



Smithsonian Institution Archives

Personnel Records, 1935-1970

Finding aid prepared by Smithsonian Institution Archives

Smithsonian Institution Archives
Washington, D.C.
Contact us at osiaref@si.edu

Table of Contents

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

Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title:	Personnel Records
Identifier:	Accession 02-061
Date:	1935-1970
Extent:	1.69 cu. ft. (1 record storage box) (1 16x20 box)
Creator::	Freer Gallery of Art. Superintendent
Language:	Language of Materials: English

Administrative Information

Preferred Citation

Smithsonian Institution Archives, Accession 02-061, Freer Gallery of Art. Superintendent, Personnel Records

Descriptive Entry

This accession consists of records created and maintained by John Bundy, Superintendent, 1921-1939, Weldon N. Rawley, Superintendent, c. 1939-1955, and Russell C. Mielke, Superintendent, c. 1955-1977, documenting personnel matters, time and attendance of building maintenance staff, funding for building and ground operations, and building repairs. Materials include ledgers, monthly time books, annual reports, time and attendance books, master key lists, memoranda, position descriptions, and Mielke's personal papers.

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
- Buildings -- Maintenance
- Buildings -- Repair and reconstruction
- Museum buildings
- Museums -- Employees

Types of Materials:

Books
Manuscripts

Names:

Bundy, John
Freer Gallery of Art Building
Mielke, Russell C.
Rawley, Weldon N.

Container Listing

Box 1

- Box 1 of 2 Monthly Time Book - January 1935-January 1940
- Box 1 of 2 Monthly Time Book - October 1936-December 1944 (Forewoman and Charwomen)
- Box 1 of 2 Monthly Time Book - January 1942-January 1947 (Forewoman and Charwomen)
- Box 1 of 2 Monthly Time Book - January 1944-June 1947 (Attendants, Laborers, Mechanics, Guards, Charwomen)
- Box 1 of 2 Monthly Time Book - 1951-1957
- Box 1 of 2 Monthly Time Book - 1962-1969
- Box 1 of 2 Monthly Time Book - December 1957-September 1963
- Box 1 of 2 Personnel Record Freer - February 25, 1966-June 15, 1966
- Box 1 of 2 Personnel Record Freer - November 2, 1965-February 25, 1966
- Box 1 of 2 1962 Master Key List
- Box 1 of 2 Annual Reports, 1939-1954
- Box 1 of 2 Annual Reports, 1958-1970
- Box 1 of 2 Inquiries, Personal; Current - Mechanics - Personal; Job Breakdowns and "Performance Standard Form" [1943-1952]
- Box 1 of 2 George Shepherd Young [Accident, 1949]
- Box 1 of 2 Labor Hours by Month Starting July 1, 1960
- Box 1 of 2 R.C. Mielke Papers [Personnel, 1955-1961]

Box 2

- Box 2 of 2 [Job Record, 1939]