



Smithsonian Institution Archives

## Correspondence, 1978-1997

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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>	Correspondence
<b>Identifier:</b>	Accession 00-134
<b>Date:</b>	1978-1997
<b>Extent:</b>	5 cu. ft. (5 record storage boxes)
<b>Creator::</b>	Smithsonian Institution. Office of the Secretary. Executive Assistant to the Secretary
<b>Language:</b>	English

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## Administrative Information

### Preferred Citation

Smithsonian Institution Archives, Accession 00-134, Smithsonian Institution, Office of the Secretary, Executive Assistant to the Secretary, Correspondence

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## Descriptive Entry

This accession consists of correspondence and memoranda between members of the Board of Regents, Smithsonian Institution Secretaries (S. Dillon Ripley, Robert McCormick Adams, and Ira Michael Heyman), and Smithsonian staff pertaining to Smithsonian business and business before the Board of Regents.

The records were created and maintained by James M. Hobbins, Executive Assistant to the Secretary. Hobbins joined the staff of S. Dillon Ripley, eighth Secretary of the Smithsonian in 1976 as a Special Assistant. He later succeeded Dorothy Rosenberg upon her retirement in 1979, assuming her role as Executive Assistant to the Secretary. The Executive Assistant to the Secretary manages the operation of the Office of the Secretary and acts as the primary liaison between the Secretary, the Institution and the Board of Regents.

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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:

Directors of corporations  
Museums -- Administration

Types of Materials:

Manuscripts

Names:

Adams, Robert McC. (Robert McCormick), 1926-

Heyman, Ira Michael, 1930-2011

Hobbins, James M.

Ripley, S. Dillon (Sidney Dillon), 1913-2001

Rosenberg, Dorothy

Smithsonian Institution -- Administration

Smithsonian Institution. Board of Regents

## Container Listing

### Box 1

- Box 1 of 5 SDR (S. Dillon Ripley) & JMH (James M. Hobbins) Memos, 1978-1981
- Box 1 of 5 Hobbins Chronological Correspondence, May - September 1991
- Box 1 of 5 Hobbins Chronological Correspondence, October-December 1991
- Box 1 of 5 Hobbins Chronological Correspondence, January-March 1992
- Box 1 of 5 Hobbins Chronological Correspondence, April-May 1992
- Box 1 of 5 Hobbins Chronological Correspondence, June-August 1992
- Box 1 of 5 Hobbins Chronological Correspondence, September-October 1992
- Box 1 of 5 Hobbins Chronological Correspondence, November-December 1992
- Box 1 of 5 Hobbins Chronological Correspondence, January-February 1993
- Box 1 of 5 Hobbins Chronological Correspondence, March-April 1993
- Box 1 of 5 Hobbins Chronological Correspondence, May-June 1993

### Box 2

- Box 2 of 5 Hobbins Chronological Correspondence, July-August 1993
- Box 2 of 5 Hobbins Chronological Correspondence, September-October 1993
- Box 2 of 5 Hobbins Chronological Correspondence, November-December 1993
- Box 2 of 5 Hobbins Chronological Correspondence, January-February 1994
- Box 2 of 5 Hobbins Chronological Correspondence, March-April 1994
- Box 2 of 5 Hobbins Chronological Correspondence, May-June 1994
- Box 2 of 5 Hobbins Chronological Correspondence, July-August 1994

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