

# A Guide to the Correspondence of the Virginia Secretary of the Commonwealth, 1969-1974

Correspondence of the Virginia Secretary of the Commonwealth, 1969-1972  
1969-1972

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A Collection in the Library of Virginia 29793  
Library of Virginia  
2022  
**Author:** Staff

## History

**Processed by:** Staff

## Title Statement

A Guide to the Correspondence of the Virginia Secretary of the Commonwealth, 1969-1974

**Subtitle:** Correspondence of the Virginia Secretary of the Commonwealth, 1969-1974

**Collection:** 29793

**Author:** Staff

## Publication Statement

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**Publisher:** Library of Virginia

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## Profile Description

**Creation:** Machine-readable finding aid derived from MS Word, created by Paige Neal, 11 March 2022

**Language Usage:** Description is in English

## Revision Description

**2022-02-18** Converted to schema conforming EAD by dtd2schema.vh.xsl.

## Descriptive Summary

### Accession Number

29793

### Language

English

### Creator

Virginia Secretary of the Commonwealth

### Extent

8.75 cubic feet (25 Boxes)

### Repository

The Library of Virginia

# Administrative Information

## Access Restrictions

There are no access restrictions.

## Use Restrictions

There are no use restrictions.

## Acquisition Information

Transferred from the Virginia Secretary of the Commonwealth, 1978 Feb 1.

## Processing Information

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

## Preferred Citation

Correspondence of the Virginia Secretary of the Commonwealth, 1969-1974. Accession 29793, State government records collection, The Library of Virginia, Richmond, Va. 23219.

# Historical Information

The Office of the Secretary of the Commonwealth has evolved from early colonial times when there existed a Secretary of the Colony. Thomas Nelson held the position of the first Secretary of Virginia in 1776. Early Secretaries were elected by the public. An Act of the General Assembly in 1920 changed the election to a joint vote of the General Assembly. In a 1930 Act the duties of the Secretary were redefined with the Secretary of the Commonwealth serving as the ex officio secretary of the Governor, as custodian of many official State records, and as keeper of the Greater and Lesser Seals of the Commonwealth. The office of the Secretary has gradually acquired other functions, such as: service of out-of-state civil process; appointment and regulation of notaries public; and registration and oversight of lobbyists. The Office became a gubernatorial appointment subsequent to a 1958 Act of the Assembly. The Secretary of the Commonwealth is under the jurisdiction of the Governor's Office.

The Secretary is appointed by the Governor for a term of four years. Currently the Secretary of the Commonwealth is responsible for gubernatorial appointments, clemency and restoration of civil rights requests and extraditions. Additional activities include: serving as ex officio Secretary to the Governor; serving as keeper of the seals of the Commonwealth; compiling and publishing the annual Blue Book; commissioning and regulating notary publics, including the publication of a Notary Handbook and conduct of disciplinary hearings; promulgating the lobbying disclosure requirements, registration of lobbyists, and recording of lobbying reports; servicing the civil process of out-of-state defendants and other parties; and authenticating and certifying the records of the courts and of any state agency.

# Scope and Content

Correspondence of the Virginia Secretary of the Commonwealth, 1969-1974, Cynthia Newman (1970-1974), during Governor Holton's Administration. The majority of the correspondence is related to appointments to boards and commissions, but may also include news clippings, reports, and other items.

# Arrangement

This collection is arranged in alphabetical order order.

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