



Smithsonian Institution Archives

Administrative Records, 1992-1999

by Smithsonian Institution Archives

Smithsonian Institution Archives
Washington, D.C.
Contact us at osiaref@si.edu
<http://siarchives.si.edu>

Table of Contents

Collection Overview.....	1
Administrative Information	1
Descriptive Entry.....	1
Names and Subject Terms	1
Container Listing.....	3

Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., <i>osiaref@si.edu</i>
Creator:	Smithsonian Institution, Office of the Under Secretary
Title:	Administrative Records
Dates:	1992-1999
Quantity:	16 cu. ft. (16 record storage boxes)

Administrative Information

Preferred Citation

Smithsonian Institution Archives, Accession 00-066, Smithsonian Institution, Office of the Under Secretary, Administrative Records

Use Restriction

Restricted for 15 years, until Jan-01-2015; Transferring office; 2/13/1986 memorandum, Massa to Pietroski; Contact reference staff for details.

Descriptive Entry

This accession consists of the records of Constance Ernestine Berry Newman, which document her activities as Under Secretary of the Smithsonian. The records consist of correspondence and memoranda; institution-wide museum and departmental information; budgetary files; legislation; and information pertaining to the traveling exhibition "America's Smithsonian," as well as the controversial "Enola Gay" exhibit.

Names and Subject Terms

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

Subjects:

Budget process
Budget.

Types of Materials:

Books
Manuscripts

Names:

America's Smithsonian (Traveling exhibition) (1995-1998)
Enola Gay (Exhibition) (1995-1998: Washington, D.C.)
Newman, Constance Ernestine Berry, 1935-

Container Listing

Box 1

Accessibility, 1993-1995 and 1997
Action Items, 1995, 1997
Admissions, 1997
Affiliations, 1996-1997
Affirmative Action, 1995-1997
American Greetings, 1997
Anacostia Museum, 1997
Articles/Newspaper Clippings, 1992
Audits, 1997
Benefits, 1993-1995
Boards and Commissions, 1995-1996
Boy Scouts, 1997
Business Management Office, 1996-1997

Box 2

Business Venture, 1995
Senior Business Manager Search, 1996-1997
Consulting Firm: SBO, 1997
Buyouts, 1994-1996
Capital Program Planning Board, 1995-1997
Cashability, 1992-1993
CBS, 1996
Chief Financial Officer, 1997
Clinton Administration, 1993
Coca-Cola Company, 1997
Coins, 1994-1996
Collections Management, 1997-1998

Communications, 1994-1997
Community Committee, 1997
Compensation, 1996-1997
Senior Level Pay, 1995
CompuServe, 1992
Congressional, 1993
Congressional: Black Caucus, 1993
Congressional: Hearing [?]
Congressional: Hearing - H.R. 5728 [?]
Conservation Analytical Laboratory, 1993-1997

Box 3

Contracting and Property Management (OCPM), 1995-1997
Contributing Membership Program, 1993-1997
Cooper-Hewitt Museum, 1995-1997
Corporate Sponsorship, 1992-1996
Creative Artists Agency (CAA), 1995-1997
Culture Bus File, 1995-1996
Daughters of the American Revolution (DAR), 1995-1996
Delegations, 1996
Development, Office of, 1996-1997
Director's Meetings, 1997
Disney, 1997
Diversity, 1993
Education, 1995
Electronic Information, 1993-1995
Electronic Media Board, 1992-1996

Box 4

Elementary and Secondary Education, Office of, 1994-1996
Employee Assistance Program, 1991

Equal Employment Opportunity (EEO), 1996-1997
Evaluations, 1992
Evergreen/Ordower, 1997
Executive Marketing Council, 1996
Facilities Services, Office of, 1997-1998
Financial System Implementation Plan, 1997
Financial System Project
Freedom of Information Act (FOIA) [Re: Cotton Appeal], 1992, 1994-1996
Fund Raising, 1996
General Accounting Office (GAO), 1991-1994, 1997
General Counsel, Office of, 1992, 1997
Doug vs. Heyman, 1997-1998
Gonzalez, Alicia, 1993
Government Performance & Results Act (GPRA), 1997
Government Relations, Office of, 1996-1997

Box 5

Hecht Building, 1997-1999
Heyman, I. Michael, 1994-1999
Heyman Meetings
Hispanic Association Corporate Responsibility (HACR), 1993
Hispanic Association of Colleges & Universities (HACU), 1992-1994
Hispanic Caucus, 1992-1993
Hispanic Issues, 1993-1994, 1997
Human Resources, 1996-1997
Indemnification (1982)
Information Technology, Office of, 1995-1997
Initiative for Intercommunity Interaction (IICI), 1992-1995

Box 6

Inspector General, 1997

Institutional Initiatives, Assistant Secretary for, 1996-1997

International Relations, 1993

Internet, 1992, 1994

Johnson, Nancy, 1997

Lancit, 1995-1998

Latino Employment Plan, 1996-1997

Latino Initiatives, Center for, 1997

Latino Working Committee, 1997

Latino Initiatives

Latino Pool Funds, 1996-1997

Miguel Bretos, 1994

Cultural Diversity, 1989

Library (SI), 1995-1997

Logo, 1997

Box 7

Management Controls Council (FMIA), 1995

Marketing Committee, 1992

Marketing Database, 1995-1996

Membership, 1997

Mint Museum, 1994-1996

National Air and Space Museum (NASM), 1997

NASM Extension, 1995-1997

National Archives and Records Administration, 1993

National Museum of African Art, 1982, 1994-1997

National Museum of American Art, 1996-1997

National Museum of American History, 1994-1997

National Museum of American Indian (NMAI), 1996-1997

NMAI: Suitland, 1995-1997

National Museum of Natural History (NMNH), 1997

NMNH Behring Gift, 1997

NMNH Discovery Center, 1995-1997

Box 8

NMNH West Court, 1992-1997

National Park Service, 1993-1997

National Portrait Gallery, 1995-1997

National Postal Museum, 1994-1995, 1997

New Initiative Committee, 1997

Novus, 1997

Office of Personnel Management (OPM), 1992-1993, 1997

Overhead, 1997

Peat Marwick, 1997

Photographic & Printing Services, Office of, 1991-1996

Plant Services, Office of, 1997

Protection Services, Office of, 1995-1997

Box 9

Reading, 1997

Reading Is Fundamental, Inc., (1983)

Reduction In Force (RIF), 1992-1994

Regents, 1997

Renaissance Weekend XV, 1993-1994

Renwick, 1996

Repatriation, 1994-1996

Republican National Committee (RNC), 1992

Risk Assessment Office, 1996-1997

Secretary, Office of, 1993-1996

Senior Information Officer, 1996

Corbis Corp, 1996

Smithson, James Society (JSS), 1993-1995

Smithsonian African-American Association, 1992-1993

Smithsonian Institution Archives, 1997-1998

Smithsonian Associates, 1997

Smithsonian Council, 1995-1998

Smithsonian Early Enrichment Center (SEEC), 1993-1996

Smithsonian Environmental Research Center (SERC), 1997

Smithsonian National Board (SNB), 1997

SNB: Fund for the Future

SI Boards, 1992

SI Magazine, 1996-1997

Muse, 1997

SI Press, 1997

Smithsonian Institution Traveling Exhibition Service (SITES), 1994-1996

Box 10

SI Commission 2000, 1993-1997

Smithsonian Tropical Research Institute/Panama, 1997

Smithsonian Women's Committee, 1993-1995

South Africa, 1992-1995

Special Events, 1995-1998

Sponsored Projects, 1995-1997

Spousal Travel, 1994

Standards of Conduct, 1992-1993

Suitland, 1992-1994

Summer Hours, 1996

Syracuse University, 1997

Taxes (SI), 1997

Temporary Services, 1995

TIAA/CREF, 1993-1994, 1997

Training, 1994-1995

Travel, 1994-1996

Treasurer: Investment Policy Committee (IPC), 1996-1997

Box 11

Triple Five, 1996

Truman Scholars, 1994-1996

TWA Tickets, 1996-1998

Visitor Information and Associates' Reception Center (VIARC), 1995-1997

Washington Initiative, 1996-1997

Women, 1992 -1993-1996

Woodrow Wilson Center, 1994-1997

Woodward & Lothrop Building ("Woodies"), 1998-1999

Workers' Compensation, 1992

Zoological Park (NZP), 1997

NZP: Bush, Mitchell, 1993

America's Smithsonian

150th Anniversary, 1992-1996

150th Membership Group, 1995-1996

Twenty-First Marketing, 1994-1995

Box 12

Correspondence Files, A-Z, 1997-2000

Budget:

Strategic Planning, 1992-1995 (3 folders)

Shutdown, 1996

Furlough, 1996

Closedown, 1996

Trust Funds, FY 1996

Box 13

Business Manager Position, 1991

Mitchell Case, 1991-1993 (5 folders)

Reorganization Review, 1991-1992 (6 folders)

Box 14

America's Smithsonian
RFP, 1998 (2 folders)
Birmingham, 1996-1997
Dallas, 1996-1997
Houston, 1996-1997
Kansas City, 1996-1997
St. Paul, 1996-1997
Los Angeles, 1996-1997

Box 15

New York, 1996-1997
Pittsburgh, 1996-1997
Portland, 1996-1997
Providence, 1996-1997
Marriott, 1996
Tournament of Roses, 1995
San Jose, 1996-1997
Catalog Script
Smithsonian Minutes, 1995
Intel Corporation, 1995
150th: Birthday Party, 1995

Box 16

1994 (4 folders)
Enola Gay, 1991-1996 (5 folders)