Central Administrative Records, 1972, 1984-1999

by Smithsonian Institution Archives
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Collection Overview

Repository: Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Creator: National Portrait Gallery, Administrative Office
Title: Central Administrative Records
Dates: 1972, 1984-1999
Quantity: 9 cu. ft. (9 record storage boxes)

Administrative Information

Preferred Citation
Smithsonian Institution Archives, Accession 01-118, National Portrait Gallery, Administrative Office, Central Administrative Records

Use Restriction
Restricted for 15 years, until Jan-01-2015; Transferring office; 1/29/1988 memorandum, Shaffer to Greene; Contact reference staff for details.

Descriptive Entry

These records document the activities of the office. Topics include finance, procurement, and grant management. Records were created and maintained by Barbara A. Hart, Associate Director of Administration, and Carolyn Kinder Carr, Deputy Director.

Boxes 1-2 are arranged topically by department, project, or program, and concern administrative management activities. These include proposals, budgets, expenditures, financial reports, and related matters.

The bulk of the collection (boxes 3-9) contains material regarding the management of grant funds for various projects and exhibitions. The majority of the funding was obtained through internal granting agencies including the Office of Grants and Fellowships, the Smithsonian Women's Committee, the Research Opportunity Fund, the Special Exhibition Fund, and the James Smithson Society.

Materials include correspondence, memoranda, progress reports, proposals, funding reports, expenditure reports, notes, and related records.

Names and Subject Terms

This collection is indexed in the online catalog of the Smithsonian Institution under the following terms:
Subjects:
- Art museums.
- Fund accounting
- Fund raising
- Gifts
- Museum exhibits
- Museums -- Administration.
- Musicals
- War correspondents

Types of Materials:
- Manuscripts

Names:
- Avedon, Richard
- Carr, Carolyn Kinder
- Davy Crockett: Gentleman from the Cane (Exhibition) (1986: Washington, D.C.)
- De Kooning, Willem, 1904-
- Hart, Barbara A.
- Peale, Rembrandt, 1778-1860
- Penn, Irving
- Portraits in Motion (Exhibition) (1978: Washington, D.C.)
- Reiss, Winold, 1886-1953
- Selections from the Frederick Hill Meserve Collection (Exhibition) (1982: Washington, D.C.)
- Smithsonian Institution. Assistant Secretary for Research. Research Opportunities Fund.
- Smithsonian Institution. Office of Development. Smithsonian Women's Committee.
- Smithsonian Institution. Office of Fellowships and Grants.
- Smithsonian Institution. Office of the Provost. Special Exhibition Fund.
- Time, inc.
- Van Der Zee, James, 1886-
- World's Columbian Exposition (1893: Chicago, Ill.)
Container Listing

Box 1

Biographical Film Center General, FY 1990-FY 1994
Biographical Film Center Living Self-Portraits, FY 1990-FY 1994
Biographical Film Center Personnel Contracts, FY 1990-FY 1994
Computer Services CIS, FY 1990-FY 1994
Computer Services CIS, FY 1990-FY 1994
Computer Services CIS, FY 1990-FY 1994
Computer Services CIS, FY 1986-FY 1989
Department: Computer Services/NPG CD-ROM, FY 1990-FY 1994
Computer Services
Conservation General, FY 1990-FY 1994
Conservation, FY 1980-FY 1989
Catalog of American Portraits AOL Hall Presidents, FY 1995
Catalog of American Portraits General, FY 1985-FY 1989
Catalog of American Portraits General, FY 1990-FY 1994
Catalog of American Portraits Portrait Survey, FY 1990-FY 1994
Department: Exhibits Exhibition Proposals
Exhibits Gallery Changes, FY 1990-FY 1994
Exhibits General, FY 1990-FY 1994
Exhibits Hall of Presidents, FY 1990-FY 1994
Exhibits Performing Arts Corridor, FY 1990-FY 1994
Exhibits Sports Corridor, FY 1990-FY 1994
Exhibits NPG Film, FY 1990-FY 1994
Exhibits Rights and Reproductions, FY 1990-FY 1994
Exhibits General, FY 1990-FY 1994
History The Time Collection, FY 1990-FY 1994
Painting and Sculpture General, FY 1990-FY 1994
Peale Papers General, FY 1990-FY 1994
Peale Papers General, pre-FY 1990
Photographs General, FY 1990-FY 1994
Photographs Curator Search, 1991
Photographs Merserve Collection, FY 1990-FY 1994
Photographs Merserve Collection, FY 1985-FY 1989
Prints and Drawings General, FY 1990-FY 1994
Prints and Drawings Silhouette Gallery, FY 1990-FY 1994
Design and Production General, FY 1990-FY 1994
Design and Production Light Levels, FY 1990-FY 1994
Design and Production Signage, FY 1990-FY 1994
Education Accessibility, FY 1990-FY 1994
Department: Education/Brochures, FY 1990-FY 1994
Education Docent, FY 1990-FY 1994
Education General, FY 1990-FY 1994
Education Interns, FY 1990-FY 1994
Education Public Programs General, FY 1990-FY 1994
Education PP: Culture in Motion, FY 1990-FY 1994

Box 2

Education Public Programs: Film Series, FY 1990-FY 1994
Education Public Programs: Lectures/Book Signings, FY 1990-FY 1994
Education Public Programs: Portraits in Music, FY 1990-FY 1994
Office of Facilities Management General, FY 1990-FY 1994
Grants: Internal Collection-Based Research, FY 1994
Grants: Internal IRM Pool, FY 1994
Grants: Internal Research Computing Pool, FY 1994
Grants: Internal Research Equipment Fund, FY 1994
Grants: Internal Research Equipment Fund, FY 1993
Grants: Internal Research Opportunity Fund, FY 1994
Grants: Internal Research Opportunity Fund, FY 1993
Grants: Internal Research Opportunity Fund, FY 1992
Grants: Internal Smithson Society Grants, FY 1994
Grants: Internal Smithson Society Grants, FY 1993
Grants: Internal Smithson Society Grants, FY 1992
Grants: Internal Smithson Society Grants, FY 1991
Grants: Internal Special Exhibition Fund, FY 1994
Grants: Internal Special Exhibition Fund, FY 1993
Grants: Internal Special Exhibition Fund, FY 1992
Grants: Internal Special Exhibition Fund, FY 1991
Grants: Internal Special Exhibition Fund, FY 1990
Grants: Internal Women's Committee Grants, FY 1994
Grants: Internal Women's Committee Grants, FY 1993
Grants: Internal Women's Committee Grants, FY 1992
Grants: Internal Women's Committee Grants, FY 1991
NPG/NMAA Library Brochure, FY 1990-FY 1994
NPG/NMAA Library Electronic Resources, FY 1990-FY 1994
NPG/NMAA Library General, FY 1990-FY 1994
NPG/NMAA Library Publications Exchange, FY 1990-FY 1994
NPG/NMAA Library SIL Liaison, FY 1990-FY 1994
NPG/NMAA Library Library Study, FY 1990-FY 1994
Museum Correspondence, FY 1990-FY 1994
Organizations PQNA, FY 1990-FY 1994
Patent Pending, FY 1990-FY 1994
Patent Pending, FY 1985-FY 1989
Publications/Catalogues, FY 1990-FY 1994
Publications/General, FY 1990-FY 1994
Department: Registrar Accession Records Project, FY 1995-FY 1999
Department: Registrar Accession Records Project, FY 1989-FY 1994
Department: Registrar Accession Records Project, FY 1989-FY 1994
Department: Registrar African American Research Database, FY 1994
Department: Registrar Collections Management Audit, FY 1991
Department: Registrar Collection Statistics, 1990
Department: Registrar Collection Statistics, 1991
Department: Registrar Collection Statistics, 1992
Department: Registrar Collection Statistics, 1993
Department: Registrar Collection Statistics, 1994

Box 3

13528019 Women's Committee Reiss Video
17528017 Library Fund
13528015 Women's Committee Grant Rembrandt Peale Catalog
1352B013 Sale of Catalogs RO Museum Shops
1352B012 Documenting Collections
1352B013 CAP-Southern States Survey Women's Committee Closed
1352B013 Richardson Collection (Women's Committee)
1352B018 Gilbert Stuart-Edge Mill Copy Women's Committee
1352B008 Golden Age of Radio and Television
16591700 and 1352B007 Art Libraries Project
1252X703 Faces of America: Portraits by Winhold Reise
1252X512 Red, Hot and Blue: The Rise of the American Musical
Japan Exhibition
U.S.S.R. Research Exchange Fund
1235E831 Educational Outreach Funds Friends of Nature
1235E945 Educational Outreach Fund
1152P001 Discretionary Fund
1252S40A Scholarly Studies Grant - Mathew Brady and the American Public
1253E3-08 Education Outreach Fund
1252J901 Smithsonian Society Grant - Avedon Photographs
Hosokawa Exhibition How to See the Whole Picture (2 folders)

Box 4

158K6000 SI 50th Anniversary Staff Photo Contest
15894900 Chesebrough Pond
1318B101 Great Smithsonian Giveaway Community Project Barbara Hart
15874200 Development of Video Pilot George Abbott
1252X922 World's Colombian Exposition
1318B106 1846 Exhibition
158D1401 Theatre Luminaries (Red, Hot and Blue)
1318B113 Power of Things - Book
158B9900 Irving Penn
1318B136 Scholarly Leadership Project Award Cecilia Chin, IFLA Conference Beijing, China
1352B001 CAP-Portrait Records from Puerto Rico
1352B002 Women's Committee for Reporting the War
1352BW03 Women's Committee Award Margo Kabel - Spotlight Biography
13540522 Portraits in Motion (Women's Committee Award)
1352B005 Contingency Fund, 1993
1352BW01 Rolland White Smithsonian Women's Committee Improvements for the Theatre
1352BW02 Deborah Sisum Smithsonian Women's Committee Portrait Survey of Alaska
1352B018 Women's Committee Survey - CAP New Mexico
Smithsonian Women's Committee Black Biographical Dictionaries
The Trust for Museum Exhibitions Agreement
1352B005 Contingency Fund, 1994
1352B005 Contingency Fund, 2/1995-10/1995

Box 5

SI-Office of Education Educational Outreach Fund SRC-410 Dsgn Code 110096
15844100 Purchase of Acquisitions Fund
15844100 Purchase of Acquisitions Fund
15856000 Contingency Gifts Fund, FY 1993
15856000 Contingency Gifts Fund, FY 1993
15856000 Contingency Fund Gifts, FY 1993
15856000 Contingency Fund Gifts, 10/1996-12/1996
28520200 NPG Photo Fund

Box 6

16793000 Old Hickory Exhibition Andrew Jackson
165C8400 Gilles de Carpenter Franklin Portrait
165B7100 U.S. Grant Catalogue
165B5400 William E. West Exhibits & Catalog
165A3200 "Covarrubias" Exhibit
16678000 China Exhibition
16788900 First Federal Congress
167789000 Davy Crockett Exhibition Closed
16590500 History of American Portrait Photography Pantheon Books Fund
165D4300 Manuscripts on 18th Century American Portrait
165D4301 Copley's Watson and The Shark Brochure (E. Miles)
1252S801 Rembrandt Peale
1252S901 Merserve Collection
1252X915 To Color America: Portraits by Winold Reiss
1252X820 To Color America: Portraits of Winold Reiss
1252J801 Smithsonian Award Conservation
Women's Committee - TDD's Pay Phones
Contracts, FY 1972

Box 7
1252X402 Special Exhibition Fund: Reporting the War
1252X414 SEF - Cecilia Beaux
1252X415 SEF - The Life of Frederick Douglass
1252X501 1846: A Year of Decision
1252X413 SEF - Red, Hot, and Blue
1252X502 In Pursuit of the Butterfly: Portraits of J.A.M. Whistler
1252X501 Portrait in America
1252J302 Smithson Society - "CAP Survey - Hawaii"
1252J30A Smithson Society Grant Red-Groom's (William de Kooning)
1252J501 Smithson Award Talcott Williams/Eakins
1252J601 Smithson Award Wright by Van Dine
1252X805 World's Columbian Exhibition
1252S102 Scholarly Studies "Celebrity Caricature in America"
1252X809 "American Portraits in Japan" CLOSED

Fund #1252S701 Rembrandt Peale (1778-1860): A Catalogue Raisonne of His Works
1252S001 Mathew Brady Collection of Frederick Hill Meserve

Box 8
1252J701 Rufus King by Gilbert Stuart
1252J402 Hans Namuth Photograph Collection of 23 Portraits of Major American Artists
1252J660 Permanent Collection Conversion Project James Smithson Society Award
1252X001 Portraits of Rembrandt Peale
1252X029 Special Exhibition Fund Award for Cecilia Beaux Exhibition
1252X206 American Painting and Sculpture at WCE (SEF)
1252X021 Special Exhibition Fund Award for Rembrandt Peale Exhibition

Mary Hewes

1252J301 Smithson Society

1252X129 Journalistic Coverage of World War II

1252X214 "Red, Hot, and Blue"

1252X207 American Musicals (SEF)

1251X213 James Vanderzee: Portraits

Cross Referencing Competition

1252X401 Special Exhibition Award Cross Referencing Competition

1252X302 SEF Fund "World's Fair"

Box 9

1252X613 Celebrity Caricature in America

1252X527 Celebrity Caricature in America

1252C801 Purchase: A Portrait of Edward Hicks

1252C901 Collections Acquisition: Bishop by Smibert

1152P009 Intern

1252E024 Educational Outreach Fund - Blackfeet Indians Program - Kendall

1252E150 Educational Outreach Fund Program on C.J. Walker

1252E247 Cultures in Motion: Portrait in American Diversity

1252E418 Educational Outreach Funds: Elderly Program

1252E604 Educational Outreach Award

1252E605 Educational Outreach

1252E7-20 "Cultures in Motion" CLOSED

1252E901 Culture in Motion: Portraits in American Diversity

1252E938 Educational Outreach Fund

1252F00A 1990 Research Opportunity Fund

1252F10A 1991 Research Opportunity Fund Awards

1252F20A Research Opportunity Fund

1252F302 Fluid Research Fund: William Stapp
1252F30A Research Opportunity Fund

1252F40A Research Opportunities Fund-Brandon Fortune: Revisiting the White City - 1893 World's Fair

1252F50A Research Opportunities Fund, FY 1995

1252F60A Research Opportunity Fund Allotment, FY 1996

1252F401 John Frazee

1252F501 James Earl

1252F502 British Photography

1252F503 Research Opportunities Fund Jane Klinger

1252F504 Will Stapp/London

1252F601 Research Opportunities Fund Lillian Miller

1252F602 Research Opportunities Sidney Hart

1252F603 Research Opportunities

1252F701 Research Opportunities Fund C. Carr

1252F801 Research Opportunity Fund

1252F901 Research Opportunity Fund

1252F902 Research Opportunity Fund Pat Lynagh

1252F903 Research Opportunities Fund, Paris Trip/Sara T. Hollowell Research

1252F904 Research Opportunity Fund Marc Pachter

1252F905 Research Opportunity Grant L. Stiber