



Smithsonian Institution Archives

Administrative Records, 1997

by Smithsonian Institution Archives

Smithsonian Institution Archives
Washington, D.C.
Contact us at osiaref@si.edu
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Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., <i>osiaref@si.edu</i>
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Title:	Administrative Records
Dates:	1997
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Administrative Information

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Use Restriction

Restricted for 15 years, until Jan-01-2013; Transferring office; 3/19/1970 memorandum, Lytle to Ripley; Contact reference staff for details.

Descriptive Entry

This accession consists of records that document the administrative activities in the Office of the Secretary during the tenure Ira Michael Heyman, Secretary, 1994-1999. These records document the expansion and development of the Institution, its museums, programs, projects, research activities, and significant events. Materials include correspondence, memoranda, reports, financial records, planning documents, notes, meeting minutes, photographs, special event files, pamphlets, and brochures.

Listings in bold and capital letters indicate both the topic of folder contents and major subheadings from the Secretary's Office file plan.

Names and Subject Terms

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

Subjects:

Museums -- Administration.

Types of Materials:

Black-and-white photographs
Books
Clippings
Manuscripts
Newsletters
Pamphlets

Names:

Heyman, Ira Michael, 1930-
Smithsonian Institution -- Administration.

Container Listing

Box 1

AWARDS

Brooks, Robert A.

Computerworld

Corporate Leadership Award

Excellence in Equal Opportunity

Exceptional Service

Exhibition Award Program

Flemming, Arthur S.

Henry Medal

Hodgkin Medal

McGovern, John P.

National Design Awards

Nobel Peace Prize

Pew Scholars Program in Conservation & the Environment

Safety

Smithson, James Medal

Smithson, James Bicentennial Medal

Smithson, James Founder Medal

Trophy (NASM)

Volvo Environment Prize

COMMITTEES

BID (Business Improvement District)

Smithsonian Community Committee

COMMUNICATIONS

CONFERENCE

Club of Rome

Symposium - General

CONSERVATION

Endangered Species

Galapagos Island

DEVELOPMENT OF THE MALL

EXHIBITS

African Voices

AINU: Spirit of a Northern People

America's Smithsonian (5 folders)

American Voices

Arts & Industries Building

Crossroads

Deaf: A Community of Signers

Japan A More Perfect Union: Japanese Americans

Ocean Planet

Oil from the Arctic: Building the Trans-Alaska Pipeline

Rock n Soul: Social Crossroads

Science In America Life

Sweatshop

LECTURES

Box 2

MUSEUMS

Museums - A

Museums - B

Museums - C

Museums - D

Museums - E

Museums - F

Museums - G

Museums - H

Museums - I

Museums - J

Museums - K

Museums - L

Museums - M

Museums - N

Museums - O

Museums - P

Museums - R

Museums - S

Museums - V

Museums - W

Newseum

Regional Museums

POLICY

PROJECTS

PUBLICATIONS

Directories

Publications - A

Publications - B

Publications - C

Publications - E

Publications - F

Publications - H

Publications - I

Publications - J

Publications - L

Publications - M

Publications - N

Publications - P

Publications - Q

Publications - S

Publications - U

Publications - V

Publications - W

Publications - XYZ

Smithsonian Year (SI Annual Report)

OFFICE OF THE SECRETARY

Building Director (SI)

Facilities Management, Office of

Counselor for Biodiversity & Environmental Affairs

Institute of Conservation Biology

Counselor for Electronic Communications & Special Projects

Creative Artists Agency

Counselor for Community Affairs & Special Projects

Latino Employment Planning Committee

Latino Oversight Committee

Latino Program Planning Committee

Smithsonian Center for Latino Initiatives

SI Center for Latino Initiatives Search Committee

Box 3

Inspector General, Office of (2 folders)

Planning, Management & Budget, Office of (OPMB) (2 folders)

Fiscal Year 1996

Fiscal Year 1997

Fiscal Year 1998

Fiscal Year 1999

Hearings (2 folders)

Council of Information & Education Directors

Council of Smithsonian Administrators

Directors of Museums & Research Institutes

Smithsonian Washington Initiative

Smithsonian Washington Council

Smithsonian Washington Council Executive Committee

OPMB Hearings (2 folders)

UNDER SECRETARY

Museum Bus

Senior Advisor to the Secretary for Business Ventures

SI Business Unit Strategic Review

Communications, Director of

Box 4

General Counsel, Office of (2 folders)

Agreements

Sports Arena (MCI)

Wills

Government Relations, Office of (OGR)

OGR - Hearings

OGR - Search Committee

Public Affairs, Office of

Blue Bulletin

News Release

Research Report

Torch

BUSINESS ACTIVITIES

Smithsonian Magazine

Article

Membership - A

Membership - B

Membership - C

Membership - D

Membership - E

Membership - F

Membership - G

Membership - H

Membership - J

Membership - K

Membership - L

Membership - M

Membership - N

Membership - O

Membership - P

Membership - R

Membership - S

Membership - T

Membership - U

Membership - V

Membership - W

Membership - XYZ

Smithsonian Perspectives

Air & Space Magazine

Muse (3 folders)

Box 5

Smithsonian Press/Smithsonian Productio

Recordings

The Smithsonian Associate

Resident Associate Program

Study Tours

Senior Business Officer

Business Management Office

Museum Shops

Restaurant Concessions

COMMUNICATIONS

Visitors Information & Associates Reception Center

Docents (Volunteers)

Senior Information Officer

Information Technology, Office of

Imaging, Printing & Photographic Services

Sesquicentennial History of the SI, 1996 (150th Anniversary)

FINANCE & ADMINISTRATION

Admission Charge (Donations)

Allocation of Space

Hecht Building

Post Office

Tariff Commission Building

Announcements

Automobile

Chief Financial Officer

Comptroller, Office of the

Contracting & Property Management, Office of

Travel Services Office

Risk & Asset Management, Office of

Funds/General

Board Annual Giving Fund

Education Outreach Fund

Latino Pool
McGovern, John P. Endowment
Ripley, S. D. Library Endowment
Scholarly Studies Program
Secretary's Special Fund
Smithsonian Fund for the Future

Box 6

Investment Policy Committee (4 folders)
Sponsored Projects, Office of
Delegation of Authority
Environmental Management & Safety, Office of
Senior Facilities Services Officer
Architectural History & Historic Preservation, Office of
Horticulture Services, Office of
Protection Services, Office of
Blotter
Surveys & Reports (SI Visitors)
Physical Plant, Office of
Letterhead - Stationery
Parking
Human Resources, Office of
American Federation of Government Employees
Combined Federal Campaign
Equal Employment & Minority Affairs (3 folders)
American Indian Heritage Month Planning Committee
Asian & Pacific American Heritage Committee
Black History Month Planning Committee
Hispanic Heritage Planning Committee
Latino Working Committee

Women's History Month Planning Committee

Grievances & Complaints

Health Insurance

Leave (Sabbatical)

Pay & Tenure

Box 7

Recruiting (2 folders)

Recruiting - Announcements (3 folders)

Retirement (TIAA)

Savings Bonds

Summer Employment

Personnel - A

Personnel - B

Personnel - C

Personnel - D

Personnel - E

Personnel - F

Personnel - G

Personnel - H

Personnel - J

Personnel - K

Personnel - L

Personnel - M

Personnel - N

Personnel - O

Personnel - P

Personnel - Q

Personnel - R

Personnel - S

Personnel - W

Smithsonian Directives

OFFICE OF THE PROVOST (2 folders)

ARTS & HUMANITIES

American Art & Portrait Gallery Building

Accessibility Coordinator

African Burial Ground

Arts & Industries Building

Anacostia Museum

Archives of American Art

Board of Trustees

Center for African American History & Culture

Center for African American History & Culture - Friends of

Center for Museum Studies

Smithsonian Internship Council

Box 8

Freer Gallery of Art

Freer Gallery of Art - Visiting Committee

Arthur M. Sackler Gallery

Arthur M. Sackler Gallery - Visiting Committee

Cooper Hewitt National Design Museum (CHNDM)

CHNDM - Board of Trustees (2 folders)

Exhibits Central, Office of

Hirshhorn, Joseph Museum & Sculpture Garden (HMSG)

HMSG - Board of Trustees

HMSG - Nominating Committee

Institutional Studies Office

International Gallery

National Air & Space Museum (NASM)(2 folders)

NASM - Advisory Board
NASM - America's Flight Center Board of Governors
NASM - Dulles Center
NASM - Dulles Center National Advisory Board
NASM - Enola Gay
NASM - Exhibiting
NASM - IMAX
NASM - Search Committee
National Museum of African Art (NMAFA)
NMAFA - Commission
National Museum of American Art (NMAA)
NMAA - Barney House
NMAA - Commission
Renwick Gallery
National Museum of American History (NMAH)
NMAH - Advisory Board

Box 9

NMAH - Armed Forces History, Division of (3 folders)
NMAH - Jackson Collection
NMAH - Community Life, Division of
NMAH - Computers, Information & Society, Division of
NMAH - Cultural History, Division of
NMAH - Domestic Life, Division of
NMAH - Electricity, Division of
NMAH - Exhibiting
NMAH - Lemelson, Jerome & Dorothy Center
NMAH - Medical Sciences, Division of
NMAH - Musical History, Division of
NMAH - Sinatra, Frank (West Wing)

NMAH - Numismatics, Division of
NMAH - Photographic History, Division of
NMAH - Political History, Division of
NMAH - Transportation, Division of
National Museum of American Indian (NMAI) (2 folders)
NMAI - Board of Trustees (4 folders)
NMAI - Building Plans
NMAI - Cultural Resources Center
NMAI - International Founders Council
National Portrait Gallery (NPG)
NPG - Commission (2 folders)
Smithsonian Center for Photography

Box 10

National Postal Museum (NPM) (2 folders)
NPM - Council of Philatelists
Smithsonian Institution Traveling Exhibition Service

SCIENCES

Conservation Analytical Laboratory
Dazzler
Senior Scholar Emeritus
Man & the Biosphere Program
National Museum of Natural History (NMNH)
NMNH - Anthropology, Department of (SOA)
NMNH - Indians
NMNH - Repatriation Office
NMNH - Repatriation Review Committee
NMNH - Building Plans
NMNH - Bond Rating
NMNH - Board (3 folders)

NMNH - Cafeteria (Associates Court)
NMNH - Entomology, Department of
NMNH - Exhibiting
NMNH - Invertebrate Zoology, Department of
NMNH - Mineral Sciences, Department of
NMNH - Paleobiology, Department of
NMNH - Birds, Division of

Box 11

National Zoological Park (NZP)
NZP - Advisory Board
NZP - Friends of (FONZ)
Office of Fellowships & Grants
Internship Council
Office of International Relations
Smithsonian Astrophysical Observatory
Smithsonian Environmental Research Center (SERC)
SERC - Board of Advisors
Smithsonian Institution Archives
Henry, Joseph Papers
National Collections Program
Smithsonian Institution Libraries
Smithsonian Marine Station at Link Port (Harbor Branch Foundation)
Smithsonian Tropical Research Institute

EDUCATIONAL & CULTURAL PROGRAMS

Smithsonian Office of Education
Center for Folklife Programs & Cultural Studies
Folklife Festival
Folkways Collection
King, Martin L Celebration

National Science Resource Center (NSRC)

NSRC - Advisory Board

Smithsonian Early Enrichment Center

Asian-Pacific Americans Program

Universities/General

Universities - A

Universities - B

Universities - C

Universities - D

Universities - F

Universities - H

Universities - I

Universities - K

Universities - L

Universities - M

Universities - O

Universities - P

Universities - S

Universities - T

Universities - U

Universities - V

Universities - W

Universities - XYZ

Smithsonian Council

Box 12

MEMBERSHIP & DEVELOPMENT

Executive Director for Development, Office of

Executive Director for Development Search Committee (4 folders)

Membership & Development, Office of (OMD) (2 folders)

Credit Cards

Contributing Membership Program (CMP)

CMP - Patrons

CMP - Sustaining

CMP - Young Benefactors

CMP - Corporate Partnership Program

CMP - Corporate Sponsorships

CMP - Disney

CMP - Smithson, James Society

CMP - Smithsonian Benefactors' Circle

CMP - Smithsonian Corporate Membership Program (2 folders)

CMP - Smithsonian Gift

CMP - Smithsonian Legacy Society

CMP - Smithsonian Luncheon Group

Box 13

CMP - Smithsonian National Board (SNB) (4 folders)

CMP - SNB - Advisory Committee

SPECIAL EVENTS & CONFERENCE SERVICES (OSECS) (2 folders)

OSECS - Inauguration

OSECS - Invitation List

OSECS - Menu

OSECS - Use of Facilities

OSECS - Women's Committee of the Smithsonian Associates

SMITHSONIAN SECRETARIES

Secretary, Robert McCormick Adams

Secretary, Ira Michael Heyman (IRM)

IRM - Appointments

IRM - Book Review

IRM - Clippings

IRM - Clubs & Associations

IRM - Gifts

IRM - Honorary Appointments, Degrees & Honors

IRM - Interviews

IRM - Invitations (5 folders)

Box 14

IRM - Meetings

IRM - Personal (2 folders)

IRM - Photographs

IRM - Speeches (3 folders)

IRM - Trips

IRM - Written Articles

IRM - National Gallery of Art (NGA)

IRM - NGA - Board of Trustees (2 folders)

IRM - NGA - Finance Committee (3 folders)

IRM - John F. Kennedy Center for the Performing Arts (JFK)

IRM - JFK - Board of Trustees

Box 15

FEDERAL AGENCIES, COMMISSION & DEPARTMENTS

Agriculture, Department of

Commerce, Department of

Commission of Fine Arts

DC Government

Defense, Army & Air Force, Department of (2 folders)

Education, Department of

Environmental Protection Agency

Equal Employment Opportunity Commission

General Accounting Office

General Services Administration

Health & Human Services, Department of
National Institutes of Health
Housing & Urban Development, Department of
Interior, Department of
National Park Service
Presidio
Institute of Museum Services
Institute of Museum & Library Services
Justice, Department of
King, Martin L Federal Holiday Commission
Labor, Department of
Librarian of Congress
Merit System Protection Board
National Aeronautics & Space Administration
National Archives
National Capital Planning Commission
National Endowment for the Arts
National Endowment for the Humanities
Office of Personnel Management
Office of Management & Budget (2 folders)
Office of Science & Technology Policy
State, Department of
Transportation, Department of
United States Information Agency
United States Postal Service
White House (2 folders)
White House - Committee for the Preservation of the White House
White House - Council on Environmental Quality

Box 16

White House - President's Committee on the Arts & Humanities

White House - White House Historical Association

Woodrow Wilson International Commission for Scholars (WWICS)

WWICS - Board of Trustees

WWICS - Search Committee

PRIVATE ORGANIZATIONS

American Academy of Achievement

American Academy of Arts & Sciences

American Academy in Rome

American Antiquarian Society

American Association for the Advancement of Science

American Association of Museums

American Association of University Professors

American Bar Association

American Council of Learned Societies

American Enterprise Institute for Public Policy Research

Association of American Universities

Associations of Governing Boards of Universities & Colleges

Commission on the Academic Presidency

Brookings Institution

Business-Higher Education Forum

Carnegie Institution of Washington

Consortium of Social Science Associations

Cultural Alliance of Greater Washington

Environmental Law Institute

Equal Justice America

Foundations - A

Foundations - B

Foundations - C

Foundations - D

Foundations - E

Foundations - F

Foundations - G

Foundations - H

Foundations - I

Foundations - J

Foundations - K

Foundations - L

Foundations - M

Foundations - N

Foundations - O

Foundations - P

Box 17

Foundations - R

Foundations - S

Foundations - T

Foundations - U

Foundations - V

Foundations - W

Foundations - XYZ

Greater Washington Board of Trade (2 folders)

Hechinger Institute on Education & the Media

Mega-Cities Project Inc

National Academy of Public Administration

National Academy of Sciences

National Association of Latino Arts & Culture

National Association of State Universities & Land-Grant Colleges

National Center for Nonprofit Boards

National Council of La Raza

National Trust for Historic Preservation

Partners for Livable Communities

Quality Education for Minorities Network

Santa Fe Institute

The Conference Board

The Freedom Forum

World Resources Institute

INTERNATIONAL ORGANIZATIONS

International Union for Conservation of Nature

United Nations

UNESCO

COUNTRIES (Office of International Relations)

Africa

Argentina

Austria

Australia

Bosnia

Brazil

Burma

Canada

China

Czech Republic

Denmark

France

Germany

Greece

Honduras

Hong Kong

Hungary
India
Ireland
Israel
Italy
Japan
Korea
Malaysia
Mexico
Morocco
Nigeria
Norway
Pakistan
Panama
Peru
Russia
Singapore
South Africa
Spain
Taiwan
Tunisia
West Indies

Box 18

MISCELLANEOUS

Miscellaneous - A
Miscellaneous - B
Miscellaneous - C
Miscellaneous - D
Miscellaneous - E

Miscellaneous - F
Miscellaneous - G
Miscellaneous - H
Miscellaneous - I
Miscellaneous - J
Miscellaneous - K
Miscellaneous - L
Miscellaneous - M
Miscellaneous - N
Miscellaneous - O
Miscellaneous - P
Miscellaneous - Q
Miscellaneous - R
Miscellaneous - S
Miscellaneous - T
Miscellaneous - U
Miscellaneous - V
Miscellaneous - W
Miscellaneous - XYZ

REGENTS

Audit & Review Committee

Dinner

Emeritus

Executive Committee

REGENTS MEETINGS (by date)

February 10, 1997

May 5, 1997

September 15, 1997

January 26, 1998

May 1998

Membership

Newsletter

Smithsonian 2000 Commission (Commission on the Future of the SI)

Cancel