

A Guide to the Correspondence and subject files of the Office of the State Archivist, Library of Virginia, 1924-2009.

Correspondence and subject files of the Office of the State Archivist, Library of Virginia,
1924-2009.

A Collection in the Library of Virginia 33121, 33688, 35138, 45378, 52643, 53364

Library of Virginia

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Processed by: Staff.

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Descriptive Summary

Unit ID

33121, 33688, 35138, 45378, 52643, 53364

Unit Date

1924-2009.

Creator

Library of Virginia. Office of the State Archivist

Extent

19.5 cu. ft. (21 boxes)

Repository

The Library of Virginia

Administrative Information

Access Restrictions

There are no access restrictions.

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 and subject files of the Office of the State Archivist, Library of Virginia, [please note specific dates and accessions used], State government records collection, The Library of Virginia, Richmond, Virginia.

Arrangement

Arranged alphabetically.

Historical Information

For many years, The Library of Virginia had no definitive home. Valuable early records were kept at Jamestown as early as 1676 and were then moved to the College of William and Mary for a brief period at the century's end. By 1780, extant records were moved to the Capitol in Richmond. Coincidentally, in 1779, the Virginia General Assembly was presented among its legislation, "A Bill for Establishing a Public Library" drawn up by Thomas Jefferson. The bill provided for 2000 pounds yearly to be expended to maintain a State Library in Richmond. The facility was to be a reference library only without books being lent for home use. Perhaps ahead of its time, the bill failed to pass.

The Virginia State Library was created by an act passed by the General Assembly on January 23, 1823, to establish a public library with funds derived from the sale of William W. Hening's *THE STATUTES AT LARGE*. From 1823 to 1828, the Library was under the control of the governor and council. In 1828, the General Assembly created a joint committee on the library (located in a room in the southeastern corner of the Capitol) to oversee its administration. Use of the State Library was restricted to members of the state government in a policy that continued until at least 1856. The Secretary of the Commonwealth served *ex officio* as state librarian from 1832 to 1903.

The growth of the State Library was somewhat erratic. Book holdings increased from 1,313 in 1828 to 17,480 in 1856. Lack of funds and politics frequently intermingled to slow library development. General W.H. Richardson, State Librarian in 1852, became embroiled in an effort to remove him "to make way for some politician of democratic principles." At the close of Reconstruction, Dr. George William Bagby, then State Librarian, was terminated and his position abolished at the hands of Readjusters.

Eventually, on May 15, 1903, the General Assembly passed an act that created a library board to administer the library, authorized the deposit of public records in the library, provided for the publication of historical records by the library, and established a library fund for the purchase of books and private papers. The Library Board, which was responsible for naming the State Librarian, was itself appointed by the Board of Education. The General Assembly passed an act on March 29, 1944, transferring the power to appoint the Library Board to the governor.

While many public records somehow survived the Commonwealth's early years, many losses occurred due to fires, the ravages of war and negligence. When the library was moved, for example, in 1895 to a building separate from the Capitol, "chutes were constructed from the upper story of the Capitol to facilitate the delivery of books to the wagons of the junk dealer who had bought them." The move was poorly planned and the library's contents suffered great loss at the hands of those very authorities assigned to protect them.

The new facility quickly was found to be inadequate and efforts were made both in 1910 and 1920 to construct a proper building for the State Library and its collections. Ground was broken for this facility on December 7, 1938. At last, on December 23, 1940, the newly completed Virginia State Library was opened to the public.

The Virginia State Library adopted the name, the Virginia State Library and Archives, in early 1987 to more adequately reflect its mission and purpose today. In July 1, 1994 the name was changed to The Library of Virginia.

Scope and Content

Correspondence and subject files of the Office of the State Archivist, Library of Virginia, 1938-2009, document the development and management of the archival and records management programs at the Library of Virginia. These records may include correspondence, articles, brochures, budget documentation, legislation, memoranda, minutes, pamphlets, presentations, procedures, programs, publications, reports and studies.

Arrangement

This collection is arranged into the following sections:

- Correspondence and subject files, 1924-2009

Contents List

Correspondence with the Society of American Archivists (Accession 33121), 1951, 1970-1980.

Boxes 1 (box)

Extent

Extent: .25 cubic feet (1 box).

Scope and Content

Correspondence with the Society of American Archivists, 1951, 1970-1980, includes correspondence related to committees, conferences, and training, among other topics. Also includes brochures, conference and training materials, and reports.

Correspondence, 1951, 1970-1974.

Box 1

Correspondence, 1975.

Box 1

Correspondence, 1976.

Box 1

Correspondence, 1977.

Box 1

Correspondence, 1978-1980.

Box 1

Correspondence and subject files (Accession 33688), 1924-1988.

Boxes 1-7 (box)

Extent

Extent: 7 cubic feet (7 boxes).

Scope and Content

Correspondence and subject files, 1924-1988, were retained by several different State Archivists, based on the wide date range of material. Included are files pertaining to accessioning procedures, projected library expansion, microfilm projects, and records management, as well as information on various library and history associations and institutions, Colonial Williamsburg, consultants, publications, governmental legislation, and annual report figures. May includes, but is not limited to: articles, brochures, correspondence, legislation, newsletters, presentations, procedures, programs, publications, reports and studies.

Accessioning procedures, 1973.

Box 1

Active agency schedules, 1980-1982.

Box 1

Administrative Management Society, 1979.

Box 1

Administrative Process Act, 1984.

Box 1

Affirmative Action, 1978.

Box 1

Air conditioning, 1984.

Box 1

American Antiquarian Society 1968, 1968.

Box 1

American College of Heraldry, Journal of, 1973-1976.

Box 1

American Institute of Architects Foundation (James and Dolley Madison exhibit), 1977.

Box 1

American Library Association, 1975-1978.

Box 1

American Political Items Collection, 1974.

Box 1

Appraisal, Archives, 1978.

Box 1

Archives Branch - Annual Report, 1978-1979.

Box 1

Archives and Records Branch - Annual Report, 1982-1983.

Box 1

Archives and Records Branch - Annual Report, 1983-1984.

Box 1

Archives - Other countries, 1977-1979.

Box 1

Archives - Reorganization, 1979-1980.

Box 1

Archives - Surplus property, 1971-1982.

Box 1

Archives - Visitors, 1966-1976.

Box 1

Association for the Preservation of Virginia Antiquities, 1972-1986.

Box 1

Association of Canadian Archivists - Bulletins, 1976-1979.

Box 1

Association of Commonwealth Attorneys, 1975-1976.

Box 1

Association of County Administrators, 1975.

Box 1

Automated systems, 1983.

Box 1

Bicentennial, 1976-1979.

Box 1

Biographical Register, 1981.

Box 1

Blue Book, 1983.

Box 1

Board of Public Works Inventory, 1978-1981.

Box 1

Bookmobile, 1977.

Box 1

Bookwork and Silverfish, 1977-1978.

Box 1

British Library, 1976.

Box 1

Brochures - Samples, undated.

Box 1

Building - Archives Division - Areas in use, 1966-1968.

Box 1

Building - Archives Division - Projected expansion, 1966-1986.

Box 1

Building - Archives Division - Specifications, plans, etc., 1938-1979.

Box 1

Business Records Corp. (formerly Hall and McChesney), 1980-1984.

Box 1

Byron Weston Company, 1973.

Box 1

Cash registers, 1984.

Box 2

Causby, Jim, 1978.

Box 2

Certification of prints, undated.

Box 2

Circuit Court Clerks, 1984.

Box 2

Circuit Court Clerks Subcommittee, 1980.

Box 2

Circuit Court forms, 1984.

Box 2

Citation - State Dept. of Labor and Industry, 1975.

Box 2

Claims - Property damage, 1977.

Box 2

College of William and Mary - Earl Gregg Swem Library, 1978-1981.

Box 2

Colonial Williamsburg, 1969-1984.

Box 2

Colonial Williamsburg, 1969-1970.

Box 2

Commonwealth Council, 1974.

Box 2

Commonwealth of Virginia Information Sciences (COVIS), 1976-1980.

Box 2

Computer Land Recording, 1978.

Box 2

Computer Study, 1984.

Box 2

Computerized Bill Status System, undated.

Box 2

Computers, 1974.

Box 2

Conferences, 1971-1974.

Box 2

Consolidated Lab testing, 1980-1982.

Box 2

Consultants, 1979-1981.

Box 2

Consultants - Herbert E. Leonard, 1978.

Box 2

Consultants - Julian L. Mims, 1977-1979.

Box 2

Continental Congress Calendar, 1983.

Box 2

Contributions, 1981.

Box 2

Copyflo, 1983.

Box 2

Correspondence, 1982.

Box 2

Correspondence, 1983.

Box 2

Correspondence, 1984.

Box 2

Cott Company, 1978-1980.

Box 2

Cott Company - Court Microfilm System, undated.

Box 2

Cresap, Ann H., 1975-1978.

Box 2

Crismond, W. R. and Co., 1981.

Box 2

Deacidification, 1976-1977.

Box 2

Dictionary of Virginia Biography, 1982.

Box 2

Dobbs Brothers Bookbinding, 1980-1981.

Box 2

Duval, Miles P. - Speakers, 1979.

Box 2

Disposal of Records, 1940-1977.

Box 2

Elimination of Legal Files (ELF), 1983.

Box 2

Fans, 1980.

Box 3

FileNet Corp. - Optical discs, 1986.

Box 3

Files survey, 1977.

Box 3

Forgeries, 1983.

Box 3

Forms Management, 1977-1978.

Box 3

Fumigation, 1973-1979.

Box 3

Future accessions, 1924-1941.

Box 3

Gaines, William H., Jr. - Correspondence, 1977-1983.

Box 3

Genealogy, 1978-1981.

Box 3

General Assembly, 1977-1982.

Box 3

Ginsberg, Louis, 1972-1978.

Box 3

Gloucester Councy Historical Committee, 1976-1979.

Box 3

Goochland County Historical Society, 1968-1978.

Box 3

Grundman, Claudia B. - Index to Cavaliers and Pioneers, 1974-1976.

Box 3

Hall and McChesney, Inc., 1973-1975.

Box 3

Historical Research in Southwest Virginia, 1975-1976.

Box 3

Historical Society of Washington County, 1974-1975.

Box 3

History Seminar, 1975-1977.

Box 3

Hollins College, 1982.

Box 3

Hugh S. Watson, Jr. Genealogical Society of Tidewater Virginia, 1975-1979.

Box 3

IBM Experimental Library Management, 1972.

Box 3

Identification numbers, 1983.

Box 3

Information Officer (Grattan), 1976-1977.

Box 3

Institute of Certified Records Managers, 1975.

Box 3

Institute of Early American History and Culture, 1966-1975.

Box 3

International Council of Archives, 1973-1976.

Box 3

Inventory, 1983-1984.

Box 3

Inventory of documents in Finance Building basement, 1978-1979.

Box 3

Inventory - State Government (1774-1783), 1976.

Box 3

Invitations, 1971-1976.

Box 3

Iowa Historical Materials Preservation Society Newsletter, 1983-1984.

Box 3

James Monroe Law Office (Museum and Memorial Library), 1986.

Box 3

Jamestown Festival Park, 1988.

Box 3

Jewish Archives, 1981-1983.

Box 3

Lamination, 1975.

Box 3

Land Office, 1962.

Box 3

Land recording systems, 1977.

Box 3

Landmark documents in Virginia History, undated.

Box 3

Lawyers Title Insurance Group, 1974.

Box 3

Lee, Robert E., 1979.

Box 3

Lee-Jackson Foundation, 1976-1977.

Box 3

Legal aspects of retention and disposition, undated.

Box 3

Legislation, 1984.

Box 3

Legislation, 1936-1984.

Box 3

Local Records Program, undated.

Box 3

Logan Gray Services, 1984.

Box 3

MacArthur Memorial, 1967-1984.

Box 3

McMurrin, Lewis A., 1974-1978.

Box 3

Machine readable records, 1984.

Box 3

Management audit for productivity, 1981.

Box 3

Maps, 1974-1984.

Box 3

Marginal releases, 1977.

Box 3

Mariners Museum, 1979.

Box 3

Marriage records, 1976-1977.

Box 3

Marshall, John, House - Papers, 1964-1983.

Box 3

Master copies, undated.

Box 3

Materials brought in but not copied, 1964-1983.

Box 3

Materials transferred to general library, 1974-1984.

Box 3

Microfilm - Billing and collecting, 1984.

Box 4

Microfilm - Care and keeping, 1972-1984.

Box 4

Microfilm - Contract, 1983.

Box 4

Microfilm - DMV and State Police, 1982-1983.

Box 4

Microfilm processing - Photo lab, 1986-1987.

Box 4

Microfilm systems, 1974-1984.

Box 4

Microfilming of public records, 1978.

Box 4

Microfilming procedures, 1977.

Box 4

Micrographics Today, 1977-1980.

Box 4

Missing documents, 1984-1986.

Box 4

Mormon film, 1976.

Box 4

Municipal Clerks Institute, 1978-1980.

Box 4

Museum of the Confederacy, 1971-1981.

Box 4

National Association of Counties, 1976.

Box 4

National Association of State Budget Officers, 1974-1978.

Box 4

National Center for State Courts, 1978-1984.

Box 4

National Center for State Courts - Records Management, 1979.

Box 4

National Conservation Advisory Council - Report, 1979.

Box 4

National Directory of State Agencies, 1978.

Box 4

National Micrographics Association, 1978-1982.

Box 4

National Society Daughters of Founders and Patriots of America, 1971.

Box 4

Newman, Samuel, 1971.

Box 4

Newport News Public Library, 1979-1982.

Box 4

Newsletters, 1976-1980.

Box 4

North American Society for Oceanic History - Newsletter, 1979-1984.

Box 4

Northeast Document Conservation Center, 1980.

Box 4

Northern Virginia Association of Historians, 1981-1984.

Box 4

O'Ferrall, Charles Triplett, 1971.

Box 4

Office of Economic Opportunity, 1980-1981.

Box 4

Offshore Claims - Address by Gov. Baliles, 1973.

Box 4

Oral history, 1973-1979.

Box 4

Pager, undated.

Box 4

People's Bicentennial Commission, 1974.

Box 4

Personal Papers Project, 1978.

Box 4

Petition Project, 1972.

Box 4

Petty, Gerald M., 1968-1971.

Box 4

Photo Lab memos, 1979-1982.

Box 4

Photofile, 1979.

Box 4

Photographs - Preservation, 1979.

Box 4

Pittman, R. Carter, 1966-1972.

Box 4

Pohlig Bros., 1979-1981.

Box 4

Preservation, 1985.

Box 4

Price, Prentiss, 1979-1980.

Box 4

Public Record Office, 1973-1977.

Box 4

Public contact skills, undated.

Box 4

Public Records Advisory Committee, 1981-1986.

Box 4

Public Records Advisory Committee - Subcommittee on Standards, 1977-1980.

Box 4

Public Works Historical Society, 1976.

Box 4

Publicity, 1970-1975.

Box 4

Questionnaires, 1976-1986.

Box 4

Rare Book Room and Vault, 1966-1970.

Box 5

Records Center, 1982-1984.

Box 5

Records Management, 1949-1976.

Box 5

Records Management - Computerization, 1984.

Box 5

Records Management - Manuals, 1949-1984.

Box 5

Records Management Services, undated.

Box 5

Records Storage - Facilities, 1983.

Box 5

Records Storage - Supreme Court Building, 1980-1984.

Box 5

Records transferred to Records Branch for Scheduling / Disposal, 1981.

Box 5

Research topics, 1984.

Box 5

Restoration, 1981-1986.

Box 5

Retention Schedules - Federal and state grant documentation, 1980.

Box 5

Richmond Civil War Package, 1980.

Box 5

Richmond County Bicentennial Commission, 1976.

Box 5

Richmond Oral History Association, 1974-1977.

Box 5

Robertson, James I., Sr., 1971-1979.

Box 5

Robinson family papers, 1976.

Box 5

Rochester Film Company, 19.

Box 5

, 1979.

Box 5

Rockingham County Historical Society, 1963.

Box 5

Rules for the Preservation of Virginia Records (Public and Otherwise), 1937.

Box 5

Sager, Inc., 1980.

Box 5

St. Mary's County Historical Society (MD), 1976.

Box 5

Salaries, 1984.

Box 5

Schedules (Private Business Records), 1974.

Box 5

Schlesinger Library (Radcliffe College), 1975-1979.

Box 5

Security, 1981.

Box 5

Servies, James, 1966.

Box 5

Sheltered Workshop, undated.

Box 5

Shelving - Supreme Court Building, 1984.

Box 5

Silvette, David, 1976.

Box 5

Smith, Howard W., Jr., 1971.

Box 5

Society of California Archivists - Newsletters, 1978-1979.

Box 5

Society of Florida Archivists - Newsletters, 1984-1985.

Box 5

Sons of Confederate Veterans, 1975.

Box 5

Sowers, Bill, and Co., 1970.

Box 5

Spindex User Network, 1980-1984.

Box 5

Stamps, 1975.

Box 5

Standards for instruments, 1977-1978.

Box 5

State Archives - Directory, 1976.

Box 5

State Archives and Records Management Terminology and Work Standards Study Program, 1982.

Box 5

State Archivist Report on the Study of Records-Keeping Procedures of Courts of Record in Virginia, 1971.

Box 5

State Archivist Report on the Records-Keeping Procedures of Counties and Cities, 1980.

Box 5

State Archivist Report on the Records-Keeping Procedures of Counties and Cities, 1981.

Box 5

State Climatologist, 1979.

Box 5

, 1978-1979.

Box 5

State Archives - Arizona, 1979.

Box 5

State Archives - Canada, 1973-1982.

Box 5

State Archives - Florida, 1972-1981.

Box 5

State Archives - Indiana, 1976-1987.

Box 5

State Archives - Kentucky, 1962-1980.

Box 5

State Archives - Nevada, 1972-1976.

Box 6

State Archives - South Carolina, 1957.

Box 6

State Archives - South Dakota, 1977-1982.

Box 6

State Archives - Tennessee, 1972-1986.

Box 6

State Archives - Vermont, 1973-1987.

Box 6

State Archives - West Indies, undated.

Box 6

State Archives - West Virginia, 1964-1979.

Box 6

State Archives - Wisconsin, 1973-1984.

Box 6

Stonewall Jackson Memorial, 1967-1978.

Box 6

Stratford College, 1975-1977.

Box 6

Stratford Hall, 1971-1973.

Box 6

Supreme Court of Virginia - Computer Utilization Study, 1979.

Box 6

Tidewater Genealogical Society, 1978-1980.

Box 6

Toronto Area Archives Group - Newsletter, 1978.

Box 6

Treasurer's Association of Virginia, 1980-1981.

Box 6

Treasurer's Office Inventory, 1976.

Box 6

Treasurer's Subcommittee of the State Public Records Advisory Committee, 1980-1981.

Box 6

Tredegar Ironworks, 1982.

Box 6

Trip reports, 1981-1982.

Box 6

Ulysses S. Grant Association - Newsletter, 1973.

Box 6

UNESCO, undated.

Box 6

United Daughters of the Confederacy, 1982.

Box 6

United States Government, 1977.

Box 6

United States Government - Administrative Service Recognition Project, 1977.

Box 6

United States Government - Agriculture, Dept. of, 1966-1971.

Box 6

United States Government - Army, 1979.

Box 6

United States Government - CETA, 19.

Box 6

United States Government - Commerce, Dept. of - Bureau of the Census, 1977.

Box 6

United States Government - Housing and Urban Development, Dept. of, 1977-1978.

Box 6

United States Government - Library of Congress, NUCMUC, 1960-1975.

Box 6

United States Government - National Archives and Records Administration - Modern Archives Institute, 1982-1984.

Box 6

United States Government - National Archives and Records Administration - Records Management, 1979.

Box 6

United States Government - National Endowment for the Humanities, 1977-1979.

Box 6

United States Government - National Gallery of Art, 1972.

Box 6

United States Government - National Park Service, 1970-1972.

Box 6

United States Government - Navy, 1959-1970.

Box 6

United States Government - Smithsonian Institution, 1962-1983.

Box 6

United States Government - Supreme Court, 1972.

Box 6

United States Government - White House Conference on Library and Information Services, 1978-1979.

Box 6

United States Government - Works Progress Administration, 1970-1977.

Box 6

U.S.S. Monitor, 1973.

Box 6

University of Richmond, 1982.

Box 6

University of Virginia - Center for Textual and Editorial Studies in Humanistic Sources, 1970-1978.

Box 6

Van Shreeven, William J., 1971-1972.

Box 6

Veterinary School, 1978-1979.

Box 6

Virginia Association of Counties, 1975.

Box 7

Virginia Baptist Historical Society, 1971-1979.

Box 7

Virginia Highway Research Council, 1973-1975.

Box 7

Virginia Historical Agencies, State Support for, 1962.

Box 7

Virginia History and Museums Federation, 1976-1980.

Box 7

Virginia Microfilm Association, 1979-1982.

Box 7

Virginia Municipal Clerks' Association, 1976-1980.

Box 7

Virginia Municipal League, 1979-1982.

Box 7

Virginia - Conventions, 1929-1972.

Box 7

Virginia Records - General, 1945-1977.

Box 7

Virginia Records - British Museum, 1948.

Box 7

Virginia Records - British Public Records Office, 1932.

Box 7

Virginia Records - College of William and Mary, 1930-1946.

Box 7

Virginia Records - Colonial Williamsburg, 1982.

Box 7

Virginia Records - Committee to Secure Copies of Records in British Depositories, 1953-1958.

Box 7

Virginia Records - English and Scottish MSS, List of F. B. Berkeley, 1952-1953.

Box 7

Virginia Records - Folger Library - Newsletter, 1971.

Box 7

Virginia Records - Fordham University, 1952-1954.

Box 7

Virginia Records - George C. Marshall Research Foundation Library, 1965-1974.

Box 7

Virginia Records - Historical Society of Pennsylvania, undated.

Box 7

Virginia Records - Huntington Library, 1928-1975.

Box 7

Virginia Records - Library of Congress, 1950.

Box 7

Virginia Records - Maryland Hall of Records, undated.

Box 7

Virginia Records - Minnesota Historical Society, 1965.

Box 7

Virginia Records - National Archives and Records Administration, undated.

Box 7

Virginia Records - New York Historical Society, 1941.

Box 7

Virginia Records - New York Public Library, 1949-1965.

Box 7

Virginia Records - North Carolina Dept. of Archives and History, 1959.

Box 7

Virginia Records - Old Dominion University, 1976.

Box 7

Virginia Records - Return of state archives (replevin), 1950.

Box 7

Virginia Records - Rosenbach Company, 1949.

Box 7

Virginia Records - Southern Historical Collection (UNC - Chapel Hill), undated.

Box 7

Virginia Records - University of Chicago Libray, 1977.

Box 7

Virginia Records - University of Michigan, 1943-1970.

Box 7

Virginia Records - University of Virginia, 1969-1974.

Box 7

Virginia Records - Valentine Museum, 1940.

Box 7

Virginia Records - Virginia Historical Society, 1971-1974.

Box 7

Virginia Records - Washington and Lee University, 1971-1983.

Box 7

Virginia Society of History Teachers, 1983.

Box 7

Virginia State Library and Archives - History, 1971-1979.

Box 7

Virginia State Library and Archives - Permission to quote, 1979-1982.

Box 7

Virginia Supplemental Retirement System, 1977.

Box 7

Webster, Daniel - Papers of, 1973.

Box 7

West Virginia Counties, 1973.

Box 7

Wiley, Bell I., 1949-1971.

Box 7

Williamson, Raymond H., 1971.

Box 7

Winchester-Frederick Historical Society, 1975-1978.

Box 7

Woodstock Museum, 1978-1979.

Box 7

Word processing survey, 1981.

Box 7

, 19.

Box 7

Memorandums (Accession 45378), 1970-1977.

Boxes 1 (box)

Extent

Extent: .25 cubic feet (1 box).

Scope and Content

Memorandums, 1970-1977, Contains memorandums issued by Louis H. Manarin as State Archivist between 1970 and 1977. Manarin issued the memorandums to archival staff, State Librarians Randolph W. Church and Donald Haynes, and others. The memos relate to will call orders, xerox machine procedures, quarterly reports, West Virginia microfilm, printing of annual reports of archival accessions, box labels, security, collections, transfer of enrolled bills, positions, and other topics.

Memorandums, 1970-1974.

Box 1

Memorandums, 1975-1977.

Box 1

Correspondence and subject files (Accession 35138), 1982-1995.

Boxes 1-3 (box)

Extent

Extent: 3 cubic feet (3 boxes).

Scope and Content

Correspondence and subject files, 1982-1995, contains records of Virginia State Archivist Dr. Louis Manarin. Includes correspondence, subject files, annual reports and quarterly reports.

Alkaline permanent paper, 1990-1992.

Box 1

Appraisers, 1982-1986.

Box 1

Archival processing inventory / Backlog Study, 1990.

Box 1

Archives and Records Division - Annual Reports, 1985-1986.

Box 1

Archives and Records Division - Annual Reports, 1986-1987.

Box 1

Archives and Records Division - Annual Reports, 1988-1989.

Box 1

Archives and Records Division - Annual Reports, 1989-1990.

Box 1

Archives and Records Division - Annual Reports, 1990-1991.

Box 1

Archives and Records Division - Annual Reports, 1991-1992.

Box 1

Archives and Records Division - Annual Reports, 1992-1993.

Box 1

Archives and Records Division - Annual Reports, 1993-1994.

Box 1

Archives and Records Division - Archives Description Section, 1989-1991.

Box 1

Archives and Records Division - Archives Space Study, undated.

Box 1

Archives and Records Division - Division Reorganization, 1989.

Box 1

Archives and Records Division - Quarterly Reports, 1982.

Box 2

Archives and Records Division - Quarterly Reports, 1984.

Box 2

Archives and Records Division - Quarterly Reports, 1985.

Box 2

Archives and Records Division - Quarterly Reports, 1986.

Box 2

Archives and Records Division - Quarterly Reports, 1987.

Box 1

Archives and Records Division - Quarterly Reports, 1988.

Box 1

Archives and Records Division - Quarterly Reports, 1989.

Box 1

Archives and Records Division - Quarterly Reports, 1990.

Box 1

Archives and Records Division - Quarterly Reports, 1991.

Box 1

Archives and Records Division - Quarterly Reports, 1992.

Box 1

Archives and Records Division - Quarterly Reports, 1993.

Box 1

Archives and Records Division - Quarterly Reports, 1994.

Box 1

Chadwyck-Healy, 1985.

Box 2

Circuit Court Records Preservation bill (HB 824), 1990.

Box 2

Circuit Court Records Presevation - Correspondence, 1990-1995.

Box 2

Circuit Court Records Preservation - Optical scanning study, 1994.

Box 2

Circuit Court Records Preservation - Standards for permanent paper, 1990-1991.

Box 3

Clarification of records management procedures, 1991.

Box 2

Clerk's Association, 1982-1988.

Box 2

Conservation and Preservation Needs Assessment - Interim Report, 1989.

Box 2

Conservation survey, 1989-1990.

Box 3

Disaster Planning, 1989.

Box 3

Disney's America, 1994.

Box 2

Disaster Planning, 1989.

Box 3

Land grants, 1986-1989.

Box 3

Preservation Needs Report, 1991.

Box 3

Public Records Act, 1994.

Box 3

Register of Regulations, 1994.

Box 3

Seal of the Commonwealth, undated

Box 3

Shirley Plantation records, 1991.

Box 3

Standards, 1986-1991.

Box 3

State Coordinated Reduction of Reporting Requirements and Paperwork (SCRRRAP), 1986-1987.

Box 3

Storage space - Finance Building, 1987 .

Box 3

United Indians of America, 1982-1987.

Box 3

Correspondence and subject files (Accession 53364), 1992-2009.

Boxes 1-2 (box)

Extent

Extent: 2 cubic feet (2 boxes).

Scope and Content

Correspondence and subject files, 1992-2009, contains records of Virginia State Archivist Conley Edwards. Includes brochures, meeting records, and reports,

Archival and Records Management Services Division - Annual report, 2008-2009.

Box 1

Archival and Records Management Services Division - Quarterly report, 2009 July-Sept.

Box 1

Articles, undated.

Box 1

Brochures - Genealogical Research at the Library of Virginia, 2002.

Box 1

Brochures - Library of Virginia, 2002.

Box 1

Budget reductions, 2002.

Box 1

Congressional testimony, 2003.

Box 1

Council of State Archivists - Board meeting, 2008 Feb.

Box 1

Council of State Archivists - Board meeting, 2009 Feb.

Box 1

Council of State Archivists - Preserving the American Historical Record Act (PAHR), 2008.

Box 1

Council of State Archivists - Representative Tom Davis, 2008 Mar.

Box 1

Digital signatures, 2000.

Box 1

DIRKS - Australian Recordkeeping Manual, 2000.

Box 1

Disaster planning, 2000-2001.

Box 1

Executive Management Retreat, 2008 July.

Box 1

Executive Privilege, 2001-2004.

Box 1

Freedom of Information Act Advisory Council - Advisory opinion on Governor's working paper exemption, 2004.

Box 1

Friends of the Archives, 2008.

Box 1

Friends of the Archives, 2009.

Box 1

Fry-Jefferson Map Society, 2007.

Box 1

Imaging Services Status Report, 2001.

Box 1

Lexington News Gazette, 2009.

Box 1

Library of Virginia, 1992-2005.

Box 1

Library of Virginia - Board meeting, 2006 Jan.

Box 1

Library of Virginia - Board meeting, 2008 Jan.

Box 1

Library of Virginia - Board meeting, 2008 Mar.

Box 1

Library of Virginia - Board meeting, 2008 June.

Box 1

Library of Virginia - Board meeting, 2008 Sept.

Box 1

Library of Virginia - Board meeting, 2008 Nov.

Box 1

Library of Virginia - Board meeting, 2009 Jan.

Box 1

Library of Virginia - Board meeting, 2009 Mar.

Box 1

Library of Virginia - Board meeting, 2009 June.

Box 1

Library of Virginia Orientation Video, 2004.

Box 2

National Historical Publications and Records Commission - SNAP Grants, 2009.

Box 2

Pamphlets - A Guide to the Virginia Public Records Act, 2006.

Box 2

Pamphlets - Your Responsibility for Public Records, 2004.

Box 2

Records Management Oversight Committee meeting, 2008 Jan.

Box 2

Records Management Oversight Committee meeting, 2008 Mar.

Box 2

Records Management Oversight Committee meeting, 2008 May.

Box 2

Records Management Oversight Committee meeting, 2008 July.

Box 2

Records Management Oversight Committee meeting, 2008 Sept.

Box 2

Records Management Oversight Committee meeting, 2008 Nov.

Box 2

Records Management Oversight Committee meeting, 2009 Jan.

Box 2

Records Management Oversight Committee meeting, 2009 Mar.

Box 2

Records Management Oversight Committee meeting, 2009 May.

Box 2

Records Management Oversight Committee meeting, 2009 July.

Box 2

Replevin, 1992-2006.

Box 2

Retro Players, 2003.

Box 2

Richmond Region Emergency Support Team, 2007.

Box 2

Southern Governor's Association "This Southern Century, 1934-2009", 2009.

Box 2

State Historical Records Advisory Board, 2006-2009.

Box 2

State Records Center - Archives Pod, 2001-2002.

Box 2

State Records Center - Money Report, 2002.

Box 2

Virginia Museum of Fine Arts, 2001-2004.

Box 2

Virginia Museum of Fine Arts, 2002-2006.

Box 2

Virginia Newspaper Project, 2002-2008.

Box 2

Virginia Sesquicentennial of the American Civil War Commission, 2006.

Box 2

Virginia Sesquicentennial of the American Civil War Commission, 2008-2009.

Box 2

Correspondence and subject files (Accession 52643), 1927-2009.

Boxes 1-7 (box)

Extent

Extent: 7 cubic feet (7 boxes).

Scope and Content

Correspondence and subject files, 1927-2009, contain records of Virginia State Archivist Conley Edwards. Includes annual and quarterly reports of the Archives and Records Management Services (ARMS) Division, meeting files, and topics including budgeting, conferences, Elderhostel program, strategic planning.

Archival and Records Management Services Division - Budget, 2007-2008.

Box 1

Archival and Records Management Services Division - Annual report, 2004-2005.

Box 1

Archival and Records Management Services Division - Annual report, 2006-2007.

Box 1

Archival and Records Management Services Division - Annual report, 2007-2008.

Box 1

Archival and Records Management Services Division - Quarterly reports, 2007 July-Sept.

Box 1

Archival and Records Management Services Division - Quarterly reports, 2007 Oct-Dec.

Box 1

Archival and Records Management Services Division - Quarterly reports, 2008 Jan-Mar.

Box 1

Archival and Records Management Services Division - Quarterly reports, 2008 July-Sept.

Box 1

Archival and Records Management Services Division - Quarterly reports, 2008 Oct-Dec.

Box 1

Archival and Records Management Services Division - Quarterly reports, 2009 Jan-Mar.

Box 1

Archives Week, 2006.

Box 1

Archives Month, 2007.

Box 1

Archives Month, 2008.

Box 1

Archives Preservation Task Force - Reports, etc., 1991.

Box 2

Barter Theater, 1996-2004.

Box 2

Budget decision packages, 2006.

Box 1

Budget reduction, 2003-2004.

Box 1

Dan River Mills, 2007.

Box 2

Elderhostel Program, 1997.

Box 1

Elderhostel Program, 1998.

Box 1

Elderhostel Program, 2001.

Box 1

Elderhostel Program, 2002.

Box 1

Elderhostel Program, 2002-2003.

Box 1

Elderhostel Program, 2007-2008.

Box 1

Freedmen's Bureau Project (GSU), 1995-2008.

Box 2

Genealogy Room, 1987-1988.

Box 2

Governor Wilder papers, 1996.

Box 2

Governor's papers, 1978-1981.

Box 2

Library of Congress - Civil War maps, 201-2002.

Box 2

Library of Congress - Request for loan, 1998.

Box 2

Reorganization of the Library of Virginia - Senate document 31 and Annual report, 1999.

Box 1

Meetings and conferences: NGS, Baltimore, 1993.

Box 1

Meetings and conferences: County Clerks Association, Lynchburg, 1996 Feb 29.

Box 1

Meetings and conferences: MARAC, Alexandria, 1996 Mar 15.

Box 1

Meetings and conferences: MARAC, Charlottesville, 1997 May 2.

Box 1

Meetings and conferences: University of Richmond - Organization of Information, 1997 Oct 29.

Box 1

Meetings and conferences: SAA Annual meeting, 2001.

Box 1

Meetings and conferences: VAGARA, Hampton, 2001 Nov.

Box 1

Meetings and conferences: Hurricane Conference, 2006.

Box 2

Meetings and conferences: VITA Partnership training, 2006 Apr 12.

Box 1

Meetings and conferences: COVITS, Roanoke, 2006 Sept 11-12.

Box 1

Meetings and conferences: COSA - Emergency Preparedness (IPER), 2006-2008.

Box 2

Meetings and conferences: VITA, 2007 Oct 9.

Box 1

Meetings and conferences: MARAC, Williamsburg, 2007 Nov.

Box 1

Meetings and conferences: Office of the Attorney General Education Section, 2008 Mar 11.

Box 1

Meetings and conferences: Local Government Attorneys, 2008 Apr 25.

Box 1

Meetings and conferences: Federal News Radio, 2008 July 9.

Box 1

Microfilm: Utah Genealogical Society - LDS microfilm duplication, 2003.

Box 2

Microfilm: Mormon microfilm duplication, 2004.

Box 2

New Building: Library and Archvies, 1991.

Box 2

New Building: Pre-planning justification, 1987.

Box 2

New Building: Priority list for transfer, undated.

Box 2

Presentation: Managing Records, 2006.

Box 2

Presentation: COSA Blue Ribbon Panel, 2006.

Box 2

Presentation: Essential Records (IPEP), 2008.

Box 2

Regulations: Mandate regarding social security numbers, 2002-2006.

Box 2

Regulations: Destruction of records containing social security numbers, 2007.

Box 2

Reports, 1984-1986.

Box 1

Reports, 1987-1990.

Box 1

Reports, 1995-1997.

Box 1

Reports, 1998-2002.

Box 1

Reports, 2003-2005.

Box 1

Slattern, Richard, 1990-1992.

Box 2

Strategic planning, 2005.

Box 1

Tensions between archivists and genealogists, 1997.

Box 2

Theft from collection, 1990.

Box 2

Library of Virginia