

1 VIRGINIA ACTS OF ASSEMBLY — CHAPTER

2 *An Act to amend and reenact § 2.2-402 of the Code of Virginia, relating to annual report of the*
3 *Secretary of the Commonwealth; organizational chart of state government.*

4 [H 465]

5 Approved

6 **Be it enacted by the General Assembly of Virginia:**7 **1. That § 2.2-402 of the Code of Virginia is amended and reenacted as follows:**

8 § 2.2-402. Keeper of seals of Commonwealth; duties generally.

9 A. The Secretary of the Commonwealth shall (i) be keeper of the seals of the Commonwealth; (ii)
10 keep a record of all executive acts, arrange and preserve all records and papers belonging to the
11 executive branch of state government; (iii) be charged with the clerical duties of that department; and
12 (iv) render to the Governor, in the dispatch of executive business, such services as he requires. The
13 Secretary of the Commonwealth shall record or register all papers or documents required by law to be
14 registered or recorded in his office, and, when required, furnish a copy of any record in his office under
15 the seal of the Commonwealth.

16 B. The Secretary of the Commonwealth may authenticate records of any court of the Commonwealth
17 and of any department of the government. He shall keep a register of all city, incorporated town,
18 county, and district officers, and, when required, give a certificate of the election and qualification of
19 any such officer.

20 C. The Secretary of the Commonwealth shall make an annual report to the Governor, identifying the
21 following: (a) the boards of visitors of all public institutions, and other boards appointed by the
22 Governor; (b) all commissions issued under appointments made by the Governor, except commissions to
23 notaries public; (c) all departments, boards, councils, commissions, and other collegial bodies created in
24 the executive branch of state government; and (d) such other matters as the Governor requires.

25 *The annual report shall also include:*

26 1. *An organizational chart of state government that (i) identifies each agency, department, and*
27 *institution of state government and (ii) contains a brief description of the duties of each agency,*
28 *department, and institution. The Secretary of the Commonwealth may include such other information in*
29 *the organizational chart as the Secretary deems appropriate. Annually, the Secretary shall make such*
30 *revisions to the organizational chart as are necessary to ensure its accuracy. The organizational chart*
31 *shall be posted on the Commonwealth's website; and*

32 2. *Information and photographs of the members of the General Assembly; these materials shall be*
33 *maintained for the Secretary's use in the annual report by the Clerks of the House of Delegates and the*
34 *Senate.*

35 The reports shall be transmitted by the Governor to the General Assembly, printed as other annual
36 reports are printed, bound in a separate volume, and disposed of according to law.

37 D. The Secretary of the Commonwealth shall collect all fees described in § 2.2-409, and all other
38 fees of office and commissions, accruing and pay them into the state treasury.

39 ~~The Secretary of the Commonwealth shall include information and photographs of the members of~~
40 ~~the General Assembly in such annual report; these materials shall be maintained for the Secretary's use~~
41 ~~in the annual report by the Clerks of the House of Delegates and the Senate.~~

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