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Collection Overview

Repository: Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu

Creator: Smithsonian Institution, Visitor Information and Associates' Reception Center

Title: Administrative Records

Dates: 1979-2001

Quantity: 1 cu. ft. (1 record storage box)

Administrative Information

Preferred Citation
Smithsonian Institution Archives, Accession 02-195, Smithsonian Institution, Visitor Information and Associates' Reception Center, Administrative Records

Use Restriction
Restricted for 15 years, until Jan-01-2017; Transferring office; 5/20/2002 memorandum, Wright to Klein; Contact reference staff for details.

Descriptive Entry

This accession consists of records documenting a variety of administrative functions, including those related to membership, video sales, the internship program, diversity, orientation, web site development, surveys, studies, and certain programs and projects. Materials include memoranda, reports, organizational charts, clippings, presentation notes, manuals, and videos.

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:
Clippings
Manuscripts
Video recordings
Container Listing

Box 1

Organization / Programs / Realignments 1983 - 1995
VIARC Federal Public Service award 1993
Group Orientation Program 1982 - 1988
International Flags on SIB 1989 - 1995
Internship Program & 1989 Transfer 1988 - 1989
Web Site Development 1997
SI / Bell Atlantic Infotravel Project Undated
Video Sales Reports FY 1990 - 2001
Membership / Other Sales Reports FY 1983 - 1999
Museum Shop Membership & Related Sales Reports FY 1991 - 1994
VIARC Surveys / Studies 1979 - 1994