disclosure forms contain descriptions of the inventions which include among others an integrated forest service resource information sytem and an application that provides a method for teleworkers to account for their activities. This series only includes records for 2008 and 2009 - records for 2006 and 2007 were not transferred.

Intellectual property rights, 2008.

Box 37

Folder 5

Intellectual property rights, 2009.

Box 37

Folder 6

Series VII. Legislative Files, 2006-2010.

Boxes 38-47 (box)

Extent

Extent: 3.25 cubic feet (10 boxes).

Scope and Content

This series is housed in 10 boxes and is arranged chronologically and by record type thereunder. This series includes legislative proposals, legislative action summaries, and other miscellaneous legislation-related documents which explain in detail various bills brought before and voted upon by both the Senate and the House of Delegates. These legislative files document General Assembly activity involving the agencies assigned to the Secretary of Administration and include input from agency heads as to how legislation might effect agency operations. The legislation in this series contains information on a variety of subjects, the most prevalent being health care, voting, and campaign finance.

Legislative Proposals are provided by individual agencies under the Secretary of Administration and include a statement of need for legislation within which ideas and suggestions for agency specific legislation are documented. The proposals also include fiscal and other impacts of the legislation. Legislative Action Summaries include a bill summary and other background information on the legislation and indicate whether or not the Secretary supported the bill, supported the bill with amendment, opposed the bill, or took no position on the bill. Most summaries contain comments and reasons for support or opposition. Also included may be Fiscal Impact Statements that detail the monetary affects that any legislation may have, and Drafting Requests to the Division of Legislative Services for draft legislation.

Legislative action summaries (HB 3-HB 37), 2006.

Box 38

Folder 1

Legislative action summaries (HB 46-HB 89), 2006.

Box 38

Folder 2

Legislative action summaries (HB 101 and SJ 23; HB 103-HB 185), 2006.

Box 38

Folder 3

Legislative action summaries (HB 203-HB 281), 2006.

Box 38

Folder 4

Legislative action summaries (HB 291-HB 311), 2006.

Box 38

Folder 5

Legislative action summaries (HB 331-HB 369; HB 374 and HJ 41; HB 375-HB 376), 2006.

Box 38

Folder 6

Legislative action summaries (HB 387-HB 431), 2006.

Box 38

Folder 7

Legislative action summaries (HB 451-HB 462), 2006.

Box 38

Folder 8

Legislative action summaries (HB 467-HB 476; HJ 47), 2006.

Box 38

Folder 9

Legislative action summaries (SB 5-SB 76; SJ 48), 2006.

Box 38

Folder 10

Fiscal impact statements (HB 13, HB 185, HB 203, HB 220), 2006.

Box 38

Folder 11

Legislative proposals - General, 2007.

Box 39

Folder 1

Legislative proposals - Compensation Board, 2007.

Box 39

Folder 2

Legislative proposals - Human Resource Management, Dept. of, 2007.

Box 39

Folder 3

Drafting requests, 2007.

Box 39

Folder 4

Legislative action summaries (HB 2550, HB 3065, SB 697), 2007.

Box 39

Folder 5

Legislative proposals - Dept. of General Services, 2008.

Box 40

Folder 1

Legislative proposals - Dept. of Human Resource Management, 2008.

Box 40

Folder 2

Legislative proposals - Human Rights Council, 2008.

Box 40

Folder 3

Legislative proposals - State Board of Elections, 2008.

Box 40

Folder 4

Legislative action summaries (HB 6-HB 54), 2008.

Box 40

Folder 5

Legislative action summaries (HB 64-HB 99), 2008.

Box 40

Folder 6

Legislative action summaries (HB 100-HB 199), 2008.

Box 40

Folder 7

Legislative action summaries (HB 226-HB 297), 2008.

Box 40

Folder 8

Legislative action summaries (HB 301-HB 397), 2008.

Box 40

Folder 9

Legislative action summaries (HB 426-HB 595), 2008.

Box 41

Folder 1

Legislative action summaries (HB 615-HB 687), 2008.

Box 41

Folder 2

Legislative action summaries (HB 724-HB 799), 2008.

Box 41

Folder 3

Legislative action summaries (HB 800-HB 867), 2008.

Box 41

Folder 4

Legislative action summaries (HB 900-HB 972), 2008.

Box 41

Folder 5

Legislative action summaries (HB 1017-HB 1099), 2008.

Box 41

Folder 6

Legislative action summaries (HB 1124-HB 1197), 2008.

Box 41

Folder 7

Legislative action summaries (HB 1235-HB 1298), 2008.

Box 41

Folder 8

Legislative action summaries (HB 1329-HB 1392), 2008.

Box 42

Folder 1

Legislative action summaries (HB 1410-HB 1494), 2008.

Box 42

Folder 2

Legislative action summaries (HB 1536-HB 1577), 2008.

Box 42

Folder 3

Legislative action summaries (HJ 56-HJ 166), 2008.

Box 42

Folder 4

Legislative action summaries (SB 7-SB 38), 2008.

Box 42

Folder 5

Legislative action summaries (SB 51-SB 82), 2008.

Box 42

Folder 6

Legislative action summaries (SB 105-SB 199), 2008.

Box 42

Folder 7

Legislative action summaries (SB 206-SB 292), 2008.

Box 42

Folder 8

Legislative action summaries (SB 316-SB 358), 2008.

Box 42

Folder 9

Legislative action summaries (SB 417-SB 442), 2008.

Box 43

Folder 1

Legislative action summaries (SB 447-SB 499), 2008.

Box 43

Folder 2

Legislative action summaries (SB 505-SB 595), 2008.

Box 43

Folder 3

Legislative action summaries (SB 615-SB 696), 2008.

Box 43

Folder 4

Legislative action summaries (SB 705), 2008.

Box 43

Folder 5

Legislative action summaries (SB 715-SB 790), 2008.

Box 43

Folder 6

Miscellaneous legislative material, 2008.

Box 43

Folder 7

Legislative proposals - Dept. of Employment Dispute Resolution, 2009.

Box 43

Folder 8

Legislative proposals - Dept. of General Services, 2009.

Box 43

Folder 9

Legislative proposals - Human Rights Council, 2009.

Box 44

Folder 1

Legislative proposals - Dept. of Minority Business Enterprise, 2009.

Box 44

Folder 2

Legislative proposals - State Board of Elections, 2009.

Box 44

Folder 3

Drafting request forms, 2009.

Box 44

Folder 4

Bills approved for pre-filing, 2009.

Box 44

Folder 5

Legislative action summaries (HB 1588-HB 1634), 2009.

Box 44

Folder 6

Legislative action summaries (HB 1643-HB 1685), 2009.

Box 44

Folder 7

Legislative action summaries (HB 1712-HB 1749), 2009.

Box 44

Folder 8

Legislative action summaries (HB 1765-HB 1799), 2009.

Box 44

Folder 9

Legislative action summaries (HB 1812-HB 1878), 2009.

Box 45

Folder 1

Legislative action summaries (HB 1881-HB 1996), 2009.

Box 45

Folder 2

Legislative action summaries (HB 2015-HB 2083), 2009.

Box 45

Folder 3

Legislative action summaries (HB 2103-HB 2197), 2009.

Box 45

Folder 4

Legislative action summaries (HB 2219-HB 2388), 2009.

Box 45

Folder 5

Legislative action summaries (HB 2422-HB 2496), 2009.

Box 45

Folder 6

Legislative action summaries (HB 2509-HB 2594), 2009.

Box 45

Folder 7

Legislative action summaries (HB 2608-2628), 2009.

Box 45

Folder 8

Legislative action summaries (HB 2632-HB 2672), 2009.

Box 45

Folder 9

Legislative action summaries (SB 810-848), 2009.

Box 46

Folder 1

Legislative action summaries (SB 852-SB 883), 2009.

Box 46

Folder 2

Legislative action summaries (SB 925-SB 998), 2009.

Box 46

Folder 3

Legislative action summaries (SB 1006-SB 1096), 2009.

Box 46

Folder 4

Legislative action summaries (SB 1102-SB 1192), 2009.

Box 46

Folder 5

Legislative action summaries (SB 1203- SB 1277), 2009.

Box 46

Folder 6

Legislative action summaries (SB 1310-SB 1355), 2009.

Box 46

Folder 7

Legislative action summaries (SB 1365-SB 1539), 2009.

Box 46

Folder 8

Legislative action summaries (SJ 281), 2009.

Box 46

Folder 9

Miscellaneous legislative records, 2009.

Box 46

Folder 10

Legislative proposals - General, 2010.

Box 47

Folder 1

Legislative proposals - Dept. of General Services, 2010.

Box 47

Folder 2

Legislative proposals - Human Rights Council, 2010.

Box 47

Folder 3

Legislative proposals - Dept. of Minority Business Enterprise, 2010.

Box 47

Folder 4

Legislative proposals - Public Broadcasting Board, Virginia, 2010.

Box 47

Folder 5

Legislative proposals - State Board of Elections, 2010.

Box 47

Folder 6

Series VIII. Public Broadcasting Board records, 2006-2009.

Boxes 48-49 (box)

Extent

Extent: .55 cubic feet (2 boxes).

Scope and Content

Scope and Content

This series is housed in 2 boxes and is arranged by record type and chronologically thereunder. This series includes correspondence and supporting documentation, board meeting records, applications and contracts which document the activities of the Virginia Public Broadcasting Board. The Public Broadcasting Board is the channel through which public television and radio stations (including the radio reading service) receive state financial support. The board provides grants and contracts to stations that enable them to implement instructional programs and other community interest programming. The majority of the correspondence is related to grants and funding issues, including those related to budget reductions in 2009, and also includes other budget and financial information, grant proposals and grant reports. The board meeting files contain agendas, draft minutes and other related documentation for several board meetings, but they do not include records for all board meetings. This series also includes applications for community service grants for public radio, applications for community service grants for public television, and applications for operating grants for radio reading services, as well as instructional telecommunications services contracts and monthly contract statements of funds expended.

Correspondence and supporting documentation, 2006.

Box 48

Folder 1

Correspondence and supporting documentation, 2007.

Box 48

Folder 2

Correspondence and supporting documentation, 2008.

Box 48

Folder 3

Correspondence and supporting documentation, 2009.

Box 48

Folder 4

Board meeting records, 2007 March 22.

Box 48

Folder 5

Board meeting records, 2007 May 24.

Box 48

Folder 6

Board meeting records, 2008 September 11.

Box 48

Folder 7

Board meeting records, 2009 June 9.

Box 48

Folder 8

Board meeting records, 2009 September 22.

Box 48

Folder 9

Applications for Community Service Grants for Public Radio, FY2007-FY2009.

Box 49

Folder 1

Applications for Community Service Grants for Public Television, FY2007-FY2009.

Box 49

Folder 2

Applications for Operating Grants for Radio Reading Services, FY2007-FY2009.

Box 49

Folder 3

Contracts for Instructional Telecommunications Services, FY2008.

Box 49

Folder 4

Contracts for Instructional Telecommunications Services, FY2009.

Box 49

Folder 5

Contract statements, 2008 Nov.

Box 49

Folder 6

Contract statements, 2009.

Box 49

Folder 7

Series IX. Real Property and Capital Outlay records, 1995-2009.

Boxes 50-60 (box)

Extent

Extent: 3.85 cubic feet (11 boxes).

Scope and Content

This series is housed in 11 boxes and is arranged alphabetically by subject. This series includes correspondence, decision briefs, leases, legal records and reports that document the funding, maintenance and operation of certain state buildings as well as other real property issues handled by the Department of General Services. This series includes files related to the renovation of the State Capitol and files inherited from the previous administration related to the Governor's Real Estate Initiative. Many files document the disposition of certain state property, including the Ballard property in Norfolk and the St. Asaph property in Alexandria, while others involve the proposed demolition and renovation of the Eighth and Ninth Street office building and the opposition to the demolition by the Alliance to Conserve Old Richmond Neighborhoods (ACORN).

8th and 9th Street buildings, 2004-2009.

Box 50

Folder 1

8th and 9th Street buildings - ACORN v. COV, Plaintiff's submission (v. 1), 2005.

Box 50

Folder 2

8th and 9th Street buildings - ACORN v. COV, Plaintiff's submission (v. 2), 2005.

Box 50

Folder 3

Ballard Property, Norfolk: Appraisal, 2005.

Box 51

Folder 1

Ballard Property, Norfolk: Ballard Binder - Contracts, 2007.

Box 51

Folder 2

Ballard Property, Norfolk: Ballard Binder - Documentation (folder 1 of 3), 2007 compiled.

Box 51

Folder 3

Ballard Property, Norfolk: Ballard Binder - Documentation (folder 2 of 3), 2007 compiled.

Box 51

Folder 4

Ballard Property, Norfolk: Ballard Binder - Documentation (folder 3 of 3), 2007 compiled.

Box 51

Folder 5

Ballard Property, Norfolk: Ballard Binder - Maps and photographs, 2007 compiled.

Box 51

Folder 6

Ballard Property, Norfolk: Ballard Binder - Meeting notes, 2007 March 2.

Box 51

Folder 6

Ballard Property, Norfolk: Correspondence, 2005.

Box 51

Folder 7

Ballard Property, Norfolk: Correspondence, 2006.

Box 51

Folder 8

Ballard Property, Norfolk: Correspondence, 2007.

Box 52

Folder 1

Ballard Property, Norfolk: Decision brief (v. 2 of 2) [v. 1 not located], 2007 November.

Box 52

Folder 2

Ballard Property, Norfolk: Decision brief, 2007 December 4.

Box 52

Folder 3

Ballard Property, Norfolk: Decision brief binder (v. 2) (folder 1 of 2), 2007-2008.

Box 58

Folder 5

Ballard Property, Norfolk: Decision brief binder (v. 2) (folder 2 of 2), 2007-2008.

Box 58

Folder 6

Ballard Property, Norfolk: Division of Real Estate Service documentation binder, 1995-1997.

Box 52

Folder 4

Ballard Property, Norfolk: Emails and other documentation (binder), 2007 January-February 26.

Box 52

Folder 5

Ballard Property, Norfolk: Emails and other documentation (binder), 2007 February 27-28.

Box 52

Folder 6

Ballard Property, Norfolk: Emails and other documentation (binder), 2007 March 1-7.

Box 52

Folder 7

Ballard Property, Norfolk: Emails and other documentation (binder), 2007 March 9-12.

Box 53

Folder 1

Ballard Property, Norfolk: Emails and other documentation (binder), 2007 March 13-16.

Box 53

Folder 2

Ballard Property, Norfolk: Emails and other documentation (binder), 2007 March 19-20.

Box 53

Folder 3

Ballard Property, Norfolk: Emails and other documentation (binder), 2007 March 21-30.

Box 53

Folder 4

Ballard Property, Norfolk: Emails and other documentation (binder), 2007 April.

Box 53

Folder 5

Ballard Property, Norfolk: Emails and other documentation (binder), 2007 May.

Box 53

Folder 6

Ballard Property, Norfolk: Emails and other documentation (binder), 2007 June.

Box 53

Folder 7

Ballard Property, Norfolk: Emails and other documentation - Miscellaneous (binder), 2007 March-June.

Box 53

Folder 8

Ballard Property, Norfolk: Emails and other documentation (binder), 2007 July 10-12.

Box 53

Folder 9

Ballard Property, Norfolk: Emails and other documentation (binder), 2007 July 13.

Box 53

Folder 10

Ballard Property, Norfolk: Emails and other documentation (binder), 2007 July 16-19.

Box 54

Folder 1

Ballard Property, Norfolk: Emails and other documentation (binder), 2007 July 20-31.

Box 54

Folder 2

Ballard Property, Norfolk: Emails and other documentation (binder), 2007 August.

Box 54

Folder 3

Ballard Property, Norfolk: Emails and other documentation (binder), 2007 October.

Box 54

Folder 4

Ballard Property, Norfolk: Emails and other documentation (binder), 2007 November.

Box 54

Folder 5

Ballard Property, Norfolk: Emails and other documentation (binder), 2007 December.

Box 54

Folder 6

Ballard Property, Norfolk: Fort Norfolk Plaza plans, 2007.

Box 54

Folder 7

Ballard Property, Norfolk: List of major documents for closing, 2007.

Box 54

Folder 8

Ballard Property, Norfolk: Maps and photographs, 2007.

Box 54

Folder 9

Ballard Property, Norfolk: Norfolk City binder, 2007 February 23.

Box 54

Folder 10

Ballard Property, Norfolk: Real estate purchase documentation, 2007.

Box 55

Folder 1

Ballard Property, Norfolk: Report - Atlantic City, Norfolk, VA: A Redevelopment Plan, 2002 March.

Box 55

Folder 2

Ballard Property, Norfolk: Site characterization report, 2007 April 6.

Box 55

Folder 3

DMV Customer Service Center - Roanoke, 2008.

Box 55

Folder 4

Pelham Confederate Memorial Chapel, 2008-2009.

Box 59

Folder 2

Public-Private Education Facilities and Infrastructure Act (PPEA), 2006-2009.

Box 59

Folder 1

Real Estate Initiative: Agency Roundtable, 2004 September 22.

Box 55

Folder 5

Real Estate Initiative: Cabinet briefing, 2004 June 7.

Box 55

Folder 6

Real Estate Initiative: CB Richard Ellis Consultants (CBRE) binder, 2003-2004.

Box 55

Folder 7

Real Estate Initiative: CBRE Proposal for Consulting Services for Management of the Commonwealth's Real Estate Portfolio, 2003.

Box 55

Folder 8

Real Estate Initiative: CBRE Presentation for Consulting Services for Management of the Commonwealth's Real Estate Portfolio, n.d..

Box 56

Folder 1

Real Estate Initiative: CBRE Proposed Space Standards and Recommendations, 2004 September 14.

Box 56

Folder 2

Real Estate Initiative: CBRE Phase II Report (preliminary draft), 2005 February 1.

Box 56

Folder 3

Real Estate Initiative: Real Estate Portfolio Project (Zorn binder), 2004.

Box 56

Folder 4

Real Estate Initiative: REI binder v. 1 (folder 1 of 6), 2004.

Box 56

Folder 5

Real Estate Initiative: REI binder v. 1 (folder 3 of 6), 2004.

Box 56

Folder 7

Real Estate Initiative: REI binder v. 1 (folder 4 of 6), 2004.

Box 57

Folder 1

Real Estate Initiative: REI binder v. 1 (folder 5 of 6), 2004.

Box 57

Folder 2

Real Estate Initiative: REI binder v. 1 (folder 6 of 6), 2004.

Box 57

Folder 3

Real Estate Initiative: REI Overview presentation, 2008 January 17.

Box 57

Folder 4

St. Asaph Street Property, Alexandria, 2004-2006.

Box 57

Folder 5

St. Asaph Street Property, Alexandria, 2006-2007.

Box 57

Folder 6

St. Asaph Street Property, Alexandria - Proposal, 2006.

Box 57

Folder 7

Southeastern Virginia Training Center (SEVTC), 2009.

Box 57

Folder 8

Space planning for the Dept. of Housing and Community Development, 2007-2008.

Box 57

Folder 9

State Capitol Renovation - Capitol Square Preservation Council, 2006-2009.

Box 59

Folder 3

State Capitol Renovation - Legislation (SB 693), 2006.

Box 59

Folder 4

State Capitol Renovation - Report: An Ediface of First Rate Dignity - Pre-design assessment report, 2003.

Box 59

Folder 5

State Capitol Renovation - Report: The Renovation of the Virginia State Capitol Building - Scope of Work Final Draft Statement, 2003 June 30.

Box 60

Folder 1

State Capitol Renovation - Report: Virginia State Capitol, 2007.

Box 60

Folder 2

State Capitol Renovation - Virginia Capitol Foundation, 2004-2007.

Box 60

Folder 3

State Capitol Renovation - Virginia Capitol Foundation, 2007-2009.

Box 60

Folder 4

State Capitol Renovation - Virginia Capitol Preservation Foundation, 2005.

Box 60

Folder 5

State Capitol Renovation - Window treatments for Governor's Office, 2007.

Box 60

Folder 6

Virginia Commonwealth University/Oregon Hill Neighborhood Association, 2007 April-May.

Box 58

Folder 2

Virginia Commonwealth University/Oregon Hill Neighborhood Association, 2007 June-September.

Box 58

Folder 3

Virginia Bio-Technology Research Park/ Division of Consolidated Laboratory Services, 2007.

Box 58

Folder 4

Western State Hospital, 2007-2008.

Box 58

Folder 1

Series X. Special Projects: Civil Rights Memorial, 2006-2009.

Boxes 61-62, 67 (box)

Extent

Extent: .80 cubic feet.

Scope and Content

This series is housed in 2 boxes and is arranged alphabetically. This series includes correspondence, meeting records, programs, reports, visitor registers, and budget and planning information that document the commissioning of the Civil Rights Memorial in Capitol Square and preparations for the Civil Rights Memorial Dedication and Unveiling and the accompanying educational symposium. Much of this work was carried out by the Capitol Square Civil Rights Memorial Foundation, which was established to memorialize and honor the courage and fortitude of those Virginians involved in the Civil Rights Movement. The memorial sculpture acknowledges and celebrates those who fought to desegregate Virginia's schools.

Capitol Square Civil Rights Memorial Foundation - Articles of Incorporation, 2006 January 17.

Box 61

Folder 1

Commemorative coin, 2009.

Box 61

Folder 2

Contract with sculptor Stanley Bleifeld (copy), 2006 May 2.

Box 61

Folder 3

Correspondence, 2007.

Box 61

Folder 4

Correspondence, 2008.

Box 61

Folder 5

Correspondence, 2009.

Box 61

Folder 6

Dedication Celebration Education Symposium, 2008 July 20-21.

Box 61

Folder 7

Financial and fundraising documentation, 2008.

Box 61

Folder 8

Literary Contest and Moton Museum Awards, 2008.

Box 61

Folder 9

Master Program Plan - Correspondence with Honorary Co-chairs, 2008 May 2.

Box 61

Folder 10

Master Program Plan - Deed of Gift (draft), 2008.

Box 61

Folder 11

Master Program Plan - Planning Committee reports, 2008 May-June.

Box 61

Folder 12

Master Program Plan - Talking points, 2008.

Box 61

Folder 13

Master Program Plan - Resource Management, 2008.

Box 61

Folder 14

Master Program Plan - Dedication Ceremony and Symposium, 2008.

Box 61

Folder 15

Master Program Plan - Security, 2008.

Box 61

Folder 16

Master Program Plan - External Communications, 2008.

Box 61

Folder 17

Master Program Plan - Theatrical Production, 2008.

Box 61

Folder 18

Memorial molds, 2008.

Box 62

Folder 1

Newsclippings, 2008.

Box 62

Folder 2

Photographs of monument model, 2006.

Box 62

Folder 3

Registration, 2008.

Box 62

Folder 4

Virginia State Capitol Civil Rights Memorial Celebration Joint Committee meeting, 2008 June 10.

Box 62

Folder 5

Visitor registers - Civil Rights Memorial dedication (3 v.), 2008 July 20-21.

Box 67

Folder 1

Volunteers, 2008.

Box 62

Folder 6

Series XI. Special Projects: Fort Monroe Federal Area Development Authority (FMFADA), 2006-2009.

Boxes 62-63 (box)

Extent

Extent: .5 cubic feet.

Scope and Content

This series is housed in 2 boxes and is arranged alphabetically. This series includes correspondence, agreements, and meeting records, which include agendas, minutes, budgetary information, and presentation materials that document the work of the Fort Monroe Federal Area Development Authority (FMFADA). Located along the Chesapeake Bay within the city limits of Hampton, Fort Monroe was an Army base that was designated for closure pursuant to the 2005 Defense Base Closure and Realignment Commission Report. When the base closed, the land, buildings, and infrastructure assets transferred to the Commonwealth and this necessitated a redevelopment and reuse plan. FMFADA, a political subdivision of the Commonwealth of Virginia and local redevelopment authority, was established to determine how best to manage the historic resources, preserve and protect the open space, and ensure the economic sustainability at Fort Monroe. FMFADA was comprised of 18 members, including Hampton residents, state government officials (including the Secretary of Administration), legislative members, and outside experts.

FMFADA binder, 2006-2007.

Box 62

Folder 7

FMFADA Board meeting records, 2007 May 21.

Box 62

Folder 8

FMFADA Board meeting records, 2008 April 28.

Box 62

Folder 9

FMFADA Board meeting records, 2008 September 19.

Box 63

Folder 1

FMFADA Board meeting records, 2009 March 19.

Box 63

Folder 2

FMFADA Board meeting records, 2009 July 16.

Box 63

Folder 3

FMFADA Board meeting records (folder 1 of 2), 2009 September 24.

Box 63

Folder 4

FMFADA Board meeting records (folder 2 of 2), 2009 September 24.

Box 63

Folder 5

Series XII. Special Projects: Freedmen's Bureau records, 2006-2009.

Boxes 64 (box)

Extent

Extent: .2 cubic feet (2 folders).

Scope and Content

This series is housed in 1 box and is arranged alphabetically. This series includes correspondence, reports, news clippings and presentations that document efforts to digitize and index the Virginia Freedmen's Bureau records as part of the Virginia Freedmen Project. The Bureau of Refugees, Freedmen, and Abandoned Lands, also known as the Freedmen's Bureau, was established by the War Dept. by an act of Congress on March 3, 1865, and was responsible for the supervision and management of all matters relating to refugees and freedmen and of the lands abandoned or seized during the Civil War. Between 1865-1872, the Bureau united families, legalized marriages, and provided relief services including food, shelter, education, job training and placement, and legal services. These records, including those of the Virginia Field Offices, were filmed by the National Archives and Records Administration (NARA) and afterwards the film was scanned by the Genealogical Society of Utah (GSU) in order to create digital images. The Virginia Freedmen's Project, led by the Black History Museum and Cultural Center of Virginia in conjunction with researchers from the Virginia Family History Centers, recruited, trained and coordinated volunteers to extract and index information from the scanned images in an effort to make these records more readily accessible to researchers. The Virginia project served as a pilot for subsequent projects in other Southern states.

Freedmen's Bureau records, 2006-2009.

Box 64

Folder 1

Freedmen's Bureau records - Background information, 2006.

Box 64

Folder 2

Series XIII. Special Projects: Higher Education Restructuring, 2006-2009.

Boxes 64-66 (box)

Extent

Extent: .75 cubic feet (3 boxes).

Scope and Content

This series is housed in 3 boxes and is arranged alphabetically. This series includes correspondence, reports, agreements, expenditure analyses, SWAM procurement plans, and memoranda of understanding that document the implementation of the Virginia Restructured Higher Education Financial and Administrative Operations Act of 2005. This act provided public colleges and universities with more operational and administrative autonomy than other state agencies in exchange for a renewed commitment to meet higher education goals and performance measures. The Restructuring Act required all institutions to develop six-year academic, financial and enrollment plans to meet state goals. The Secretary of Administration's interest in the project was for the most part related to procurement (DGS), staff turnover (DHRM) and SWAM (DMBE) issues.

Higher Education Restructuring, 2007-2009.

Box 64

Folder 3

Higher Education Restructuring - Christopher Newport University, 2008.

Box 64

Folder 4

Higher Education Restructuring - George Mason University, 2006-2009.

Box 64

Folder 5

Higher Education Restructuring - James Madison University, 2008-2009.

Box 64

Folder 6

Higher Education Restructuring - Longwood University, 2008-2009.

Box 64

Folder 7

Higher Education Restructuring - Norfolk State University, 2008.

Box 65

Folder 2

Higher Education Restructuring - Old Dominion University, 2008-2009.

Box 65

Folder 2

Higher Education Restructuring - Radford University, 2008-2009.

Box 65

Folder 3

Higher Education Restructuring - Richard Bland College, 2008.

Box 65

Folder 4

Higher Education Restructuring - University of Mary Washington, 2008.

Box 65

Folder 5

Higher Education Restructuring - University of Virginia, 2008-2009.

Box 65

Folder 6

Higher Education Restructuring - Virginia Commonwealth University, 2005-2009.

Box 65

Folder 7

Higher Education Restructuring - Virginia Commonwealth University Management Agreement, 2007 March.

Box 65

Folder 8

Higher Education Restructuring - Virginia Commonwealth University Management Agreement, 2007 November.

Box 65

Folder 9

Higher Education Restructuring - Virginia Community College System (VCCS), 2007-2008.

Box 65

Folder 10

Higher Education Restructuring - Virginia Community College System (VCCS), 2009 February.

Box 65

Folder 11

Higher Education Restructuring - Virginia Community College System (VCCS), 2009 March-May.

Box 65

Folder 12

Higher Education Restructuring - Virginia Community College System (VCCS), 2009 September-December.

Box 65

Folder 13

Higher Education Restructuring - Virginia Military Institute, 2008-2009.

Box 66

Folder 1

Higher Education Restructuring - Virginia State University, 2008.

Box 66

Folder 2

Higher Education Restructuring - Virginia Tech, 2007-2009.

Box 66

Folder 3

Higher Education Restructuring - William and Mary, 2007-2009.

Box 66

Folder 4

Oversize, 2006-2009.

Box 68

Library of Virginia