



Smithsonian Institution Archives

Administrative Records, 1985-1997

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Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title:	Administrative Records
Identifier:	Accession 02-049
Date:	1985-1997
Extent:	3 cu. ft. (3 record storage boxes)
Creator::	Freer Gallery of Art and Arthur M. Sackler Gallery. Office of the Assistant Director, Finance and Administration
Language:	Language of Materials: English

Administrative Information

Preferred Citation

Smithsonian Institution Archives, Accession 02-049, Freer Gallery of Art and Arthur M. Sackler Gallery. Office of the Assistant Director, Finance and Administration, Administrative Records

Descriptive Entry

These records document the administrative activities of Sarah Newmeyer, Assistant Director, Finance and Administration.

Materials include correspondence, memoranda, brochures, reports, minutes, policies, reference files, 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
Art, Asian
Museums -- Administration

Types of Materials:

Brochures
Manuscripts

Names:

Arthur M. Sackler Gallery (Smithsonian Institution)
Freer Gallery of Art
Newmeyer, Sarah

Container Listing

Box 1

Box 1 of 3 Administration [1987-1990]
Box 1 of 3 Building Management [1993-1995]
Box 1 of 3 Collections Management [1990-1997]
Box 1 of 3 Curators [1988-1994]
Box 1 of 3 DCSR [1988-1997]
Box 1 of 3 CSR - Academia Sinica [1997]
Box 1 of 3 Design and Installation (Exhibits) [1988-1995]
Box 1 of 3 Development [1991-1997]
Box 1 of 3 Strategic Planning [1996]
Box 1 of 3 EAPC 1990 to Present [1989-1992]
Box 1 of 3 Education [1990-1995]
Box 1 of 3 Library [1988-1996]
Box 1 of 3 Organization Chart
Box 1 of 3 Photo Lab [1991-1993]
Box 1 of 3 Public Affairs [1988-1997]
Box 1 of 3 Registrars [1990-1996]

Box 2

Box 2 of 3 Collections Management Policy [1981; 1985; 1986; 1990]
Box 2 of 3 Collection Inventory System (Collection Management) [1989-1996] (2 folders)
Box 2 of 3 Registrars [1990-1995]
Box 2 of 3 Special Events [1992-1994]
Box 2 of 3 Publications Current to 9/1991 [1992-1997]
Box 2 of 3 Publications Current to 9/1991 [1990-1994]

Box 2 of 3 Publications 1987-1991

Box 2 of 3 Artibus Asiae [1992]

Box 2 of 3 Audits [1990-1993]

Box 2 of 3 Bishop Archives [1987-1988]

Box 2 of 3 EAPAC Related Materials [1990-1995]

Box 2 of 3 Employee Assistance Program Committee [1989-1995]

Box 2 of 3 Ethics [1982; 1991-1993]

Box 2 of 3 Excess Property [1993]

Box 2 of 3 Freer Collection Records [1979-1983]

Box 2 of 3 Freer Background (Mr.) Family Information [1988-1992]

Box 3

Box 3 of 3 Food Service [1993-1997]

Box 3 of 3 G.K. Hall - Microfiche [1989-1990]

Box 3 of 3 General Counsel [1991-1995]

Box 3 of 3 Inspector General [1990-1995]

Box 3 of 3 Network [1992-1994]

Box 3 of 3 Organization Codes [1995-1996]

Box 3 of 3 Overhead [1989-1996]

Box 3 of 3 Staff Handbook [1989-1992]

Box 3 of 3 Survey-Subscriptions [1996]

Box 3 of 3 Travel/Rules [1988-1996]