



Smithsonian Institution Archives

Administrative Records, 1991-1999

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Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., <i>osiaref@si.edu</i>
Creator:	Smithsonian Institution, Smithsonian Council
Title:	Administrative Records
Dates:	1991-1999
Quantity:	6 cu. ft. (6 record storage boxes)

Administrative Information

Preferred Citation

Smithsonian Institution Archives, Accession 00-037, Smithsonian Institution, Smithsonian Council, Administrative Records

Descriptive Entry

This accession consists of Smithsonian Council records maintained by Neil Kotler, Council Coordinator, Office of the Provost, during the tenure of Provost J. Dennis O'Connor (1995-2001). The records include memoranda and correspondence documenting administrative activities of the Council; meeting minutes; biographical information on current and potential members; Council reports; financial and budgetary information; and agendas.

Names and Subject Terms

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

Subjects:

Advisory boards

Types of Materials:

Manuscripts

Names:

Kotler, Neil G., 1941-
O'Connor, J. Dennis

Container Listing

Box 1

Smithsonian Council Files, 1991-1993

Council Schedules, 1992

SI Invitation Letter and Reply Form, 1992

Post-Council Management Correspondence with SI Staff, 1993

Council Background Materials, 1993

SI Council Meeting, October 1991

SI Council: Venues, 1991-1992

SI Council: Freer and Sackler Galleries, 1992

SI Staff Responses and Council Invitations, 1992

SI Council Meeting: Notes and Information, October 1991

SI Council: Planning and Management, Correspondence with Members, 1993

Front Royal Visit, 1992

Special Events and Accommodations, 1993

Smithsonian Museums, 1993

SI Council: SI Staff Meeting Invitations, 1993

Minutes of Council Meetings, 1993

Memoranda, 1992

SI Council: Meeting Materials, 1993

SI Council: Participants, 1993

Smithsonian Council Files, 1994

SI Council, General

Council Background Material

Gift to Robert McCormick Adams

SI Council Report on Anthropology and Cultural Studies

Plans for visit to National Museum of Natural History (NMNH), Department of Anthropology

Box 2

Department of Anthropology Background
SI Council Participation Planning
Logistics for Meetings
Letters to Council Members
SI Council Planning Meeting, October 1994
SI Council Planning Meeting: October Schedule
Memoranda and Council Information (2 folders)
Anthropology Panel Background Material
NMNH, Biodiversity and Conservation
SI Council Meetings: Notes
Museum Support Center Visit
SI Council Subcommittee on National Museum of the American Indian
(NMAI)
NMNH, Department of Anthropology
Conservation Biology
SI Council Report on Anthropology
Jorge Klor de Alva
 Smithsonian Council Files, 1995
Electronic/Publishing Outreach Panel: Notes and Summaries
Communications with Members of the SI Council
SI Council Members Correspondence
SI Council Meeting Schedule
Member Participation Forms
SI Council Report: Preparation and Communication with Members
Lauren B. Resnick Visit
Plans for SI Council Meeting, November 1995
SI Council: Members Fax Sheets
Robert S. Hoffmann
SI Council: Members Assignments and Field Research

SI Council: Miscellaneous Information
Meeting Logistics (2 folders)
Correspondence with SI Council Members
Participation in Council Sessions
Planning Meeting Notes

Box 3

SI Council: Planning Meeting, February 1995
SI Council: Planning Meeting, April 1995
SI Council Meeting Schedule
Smithsonian Staff
Letters to Council Members
Michael Kammen Correspondence
National Programs
Exhibition on National Outreach
SI Secretary Remarks
Council Invitation Forms
Staff Invitations, Dinner & Luncheons
David R. Gergen Visit
Meeting Schedule
Electronic Smithsonian: Background Information
Electronic Outreach Planning Notes
Smithsonian Electronic Outreach
Cheryl McClenney-Brooker Visit
Katherine J. Watson Visit
Notes of Concluding SI Council Panel
SI Council: Miscellaneous Information
 Smithsonian Council Files, 1996
Committee Members
Notes of Council Sessions

Electronic Online Access

Planning Meetings and Notes

Staff Invitations to Council Meetings

Dining Accommodations

Correspondence with SI Council Members

James Hobbins

SI Council Meeting: SI Collections and Interviews, November 1996

Neil Harris

Meeting Schedule

Linda S. Cordell

Meeting Logistics

Information sent to SI Council Members

Member Itineraries

Joyce Appleby

SI Council Planning Meeting: SI Collections

Arturo Gomez-Pompa

Box 4

SI Council Meeting: Staff Participants

Field Reports

Questions as Guides to SI Council Discussion

Daniel Janzen

Susan Vogel

SI Council Member Accommodations, and Logistics (2 folders)

Communications with Museums

Panel Two Collections Use

SI Council Dinner

Panel One: Collection History

Demonstrating Collections

Panel Four: Art Collections

Collections History
Director's Roundtable
Communications with Staff
Panel Three: Collections as Information Systems
SI Council Report
SI Council Planning Meeting and Notes (2 folders)
SI Council Member Accommodations
Council Update
Meeting Rooms
 Smithsonian Council Files, 1997
Mailings: Background Information to Meeting
Communications with Members Regarding Program
Meeting Schedules
Outside Panelists
Member's Comments
SI Secretary's Letter to SI Council
Member Field Work
Reports of Discussions
SI Logos
Director Meeting with SI Council
Member Participation
Planning Topics
Letters of Appreciation to SI Council Members

Box 5

Communication with SI Council
Programs
Meeting Background Materials
Participant Biographies
SI Council Planning Meeting

Program Schedules

Reimbursement for SI Council Members

 Smithsonian Council Files, 1998

Program Summaries

Panel One thru Four (4 folders)

Panel Five: Castle Perspectives

Biographies - Community Leaders

Appreciation Letters

Community Leader Participation in Council Discussion

SI Council Meeting, 1998

New Members of SI Council, and Renewed Members

Communications to Council Members

Dinner Accommodations

Site Visits and Logistics

SI Council: Budget

Council member Welcome Packet

SI Council Report

Anne d' Harnoncourt

OSECS

Susan M. Vogel

Participants in SI Council Meetings

Planning Meeting with Lauren Resnick

Member Arrivals and Departures

Hotel Accommodations

SI Council Member Participation in Discussions (2 folders)

Panelist Invitations

Council Meeting Invitations

Membership List

Communications with Council Members

Secretary I. Michael Heyman's Remarks

SI Council Planning Meeting (2 folders)

Council Dinner, Renwick

SI Council Agendas and Schedules

Reflections and Commentaries

Smithsonian Council Files, 1999

Notes and Discussions

Box 6

Smithsonian Council: Membership

Nominations, January 1994

Suggestions for New Council Members, 1992

Reimbursements, 1994-1997 (3 folders)

Committee on Human Studies, 1995-1997 (2 folders)

Recommendations for Council Topics, 1991-1994

Council Membership Information, 1991-1993

Member Survey