

A Guide to the Records of the Virginia Secretary of the Commonwealth, 2010-2014

Records of the Virginia Secretary of the Commonwealth, 2010-2014
2010-2014

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Descriptive Summary

Accession Number

51157

Language

English

Creator

Virginia Secretary of the Commonwealth

Extent

5.25 cubic feet (15 Boxes)

Repository

The Library of Virginia

Administrative Information

Access Restrictions

Restricted documents have been sealed within the collection.

Use Restrictions

There are no restrictions.

Acquisition Information

Transferred from the Virginia Secretary of Administration on January 23, 2014.

Preferred Citation

Records of the Virginia Secretary of the Commonwealth, 2010-2014. Accession 51157, State government records collection, The Library of Virginia, Richmond, Va. 23219.

Historical Information

Robert F. McDonnell was elected 71st governor of the Commonwealth of Virginia in November 2009 and inaugurated on 16 January 2010. He served until 11 January 2014. Janet Vestal Kelly (formerly Janet Polarek until 2012) served as the Secretary of the Commonwealth throughout McDonnell's tenure. She had previously served as the Chief Operations Officer during his gubernatorial campaign and as a staff member while McDonnell served as Attorney General.

The Office of the Secretary of the Commonwealth has evolved from early colonial times when there existed a Secretary of the Colony. 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. Other responsibilities include authenticating and certifying the records of the courts and of any state agency.

Scope and Content

Secretary of the Commonwealth records, 2010-2013, consist of 15 archival boxes, divided into six series. Series have been designated for Correspondence, Invitations, Executive orders and directives, Proclamations, Special Projects and Weekly reports. These records document the work of the Secretary of the Commonwealth during the McDonnell administration and were created or collected, 2010-2014 Jan, though some documents in this collection pre-date this time period.

Related Material

[Governor's Fellows Program Records of the Virginia Secretary of the Commonwealth, 2010-2011](#)

[Legislative Working Files and Tracking Documents of the Virginia Secretary of the Commonwealth, 2010-2014](#)

Arrangement

This collection is arranged into the following series:

- Series I. Correspondence, 2010-2013;
- Series II. Invitations, 2010-2014;
- Series III. Executive orders and directives, 2010-2013;
- Series IV. Proclamations, 2010-2013;
- Series V. Special projects and subject files, 2010-2013;
- Series VI. Weekly reports, 2010-2011.

Contents List

Series I. Correspondence, 2010-2013.

Boxes 1-4 (box)

Extent

Extent: 4 boxes (1.4 cubic feet).

Scope and Content

This series is housed in 4 boxes and is arranged chronologically. The majority of the correspondence is comprised of correspondence received by the Secretary of the Commonwealth. Includes constituent correspondence as well as correspondence from associations, state agencies, state and federal legislators, locality officials and officials from other states and correspondence forwarded from the Governor's Office for response. This series also includes thank you notes, Christmas cards, and correspondence related to appointments and resignations.

Correspondence - Received, 2010 Jan.

Box 1

Folder 1

Correspondence - Received, 2010 Jan.

Box 1

Folder 2

Correspondence - Received, 2010 Feb.

Box 1

Folder 3

Correspondence - Received, 2010 Mar.

Box 1

Folder 4

Correspondence - Received, 2010 Apr.

Box 1

Folder 5

Correspondence - Received, 2010 May.

Box 1

Folder 6

Correspondence - Received, 2010 June.

Box 1

Folder 7

Correspondence - Received, 2010 July.

Box 1

Folder 8

Correspondence - Received, 2010 Aug.

Box 1

Folder 9

Correspondence - Received, 2010 Sept.

Box 1

Folder 10

Correspondence - Received, 2010 Oct.

Box 1

Folder 11

Correspondence - Received, 2010 Nov.

Box 1

Folder 12

Correspondence - Received, 2010 Dec.

Box 1

Folder 13

Correspondence - Sent, 2010.

Box 1

Folder 14

Correspondence - Received, 2011 Feb.

Box 1

Folder 15

Correspondence - Received, 2011 Apr.

Box 1

Folder 16

Correspondence - Received, 2011 July.

Box 1

Folder 17

Correspondence - Received, 2011 Aug.

Box 1

Folder 18

Correspondence - Received, 2011 Sept.

Box 1

Folder 19

Correspondence - Received, 2011 Oct.

Box 1

Folder 20

Correspondence - Received, 2011 Nov.

Box 1

Folder 21

Correspondence - Received, 2011 Dec.

Box 1

Folder 22

Correspondence - Received, 2011.

Box 2

Folder 1

Correspondence - Sent, 2011.

Box 2

Folder 2

Correspondence - Received, 2012 Jan.

Box 2

Folder 3

Correspondence - Received, 2012 Feb.

Box 2

Folder 4

Correspondence - Received, 2012 Mar.

Box 2

Folder 5

Correspondence - Received, 2012 Apr.

Box 2

Folder 6

Correspondence - Received, 2012 May.

Box 2

Folder 7

Correspondence - Received, 2012 June.

Box 2

Folder 8

Correspondence - Received, 2012 July.

Box 2

Folder 9

Correspondence - Received, 2012 Aug.

Box 2

Folder 10

Correspondence - Received, 2012 Sept.

Box 2

Folder 11

Correspondence - Received, 2012 Oct.

Box 2

Folder 12

Correspondence - Received, 2012 Nov.

Box 2

Folder 13

Correspondence - Received, 2012 Dec.

Box 2

Folder 14

Correspondence - Received, 2012.

Box 3

Folder 1

Correspondence - Sent, 2012 Mar.

Box 3

Folder 2

Correspondence - Sent, 2012 May.

Box 3

Folder 3

Correspondence - Sent, 2012 June.

Box 3

Folder 4

Correspondence - Sent, 2012 Sept.

Box 3

Folder 5

Correspondence - Sent, 2012 Oct.

Box 3

Folder 6

Correspondence - Sent, 2012 Nov.

Box 3

Folder 7

Correspondence - Received, 2013 Jan.

Box 3

Folder 8

Correspondence - Received, 2013 Feb.

Box 3

Folder 9

Correspondence - Received, 2013 Mar.

Box 3

Folder 10

Correspondence - Received, 2013 Apr.

Box 3

Folder 11

Correspondence - Received, 2013 May.

Box 3

Folder 12

Correspondence - Received, 2013 June.

Box 3

Folder 13

Correspondence - Received, 2013 July.

Box 3

Folder 14

Correspondence - Received, 2013 Aug.

Box 3

Folder 15

Correspondence - Received, 2013 Sept.

Box 4

Folder 1

Correspondence - Received, 2013 Oct.

Box 4

Folder 2

Correspondence - Received, 2013 Nov.

Box 4

Folder 3

Correspondence - Received, 2013 Dec.

Box 4

Folder 4

Correspondence - Sent, 2013.

Box 4

Folder 5

Correspondence - General Assembly, 2013.

Box 4

Folder 6

Correspondence - House of Delegates, 2013 Feb.

Box 4

Folder 7

Series II. Invitations, 2010-2014.

Boxes 5-7 (box)

Extent

Extent: 3 boxes (1.05 cubic feet).

Scope and Content

Invitations, 2010-2014, are housed in 3 boxes and are arranged chronologically. These original invitations often indicate whether or not the request for attendance was accepted or denied.

Invitations, 2010 Jan.

Box 5

Folder 1

Invitations, 2010 Feb.

Box 5

Folder 2

Invitations, 2010 Mar.

Box 5

Folder 3

Invitations, 2010 Apr.

Box 5

Folder 4

Invitations, 2010 May.

Box 5

Folder 5

Invitations, 2010 June.

Box 5

Folder 6

Invitations, 2010 July.

Box 5

Folder 7

Invitations, 2010 Aug.

Box 5

Folder 8

Invitations, 2010 Sept.

Box 5

Folder 9

Invitations, 2010 Oct.

Box 5

Folder 10

Invitations, 2010 Nov.

Box 5

Folder 11

Invitations, 2010 Dec.

Box 5

Folder 12

Invitations, 2011 Jan.

Box 5

Folder 13

Invitations, 2011 Feb.

Box 5

Folder 14

Invitations, 2011 Mar.

Box 5

Folder 15

Invitations, 2011 Apr.

Box 5

Folder 16

Invitations, 2011 May.

Box 6

Folder 1

Invitations, 2011 June-Aug.

Box 6

Folder 2

Invitations, 2011 Sept.

Box 6

Folder 3

Invitations, 2011 Oct.

Box 6

Folder 4

Invitations, 2011 Nov.

Box 6

Folder 5

Invitations, 2011 Dec.

Box 6

Folder 6

Invitations, 2012 Jan.

Box 6

Folder 7

Invitations, 2012 Feb.

Box 6

Folder 8

Invitations, 2012 Mar.

Box 6

Folder 9

Invitations, 2012 Apr.

Box 6

Folder 10

Invitations, 2012 May.

Box 6

Folder 11

Invitations, 2012 June.

Box 6

Folder 12

Invitations, 2012 July.

Box 6

Folder 13

Invitations, 2012 Aug.

Box 6

Folder 14

Invitations, 2012 Sept.

Box 6

Folder 15

Invitations, 2012 Oct.

Box 6

Folder 16

Invitations, 2012 Nov.

Box 6

Folder 17

Invitations, 2012 Dec.

Box 6

Folder 18

Invitations, 2013 Jan.

Box 7

Folder 1

Invitations, 2013 Feb.

Box 7

Folder 2

Invitations, 2013 Mar.

Box 7

Folder 3

Invitations, 2013 Apr.

Box 7

Folder 4

Invitations, 2013 May.

Box 7

Folder 5

Invitations, 2013 June.

Box 7

Folder 6

Invitations, 2013 July.

Box 7

Folder 7

Invitations, 2013 Aug.

Box 7

Folder 8

Invitations, 2013 Sept.

Box 7

Folder 9

Invitations, 2013 Oct.

Box 7

Folder 10

Invitations, 2013 Nov.

Box 7

Folder 11

Invitations, 2013 Dec.

Box 7

Folder 12

Invitations, 2014 Jan.

Box 7

Folder 13

Series III. Executive orders and directives, 2010-2013.

Box 8

Extent

Extent: 1 box (.35 cubic feet).

Scope and Content

Executive orders and directives, 2010-2013, are housed in 1 box and are arranged by order or directive number. This series includes original executive orders (1-68) and executive directives (6-7).

Executive orders (1-8), 2010.

Box 8

Folder 1

Executive orders (9-20), 2010.

Box 8

Folder 2

Executive orders (21-30), 2010.

Box 8

Folder 3

Executive orders (31-43), 2011.

Box 8

Folder 4

Executive orders (44-57), 2012.

Box 8

Folder 5

Executive orders (58-68), 2013.

Box 8

Folder 6

Directives (6-7), 2010-2013.

Box 8

Folder 7

Series IV. Proclamations, 2010-2013.

Box 9

Extent

Extent: 1 box (.35 cubic feet).

Scope and Content

Proclamations, 2010-2013, are housed in 1 box and are arranged chronologically. This series is incomplete and only includes the five proclamations listed below.

Virginia Day of Prayer, 2010 May 6.

Box 9

Folder 1

Virginia Tech Remembrance Day, 2010 Apr 16.

Box 9

Folder 2

Rescue Squad and Emergency Medical Services Week, 2010 May 16-22.

Box 9

Folder 3

Memorial Day, 2010 May 31.

Box 9

Folder 4

A Day of Service, 2013 Sept 15-29.

Box 9

Folder 5

Series V. Special project and subject files, 2010-2013.

Boxes 10-12 (box)

Extent

Extent: 3 boxes (1.05 cubic feet).

Scope and Content

Special event and subject files, 2010-2013, are housed in 3 boxes and are arranged alphabetically. This series contains a variety of files pertaining to Cabinet meetings, decision making, events, and special projects involving the Office of the Secretary of the Commonwealth, and may include correspondence, agendas, briefings, financial statements, meeting records, memoranda, presentations, and reports, as well as conference and research materials.

Absolute pardons granted, 1966-2005.

Box 10

Folder 1

Cabinet meeting agendas, 2011 Dec-2013.

Box 10

Folder 2

Cabinet retreat, 2011; 2012.

Box 10

Folder 3

Cabinet Swearing-in, 2010 Jan 24.

Box 10

Folder 4

Campaign Seal rules, 2011.

Box 10

Folder 5

China Alliance International Holding Group (MOU), 2011.

Box 10

Folder 6

Decision tracking sheets, 2010 June-Dec.

Box 10

Folder 7

Decision tracking sheets, 2011 Jan-May.

Box 10

Folder 8

Electoral College, 2012 Dec 17.

Box 10

Folder 9

Electoral College - Electors for President and Vice President (Official results), 2012.

Box 10

Folder 10

Emerging Leaders Program (Sorenson Institute for Political Leadership), 2012.

Box 10

Folder 11

Events, 2012.

Box 10

Folder 12

Events, 2013.

Box 10

Folder 13

Financial statements (Support Services), 2010 June-Nov.

Box 10

Folder 14

Financial statements (Support Services), 2011-2013.

Box 10

Folder 15

First House: Two Centuries with Virginia's First Families, 2012 Oct 11.

Box 10

Folder 16

George Mason University Social Enterprise graduating class, 2012 July 26.

Box 10

Folder 17

Governor's Cabinet Exercise, 2010.

Box 10

Folder 18

Governor's Decision Requests, 2013.

Box 10

Folder 19

Governor's license plates, 2010.

Box 11

Folder 1

Governor's proposed amendments to the 2010-2012 Budget - Briefing, 2010 Dec.

Box 11

Folder 2

Governor's proposed amendments to the 2012-2014 Budget - Briefing, 2012 Dec.

Box 11

Folder 3

Kairos Prison Ministry, 2012.

Box 11

Folder 4

LEAD VA - Board of Directors Information Notebook, 2010.

Box 11

Folder 5

LEAD VA - Board of Directors meeting, 2010 Apr.

Box 11

Folder 6

Legislative session, 2011.

Box 11

Folder 7

LG Electronics (MOU), 2011.

Box 11

Folder 8

National Association of Secretaries of State, 2010-2011.

Box 11

Folder 9

Opinions, 2011-2012.

Box 11

Folder 10

Procedures, 2010-2011.

Box 11

Folder 11

Social Entrepreneurship, 2011-2012.

Box 11

Folder 12

State of Region (Hampton Roads), 2012.

Box 12

Folder 1

State of the Union response, 2010.

Box 12

Folder 2

Technology contracts, 2012.

Box 12

Folder 3

Technology upgrades, 2010.

Box 12

Folder 4

Veterans / Voting, undated.

Box 12

Folder 5

Video consent forms, 2013.

Box 12

Folder 6

VA Adopts: Campaign for 1000 - Kick-off event briefing, 2013 May 17.

Box 12

Folder 7

VA Adopts: Campaign for 1000 - Meeting materials, 2013.

Box 12

Folder 8

VA Adopts: Campaign for 1000 - Plan, 2013.

Box 12

Folder 9

VA Adopts: Campaign for 1000 - Press release and remarks, 2013 May.

Box 12

Folder 10

Virginia Code Commission, 2013.

Box 12

Folder 11

Virginia Commission for the Arts, 2012.

Box 12

Folder 12

Virginia Disaster Relief Fund, 2011-2012.

Box 12

Folder 13

Virginia Information Technologies Agency (MOU), 2012.

Box 12

Folder 14

Virginia Military Institute, 2012.

Box 12

Folder 15

Water Missions International, undated.

Box 12

Folder 16

Series VI. Weekly reports, 2010-2011.

Boxes 13-15 (box)

Extent

Extent: 3 boxes (1.05 cubic feet).

Scope and Content

Weekly reports, 2010-2011, are housed in 3 boxes and are arranged chronologically. These weekly reports to the Secretary of the Commonwealth provide updates on activities, significant/hot topic issues, progress, pending decisions, and statistics related to various functions within the Office. Department/functions include Community Relations, Conflict of Interest, Lobbyist, Notary/Authentication, Pardons/Extradition, Restoration of Rights, and Service of Process. Also includes weekly Cabinet reports to the Governor covering significant issues for each secretariat, 2010 Feb-May.

Weekly reports, 2010 Feb 1.

Box 13

Folder 1

Weekly reports, 2010 Feb 10.

Box 13

Folder 2

Weekly reports, 2010 Feb 17.

Box 13

Folder 3

Weekly reports - Cabinet, 2010 Feb 19.

Box 13

Folder 4

Weekly reports, 2010 Feb 24.

Box 13

Folder 5

Weekly reports - Cabinet, 2010 Feb 26.

Box 13

Folder 6

Weekly reports, 2010 Mar 3.

Box 13

Folder 7

Weekly reports - Cabinet, 2010 Mar 5.

Box 13

Folder 8

Weekly reports, 2010 Mar 10.

Box 13

Folder 9

Weekly reports - Cabinet, 2010 Mar 11.

Box 13

Folder 10

Weekly reports, 2010 Mar 17.

Box 13

Folder 11

Weekly reports - Cabinet, 2010 Mar 19.

Box 13

Folder 12

Weekly reports, 2010 Mar 24.

Box 13

Folder 13

Weekly reports, 2010 Mar 31.

Box 13

Folder 14

Weekly reports, 2010 Apr 7.

Box 13

Folder 15

Weekly reports - Cabinet, 2010 Apr 9.

Box 13

Folder 16

Weekly reports, 2010 Apr 14.

Box 13

Folder 17

Weekly reports, 2010 Apr 21.

Box 13

Folder 18

Weekly reports - Cabinet, 2010 Apr 23.

Box 13

Folder 19

Weekly reports, 2010 Apr 28.

Box 13

Folder 20

Weekly reports, 2010 May 5.

Box 13

Folder 21

Weekly reports - Cabinet, 2010 May 7.

Box 13

Folder 22

Weekly reports, 2010 May 12.

Box 13

Folder 23

Weekly reports - Cabinet, 2010 May 14.

Box 13

Folder 24

Weekly reports, 2010 May 19.

Box 13

Folder 25

Weekly reports - Cabinet, 2010 May 21.

Box 13

Folder 26

Weekly reports, 2010 May 26.

Box 13

Folder 27

Weekly reports, 2010 June 2.

Box 13

Folder 28

Weekly reports, 2010 June 9.

Box 13

Folder 29

Weekly reports, 2010 June 17.

Box 13

Folder 30

Weekly reports, 2010 June 23.

Box 13

Folder 31

Weekly reports, 2010 June 30.

Box 13

Folder 32

Weekly reports, 2010 July 7.

Box 14

Folder 1

Weekly reports, 2010 July 21.

Box 14

Folder 2

Weekly reports, 2010 July 28.

Box 14

Folder 3

Weekly reports, 2010 Aug 11.

Box 14

Folder 5

Weekly reports, 2010 Aug 18.

Box 14

Folder 6

Weekly reports, 2010 Aug 25.

Box 14

Folder 7

Weekly reports, 2010 Sept 1.

Box 14

Folder 8

Weekly reports, 2010 Sept 8.

Box 14

Folder 9

Weekly reports, 2010 Sept 22.

Box 14

Folder 10

Weekly reports, 2010 Sept 29.

Box 14

Folder 11

Weekly reports, 2010 Oct 6.

Box 14

Folder 12

Weekly reports, 2010 Oct 13.

Box 14

Folder 13

Weekly reports, 2010 Oct 20.

Box 14

Folder 14

Weekly reports, 2010 Oct 27.

Box 14

Folder 15

Weekly reports, 2010 Nov 3.

Box 14

Folder 16

Weekly reports, 2010 Nov 10.

Box 14

Folder 17

Weekly reports, 2010 Nov 17.

Box 14

Folder 18

Weekly reports, 2010 Dec 1.

Box 14

Folder 19

Weekly reports, 2010 Dec 8.

Box 14

Folder 20

Weekly reports, 2010 Dec 15.

Box 14

Folder 21

Weekly reports, 2011 Jan 5.

Box 14

Folder 22

Weekly reports, 2011 Jan 12.

Box 14

Folder 23

Weekly reports, 2011 Jan 19.

Box 14

Folder 24

Weekly reports, 2011 Jan 26.

Box 14

Folder 25

Weekly reports, 2011 Feb 2.

Box 14

Folder 26

Weekly reports, 2011 Feb 9.

Box 14

Folder 27

Weekly reports, 2011 Feb 16.

Box 14

Folder 28

Weekly reports, 2011 Feb 23.

Box 14

Folder 29

Weekly reports, 2011 Mar 3.

Box 14

Folder 30

Weekly reports, 2011 Mar 9.

Box 14

Folder 31

Weekly reports, 2011 Mar 16.

Box 14

Folder 32

Weekly reports, 2011 Mar 23.

Box 14

Folder 33

Weekly reports, 2011 Mar 30.

Box 14

Folder 34

Weekly reports, 2011 Apr 6.

Box 15

Folder 1

Weekly reports, 2011 Apr 13.

Box 15

Folder 2

Weekly reports, 2011 Apr 20.

Box 15

Folder 3

Weekly reports, 2011 Apr 27.

Box 15

Folder 4

Weekly reports, 2011 May 4.

Box 5

Folder 5

Weekly reports, 2011 May 11.

Box 15

Folder 6

Weekly reports, 2011 May 18.

Box 15

Folder 7

Weekly reports, 2011 May 25.

Box 15

Folder 8

Weekly reports, 2011 June 1.

Box 15

Folder 9

Weekly reports, 2011 June 8.

Box 15

Folder 10

Weekly reports, 2011 June 15.

Box 15

Folder 11

Weekly reports, 2011 June 22.

Box 15

Folder 12

Weekly reports, 2011 June 29.

Box 15

Folder 13

Weekly reports, 2011 July 7.

Box 15

Folder 14

Weekly reports, 2011 July 20.

Box 15

Folder 15

Weekly reports, 2011 July 27.

Box 15

Folder 16

Weekly reports, 2011 Aug 3.

Box 15

Folder 17

Weekly reports, 2011 Aug 10.

Box 15

Folder 18

Weekly reports, 2011 Aug 24.

Box 15

Folder 19

Weekly reports, 2011 Aug 31.

Box 15

Folder 20

Weekly reports, 2011 Sept 7.

Box 15

Folder 21

Weekly reports, 2011 Sept 14.

Box 15

Folder 22

Weekly reports, 2011 Sept 21.

Box 15

Folder 23

Weekly reports, 2011 Sept 28.

Box 15

Folder 24

Weekly reports, 2011 Oct 5.

Box 15

Folder 25

Weekly reports, 2011 Oct 12.

Box 15

Folder 26

Weekly reports, 2011 Oct 19.

Box 15

Folder 27

Weekly reports, 2011 Oct 26.

Box 15

Folder 28

Weekly reports, 2011 Nov 2.

Box 15

Folder 29

Weekly reports, 2011 Nov 16.

Box 15

Folder 30

Weekly reports, 2011 Dec 7.

Box 15

Folder 31

Weekly reports, 2011 Dec 14.

Box 15

Folder 32