



Smithsonian Institution Archives

## Subject Files, 1982-2000

Finding aid prepared by Smithsonian Institution Archives

Smithsonian Institution Archives  
Washington, D.C.  
Contact us at [osiaref@si.edu](mailto:osiaref@si.edu)

## Table of Contents

Collection Overview .....	1
Administrative Information .....	1
Descriptive Entry.....	1
Names and Subjects .....	1
Container Listing .....	3

---

## Collection Overview

<b>Repository:</b>	Smithsonian Institution Archives, Washington, D.C., <a href="mailto:osiaref@si.edu">osiaref@si.edu</a>
<b>Title:</b>	Subject Files
<b>Identifier:</b>	Accession 02-222
<b>Date:</b>	1982-2000
<b>Extent:</b>	3 cu. ft. (3 record storage boxes)
<b>Creator::</b>	National Museum of American History. Office of the Associate Director for Capital Programs
<b>Language:</b>	Language of Materials: English

---

## Administrative Information

### Preferred Citation

Smithsonian Institution Archives, Accession 02-222, National Museum of American History. Office of the Associate Director for Capital Programs, Subject Files

---

## Descriptive Entry

This accession includes records documenting the activities of Ronald E. Becker, Associate Director for Capital Programs at the National Museum of American History (NMAH), with some earlier files dating back to when Becker served as Assistant Director for Administration at NMAH. Material includes correspondence, memoranda, and notes; NMAH Board agendas, meeting minutes, and by-laws; budget summaries; NMAH facilities planning, space management, storage, fundraising, collections, and security information; survey data; special events and professional organizations meeting information; Becker's lecture papers; information pertaining to the National Postal Museum; and exhibition proposals. Also includes material that documents planning for the Lemelson Center at NMAH and the Star-Spangled Banner preservation project. Records documenting the activities of Ronald E. Becker, Associate Director for Capital Programs at the National Museum of American History (NMAH), with some earlier files dating back to when Becker served as Assistant Director for Administration at NMAH. Material includes correspondence, memoranda, and notes; NMAH Board agendas, meeting minutes, and by-laws; budget summaries; NMAH facilities planning, space management, storage, fundraising, collections, and security information; survey data; special events and professional organizations meeting information; Becker's lecture papers; information pertaining to the National Postal Museum; and exhibition proposals. Also includes material that documents planning for the Lemelson Center at NMAH and the Star-Spangled Banner preservation project.

---

## Names and Subject Terms

This collection is indexed in the online catalog of the Smithsonian Institution under the following terms:

Subjects:

Budget  
Budget process  
Fund raising  
Historical museums  
Museum buildings  
Museum exhibits  
Museums -- Administration  
Museums -- Collection management  
Museums -- Security measures  
Science museums  
Special events

Types of Materials:

Color photographs  
Drawings  
Floor plans  
Manuscripts

Names:

Becker, Ronald E.  
Lemelson Center  
National Museum of American History (U.S.). Office of the Assistant Director for Administration  
National Postal Museum (U.S.)

Preferred Titles:

*Star-Spangled Banner*

## Container Listing

### Box 1

Box 1 of 3	Board Committees, 1998-1999
Box 1 of 3	Board Meeting: Checklist, 1999
Box 1 of 3	Board Handoff, 1998-1999
Box 1 of 3	Board Director, 1999
Box 1 of 3	Board Minutes, 1999
Box 1 of 3	Board Agenda, 1999
Box 1 of 3	Blueprint for Board, 1999
Box 1 of 3	NMAH Board Orientation Book (Part 1), 1996-1997
Box 1 of 3	NMAH Board Orientation Book (Part 2), 1996-1997
Box 1 of 3	The Board: A Manual, 1996-1998
Box 1 of 3	Board CC List
	Board Meetings:
Box 1 of 3	October 3-4, 1996
Box 1 of 3	January 9-10, 1997
Box 1 of 3	May 16, 1997
Box 1 of 3	October 30-31, 1997
Box 1 of 3	January 22-23, 1998
Box 1 of 3	May 18-19, 1998
Box 1 of 3	September 17-18, 1998
Box 1 of 3	February 11-12, 1999
Box 1 of 3	May 6, 1999
Box 1 of 3	May 4-5, 2000
Box 1 of 3	NMAH Board, 1999

Box 1 of 3 NMAH Board, 2000

Box 1 of 3 NMAH Board Information Manual

Box 1 of 3 Board Correspondence Relations, 1999

Box 1 of 3 Board Literature (Non-NMAH)

Box 1 of 3 Retreat, 1996

Box 1 of 3 Management Committee, 1991

Box 1 of 3 Management Committee, 1995-1996 [six folders]

Box 1 of 3 Management Committee Meeting, 1998

Box 1 of 3 Space Committee, 1995

Box 1 of 3 Space Committee, 1996

Box 1 of 3 Program Management Steering Committee 1982-1984 [three folders]

Box 1 of 3 Program Management Steering Committee 1993-1994 [two folders]

Box 1 of 3 Team Building, 1994

Box 1 of 3 Council of Bureau Directors, 1991

Box 1 of 3 Council of Bureau Directors, 1992

Box 1 of 3 Music Advisory Council, 1995

Box 1 of 3 Museum Trustee Association, 1995

Box 1 of 3 Jazz Masterworks Board

Box 1 of 3 SI National Board, 1996

Box 1 of 3 National Board SNB News, 1995

Box 1 of 3 Museum Documentation Association, 1990

Box 1 of 3 Museum Documentation Association, 1992

Box 1 of 3 Library of Congress Madison Council, 1995

Box 1 of 3 Director's Council, 1998-1999

Box 1 of 3 SI General Council

Box 2

Box 2 of 3 Spock/Field Museum, 1990

Box 2 of 3 Museum Assessment Program (MAP): Robertson Center Survey, 1989

Box 2 of 3 MAP Survey: Bridgeport, CT, 1991

Box 2 of 3 MAP Survey: Bridgeport, CT, 1992

Box 2 of 3 MAP Survey: Museum of Holography, 1990

Box 2 of 3 MAP Survey: Museum of Holography, 1992

Box 2 of 3 Louis Armstrong Museum, 1987

Box 2 of 3 Louis Armstrong Museum, 1990

Box 2 of 3 Royal Ontario Museum, Toronto, 1987

Box 2 of 3 1016 Service Project, 1992

Box 2 of 3 1016 Service Project, 1993

Box 2 of 3 American Association of Museums (AAM): Annual Meeting (Denver), 1991

Box 2 of 3 Museum Computer Network, 1990

Box 2 of 3 CAL Talk, 1992

Box 2 of 3 Inspector General, 1991

Box 2 of 3 AAM Meeting, 1989

Box 2 of 3 AAM Meeting, 1990

Box 2 of 3 Museum Assessment Program, 1987

Box 2 of 3 Museum Assessment Program, 1989

Box 2 of 3 Museum Assessment Program, 1990

Box 2 of 3 Museum Assessment Program, 1991

Box 2 of 3 Development Consultants Corporation Partners (OD), 1994

Box 2 of 3 Development Consultants Corporation Partners (OD), 1995

Box 2 of 3 Development Consultants Corporation Partners (OD), 1996

Box 2 of 3 Dennis O'Connor, 1995-1996 [two folders]

Box 2 of 3 SI Corporate Partners, 1997

Box 2 of 3 National Postal Museum, 1995-1996 [two folders]

Box 2 of 3 National Postal Museum: Coordinating Committee Meeting, 1996

Box 2 of 3 Sports Museum, 1994

Box 2 of 3 Sports Museum, 1995

Box 2 of 3 Archives Center, 1996

Box 2 of 3 Administrative Services Center, 1991-1992 [two folders]

Box 2 of 3 Lemelson Center, 1995

Box 2 of 3 Exhibitions and Programs Committee (EPC), 1996

Box 2 of 3 Exhibit Planning (Star Spangled Banner), 1996

Box 2 of 3 Exhibit Schedule, 1996-1998

Box 2 of 3 Exhibition Plan Guidelines, 1995-1996 [two folders]

Box 2 of 3 Records Collecting, 1995

Box 2 of 3 NMAH Collections, 1996

Box 2 of 3 Space, 1987

Box 2 of 3 Space, 1993-1997 [five folders]

Box 2 of 3 3rd Mezzanine Project, 1994

Box 2 of 3 HVAC AIR Q, 1995

Box 2 of 3 NMAH Stone Lettering, 1995

Box 2 of 3 Correspondence, 1996 [three folders]

Box 2 of 3 NMAH Budget, 1997-1998

Box 2 of 3 NMAH Budget, 1999

Box 2 of 3 Spencer Crew, 1995-1996 [two folders]

Box 2 of 3 Robert A. Brooks Award, 1991

Box 2 of 3 Suitland Collections Center, 1983

Box 2 of 3 Suitland Collections Center, 1992-1993 [two folders]

Box 2 of 3 Suitland Repair Program, 1991-1992 [two folders]



- Box 2 of 3 Suitland Repair Program, 1994
- Box 2 of 3 Garber Facility Restoration Plan, 1995
- Box 2 of 3 Smithsonian Institution: Exterior Condition of Metropolitan
- Box 2 of 3 Area Museums, 1995

Box 3

- Box 3 of 3 Office of Contracting and Property Management (OCPM), 1994-1995 [two folders]
- Box 3 of 3 SI Master Plan 1996
- Box 3 of 3 Smithsonian Strategic Facility Forecasting [three folders]
- Box 3 of 3 Security Meetings, 1990
- Box 3 of 3 Security Meetings, 1995-1996 [two folders]
- Box 3 of 3 Facilities Inventory and Strategic Plan, 1989-1991 [three folders]
- Box 3 of 3 Smithsonian-wide Facilities Inventory & Strategy (ODC), 1990
- Box 3 of 3 Construction Meetings, 1996
- Box 3 of 3 Freedom of Information Act, 1992
- Box 3 of 3 Fountain Paving & Repairs 1995-1996 [two folders]
- Box 3 of 3 Silver Hill Facility, 1996
- Box 3 of 3 Space General, 1996
- Box 3 of 3 NMAH Staff Downsizing, 1992-1993
- Box 3 of 3 Martha's GW Student's Project 1994-1995 [two folders]
- Box 3 of 3 Former Employees: OCP, 1996
- Box 3 of 3 OCP/FPM Mission Statements, 1995-1996 [two folders]
- Box 3 of 3 Property Management for Capital Programs 1995-1996 [two folders]
- Box 3 of 3 FPM Miscellaneous, 1996
- Box 3 of 3 Employees, 1995-1996 [two folders]
- Box 3 of 3 FPM/Overtime Outstanding Balances, 1995-1996 [two folders]
- Box 3 of 3 Smithsonian's Photo Booth, 1987

Box 3 of 3	Smithson's Photo Booth, 1989
Box 3 of 3	Smithson's Photo Booth, 1991-1992 [two folders]
Box 3 of 3	Smithson's Photo Booth, 1994-1995 [two folders]
Box 3 of 3	Photo Reproduction Rights, 1996
Box 3 of 3	Smithson's Booth Income Proposal, 1994-1995 [two folders]
Box 3 of 3	Smithson's Photo Centers, Inc., 1994-1996 [four folders]
Box 3 of 3	Smithson's Images for Booth, 1994
Box 3 of 3	Discover/Smithsonian-NMAH Music Project, 1995-1996 [two folders]
Box 3 of 3	Correspondence re: Discover Card, 1995
Box 3 of 3	Memoranda re: Discover Card, 1995-1996 [two folders]
Box 3 of 3	Discover Card Finances, 1995-1996 [two folders]
Box 3 of 3	Discover Card Accounting, 1995-1996 [two folders]
Box 3 of 3	Fleetwood's Luncheon Event, 1994
Box 3 of 3	Women's Committee Grants, 1996
Box 3 of 3	Office of the Provost, 1995-1996 [two folders]
Box 3 of 3	I. Michael Heyman, 1994-1996 [three folders]