



Smithsonian Institution Archives

Director's Records, 1977-1993

Finding aid prepared by Smithsonian Institution Archives

Smithsonian Institution Archives
Washington, D.C.
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Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title:	Director's Records
Identifier:	Accession 00-021
Date:	1977-1993
Extent:	5.5 cu. ft. (11 document boxes)
Creator::	Smithsonian Institution. Office of Smithsonian Institution Archives
Language:	English

Administrative Information

Preferred Citation

Smithsonian Institution Archives, Accession 00-021, Smithsonian Institution, Office of Smithsonian Institution Archives, Director's Records

Descriptive Entry

This accession consists of records created and maintained by William W. Moss, Director, 1983-1993. A small number of files were created by Richard H. Lytle, Director 1969-1981; and William A. Deiss, Acting Director 1981-1983. Materials include correspondence, memoranda, Archives Staff Memoranda (ASM's), Archives Weekly Activity Reports, Archives self-study reports, materials from committees and councils on which the Director served, Archives forms, topical files, and budget and grant records.

Names and Subject Terms

This collection is indexed in the online catalog of the Smithsonian Institution under the following terms:

Subjects:

Archivists
Museum archives

Types of Materials:

Manuscripts

Names:

Deiss, William A.
Lytle, Richard H.
Moss, William W., 1935-

Container Listing

Box 1

- Box 1 of 11 Archives Weekly Activity Reports (84-1 through 86-33), 1984-1986 (6 folders). 84-24 is missing.
- Box 1 of 11 Archives Weekly Activity Report Lamoons, 1985-1986
- Box 1 of 11 Smithsonian Institution Archives (SIA) Activities, FY 1986
- Box 1 of 11 Archives Staff Notes, FY 1986
- Box 1 of 11 Archives Staff Notes and Related Memoranda and Correspondence, January-March, 1987
- Box 1 of 11 Memoranda and related materials, April-June 1987

Box 2

- Box 2 of 11 Staff Notes and Memoranda, October 1987-1992 (8 folders)

Box 3

- Box 3 of 11 Archives Staff Memoranda (ASM's 84-01 through 87-11). Revisions and indexes are included.

Box 4

- Box 4 of 11 Archives Staff Memoranda (ASM's 88-01 through 93-01). Revisions and indexes are included.
- Box 4 of 11 Index to Memorandum Subjects
- Box 4 of 11 Policy Memorandum 93-04
- Box 4 of 11 SIA Collecting Policies
- Box 4 of 11 Guide Project Manual
- Box 4 of 11 Archival Copies of Thermofax, Verifax, and Other Unstable Records, 1990
- Box 4 of 11 Facilities Classification and Specifications AR-Archives, 1991

Box 4 of 11 Research Resources Grant, 1988 (2 folders)

Box 5

Archivist's Files, 1984-1990

Box 5 of 11 Austin, Jacqueline

Box 5 of 11 Baum, Willa K.

Box 5 of 11 Berkeley, Edmund, Jr.

Box 5 of 11 Boyne, Walter J.

Box 5 of 11 Brown, Robert F.

Box 5 of 11 Burke, Frank

Box 5 of 11 Challinor, David

Box 5 of 11 McCarthy, Paul

Box 5 of 11 Charleton, Thomas L.

Box 5 of 11 Coffin, Frank M.

Box 5 of 11 Collins, Herbert

Box 5 of 11 Ellsworth, Gretchen

Box 5 of 11 Evelyn, Doug

Box 5 of 11 Farrell, Robert

Box 5 of 11 Fawcett, John T.

Box 5 of 11 Fleming, Dan

Box 5 of 11 Ge, Su

Box 5 of 11 Glenn, Libby

Box 5 of 11	Haas, William J.
Box 5 of 11	Hanna Bar-Ner
Box 5 of 11	Harwit, Martin
Box 5 of 11	Hill, Ruth
Box 5 of 11	Hills, Jo August
Box 5 of 11	Kerby, Catherine
Box 5 of 11	LaFogg, Mary C.
Box 5 of 11	Lightman, Robert
Box 5 of 11	Lomax, Captain (B Company)
Box 5 of 11	Maloy, Robert
Box 5 of 11	Manning, Raymond
Box 5 of 11	Miller-Scott, Rita
Box 5 of 11	Motheral, John
Box 5 of 11	Powers, Peter
Box 5 of 11	Quaglieri, Maureen L.
Box 5 of 11	Richards, William
Box 5 of 11	Rubinoff, Roberta
Box 5 of 11	Rodriguez-Cabrera, Jorge
Box 5 of 11	Schmertz, Kennedy
Box 5 of 11	Short, Judy
Box 5 of 11	Van Zelst, Lambertus
Box 5 of 11	Afro-American Index Project

Box 5 of 11	American Archivist
Box 5 of 11	Annual Report, 1985
Box 5 of 11	Archival Research Resources of SI - Invest in Future Scholarships
Box 5 of 11	Asbestos
Box 5 of 11	Robert A. Brooks Award
Box 5 of 11	Budget: Gramm-Rudman
Box 5 of 11	Administrative Highlights Calendar
Box 5 of 11	Electronic Publishing
Box 5 of 11	Federal Executive Institute
Box 5 of 11	Fund Raising
Box 5 of 11	GSA: Thurmond Gray
Box 5 of 11	National Archives
Box 5 of 11	National Archives Microfiche
Box 5 of 11	Photo Project - Background Documents
Box 6	
Box 6 of 11	Photo Project - Report to National Museum of American History (NMAH), 1984
Box 6 of 11	Anderson, Dean
Box 6 of 11	Adams, Robert
Box 6 of 11	Case, Mary
Box 6 of 11	Devorkin, David
Box 6 of 11	Fleckner, John A.

Box 6 of 11	Freudenheim, Tom L.
Box 6 of 11	Gilmore, Frank
Box 6 of 11	Hoffmann, Robert
Box 6 of 11	Jameson, John
Box 6 of 11	Lowe, Felix
Box 6 of 11	Morris, Martha
Box 6 of 11	Reiss, Phillip
Box 6 of 11	Simons, Ross
Box 6 of 11	Solinger, Janet
Box 6 of 11	Suttenfield, Nancy
Box 6 of 11	Toy, Howard
Box 6 of 11	Archives Center
Box 6 of 11	Affirmative Action Program
Box 6 of 11	Equal Employment Opportunities (EEO)
Box 6 of 11	Fullerton Office Park
Box 6 of 11	OM 766 Revision, 1985
Box 6 of 11	Office of Protection Services
Box 6 of 11	Office of Information Resources Management (OIRM)
Box 6 of 11	Oral History Association
Box 6 of 11	Public Affairs
Box 6 of 11	Office of Personnel Administration

Box 6 of 11 SIA Planning Meeting, 1990

Box 7

Box 7 of 11 SIA and Special Collections Council

Box 7 of 11 Registrar's Council

Box 7 of 11 Society of American Archivists

Box 7 of 11 Seidell Funds

Box 7 of 11 Security Clearance Issue

Box 7 of 11 Smithsonian Institution Libraries

Box 7 of 11 SI Press - Smithsonian Year

Box 7 of 11 Smithsonian Institution Support Center (SISC) Records Center

Box 7 of 11 Space

Box 7 of 11 Storage Bind Proposal

Box 7 of 11 Videohistory Project

Box 7 of 11 SI Performance Standards Review Board

Box 7 of 11 Collections Management Information Task Group

Box 7 of 11 Space-Facilities: Verner Johnson Plan

Box 7 of 11 Libraries and Archives Off-Mall Space Requirement Study

Box 7 of 11 Budget Impact of GRH - Damage Assessment

Box 7 of 11 Management Committee Review of SI Archives, 1987

Box 7 of 11 Haverford College

Box 7 of 11 Information Planning

Box 7 of 11 Internal Controls Review, February, 1984

Box 7 of 11 NMAH - International Museum of Photography

Box 8

Box 8 of 11 Leaks

Box 8 of 11 Management of Information on the Management of Collections, 1986

Box 8 of 11 Management Analysis Office

Box 8 of 11 Melich Report

Box 8 of 11 National Air and Space Museum (NASM)

Box 8 of 11 Northeast Document Conservation Center (NEDCC)

Box 8 of 11 National Associates

Box 8 of 11 National Council of Senior Citizens

Box 8 of 11 National Endowment for the Humanities

Box 8 of 11 Native American Museums Program

Box 8 of 11 Nitrate Conversion

Box 8 of 11 Office of Employee Benefits

Box 8 of 11 Research Opportunities Fund

Box 8 of 11 Research Reports

Box 8 of 11 SCITEX

Box 8 of 11 Support for International Exchange

Box 8 of 11 Subventions

Box 8 of 11 Telephones

Box 8 of 11 Torch

- Box 8 of 11 Trust Fund Overhead System Presentation
- Box 8 of 11 Wetmore Exhibit at the Cosmos Club
- Box 8 of 11 Center for Historical Studies
- Box 8 of 11 SIA Nitrate Film Conversion Program, 1985
- Box 8 of 11 Nitrate Conversion, 1986
- Box 8 of 11 Program Statement and Planning Documents of the SIA, 1987
- Box 8 of 11 Visiting Committee Proposal, 1986
- Box 8 of 11 SI Archives Self-Study, October 1986 (Folder 1 of 7)

Box 9

- Box 9 of 11 SI Archives Self-Study, October 1986 (Folders 2-7 of 7)
- Box 9 of 11 Society of American Archivists (SAA) Task Force on Institutional Evaluation (2 folders)
- Box 9 of 11 National Museum of the American Indian (NMAI) Technologies Applications
- Box 9 of 11 NMAI - Huntington Library
- Box 9 of 11 NMAI - Other Task Forces
- Box 9 of 11 NMAI - Board of Trustees
- Box 9 of 11 NMAI - Director
- Box 9 of 11 NMAI - Research (2 folders)

Box 10

- Box 10 of 11 NMAI - Oklahoma Trip
- Box 10 of 11 IRM Assessment Group, 1993 (2 folders)
- Box 10 of 11 Report on Management Information Systems in the SIA, 1993

- Box 10 of 11 Archival Research Resources
- Box 10 of 11 Research Scholars Program
- Box 10 of 11 Women's Committee Grant
- Box 10 of 11 Miscellaneous, 1977-1979 (reference survey and other goals)
- Box 10 of 11 SAGE
- Box 10 of 11 Oral History Project
- Box 10 of 11 SI-3683 - Records Disposition Authority
- Box 10 of 11 1981-SI Label for Microfilm Holdings
- Box 10 of 11 SI-2750 Thesaurus Card
- Box 10 of 11 2382-SI Inventory Work Sheet
- Box 10 of 11 SI-150 SI Receipt for Accessions From Smithsonian Archives
- Box 11
- Box 11 of 11 Director's Outgoing Correspondence, FY 1989-FY 1990, FY 1992-FY 1993