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Collection Overview

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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
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  Business Files, FY 1994
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SI-23 - Building Management
  Equipment, FY 1994
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  Office of Assistant Secretary for Finance and Administration, FY 1994
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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
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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)
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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
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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-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)
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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
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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
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VIARC Statistics, FY 1994
Survey Part II, FY 1994

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  Forms, FY 1995
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  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
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V-GC-20 - Savings Bonds/Combined Federal Campaign (CFC)
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V-GC-25 - Volunteer Survey, 1994
V-GC-26 - Information Desk Specifications
V-GC-27 - AOL
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V-GC-30 - Marketing Committee
V-GC-31 - Interactive Vendors

Memoranda from Central, FY 1995
  Newsletters, FY 1995

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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 Suttenfield)
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)

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    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
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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
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  Office of Assistant Provost - Sciences, FY 1995
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OAPS-4 - National Museum of Natural History
OAPS-7 - Office of Smithsonian Institution Archives
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   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
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V-GC-29 - Government Shutdown
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   Newsletters, FY 1995
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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
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Office of the Provost, FY 1996

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Office of Assistant Secretary for Finance and Administration, FY 1996

OASFA-1 - Assistant Secretary for Finance and Administration (N. Suttenfeld)
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
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  Office of the Secretary, FY 1996
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OS-2 - Board of Regents
OS-3 - Inspector General
OS-4 - Office of Planning, Management, and Budget
OS-6 - Counselor for Latino Affairs

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  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)
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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
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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
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  Reports and Surveys, FY 1996
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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
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Box 10

General Correspondence - VIARC, FY 1997
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V-GC-2 - General In-House Correspondence
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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
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NL-7 - InfoSpecial
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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
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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)

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OP-5 - Arthur M. Sackler Gallery/Freer Gallery of Art
OP-6 - Center for Folklife Programs and Cultural Studies
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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
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  Forms, FY 1997
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SI-23 - Building Management
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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
  Chronological Files, FY 1998
  Memoranda from Central, FY 1998
    Equipment, FY 1998
  EQ-2 - Copier Usage
    Forms, FY 1998
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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

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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
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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