



Smithsonian Institution Archives

Administrative Records, 1979-2001

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Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title:	Administrative Records
Identifier:	Accession 02-195
Date:	1979-2001
Extent:	1 cu. ft. (1 record storage box)
Creator::	Smithsonian Institution. Visitor Information and Associates' Reception Center
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Administrative Information

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Descriptive Entry

This accession consists of records that document 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:

- Internship programs
- Multiculturalism
- Museums -- Administration
- Visitors' centers
- Web site development

Types of Materials:

- Clippings
- Manuscripts
- Video recordings

Container Listing

Box 1

Box 1 of 1	Organization / Programs / Realignments, 1983-1995
Box 1 of 1	Visitor Information and Associates' Reception Center (VIARC) Federal Public Service award, 1993
Box 1 of 1	Group Orientation Program, 1982-1988
Box 1 of 1	International Flags on Smithsonian Institution Building (SIB), 1989-1995
Box 1 of 1	Internship Program & 1989 Transfer, 1988-1989
Box 1 of 1	Web Site Development, 1997
Box 1 of 1	SI / Bell Atlantic Infotravel Project, Undated
Box 1 of 1	Video Sales Reports, FY 1990-FY 2001
Box 1 of 1	Membership / Other Sales Reports, FY 1983-FY 1999
Box 1 of 1	Museum Shop Membership & Related Sales Reports, FY 1991-FY 1994
Box 1 of 1	Diversity Action Plans / Reports, FY 1991-FY 1996
Box 1 of 1	VIARC Surveys / Studies, 1979-1994