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## Subject Files, 1991-1998

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## Collection Overview

<b>Repository:</b>	Smithsonian Institution Archives, Washington, D.C., <a href="mailto:osiaref@si.edu">osiaref@si.edu</a>
<b>Title:</b>	Subject Files
<b>Identifier:</b>	Accession 00-039
<b>Date:</b>	1991-1998
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## Administrative Information

### Preferred Citation

Smithsonian Institution Archives, Accession 00-039, Smithsonian Institution, Office of the Provost, Subject Files

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## Descriptive Entry

This accession consists of the records of Neil G. Kotler, Program Specialist, that document administrative activities of the Office of the Provost. These records primarily consist of correspondence, memoranda, and notes pertaining to Burch Fellowship nominations, The Millennium Project, Close Up Foundation, and new Director searches for the Smithsonian Institution Libraries (SIL) and the Smithsonian Center for Latino Initiatives (SCLI). The SIL and SCLI records also include position descriptions, position announcements, and committee meeting information.

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## Names and Subject Terms

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

### Subjects:

Museums -- Administration  
Museums -- Employees

### Types of Materials:

Manuscripts

### Names:

Burch Fellowship  
Close Up Foundation

Kotler, Neil G., 1941-  
Smithsonian Center for Latino Initiatives  
Smithsonian Institution. Libraries  
The Millennium Project

## Container Listing

### Box 1

- Box 1 of 2                    Burch Fellowship Nominations, 1993-1994
- Box 1 of 2                    The Millennium Project, 1991-1993
- Box 1 of 2                    Close Up Foundation: "Citizen Stories" Reception, 1992
- Box 1 of 2                    Video Films, 1993
  
- Smithsonian Center for Latino Initiatives
- Box 1 of 2                    Latino Search Committee: Director Search, 1998
- Box 1 of 2                    Latino Affairs, 1997-1998
- Box 1 of 2                    Letter to Latino Search Committee, 1998
- Box 1 of 2                    Founding Documents, 1997
- Box 1 of 2                    Latino Search Advertisements, 1997
- Box 1 of 2                    Members of Latino Search Committee, 1997-1998
- Box 1 of 2                    Candidate Interviews for Directorship, 1998
- Box 1 of 2                    Mailings to Director Applicants, 1998
- Box 1 of 2                    Director Position Description, 1998
- Box 1 of 2                    Press Releases, 1997
- Box 1 of 2                    Communications with Director Candidates, 1998
- Box 1 of 2                    Advisory Committees, 1998
- Box 1 of 2                    Schedule and Communication with Latino Search Committee, 1998
- Box 1 of 2                    Latino Search Committee: Second Meeting, February 1998

- Box 1 of 2 Latino Search Committee: Mailing, 1998
- Box 1 of 2 Communications with Latino Committee Members, 1998
- Box 1 of 2 Correspondence, 1996-1998
- Box 1 of 2 Interview Structure, 1998
- Box 2
- Box 2 of 2 Latino Search Committee: Third Meeting/Interviews, 1998
- Box 2 of 2 Miscellaneous File, 1998
- Box 2 of 2 Position Announcements, 1997
- Box 2 of 2 Nominations, 1997
- Box 2 of 2 List of Applicants, 1997
- Box 2 of 2 Refugio I. Rochin, 1998
- Smithsonian Institution Libraries
- Box 2 of 2 SIL Search Committee: Director Search, 1997
- Box 2 of 2 Press Releases, 1997
- Box 2 of 2 Conference Call, 1997
- Box 2 of 2 Smithsonian Institution Libraries, 1996
- Box 2 of 2 SIL Search Committee: Schedule, 1997
- Box 2 of 2 Summary of SIL Director Search Process, 1997
- Box 2 of 2 Opening Advertisements, 1996-1997
- Box 2 of 2 SIL Search Committee: Second Meeting, 1997
- Box 2 of 2 Nominations, 1996-1997
- Box 2 of 2 Letter sent to References, 1997

Box 2 of 2	SIL Search Committee: First Meeting, 1997
Box 2 of 2	Position Description, 1997
Box 2 of 2	Position Announcement, 1997
Box 2 of 2	SIL Search Committee: Third Meeting and Interviews, 1997
Box 2 of 2	Background Information, 1996