



# Smithsonian Institution Archives

## Administrative Records, 1999

by Smithsonian Institution Archives

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

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|-------------|--|
| Repository: | Smithsonian Institution Archives, Washington, D.C.,<br><i>osiaref@si.edu</i> |
| Creator:    | Smithsonian Institution, Office of the Secretary                             |
| Title:      | Administrative Records   |
| Dates:      | 1999   |
| Quantity:   | 23 cu. ft. (23 record storage boxes)   |

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## Administrative Information

### Preferred Citation

Smithsonian Institution Archives, Accession 02-135, Smithsonian Institution, Office of the Secretary, Administrative Records

### Use Restriction

Restricted for 15 years, until Jan-01-2015; 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). They 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 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  
Brochures  
Clippings  
Color photographs  
Ephemera  
Floor plans  
Manuscripts  
Pamphlets  
Sketches

Names:

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

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## Container Listing

Box 1

### **AWARDS**

Computerworld

Corporate Leadership Award

Hispanic Heritage Month Excellence

Langley Medal

Nobel Peace Prize

Secretarial Awards

Secretary's Award for Excellence

Smithson, James Bicentennial Medal

Smithson, James Founder Medal

Smithson, James Order of

Unsung Heroes

Volvo Environment Prize

### **CONFERENCE**

Symposium

### **CONSERVATION**

Endangered Species

Galapagos Island

### **DEVELOPMENT OF THE MALL**

Parking

### **EXHIBITS**

African Voices

Ainu: Spirit of a Northern People

America's Smithsonian

American Legacies

Japan, A More Perfect Union: Japanese Americans

Nobel Prize

Piano 300

Sweatshop

Viking: The North Atlantic Saga

**MUSEUMS**

Museums (A-Z \*\*D, E, G, K, Q, R, T, U, V, W, XYZ do not exist)

Newseum

Regional Museums

**POLICY**

**Publications:** Directory

Publications (A-Z \*\*F, H, J, K, L, Q, R, S, V do not exist)

Smithsonian Year (Annals of the SI)

**OFFICE OF THE SECRETARY**

Building Director (SI)

Facilities Management, Office of

Counselor for Biodiversity & Environmental Affairs

Institute of Conservation Biology

Counselor for Electronic Communications & Special Projects

Creative Artists Agency

Latino Working Committee

**Box 2**

Smithsonian Center for Latino Initiatives

Smithsonian Center for Latino Initiatives - National Board

Inspector General, Office of (2 folders)

Planning, Management & Budget, Office of (OPMB)

OPMB Fiscal Year 2001

OPMB Fiscal Year 2000

OPMB Fiscal Year 1999

OPMB Fiscal Year 1998

OPMB Hearings (4 folders)

OPMB Congressional briefing materials (3 folders)

Secretariat

Secretariat - Council of Administrative Service Directors

Secretariat - Council of Directors

Secretariat - Directors of Museums & Research Institutes (Centers)

Smithsonian Washington Initiative - Smithsonian Washington Council

Executive Director for Development, Office of

Development - Capital Campaign Director

Membership & Development, Office of

Membership & Development - Credit Cards

Box 3

Membership - Contributing Membership Program

Membership - Smithsonian Today

Membership - Smithsonian, James Society

Membership - Smithsonian Benefactors' Circle

Membership - Smithsonian Corporate Membership Program (2 folders)

Membership - Smithsonian Gifts

Membership - Smithsonian Legacy Society

Membership - Smithsonian Luncheon Group

Membership - Smithsonian National Board

Membership - Smithsonian National Board - Women's Committee (SI)

**UNDER SECRETARY**

Senior Advisor to the Secretary for Business Ventures

Business Ventures - Board of Directors

CEO for Business Ventures

Communications, Office of

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

OGC Agreements

OGC Wills

Government Relations, Office of

Government Relations - Hearings

Public Affairs, Office of (OPA)

Box 4

OPA Blue Bulletin

OPA News Release

OPA Torch

Special Events & Conference Services, Office of (2 folders)

Special Events - Use of Facilities

Smithsonian Magazine

Smithsonian Magazine - Article

Smithsonian Magazine - Membership (A-Z \*\*I, Q, U do not exist)

Smithsonian Magazine - Note from the Secretary

Smithsonian Magazine - Smithsonian Perspectives

Smithsonian Magazine - Air & Space Magazine

Smithsonian Magazine - Muse

The Smithsonian Associate (SA)

SA Study Tours

SA Business Management Office

SA Restaurant Concessions

Visitors Information & Associates Reception Center (VIARC)

VIARC Docents (Volunteers)

VIARC Sesquicentennial

**Finance and Administration:** Chief Information Officer - Information  
Technology

Imaging, Printing & Photographic Services

Allocation of Space

Allocation of Space - Hecht's Office Building

Allocation of Space - Patent Office Building



Allocation of Space - Tariff Building

Allocation of Space - Victor Building (3 folders)

Allocation of Space - Woodward & Lothrop Building

Box 5

Announcements

Auto

Chief Financial Officer (CFO)

CFO Comptroller, Office of the

CFO Contracting, Office of

CFO Contracting - Travel Services Office

**TREASURER, OFFICE OF THE**

Funds - General

Funds - Board Annual Giving Fund

Funds - Denghausen Fund

Funds - Frist Fund

Funds - Smithsonian Fund for the Future

Funds - Trust Funds

Investment Policy Committee (2 folders)

Risk & Asset Management, Office of

Sponsored Projects, Office of

Delegation of Authority

Environmental Management & Safety, Office of

Environmental Management & Safety - Health Services Division

Senior Facilities Services Officer

Architectural History & Historic Preservation, Office of

Protection Services, Office of (OPS)

OPS Surveys & Reports (SI Visitors)

Physical Plant, Office of (folder)

Horticultural Services, Office of

Horticultural Services - Haupt Garden

Letterhead - Stationery

Parking

Human Resources, Office of (OHR)

OHR American Federation of Government Employees

OHR Combined Federal Campaign

OHR Equal Employment & Minority Affairs (OEEMA) (3 folders)

OHR OEEMA American Indian Heritage Month Planning Committee

OHR OEEMA Asian & Pacific American Heritage Committee

OHR OEEMA Black History Month Planning Committee

OHR OEEMA Hispanic Heritage Planning Committee

OHR OEEMA Latino Working Committee

OHR OEEMA Women's History Month Planning Committee

OHR Health Insurance

OHR Leave (Sabbatical)

Box 6

OHR Pay & Tenure

OHR Recruiting (2 folders)

OHR Announcements (4 folders)

OHR Retirement (TIAA)

OHR Savings Bonds

OHR Senior Candidates

OHR Summer Employment

OHR Training

OHR Personnel (A-Z \*\*E, I, N, E, N, Q, U, V, XYZ do not exist)

Smithsonian Directives

**OFFICE OF THE PROVOST**

Affiliations Program

Director of Exhibitions for the Arts & Industries Building

Honorary Appointments - Millennium

New Initiatives Meeting

Smithsonian Press/Smithsonian Productions

Smithsonian Press/Smithsonian Productions - Recordings

**Arts and Humanities:** Arts & Industries Building

Accessibility Coordinator

African Burial Ground

Anacostia Museum

Box 7

Archives of American Art (AAA)

AAA Board of Trustees

Center for African American History & Culture

Center for Asian Art - Friends of

Freer Gallery of Art

Freer - Visiting Committee

Arthur M Sackler Gallery

Sackler - Visiting Committee

Cooper-Hewitt National Design Museum (CHNDM)

Cooper-Hewitt - Board of Trustees

Cooper-Hewitt - Search Committee

Exhibits Central, Office of

Hirshhorn, Joseph Museum of Sculpture Garden (HMSG)

HMSG Board of Trustees

HMSG Nominating Committee

Institutional Studies Office

International Gallery

National Air & Space Museum (NASM)

NASM Advisory Board

NASM Dulles Center (2 folders)

NASM National Advisory Board

NASM Enola Gay

NASM IMAX

NASM Search Committee

National Museum of African Art (NMAfA)

NMAfA Commission

National Museum of American Art (NMAA)

NMAA Barney House

NMAA Commission

NMAA Renwick Gallery

National Museum of American History (NMAH)

NMAH Advisory Board

NMAH Agriculture & Natural Resources, Division of

Box 8

NMAH Armed Forces History, Division of

NMAH Armed Forces History - Jackson Collection

NMAH Ceramics & Glass, Division of

NMAH Costumes, Division of

NMAH Cultural History, Division of

NMAH Domestic Life, Division of

NMAH Electricity, Division of

NMAH Exhibiting

NMAH Information Technology Advisory Board

NMAH Lemelson, Jerome & Dorothy Center

NMAH Medical Sciences, Division of

NMAH Musical History, Division of

NMAH Numismatics, Division of

NMAH Photographic History, Division of

NMAH Political History, Division of

NMAH Star-Spangled Banner  
NMAH Technology & Culture Journal  
NMAH Textiles, Division of  
NMAH Transportation, Division of  
National Museum of the American Indian (NMAI)  
NMAI Board of Trustees (7 folders)  
NMAI Building Plans (9 folders)

Box 9

NMAI Cultural Resources Center  
NMAI International Founders Council  
NMAI Repatriation Office  
National Portrait Gallery (NPG)  
NPG Commission  
National Postal Museum (NPM)  
Smithsonian Institution Traveling Exhibition Service (SITES)  
**Sciences:** Dazzler  
Senior Scholar Emeritus (Dillon, Wilton)  
National Museum of Natural History (NMNH)  
NMNH Anthropology, Department of (SOA)  
NMNH SOA Indians  
NMNH Repatriation Office  
NMNH Repatriation Review Committee  
NMNH Building Plans  
NMNH Board  
NMNH Botany, Department of  
NMNH Discovery Center  
NMNH Discovery Room  
NMNH Entomology, Department of  
NMNH Exhibiting

NMNH IMAX Theater  
NMNH Mineral Sciences, Department of  
NMNH Vertebrate Zoology, Department of - Birds, Division of  
NMNH Senate of Scientists  
NMNH Sheep (4 folders)  
National Zoological Park (NZP)  
NZP Friends of (FONZ)  
NZP Police  
NZP Search Committee  
Office of Fellowships & Grants  
Office of International Relations  
Smithsonian Astrophysical Observatory

Box 10

Smithsonian Environmental Research Center (SERC)  
SERC Board of Advisors  
Smithsonian Institution Archives (SIA)  
SIA Henry, Joseph Papers  
SIA National Collections Program  
Smithsonian Institution Libraries  
Smithsonian Marine Station  
Smithsonian Tropical Research Institute  
**Educational and Cultural Programs:** Smithsonian Office of Education  
Center for Folklife & Cultural Heritage  
Folklife - Advisory Council  
Smithsonian Folklife Festival  
Folkways Advisory Board  
Folkways Collection  
National Science Resource Center (NSRC)  
NSRC Advisory Board

Smithsonian Early Enrichment Center  
Wider Audience Development Program  
Wider Audience Development Program - Asian-Pacific Americans Program  
Universities (A-Z \*\*F, K, O, Q, T, U do not exist, C has 2 folders)  
Smithsonian Council  
Secretary, Lawrence M. Small  
Small - Congratulatory Letters  
Small - Invitations  
Small - Personal  
Small - Search Committee  
Secretary, S. Dillon Ripley  
Secretary, Robert McC. Adams  
Secretary, Ira Michael Heyman  
Heyman - Appointments  
Heyman - Clippings  
Heyman - Clubs & Associations  
Heyman - Gifts  
Heyman - Interviews  
Heyman - Invitations (2 folders)

Box 11

Heyman - Invitations (4 folders)  
Heyman - Meetings  
Heyman - Personal (2 folders)  
Heyman - Photographs  
Heyman - Portrait  
Heyman - Retirement  
Heyman - Speeches (4 folders)  
Heyman - Written Articles  
National Gallery of Art (NGA)

NGA Board of Trustees (2 folders)

NGA Finance Committee (2 folders)

Box 12

John F Kennedy Center for the Performing Arts

Kennedy Center - Board of Trustees (2 folders)

**FEDERAL AGENCIES, COMMISSIONS AND DEPARTMENTS**

Agriculture, Department of

Commerce, Department of

Commission of Fine Arts

DC Government

Defense, Army & Air Force, Department of

Education, Department of

Energy, Department of

Equal Employment Opportunity Commission

Federal Asian Pacific American Council

Federal City Council

General Accounting Office

General Services Administration

Health & Human Services, Department of

Housing & Urban Development, Department of

Interior, Department of

Interior - Advisory Council on Historic Preservation

Interior - National Park Service (NPS)

Interior - NPS Presidio

Institute of Museum & Library Services

Justice, Department of

Labor, Department of

Librarian of Congress

Merit System Protection Board



National Aeronautics & Space Administration  
National Capital Planning Commission  
National Endowment for the Arts  
National Endowment for the Humanities  
Office of Management & Budget (2 folders)  
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 & Humanities (3 folders)  
White House Historical Association

Box 13

White House Millennium Council  
Woodrow Wilson International Center for Scholars (WWICS)  
WWICS Building Plans  
WWICS Board of Trustees  
WWICS Council  
WWICS Executive Committee  
**Private Organizations:** American Academy of Achievement  
American Academy of Arts & Sciences  
American Academy in Rome  
American Antiquarian Society  
American Association for the Advancement of Science  
American Association of Museums  
American Association of University Professors  
American Bar Association

American Council of Learned Societies  
American Historical Association  
American Philosophical Society  
American Research Institute in Turkey  
American School of Classical Studies at Athens  
Association of American Universities  
Associations of Governing Boards of Universities & Colleges  
Brookings Institution  
Business-Higher Education Forum  
Carnegie Institution of Washington  
Consortium of Social Science Associations  
Dumbarton Oaks  
Environmental Law Institute  
Equal Justice America  
Foundations (A-Z)  
Greater Washington Board of Trade (2 folders)

Box 14

Greater Washington Board of Trade  
Greater Washington Initiative  
Hechinger Institute on Education & the Media  
INFORM  
International Research & Exchanges Board  
Mega-Cities Project Inc  
Museum Trustee Association  
National Academy of Public Administration  
National Academy of Sciences - National Academy of Engineering  
National Association of State Universities & Land-Grant Colleges  
National Geographic Society  
National Trust for Historic Preservation

Resources for the Future

United States Capital Historical Society

Washington Airports Task Force

Washington Metro Area Transit Authority

World Resources Institute

**International Organizations:** International Council of Museums

International Union for Conservation of Nature

United Nations

UNESCO

**Countries** (Office of International Relations): Africa

Argentina

Australia

Austria

Bangladesh

Brazil

Bucharest

Canada

China

Columbia

Cuba

Czech Republic

Ecuador

Egypt

England

France

Germany

Greece

Hong Kong

India

Israel  
Italy  
Japan  
Luxembourg  
Mexico  
Nepal  
Netherlands  
Nigeria  
Panama  
Peru  
Philippines  
Romania  
Russia  
Saudi Arabia  
South Africa  
Spain  
Switzerland  
Taiwan  
Thailand  
Tunisia  
Yugoslavia  
Miscellaneous (A-K)

Box 15

Miscellaneous (L-Z \*\*XYZ does not exist)

**REGENTS**

Ad Hoc Committee on Business

Audit & Review Committee

Dinner

Emeritus

Meetings - January 25, 1999

Meetings - May 10, 1999

Meetings - September 13, 1999

Meetings - January 24, 2000

Membership

Newsletter

Nominating Committee

Regents' Liaison Group

**CANCEL**

**Congressional:** Abraham, Spencer (Sen.)

Ashcroft, John (Sen.)

Barcelo-Romero, Carlos (Rep.)

Brown, George (Rep.)

Clay, William (Rep.)

D'Amato, Alphonse (Sen.)

Danner, Pat (Rep.)

Dellums, Ronald (Rep.)

Ewing, Thomas (Rep.)

Forbes, Michael (Rep.)

Fowler, Tillie (Rep.)

Gingrich, Newt (Rep.)

Glenn, John (Sen.)

Gonzalez, Henry (Rep.)

Gorton, Slade (Sen.)

Grams, Rod (Sen.)

Hatfield, Mark (Sen.)

Heflin, Howell (Sen.)

Kasich, John (Rep.)

Kerrey, J. Robert (Sen.)

Klink, Ron (Rep.)  
Lautenberg, Frank (Sen.)  
Lazio, Rick (Rep.)  
Livingston, Bob (Rep.)  
Mack, Connie (Sen.)  
Manton, Thomas (Rep.)  
McCollum, Bill (Rep.)

Box 16

McDade, Joseph (Rep.)  
Packwood, Bob (Sen.)  
Porter, John (Rep.)  
Reed, Jack (Rep.)  
Robb, Charles (Sen.)  
Roberts, Pat (Rep.)  
Roth, William (Sen.)  
Schumer, Charles (Rep.)  
Simpson, Alan (Sen.)  
Skaggs, David (Rep.)  
Talent, James (Rep.)  
Torres, Esteban (Rep.)  
Torricelli, Robert (Rep.)  
Vento, Bruce (Rep.)  
Wise, Robert (Rep.)  
Wyden, Ron (Rep.)  
Yates, Sidney (Sen.) (6 folders)