



Smithsonian Institution Archives

## Administrative Records, FY 1994-FY 1998

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## Collection Overview

<b>Repository:</b>	Smithsonian Institution Archives, Washington, D.C., <a href="mailto:osiaref@si.edu">osiaref@si.edu</a>
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<b>Date:</b>	FY 1994-FY 1998
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## Administrative Information

### Preferred Citation

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

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## 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.

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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  
Museums -- Public relations  
Visitors' centers

### Types of Materials:

Manuscripts  
Newsletters

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## Container Listing

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Office of Assistant Secretary for External Affairs, FY 1994

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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
Box 12 of 14	RS-12 - Other Reports/Surveys
Box 12 of 14	RS-13 - VIARC Statistics
Box 12 of 14	RS-15 - Old Monthly Reports
	Box 13
Box 13 of 14	Monthly Statistics Report, FY 1998
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
Box 13 of 14	MISC-5 - CIED/COBD
	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

Box 14

Reports and Surveys, FY 1998

Box 14 of 14 RS-1 - Annual Reports from VIARC Managers

Box 14 of 14 RS-2 - Director Reports (include calendars)

Box 14 of 14 RS-5 - Monthly Reports - BVP

Box 14 of 14 RS-6 - Monthly Reports - PIMATS

Box 14 of 14 RS-7 - Monthly Reports - VIU

Box 14 of 14 RS-8 - Monthly Reports - IRD

Box 14 of 14 RS-9 - Monthly Reports - ASD

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
Box 14 of 14	OUS-15 - Senior Facilities Officer (Rick Race0
Box 14 of 14	OUS-17 - Physical Plant
Box 14 of 14	OUS-18 - Protection Services
Box 14 of 14	OUS-20 - Information Technology
Box 14 of 14	OUS-22 - Senior Business Officer (Roland Bancher)
Box 14 of 14	OUS-23 - Concessions
Box 14 of 14	OUS-28 - Smithsonian Press/Smithsonian Productions (Daniel Goodwin)
Box 14 of 14	OUS-29 - Smithsonian Magazine (Ron Walker)
Box 14 of 14	OUS-30 - The Smithsonian Associates (Mara Mayor)
Box 14 of 14	OUS-31 - Membership and Development
Box 14 of 14	OUS-31a - Membership Folder (on-going)
Box 14 of 14	OUS-32 - Special Events and Conference Services

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