

A Guide to the Secretary of the Commonwealth, Administrative papers, 1897-1906

Secretary of the Commonwealth, Administrative papers, 1897-1906
1897-1906

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History

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Title Statement

A Guide to the Secretary of the Commonwealth, Administrative papers, 1897-1906

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Descriptive Summary

Accession number

24960

Language

English

Physical Characteristics

1.75 cubic feet.

Physical Location

State Records Collections, Secretary of the Commonwealth (Record Group 13).

Repository

Library of Virginia

Administrative Information

Access Restrictions

There are no restrictions.

Use Restrictions

There are no restrictions.

Acquisition Information

Transferred from the Office of the Secretary of the Commonwealth on May 18, 1959.

Preferred Citation

Virginia Secretary of the Commonwealth, Administrative papers, 1897-1906. Accession 24960, State Records Collection, The Library of Virginia, Richmond, Virginia.

Biographical/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. The Secretary has an Executive assistant and an Assistant who is in charge of prison mail and research duties. The Chief Clerk is responsible for the Governor's Journal and extraditions and acts as general office manager. Major activities are: serving as ex officio Secretary to the Governor; serving as the 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 lobbyist, 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 Information

These records contain the general administrative papers from the Office of the Secretary of the Commonwealth. Included is general correspondence, gubernatorial proclamations, one pardon, and other materials. This collection has only a portion of the correspondence, as evidenced by much of the alphabet in the correspondents. The location of the other correspondence is unknown.

Arrangement

Arrangement

Each series is arranged alphabetically.

Organization

Organized into three series: Series I. General correspondence, 1900-1903; Series II. Gubernatorial

Contents List

Series I: General correspondence, 1900-1903

Arrangement

Arranged alphabetically by correspondent.

General correspondence: Bla, 1900-1903

Box 1

Folder 1

General correspondence: Ble-Blo, 1900-1903

Box 1

Folder 2

General correspondence: Blu-Bog, 1901-1903

Box 1

Folder 3

General correspondence: Boh-Bol, 1900-1903

Box 1

Folder 4

General correspondence: Bom-Bor, 1900-1903

Box 1

Folder 5

General correspondence: Bos-Boz, 1900-1903

Box 1

Folder 6

General correspondence: Bra, 1901-1903

Box 1

Folder 7

General correspondence: Bre, 1900-1902

Box 1

Folder 8

General correspondence: Bri, 1901-1903

Box 1

Folder 9

General correspondence: Bro, 1900-1903

Box 1

Folder 10

General correspondence: Brown, 1900-1902

Box 1

Folder 11

General correspondence: Bru-Bry, 1900-1903

Box 1

Folder 12

General correspondence: Bua-Buc, 1900-1903

Box 1

Folder 13

General correspondence: Bud-Bul, 1900-1903

Box 1

Folder 14

General correspondence: Bum-Bur, 1900-1903

Box 1

Folder 15

General correspondence: Bus-Buz, 1900-1902

Box 1

Folder 16

General correspondence: By, 1902-1903

Box 1

Folder 17

General correspondence: Caa-Cam, 1900-1901

Box 1

Folder 18

General correspondence: Can-Car, 1900-1903

Box 1

Folder 19

General correspondence: Cas-Caz, 1900-1903

Box 1

Folder 20

General correspondence: Cea-Cez, 1900-1903

Box 1

Folder 21

General correspondence: Ch, 1900-1903

Box 1

Folder 22

General correspondence: Ci-Cl, 1900-1903

Box 1

Folder 23

General correspondence: Clark, Clarke, 1900-1903

Box 1

Folder 24

General correspondence: Coa-Cok, 1900-1903

Box 1

Folder 25

General correspondence: Col-Com, 1900-1903

Box 1

Folder 26

General correspondence: Con, 1900-1903

Box 1

Folder 27

General correspondence: Coo, 1901-1903

Box 1

Folder 28

General correspondence: Cop-Cor, 1900-1903

Box 1

Folder 29

General correspondence: Cos-Coz, 1900-1903

Box 1

Folder 30

General correspondence: Cro, 1900-1903

Box 2

Folder 1

General correspondence: Cua-Cum, 1900-1903

Box 2

Folder 2

General correspondence: Cun-Cz, 1900-1903

Box 2

Folder 3

General correspondence: Sm, 1901-1903

Box 2

Folder 4

General correspondence: Smith, A-Smith, D, 1900-1903

Box 2

Folder 5

General correspondence: Smith, E-Smith, I, 1900-1903

Box 2

Folder 6

General correspondence: Smith, J-Smith, N, 1900-1903

Box 2

Folder 7

General correspondence: Smith, O-Smith, S, 1901-1903

Box 2

Folder 8

General correspondence: Smith, T-Smith, Z, 1900-1903

Box 2

Folder 9

General correspondence: Sn, 1900-1903

Box 2

Folder 10

General correspondence: So, 1900-1903

Box 2

Folder 11

General correspondence: Sp, 1900-1903

Box 2

Folder 12

General correspondence: St (Saint), 1900-1902

Box 2

Folder 13

General correspondence: Sta, 1900-1903

Box 2

Folder 14

General correspondence: Ste, 1900-1903

Box 2

Folder 15

General correspondence: Stevens-Stewart, 1900-1902

Box 2

Folder 16

General correspondence: Sti-Sto, 1900-1903

Box 2

Folder 17

General correspondence: Str, 1900-1903

Box 2

Folder 18

General correspondence: Stu-Sty, 1900-1902

Box 2

Folder 19

General correspondence: Su, 1900-1903

Box 2

Folder 20

General correspondence: Sw-Sz, 1901-1903

Box 2

Folder 21

General correspondence: Taa-Tal, 1900-1902

Box 2

Folder 22

General correspondence: Tam-Tax, 1901-1903

Box 2

Folder 23

General correspondence: Tay, 1900-1903

Box 2

Folder 24

General correspondence: Te, 1900-1903

Box 2

Folder 25

General correspondence: Tho, 1900-1903

Box 2

Folder 26

General correspondence: Tia-Til, 1902-1903

Box 2

Folder 27

General correspondence: Tim-Tiz, 1900-1903

Box 2

Folder 28

General correspondence: Toa-Tol, 1900-1903

Box 2

Folder 29

General correspondence: Tom-Toz, 1900-1903

Box 2

Folder 30

General correspondence: Tra-Tri, 1900-1903

Box 2

Folder 31

General correspondence: Tro-Tup, 1900-1903

Box 2

Folder 32

General correspondence: Tur-Tuz, 1900-1903

Box 2

Folder 33

General correspondence: Tw-Ty, 1900-1903

Box 2

Folder 34

General correspondence: Ua-Uz, 1900-1903

Box 2

Folder 35

General correspondence: Va-Vy, 1900-1903

Box 2

Folder 36

Series II: Gubernatorial Proclamations, 1903-1904

Arrangement

Arranged alphabetically by folder title.

Quarantine Proclamation (Cattle), 1904 February 1

Box 4

Folder 1

Quarantine Proclamation (Cattle), Correspondence, 1904

Box 2

Folder 37

Thanksgiving Proclamation, 1903 November 11

Box 2

Folder 38

Woodward back to SC, n.d.

Box 4

Folder 2

Series III: Other materials, 1897-1906

Arrangement

Arranged alphabetically by folder title.

Bond notices for notary publics, by jurisdiction, 1900-1904

Box 3

Folder 1

Bond notices for state government employees, 1898-1906

Box 3

Folder 2

Correspondence with state libraries regarding Virginia State Documents, 1904

Box 2

Folder 39

Pardons: William Kemp, 1897

Box 3

Folder 3