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Collection Overview

Repository: Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title: Administrative Records
Identifier: Accession 02-188
Date: FY 1994-FY 1998
Extent: 14 cu. ft. (14 record storage boxes)
Creator: Smithsonian Institution. Visitor Information and Associates' Reception Center
Language: English

Administrative Information

Prefered Citation
Smithsonian Institution Archives, Accession 02-188, Smithsonian Institution, Visitor Information and Associates' Reception Center, Administrative Records

Descriptive Entry

This accession consists of record that document correspondence, statistics, special projects, and relations with other Smithsonian Institution offices and museums and partner institutions, organizations, and corporations. Materials include correspondence, memoranda, reports, statistics, newsletters, and related materials.

Names and Subject Terms

This collection is indexed in the online catalog of the Smithsonian Institution under the following terms:

Subjects:
- Museums -- Administration
- Museums -- Public relations
- Visitors’ centers

Types of Materials:
- Manuscripts
- Newsletters
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<td>OUS-26 - Product Development and Licensing</td>
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<td>OUS-27 - Retail</td>
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<td>OUS-28 - Smithsonian Press/Smithsonian Productions (Daniel Goodwin)</td>
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</tbody>
</table>
Box 11 of 14  OUS-30 - The Smithsonian Associates (Mara Mayor)
Box 11 of 14  OUS-31 - Assistant Secretary for Institutional Advancement (Alice Burnette)
Box 11 of 14  OUS-32 - Membership and Development
Box 11 of 14  OUS-32a - Membership Folder (on-going)
Box 11 of 14  OUS-33 - Special Events and Conference Services

Miscellaneous, FY 1997

Box 11 of 14  MISC-1 - Miscellaneous
Box 11 of 14  MISC-5 - CIED/COBD
Box 11 of 14  MISC-8 - Washington Convention and Visitors Center (WCVA)
Box 11 of 14  MISC-9 - National Capital Planning Commission
Box 11 of 14  MISC-15 - National Park Services
Box 11 of 14  MISC-17 - Bell Atlantic
Box 11 of 14  MISC-20 - Tourmobile
Box 11 of 14  MISC-22 - Amtrak
Box 11 of 14  MISC-23 - 1997 Inaugural
Box 11 of 14  MISC-24 - Museum Bus

Box 12

Office of the Secretary, FY 1997

Box 12 of 14  OS-1 - Office of the Secretary (Michael Heyman)
Box 12 of 14  OS-2 - Board of Regents
Box 12 of 14  OS-3 - Inspector General
Box 12 of 14  OS-4 - Office of Planning, Management, and Budget

Box 12 of 14  OS-6 - Counselor for Latino Affairs (Miguel Bretos)

Box 12 of 14  OS-7 - Counselor to the Secretary for Biodiversity and Environmental Affairs (Tom Lovejoy)

Box 12 of 14  OS-8 - Counselor to the Secretary for Electronic Communications and Special Projects (Marc Pachter)

Office of the Provost, FY 1997

Box 12 of 14  OP-1 - Office of the Provost (Dennis O'Connor)

Box 12 of 14  OP-2 - Accessibility Program

Box 12 of 14  OP-3 - Anacostia Museum

Box 12 of 14  OP-5 - Arthur M. Sackler Gallery/Freer Gallery of Art

Box 12 of 14  OP-6 - Center for Folklife Programs and Cultural Studies

Box 12 of 14  OP-9 - Hirshhorn Museum and Sculpture Garden

Box 12 of 14  OP-10 - National Air and Space Museum

Box 12 of 14  OP-11 - National Museum of African Art

Box 12 of 14  OP-12 - National Museum of American Art and Renwick Gallery

Box 12 of 14  OP-13 - National Museum of American History

Box 12 of 14  OP-14 - National Museum of the American Indian

Box 12 of 14  OP-15 - National Museum of Natural History

Box 12 of 14  OP-16 - National Portrait Gallery

Box 12 of 14  OP-17 - National Zoological Park

Box 12 of 14  OP-24 - Exhibits Central

Box 12 of 14  OP-25 - Fellowships and Grants
Box 12 of 14    OP-27 - Smithsonian Institution Archives
Box 12 of 14    OP-30 - Wider Audience Development

Equipment, FY 1997
Box 12 of 14    EQ-2 - Copier Usage

Forms, FY 1997
Box 12 of 14    SI-3 - Stock Requisitions and GSA Purchase Orders
Box 12 of 14    SI-23 - Building Management

Reports and Surveys, FY 1997
Box 12 of 14    RS-1 - Annual Reports from VIARC Managers
Box 12 of 14    RS-2 - Director Reports (includes calendars)
Box 12 of 14    RS-3 - Visitor Count Surveys
Box 12 of 14    RS-5 - Monthly Reports - BVP
Box 12 of 14    RS-6 - Monthly Reports - PIMATS
Box 12 of 14    RS-7 - Monthly Reports - VIU
Box 12 of 14    RS-8 - Monthly Reports - IRD
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Box 12 of 14    RS-13 - VIARC Statistics
Box 12 of 14    RS-15 - Old Monthly Reports

Box 13
Box 13 of 14    Chronological Files, FY 1998
Box 13 of 14  Memoranda from Central, FY 1998

Equipment, FY 1998

Box 13 of 14  EQ-2 - Copier Usage

Forms, FY 1998

Box 13 of 14  SI-3 - Stock Requisitions and GSA Purchase Orders

Box 13 of 14  SI-23 - Building Management

Box 13 of 14  SI-600 - Special Events

General VIARC Correspondence - VIARC, FY 1998

Box 13 of 14  V-GC-1 - General

Box 13 of 14  V-GC-2 - General In-House Correspondence

Box 13 of 14  V-GC-3 - Public Inquiry Mail and Telephone Information Services

Box 13 of 14  V-GC-4 - Visitor Information Unit

Box 13 of 14  V-GC-5 - Behind-the-Scenes Volunteer Program

Box 13 of 14  V-GC-6 - Staff to Volunteers

Box 13 of 14  V-GC-7 - Parking

Box 13 of 14  V-GC-8 - Volunteer Training

Box 13 of 14  V-GC-9 - Information Resource Division

Box 13 of 14  V-GC-10 - Administrative Support Division

Box 13 of 14  V-GC-11 - InfoSpecial Revisions

Box 13 of 14  V-GC-12 - VIARC Special Events/Appreciation Events

Box 13 of 14  V-GC-13 - Smithsonian Information Center (SIC)
Box 13 of 14  V-GC-14 - Safety/Accidents
Box 13 of 14  V-GC-15 - Donations
Box 13 of 14  V-GC-17 - Consultants
Box 13 of 14  V-GC-26 - Downtown BID
Box 13 of 14  V-GC-27 - Contributions - Hildegard L. Priftis
Box 13 of 14  V-GC-29 - Update and Digitization of SuperGuide Map

Miscellaneous - SI, FY 1998

Box 13 of 14  MISC-1 - Miscellaneous
Box 13 of 14  MISC-2 - Praise
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Miscellaneous - Non-SI, FY 1998

Box 13 of 14  MISC-7 - Washington Convention and Visitors Center (WCVA)

Office of the Executive Director for Development, FY 1998

Box 13 of 14  OEDD-1 - Office of the Executive Director for Development (Bob Hanle)

Office of the Provost, FY 1998

Box 13 of 14  OP-1 - Office of the Provost (Dennis O'Connor)
Box 13 of 14  OP-2 - Accessibility Program
Box 13 of 14  OP-4 - Archives of American Art
Box 13 of 14  OP-5 - Arthur M. Sackler Gallery/Freer Gallery of Art
Box 13 of 14  OP-6 - Center for Folklife Programs and Cultural Studies
Box 13 of 14  OP-7 - Conservation Analytical Laboratory
Box 13 of 14  OP-8 - Cooper-Hewitt, National Design Museum
Box 13 of 14  OP-9 - Hirshhorn Museum and Sculpture Garden
Box 13 of 14  OP-10 - National Air and Space Museum
Box 13 of 14  OP-11 - National Museum of African Art
Box 13 of 14  OP-12 - National Museum of American Art
Box 13 of 14  OP-13 - Renwick Gallery
Box 13 of 14  OP-14 - National Museum of American History

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Reports and Surveys, FY 1998

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Box 14 of 14  RS-12 - Other Reports/Surveys
Box 14 of 14  RS-13 - VIARC Statistics
Box 14 of 14  RS-14 - Inventory Statistics

Office of the Under Secretary, FY 1998

Box 14 of 14  OUS-1 - Office of the Under Secretary (Constance Newman)
Box 14 of 14  OUS-2 - Office of Communications
Box 14 of 14  OUS-3 - Office of Public Affairs
Box 14 of 14  OUS-4 - Office of General Counsel
Box 14 of 14  OUS-5 - Office of Government Relations
Box 14 of 14  OUS-6 - Chief Financial Officer (Rick Johnson)
Box 14 of 14  OUS-7 - Comptroller
Box 14 of 14  OUS-8 - Contracting and Property Management
Box 14 of 14  OUS-9 - Risk and Asset Management
Box 14 of 14  OUS-12 - Equal Employment and Minority Affairs
Box 14 of 14  OUS-13 - Human Resources
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Office of the Provost, FY 1998

Box 14 of 14  OP-15 - National Postal Museum
Box 14 of 14  OP-17 - National Museum of Natural History
Box 14 of 14  OP-19 - National Portrait Gallery
Box 14 of 14  OP-22 - Smithsonian Environmental Research Center
Box 14 of 14  OP-26 - Office of Education
Box 14 of 14  OP-27 - Exhibits Central
Box 14 of 14  OP-29 - International Relations
Box 14 of 14  OP-30 - Smithsonian Institution Archives
Box 14 of 14  OP-31 - Smithsonian Institution Libraries
Box 14 of 14  OP-32 - Smithsonian Institution Traveling Exhibition Service
Box 14 of 14  OP-33 - Wider Audience Development