



# Smithsonian Institution Archives

## Administrative Records, 1998

by Smithsonian Institution Archives

Smithsonian Institution Archives  
Washington, D.C.  
Contact us at [osiaref@si.edu](mailto:osiaref@si.edu)  
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## Table of Contents

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

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## Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., <i>osiaref@si.edu</i>
Creator:	Smithsonian Institution, Office of the Secretary
Title:	Administrative Records
Dates:	1998
Quantity:	20 cu. ft. (20 record storage boxes)

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## Administrative Information

### Preferred Citation

Smithsonian Institution Archives, Accession 01-084, Smithsonian Institution, Office of the Secretary, Administrative Records

### Use Restriction

Restricted for 15 years, until Jan-01-2014; Transferring office; 3/19/1970 memorandum, Lytle to Ripley; Contact reference staff for details.

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## Descriptive Entry

These records document the administrative activities of the Office of the Secretary during the tenure of Ira Michael Heyman, Secretary (1994-1999). Materials 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, brochures, and related material.

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

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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.

Types of Materials:

Black-and-white photographs  
Books  
Brochures  
Clippings  
Manuscripts  
Newsletters  
Pamphlets  
Video recordings

Names:

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

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## Container Listing

Box 1

### **AWARDS**

Brooks, Robert A.

Computerworld

Corporate Leadership Award

Eldredge, Charles C.

Exceptional Service

Exhibition Award Program

Flemming, Arthur S.

Freer Medal

Henry Medal

McGovern, John P.

National Design Award

National Zoological Park Distinguished Service Medal

Nobel Peace Prize

Pew Fellowships

Smithson, James Founder Medal

Unsung Heroes

Volvo Environment Prize

### **COMMITTEES**

Advisory Groups (Boards, Councils, Commissions)

BID (Business Improvement District)

### **COMMUNICATIONS**

### **CONFERENCE**

Symposium

### **CONSERVATION**

Endangered Species

Galapagos Island

**DEVELOPMENT OF THE MALL**

Parking

**EXHIBITS**

African Voices

Ainu: Spirit of a Northern People

America's Smithsonian

Oil from the Arctic: Building the Trans-Alaska Pipeline

A-Z

Rock n Soul: Social Crossroads

Seeds of Change

Sweatshop

Viking: The North Atlantic Saga

What Does It Mean To Be Human

**MUSEUMS**

Museums (A-W, \*\*K, Q, U, XYZ do not exist)

Newseum

Regional Museums

**POLICY**

Box 2

**PUBLICATIONS**

Directory

Publications (A-Z, \*\*J, K, L, M, Q, R, U do not exist)

Smithsonian Year (Annals of the SI)

**OFFICE OF THE SECRETARY**

Facilities Management, Office of

Counselor for Biodiversity and Environmental Affairs

Institute of Conservation Biology

Counselor for Electronic Communications and Special Projects

Creative Artists Agency  
Counselor for Community Affairs and Special Projects  
Smithsonian Center for Latino Initiatives  
Inspector General, Office of (2 folders)  
Planning, Management, and Budget, Office of  
Fiscal Year 1997  
Fiscal Year 1998 with book  
Fiscal Year 1999 with book  
Fiscal Year 2000

Box 3

Hearings  
Council of Administrative Service Directors  
Council of Directors  
Council of Information & Education Directors  
Council of Museum Education Directors  
Council of Smithsonian Administrators  
Directors of Museums and Research Institutes (Centers)  
Smithsonian Washington Council  
Executive Committee  
Executive Director of Development, Office of  
Capital Campaign Director  
Capital Campaign Director Search Committee  
Corporate Associations  
Development Officers' Committee  
Development Officers' Committee - Executive Council  
Membership and Development, Office of  
Credit Cards  
Contributing Membership Program (CMP)  
CMP - Corporate Sponsorships

CMP - Disney

CMP - Smithson, James Society

CMP - Smithsonian Benefactors' Circle

CMP - Smithsonian Corporate Membership Program

CMP - Smithsonian Gifts

CMP - Smithsonian Legacy Society

CMP - Smithsonian Luncheon Group

CMP - Smithsonian National Board (2 folders)

Campaign Planning Committee

Women's Committee (SI)

**UNDER SECRETARY**

Senior Advisor to the Secretary for Business Ventures (SBV)

SBV - Board of Directors

Communications, Director of

Box 4

General Counsel, Office of (OGC) (2 folders)

OGC - Agreements

OGC - Wills

Government Relations, Office of (OGR)

OGR - Hearings

OGR - Search Committee

Public Affairs, Office of

Blue Bulletin

News Release

Torch

Special Events and Conference Services, Office of (OSECS) (2 folders)

OSECS - Invitation List

OSECS - Use of Facilities

**BUSINESS ACTIVITIES**



Smithsonian Magazine  
Smithsonian Magazine - Article  
Membership (A-Z, \*\*I, Q, U, V do not exist)  
Smithsonian Perspectives  
Air & Space Magazine  
Muse  
Smithsonian Press/Smithsonian Production  
Recordings

Box 5

The Smithsonian Associate (3 folders)  
Resident Associate Program  
Study Tours  
Business Management Office  
Museum Shops  
Restaurant Concessions

**COMMUNICATIONS**

Visitors Information & Associates Reception Center  
Docents (Volunteers)  
Sesquicentennial History of the SI, 1996

**FINANCE AND ADMINISTRATION**

Information Technology (2 folders)  
Imaging, Printing and Photographic Services  
Admission Charge (Donations)  
Allocation of Space with book  
Hecht's Office Building  
Patent Office Building  
Woodward & Lothrop Building  
Announcements  
Auto

Chief Financial Officer  
Comptroller, Office of the  
Contracting, Office of  
Travel Services Office  
Risk and Asset Management, Office of  
Funds/General  
Board Annual Giving Fund  
Smithsonian Fund for the Future  
Trust Funds  
Investment Policy Committee  
Sponsored Projects, Office of  
Delegation of Authority

Box 6

Environmental Management and Safety, Office of  
Senior Facilities Services Officer  
Architectural History and Historic Preservation, Office of  
Protection Services, Office of  
Surveys and Reports (SI Visitors)  
Physical Plant, Office of  
Horticultural Services, Office of  
Haupt Garden  
Letterhead-Stationery  
Human Resources, Office of  
American Federation of Government Employees  
Combined Federal Campaign  
Equal Employment & Minority Affairs (5 folders)  
Asian and Pacific American Heritage Committee  
Black History Month Planning Committee  
Hispanic Heritage Planning Committee

Latino Working Committee  
Women's History Month Planning Committee  
Grievances and Complaints  
Health Insurance  
Leave (Sabbatical)  
Pay and Tenure  
Performance Appraisals  
Position Descriptions  
Recruiting (2 folders)  
Announcements (3 folders)

Box 7

Retirement (TIAA)  
Savings Bonds  
Summer Employment  
Personnel (A-W, \*\*I, N, O, U, XYZ do not exist)  
Smithsonian Directives

**OFFICE OF THE PROVOST**

Affiliations Program  
Millennium

New Initiatives Meeting

**ARTS and HUMANITIES**

AA/PG Building  
Accessibility Coordinator  
African Burial Ground  
Arts & Industries Building  
Anacostia Museum  
Archives of American Art (AAA)  
AAA - Board of Trustees  
Center for African American History and Culture

Center for Asian Art - Friends of  
Center for Museum Studies  
Freer Gallery of Art  
Freer Gallery of Art - Visiting Committee  
Arthur M. Sackler Gallery  
Arthur M. Sackler -Visiting Committee  
Cooper Hewitt National Design Museum (CHNDM)  
CHNDM - Board of Trustees  
Exhibits Central, Office of

Box 8

Hirshhorn, Joseph Museum of Sculpture Garden (HMSG)  
HMSG - Board of Trustees  
HMSG - Nominating Committee  
Institutional Studies Office  
International Gallery  
National Air and Space Museum (NASM) (2 folders)  
NASM - Advisory Board  
NASM - Dulles Center  
NASM - National Advisory Board  
NASM - Enola Gay  
NASM - Exhibiting  
NASM - Restaurant  
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  
NMAH - Agriculture and Natural Resources, Division of  
NMAH - Armed Forces History, Division of  
NMAH - Jackson Collection  
NMAH - Ceramics and Glass, Division of  
NMAH - Community Life, Division of  
NMAH - Cultural History, Division of  
NMAH - Domestic Life, Division of  
NMAH - Electricity, Division of (2 folders)  
NMAH - Exhibiting  
NMAH - Lemelson, Jerome and Dorothy Center  
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 - Star-Spangled Banner  
NMAH - Technology and Culture Journal  
NMAH - Textiles, Division of  
NMAH -Transportation, Division of  
National Museum of American Indian (NMAI)

Box 9

NMAI - Board of Trustees with book  
NMAI - Building Plans with book (3 folders)  
NMAI - Cultural Resources Center  
NMAI - Executive Committee  
NMAI - International Founders Council  
NMAI - Repatriation Office  
National Portrait Gallery (NPG)

NPG - Commission (2 folders)

National Postal Museum (NPM)

NPM - Advisory Commission

Smithsonian History Roundtable

Smithsonian Institution Traveling Exhibition Service

**SCIENCES**

Dazzler

Senior Scholar Emeritus (Dillon, Wilton)

Man and the Biosphere Program

Mpala Research Center

Box 10

National Museum of Natural History (NMNH)

NMNH - Anthropology, Department of (SOA)

NMNH - Indians

NMNH - Repatriation Office

NMNH - Repatriation Office - Repatriation Review Committee

NMNH - Building Plans

NMNH - Board with book

NMNH - Discovery Room

NMNH - Mineral Sciences, Department of

NMNH - Paleobiology, Department of

NMNH - Vertebrate Zoology, Department of

NMNH - Birds, Division of

National Zoological Park (NZP)

NZP - Advisory Board

NZP - Friends of (FONZ)

Office of Fellowships and Grants

Office of International Relations

Smithsonian Astrophysical Observatory

Smithsonian Center for Materials Research and Education  
Smithsonian Environmental Research Center  
Smithsonian Institution Archives  
Henry, Joseph Papers  
National Collections Program  
Smithsonian Institution Libraries  
Smithsonian Institution Library - Board  
Smithsonian Marine Station  
Smithsonian Tropical Research Institute (2 folders)  
Smithsonian Institution - University Program  
Smithsonian Office of Education  
Center for Folklife Programs and Cultural Studies  
Center for Folklife Programs and Cultural Studies - Advisory Council with  
book  
Smithsonian Folklife Festival  
Folkways Collection  
Advisory Council  
King, Martin L. Celebration  
National Science Resource Center (NSRC)

Box 11

NSRC - Advisory Board  
Smithsonian Early Enrichment Center  
Wider Audience Development Program  
Asian-Pacific Americans Program  
Universities (A-Z, \*\*G, J, R, U do not exist)  
Smithsonian Council  
**SMITHSONIAN SECRETARIES**  
Secretary, Robert McCormick Adams  
Secretary, Ira Michael Heyman (IRM)  
IRM - Book Review

IRM - Clippings

IRM - Clubs & Associations

IRM - Gifts

IRM - Interviews

IRM - Invitations (Folder 1-5 of 6) (videotapes in folders 1, 2)

Box 12

IRM - Invitations (Folder 6 of 6)

IRM - Meetings

IRM - Personal

IRM - Photographs

IRM - Speeches (4 folders)

IRM - Written Articles

IRM - National Gallery of Art (NGA)

IRM - NGA - Board of Trustees (3 folders)

IRM - NGA - Finance Committee (2 folders)

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

IRM - JFK - Board of Trustees

IRM - JFK - Executive Committee

IRM - JFK - Fine Art Accession Committee

IRM - JFK - Nominating Committee

Box 13

**FEDERAL AGENCIES, COMMISSIONS and DEPARTMENTS**

Agriculture, Department of

Centennial of Flight Commission

Commerce, Department of

DC Government

Defense, Army and Air Force, Department of

Education, Department of

Energy, Department of



Environmental Protection Agency  
Equal Employment Opportunity Commission  
Federal City Council  
General Accounting Office  
General Services Administration  
Housing and Urban Development, Department of  
Interior, Department of  
National Park Service  
Institute of Museum and Library Services  
King, Martin L. Federal Holiday Commission  
Labor, Department of  
Librarian of Congress  
Merit System Protection Board  
National Aeronautics and Space Administration  
National Capital Planning Commission  
National Endowment for the Arts  
National Endowment for the Humanities  
Office of Management and Budget  
Office of Personnel Management  
State, Department of  
Transportation, Department of  
United States Information Agency  
United States Postal Service  
White House  
White House - Committee for the Preservation of the White House  
White House - President Committee on the Arts and Humanities  
White House - White House Historical Association  
Woodrow Wilson International Commission for Scholars (WWICS)  
WWICS - Board of Trustees

WWICS - Building Plans

WWICS - Executive Committee

WWICS - Search Committee

**PRIVATE ORGANIZATIONS**

American Academy of Achievement

American Academy of Arts and Sciences

American Antiquarian Society

American Association for the Advancement of Science

Box 14

American Association of Museums

American Association of University Professors

American Bar Association

American Council of Learned Societies

American Historical Association

American Research Institute in Turkey

Association of African American Museums

Association of American Universities

Association of Asian American Studies

Associations of Governing Boards of Universities and Colleges

Brookings Institution

Carnegie Institution of Washington

Center for Advanced Study in Behavioral Sciences

Cultural Alliance of Greater Washington

Dumbarton

Environmental Law Institute

Equal Justice America

Foundations (A-Z, \*\*O, Q do not exist)

Greater Washington Board of Trade (2 folders)

Greater Washington Initiative

Hechinger Institute on Education and the Media

INFORM

Box 15

International Research and Exchanges Board

Lawyers' Committee for Civil Rights Under Law

Mega-Cities Project Inc.

National Academy of Public Administration

National Academy of Sciences

National Academy of Engineering

National Research Council

National Association of State Universities and Land-Grant Colleges

National Center for Nonprofit Boards

National Trust for Historic Preservation

Partners for Livable Communities

Santa Fe Institute

Society for the History of Technology

The Conference Board

Washington Metro Area Transit Authority

**INTERNATIONAL ORGANIZATIONS**

International Union for Conservation of Nature

United Nations

UNESCO

**COUNTRIES (Office of International Relations)**

Argentina

Austria

Belgium

Brazil

Canada

China

Columbia  
England  
Estonia  
France  
Germany  
Hungary  
India  
Iran  
Iraq  
Ireland  
Israel  
Italy  
Japan  
Kenya  
Korea  
Kuwait  
Latvia  
Lithuania  
Malaysia  
Mexico  
Netherlands  
Nigeria  
Panama  
Philippines  
Russia  
Saudi Arabia  
South Africa  
Spain  
Sri Lanka

Sweden

Taiwan

Thailand

Tunisia

Turkey

**MISCELLANEOUS**

Miscellaneous (A-N, \*\*J does not exist)

Box 16

Miscellaneous (O-Z, \*\*Q does not exist)

**REGENTS**

Ad Hoc Committee on Facilities

Audit and Review Committee

Dinner

Executive Committee

Meeting - January 26, 1998

Meeting - May 11, 1998

Meeting - September 14, 1998

Meeting - January 25, 1999

Membership

Newsletter

Regents' Liaison Group

**CANCEL**