



Smithsonian Institution Archives

Administrative Records, FY 1994-FY 1998

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Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., <i>osiaref@si.edu</i>
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Title:	Administrative Records
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Administrative Information

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Use Restriction

Restricted for 15 years, until Oct-01-2013; Transferring office; 5/20/2002 memorandum, Wright to Klein; Contact reference staff for details.

Descriptive Entry

This accession consists of records documenting correspondence, statistics, special projects, and relations with other Smithsonian 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.
Visitors' centers

Types of Materials:

Manuscripts
Newsletters

Container Listing

Box 1

Chronological Files, FY 1994

Memoranda from Central, FY 1994

Business Files, FY 1994

SI-3 - Stock Requisitions and GSA Purchase Orders

SI-23 - Building Management

Equipment, FY 1994

EQ-1 - Equipment

EQ-2 - Copier Usage

Office of Assistant Secretary for Finance and Administration, FY 1994

OASFA-1 - Correspondence (Nancy Suttentfield)

OASFA-3 - Business Management Office

OASFA-4 - Museum Shops

OASFA-5 - Office of the Comptroller

OASFA-6 - Office of Planning, Management, and Budget

OASFA-7 - Office of Contracting and Property Management

OASFA-8 - Office of Sponsored Projects

OASFA-9 - Office of Equal Employment and Minority Affairs

OASFA-10 - Office of Human Resources

OASFA-12 - Office of Facilities Services

OASFA-13 - Office of Plant Services

OASFA-14 - Office of Horticulture

OASFA-15 - Office Communications and Transportation

OASFA-16 - Office of Protection Services

OASFA-17 - Office of Design and Construction

Office of Assistant Secretary for the Sciences, FY 1994

OASS-1 - Correspondence (Robert Hoffman)

OASS-3 - Smithsonian Institution Libraries

OASS-4 - Conservation Analytical Lab

OASS-5 - National Museum of Natural History

OASS-6 - National Zoological Park

Office of Assistant Secretary for Institutional Initiatives, FY 1994

OASII-1 - Correspondence (Alice Burnette)

OASII-2 - National Campaign for the National Museum of the American Indian

OASII-3 - Office of Development

Office of Assistant Secretary for Education and Public Service, FY 1994

OASEPS-1 - Correspondence (James Early)

OASEPS-2 - Office of Elementary and Secondary Education

OASEPS-3 - Office of Folklife Programs and Cultural Studies

OASEPS-4 - Office of Wider Audience Development

OASEPS-5 - National Science Resources Center

Office of Assistant Secretary for External Affairs, FY 1994

OASEA-1 - Correspondence (Tom Lovejoy/Marc Pachter)

OASEA-2 - Smithsonian Associate Programs - National

OASEA-3 - Smithsonian Associate Programs - Resident

OASEA-4 - Smithsonian Magazine

OASEA-6 - Office of International Relations

OASEA-7 - Office of Special Events and Conference Services

OASEA-8 - Office of Telecommunications

OASEA-9 - Smithsonian Institution Press

Box 2

General Correspondence - VIARC (Visitors Information and Associates' Reception Center), FY 1994

V-GC-1 - General Correspondence

V-GC-2 - Director to All Staff

V-GC-3 - Director to/from Individual VIARC Staff

V-GC-4 - General In-House Correspondence

V-GC-5 - Public Inquiry Mail

V-GC-7 - 7-Day Information Services

V-GC-8 - Behind-the-Scenes Volunteer Program (BVP)

V-GC-9 - Staff to Volunteers

V-GC-12 - Information Resource Division (IRD)

V-GC-13 - SSU/Video Sales

V-GC-14 - InfoSpecial Revisions

V-GC-17 - Safety/Accidents

V-GC-19 - Donations

V-GC-21 - Federal Savings Bond Campaign

V-GC-22 - Smithsonian Database of Interactive Computer Projects

V-GC-23 - Volunteer Information Specifications - Staffing

V-GC-24 - Office Memorandum (OM) 832

V-GC-25 - Volunteer Survey, 1994

Miscellaneous - SI, FY 1994

MISC-1 - Miscellaneous

MISC-2 - Praise

MISC-5 - Council of Institution Education Directors (CIED)/Council of Bureau Directors (COBD)

MISC-7 - Women's Council

MISC-8 - Woodrow Wilson Center

MISC-10 - Women's Committee

MISC-11 - Washington Convention and Visitors Center (WCVA)

MISC-12 - National Capital Planning Commission

Box 3

Office of Assistant Secretary for Arts and Humanities, FY 1994

OASAH-1 - Correspondence (Tom Freudenheim)

OASAH-3 - Office of Exhibits Central

OASAH-4 - Office of Museum Programs

OASAH-5 - Arts and Industries Building

OASAH-9 - Freer Gallery of Art

OASAH-11 - Hirshhorn Museum and Sculpture Garden

OASAH-12 - International Gallery

OASAH-13 - National Air and Space Museum

OASAH-14 - National Museum of African Art

OASAH-15 - National Museum of American Art

OASAH-17 - National Museum of American History

OASAH-19 - National Museum of the American Indian

OASAH-20 - National Portrait Gallery

OASAH-21 - Office of Institutional Studies (Zahava Doering)

OASAH-22 - Accessibility (Jan Majewski)

OASAH-24 - National African American Museum (NAAM)

Office of the Secretary, FY 1994

OS-1 - Correspondence (Robert Adams)

OS-2 - Office of the Undersecretary (C. Newman)

OS-4 - Board of Regents

OS-7 - Office of Public Affairs

OS-8 - Office of Inspector General

OS-9 - Office of General Counsel

OS-10 - Office of Policy and Program Development

Reports and Surveys, FY 1994

RS-1 - Annual Reports from VIARC Managers

RS-2 - Management Committee Program Reports

RS-3 - Visitor Count Surveys

RS-5 - Monthly Report - Director (includes calendars)

RS-6 - Monthly Report - BVP

RS-7 - Monthly Report - PIMATS

RS-8 - Monthly Report - 7-Day Information Services

RS-9 - Monthly Report - IRD
RS-10 - Monthly Report - Magazine Sales/Vi Payne
RS-11 - Public Inquiry Mail Service (PIMS) Mail Surveys
RS-12 - SI-Wide Program Report
RS-13 - Other Reports/Surveys
VIARC Statistics, FY 1994
Survey Part II, FY 1994

Box 4

Chronological Files, FY 1995
 Equipment, FY 1995
EQ-2 - Copier Usage
EQ-3 - Specifications for Information Desks
 Forms, FY 1995
SI-3 - Stock Requisitions and GSA Purchase Orders
SI-23 - Building Management
 General Correspondence - VIARC, FY 1995
V-GC-1 - General Correspondence
V-GC-2 - Director to All Staff
V-GC-3 - Director to/from Individual VIARC Staff
V-GC-4 - General In-House Correspondence
V-GC-8 - BVP
V-GC-12 - IRD
V-GC-14 - InfoSpecial Revisions
V-GC-15 - VIARC Special Events
V-GC-16 - Smithsonian Information Center (SIC)
V-GC-17 - Safety/Accidents
V-GC-18 - Appreciation Events
V-GC-19 - Donations
V-GC-20 - Savings Bonds/Combined Federal Campaign (CFC)

V-GC-22 - Consultants

Box 5

V-GC-24 - OM832

V-GC-25 - Volunteer Survey, 1994

V-GC-26 - Information Desk Specifications

V-GC-27 - AOL

V-GC-28 - VIARC Program History

V-GC-30 - Marketing Committee

V-GC-31 - Interactive Vendors

Memoranda from Central, FY 1995

 Newsletters, FY 1995

NL-1 - Energy News Reports

NL-5 - Labor and Employee Relations Bulletin

NL-6 - Opportunities (Office of Equal Employment and Minority Affairs)

 Office of Assistant Secretary for Arts and Humanities, FY 1995

OASAH-1 - Correspondence (Tom Freudenheim)

OASAH-2 - Smithsonian Institution Traveling Exhibition Service (SITES)

OASAH-3 - Office of Exhibits Central

OASAH-4 - Office of Museum Programs

OASAH-5 - Arts and Industries Building

OASAH-6 - Anacostia Museum

OASAH-7 - Archives of American Art

OASAH-8 - Arthur M. Sackler Gallery

OASAH-9 - Freer Gallery of Art

OASAH-10 - Hirshhorn Museum and Sculpture Garden

OASAH-12 - National Air and Space Museum

OASAH-13 - National Museum of African Art

OASAH-14 - National Museum of American Art

OASAH-15 - Renwick Gallery

OASAH-16 - National Museum of American History

OASAH-17 - National Postal Museum

OASAH-18 - National Museum of the American Indian

OASAH-19 - National Portrait Gallery

OASAH-20 - Office of Institutional Studies (Zahava Doering)

OASAH-21 - Accessibility (Jan Majewski)

OASAH-22 - Cooper-Hewitt Museum

OASAH-23 - National African American Museum (NAAM)

Office of Assistant Secretary for Education and Public Service, FY 1995

OASEPS-1 - Correspondence (James Early)

OASEPS-2 - Office of Elementary and Secondary Education

OASEPS-3 - Office of Folklife Program and Cultural Studies

OASEPS-4 - Office of Wider Audience Development

Office of Assistant Secretary for External Affairs, FY 1995

OASEA-1 - Correspondence (Tom Lovejoy/Marc Pachter)

OASEA-2 - Smithsonian Associate Programs - National

OASEA-3 - Smithsonian Associate Programs - Resident

OASEA-4 - Smithsonian Magazine

OASEA-5 - Air and Space Magazine

OASEA-6 - Office of International Relations

OASEA-7 - Office of Special Events and Conference Services

OASEA-8 - Office of Telecommunications

OASEA-9 - Smithsonian Institution Press

Office of Assistant Secretary for Finance and Administration, FY 1995

OASFA-1 - Correspondence (Nancy Suttentfield)

OASFA-3 - Business Management Office

OASFA-5 - Office of the Comptroller

OASFA-6 - Office of Planning, Management, and Budget

OASFA-7 - Office of Contracting and Property Management

OASFA-8 - Office of Sponsored Projects
OASFA-9 - Office of Equal Employment and Minority Affairs
OASFA-10 - Office of Human Resources
OASFA-12 - Office of Facilities Services
OASFA-13 - Office of Plant Services
OASFA-14 - Office of Horticulture
OASFA-16 - Office of Protection Services
OASFA-17 - Office of Design and Construction
OASFA-19 - Office of Architectural History and Historic Preservation
Office of Assistant Secretary for Institution Initiatives, FY 1995
OASII-1 - Correspondence (Alice Burnette)

Box 6

Miscellaneous-SI, FY 1995
MISC-1 - Miscellaneous
MISC-2 - Praise
MISC-5 - CIED/COBD
MISC-10 - Women's Committee
MISC-11 - Washington Convention and Visitors Center (WCVA)
MISC-12 - National Capital Planning Commission
MISC-17 - White House
MISC-18 - National Park Service
MISC-19 - Vendors
MISC-20 - Bell Atlantic
MISC-21 - BWI Project
MISC-22 - Library of Congress
Office of Assistant Secretary for the Sciences, FY 1995
OASS-1 - Correspondence (Robert Hoffman)
OASS-3 - Smithsonian Institution Libraries
OASS-5 - National Museum of Natural History

OASS-6 - National Zoological Park

OASS-9 - Smithsonian Institution Archives

Office of the Secretary, FY 1995

OS-1 - Correspondence (Ira Michael Heyman)

OS-2 - Office of the Undersecretary (Constance Newman)

OS-2B - David Umansky

OS-2C - Umansky Meetings

OS-3 - Smithsonian Council

OS-4 - Board of Regents

OS-5 - Office of Information Resources Management (OIRM)

OS-6 - Office of Government Relations

OS-7 - Office of Public Affairs

OS-8 - Office of Inspector General

OS-9 - Office of General Counsel

Reports and Surveys, FY 1995

RS-2 - Director Reports (includes calendars)

RS-2A - Latino Affairs Liaison

RS-3 - Visitor Count Surveys

RS-5 - Monthly Report - BVP

RS-6 - Monthly Report - PIMATS

RS-7 - Monthly Report - 7-Day Information Services

RS-8 - Monthly Report - IRD

RS-9 - Monthly Report - Magazine Sales/Vi Payne

RS-12 - Other Reports/Surveys

RS-14 - Inventory Sheets

Box 7

Office of Assistant Provost - Sciences, FY 1995

OAPS-2 - Conservation Analytical Laboratory

OAPS-4 - National Museum of Natural History

OAPS-7 - Office of Smithsonian Institution Archives
Museum Visits - Associate Coordinator, FY 1995
Forms, FY 1995

SI-3 - Stock Requisitions and GSA Purchase Orders

SI-23 - Building Management
Equipment, FY 1995

EQ-2 - Copier Usage

EQ-3 - Specifications for Information Desks
General Correspondence - VIARC, FY 1995

V-GC-1 - General Correspondence

V-GC-3 - Director to/from Individual VIARC Staff

V-GC-4 - General In-House Correspondence

V-GC-5 - Public Inquiry Main

V-GC-6 - Telephone Information Services

V-GC-7 - Visitor Information Unit

V-GC-8 - Behind-the-Scenes Volunteer Program

V-GC-9 - Staff to Volunteers

V-GC-9a - Articles re: Volunteers

V-GC-11 - Volunteer Training

V-GC-12 - Information Resource Division

V-GC-15 - VIARC Special Events/Appreciation Events

V-GC-16 - Smithsonian Information Center (SIC)

V-GC-25 - Smithsonian Institution Marketing Committee

V-GC-27 - Tour and Travel Outreach

V-GC-28 - AIDS Training

V-GC-29 - Government Shutdown

V-GC-30 - Information Desk Specifications

Consultants, FY 1995
Newsletters, FY 1995

NL-6 - Opportunities

NL-7 - InfoSpecial

NL-8 - Volunteer Newsletters

Office of Assistant Provost - Educational and Cultural Programs, FY 1995

OAPECP-2 - Center for Folklife and Cultural Studies

OAPECP-3 - National Science Resources Center

OAPECP-4 - Office of Elementary and Secondary Education

OAPECP-5 - Wider Audience Development Program

Office of Assistant Provost - Arts and Humanities, FY 1995

OAPAH-1 - Assistant Provost - Arts and Humanities

OAPAH-2 - Anacostia Museum

OAPAH-4 - Arthur M. Sackler and Freer Gallery of art

OAPAH-7 - Hirshhorn Museum and Sculpture Garden

OAPAH-9 - National Air and Space Museum

OAPAH-10 - National Museum of African Art

OAPAH-11 - National Museum of American Art

OAPAH-12 - National Museum of American History

OAPAH-13 - National Museum of the American Indian

OAPAH-14 - National Portrait Gallery

OAPAH-15 - National Postal Museum

OAPAH-16 - Office of Exhibits Central

OAPAH-19 - Accessibility Program

Box 8

Chronological Files, FY 1996

Memoranda from Central, FY 1996

Office of the Provost, FY 1996

OP-1 - The Provost (Robert Hoffman - Acting)

Office of Assistant Secretary for Finance and Administration, FY 1996

OASFA-1 - Assistant Secretary for Finance and Administration (N. Suttendorf)

OASFA-2 - Office of the Comptroller

OASFA-3 - Office of Contracting and Property Management

OASFA-4 - Office of Environmental Management and Safety

OASFA-5 - Office of Equal Employment and Minority Affairs

OASFA-6 - Office of Human Resources

OASFA-7 - Office of Physical Plant

OASFA-9 - Office of Protection Services

OASFA-10 - Office of Risk and Asset Management

OASFA-11 - Office of Sponsored Projects

Office of Assistant Secretary for Institution Advancement, FY 1996

OASIA-1 - Assistant Secretary for Institutional Advancement (Alice G. Burnette)

OASIA-3 - Office of Development and Contributing Membership

OASIA-4 - Office of Special Events and Conference Services

Office of the Secretary, FY 1996

OS-1 - Secretary Heyman

OS-2 - Board of Regents

OS-3 - Inspector General

OS-4 - Office of Planning, Management, and Budget

OS-6 - Counselor for Latino Affairs

Box 9

Miscellaneous - SI, FY 1996

MISC-1 - Miscellaneous

MISC-2 - Praise

MISC-5 - CIED/COBD

MISC-7 - Women's Council/Women's Committee

MISC-10 - Washington Convention and Visitors Center (WCVA)

MISC-12 - Associations (memberships)

MISC-19 - Bell Atlantic

MISC-20 - BWI Project

MISC-21 - Library of Congress

MISC-22 - Tourmobile

MISC-23 - Art Night

MISC-24 - Arts and Industries Building

MISC-25 - Museum Bus

MISC-26 - AARP Volunteer Talent

Office of the Under Secretary, FY 1996

OUS-1 - Under Secretary

OUS-2 - Office of Communications

OUS-2a - Office of Public Affairs

OUS-3 - Office of General Counsel

OUS-4 - Office of Government Relations

OUS-5 - Office of Information Technology

OUS-6 - Office of Telecommunications

OUS-7 - Senior Business Officer

OUS-8 - Senior Information Officer

OUS-9 - Smithsonian Magazines

OUS-10 - Smithsonian Press

Reports and Surveys, FY 1996

RS-1 - Annual Reports from VIARC Managers

RS-2 - Director Reports (including calendars)

RS-3 - Visitor Count Surveys

RS-5 - Monthly Report - BVP

RS-6 - Monthly Report - PIMATS

RS-7 - Monthly Report - VIU

RS-8 - Monthly Report - IRD

RS-9 - Monthly Report - ASD

RS-12 - Other Reports/Surveys

RS-13 - VIARC Statistics

RS-14 - Inventory Statistics

Box 10

General Correspondence - VIARC, FY 1997

V-GC-1 - General Correspondence

V-GC-2 - General In-House Correspondence

V-GC-3 - Public Inquiry Mail and Telephone Information Services

V-GC-4 - Visitor Information Unit

V-GC-5 - Behind-the-Scenes Volunteer Program

V-GC-6 - Staff to Volunteers

V-GC-8 - Volunteer Training

V-GC-11 - InfoSpecial Revisions

V-GC-12 - VIARC Special Events/Appreciation Events

V-GC-14 - Safety/Accidents

V-GC-17 - Consultants

V-GC-18 - SD-828

V-GC-28 - Information Desk Specifications

Chronological Files, FY 1997

Memoranda from Central, FY 1997

Newsletters, FY 1997

NL-4 - Communications Briefings

NL-7 - InfoSpecial

Museum Visits - Associate Coordinators, FY 1997

Box 11

Office of the Under Secretary, FY 1997

OUS-1 - Office of the Under Secretary (Constance Newman)

OUS-1a - Notes from Mrs. Newman's Director's Meetings

OUS-2 - Office of Communications

OUS-3 - Office of Public Affairs

OUS-4 - Office of General Counsel

OUS-5 - Office of Government Relations
OUS-6 - Chief Financial Officer (Rick Johnson)
OUS-7 - Comptroller
OUS-8 - Contracting and Property Management
OUS-9 - Risk and Asset Management
OUS-10 - Sponsored Projects
OUS-12 - Equal Employment and Minority Affairs
OUS-13 - Human Resources
OUS-15 - Senior Facilities Officer (Rick Race)
OUS-16 - Environmental Management and Safety
OUS-17 - Physical Plant
OUS-18 - Protection Services
OUS-20 - Information Technology
OUS-22 - Senior Business Officer (Roland Bancher)
OUS-23 - Concessions
OUS-26 - Product Development and Licensing
OUS-27 - Retail
OUS-28 - Smithsonian Press/Smithsonian Productions (Daniel Goodwin)
OUS-29 - Smithsonian Magazine (Ron Walker)
OUS-30 - The Smithsonian Associates (Mara Mayor)
OUS-31 - Assistant Secretary for Institutional Advancement (Alice Burnette)
OUS-32 - Membership and Development
OUS-32a - Membership Folder (on-going)
OUS-33 - Special Events and Conference Services

Miscellaneous, FY 1997

MISC-1 - Miscellaneous
MISC-5 - CIED/COBD
MISC-8 - Washington Convention and Visitors Center (WCVA)
MISC-9 - National Capital Planning Commission

MISC-15 - National Park Services

MISC-17 - Bell Atlantic

MISC-20 - Tourmobile

MISC-22 - Amtrak

MISC-23 - 1997 Inaugural

MISC-24 - Museum Bus

Box 12

Office of the Secretary, FY 1997

OS-1 - Office of the Secretary (Michael Heyman)

OS-2 - Board of Regents

OS-3 - Inspector General

OS-4 - Office of Planning, Management, and Budget

OS-6 - Counselor for Latino Affairs (Miguel Bretos)

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

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

Office of the Provost, FY 1997

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

OP-2 - Accessibility Program

OP-3 - Anacostia Museum

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

OP-6 - Center for Folklife Programs and Cultural Studies

OP-9 - Hirshhorn Museum and Sculpture Garden

OP-10 - National Air and Space Museum

OP-11 - National Museum of African Art

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

OP-13 - National Museum of American History

OP-14 - National Museum of the American Indian

OP-15 - National Museum of Natural History

OP-16 - National Portrait Gallery
OP-17 - National Zoological Park
OP-24 - Exhibits Central
OP-25 - Fellowships and Grants
OP-27 - Smithsonian Institution Archives
OP-30 - Wider Audience Development

Equipment, FY 1997

EQ-2 - Copier Usage

Forms, FY 1997

SI-3 - Stock Requisitions and GSA Purchase Orders

SI-23 - Building Management

Reports and Surveys, FY 1997

RS-1 - Annual Reports from VIARC Managers

RS-2 - Director Reports (includes calendars)

RS-3 - Visitor Count Surveys

RS-5 - Monthly Reports - BVP

RS-6 - Monthly Reports - PIMATS

RS-7 - Monthly Reports - VIU

RS-8 - Monthly Reports - IRD

RS-12 - Other Reports/Surveys

RS-13 - VIARC Statistics

RS-15 - Old Monthly Reports

Box 13

Monthly Statistics Report, FY 1998

Chronological Files, FY 1998

Memoranda from Central, FY 1998

Equipment, FY 1998

EQ-2 - Copier Usage

Forms, FY 1998

SI-3 - Stock Requisitions and GSA Purchase Orders

SI-23 - Building Management

SI-600 - Special Events

 General VIARC Correspondence - VIARC, FY 1998

V-GC-1 - General

V-GC-2 - General In-House Correspondence

V-GC-3 - Public Inquiry Mail and Telephone Information Services

V-GC-4 - Visitor Information Unit

V-GC-5 - Behind-the-Scenes Volunteer Program

V-GC-6 - Staff to Volunteers

V-GC-7 - Parking

V-GC-8 - Volunteer Training

V-GC-9 - Information Resource Division

V-GC-10 - Administrative Support Division

V-GC-11 - InfoSpecial Revisions

V-GC-12 - VIARC Special Events/Appreciation Events

V-GC-13 - Smithsonian Information Center (SIC)

V-GC-14 - Safety/Accidents

V-GC-15 - Donations

V-GC-17 - Consultants

V-GC-26 - Downtown BID

V-GC-27 - Contributions - Hildegard L. Priftis

V-GC-29 - Update and Digitization of SuperGuide Map

 Miscellaneous - SI, FY 1998

MISC-1 - Miscellaneous

MISC-2 - Praise

MISC-5 - CIED/COBD

 Miscellaneous - Non-SI, FY 1998

MISC-7 - Washington Convention and Visitors Center (WCVA)

Office of the Executive Director for Development, FY 1998

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

Office of the Provost, FY 1998

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

OP-2 - Accessibility Program

OP-4 - Archives of American Art

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

OP-6 - Center for Folklife Programs and Cultural Studies

OP-7 - Conservation Analytical Laboratory

OP-8 - Cooper-Hewitt, National Design Museum

OP-9 - Hirshhorn Museum and Sculpture Garden

OP-10 - National Air and Space Museum

OP-11 - National Museum of African Art

OP-12 - National Museum of American Art

OP-13 - Renwick Gallery

OP-14 - National Museum of American History

Box 14

Reports and Surveys, FY 1998

RS-1 - Annual Reports from VIARC Managers

RS-2 - Director Reports (include calendars)

RS-5 - Monthly Reports - BVP

RS-6 - Monthly Reports - PIMATS

RS-7 - Monthly Reports - VIU

RS-8 - Monthly Reports - IRD

RS-9 - Monthly Reports - ASD

RS-12 - Other Reports/Surveys

RS-13 - VIARC Statistics

RS-14 - Inventory Statistics

Office of the Under Secretary, FY 1998

OUS-1 - Office of the Under Secretary (Constance Newman)
OUS-2 - Office of Communications
OUS-3 - Office of Public Affairs
OUS-4 - Office of General Counsel
OUS-5 - Office of Government Relations
OUS-6 - Chief Financial Officer (Rick Johnson)
OUS-7 - Comptroller
OUS-8 - Contracting and Property Management
OUS-9 - Risk and Asset Management
OUS-12 - Equal Employment and Minority Affairs
OUS-13 - Human Resources
OUS-15 - Senior Facilities Officer (Rick Race0
OUS-17 - Physical Plant
OUS-18 - Protection Services
OUS-20 - Information Technology
OUS-22 - Senior Business Officer (Roland Bancher)
OUS-23 - Concessions
OUS-28 - Smithsonian Press/Smithsonian Productions (Daniel Goodwin)
OUS-29 - Smithsonian Magazine (Ron Walker)
OUS-30 - The Smithsonian Associates (Mara Mayor)
OUS-31 - Membership and Development
OUS-31a - Membership Folder (on-going)
OUS-32 - Special Events and Conference Services
Office of the Provost, FY 1998
OP-15 - National Postal Museum
OP-17 - National Museum of Natural History
OP-19 - National Portrait Gallery
OP-22 - Smithsonian Environmental Research Center
OP-26 - Office of Education

OP-27 - Exhibits Central

OP-29 - International Relations

OP-30 - Smithsonian Institution Archives

OP-31 - Smithsonian Institution Libraries

OP-32 - Smithsonian Institution Traveling Exhibition Service

OP-33 - Wider Audience Development