



Smithsonian Institution Archives

Administrative Records, 2000-2002

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Collection Overview

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| Repository: | Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu |
| Title: | Administrative Records |
| Identifier: | Accession 03-017 |
| Date: | 2000-2002 |
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| Creator:: | Smithsonian Institution. Office of the Under Secretary for Finance and Administration |
| Language: | English |

Administrative Information

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Descriptive Entry

This accession consists of the administrative records of Robert D. Bailey, Under Secretary for Finance and Administration (F&A), which document management planning and implementation throughout the Smithsonian Institution. The materials consist of correspondence, memoranda, meeting minutes, goal statements, statistical reports, budget summaries, and information pertaining to fellowships grants, exhibitions, special events, minority recruitment, and the accessibility program.

Names and Subject Terms

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

Subjects:

Budget process
Museums -- Administration

Types of Materials:

Brochures
Color transparencies
Drawings
Floor plans
Illustrations

Manuscripts

Names:

Bailey, Robert D.

Container Listing

Box 1

- Box 1 of 15 Finance and Administration (general)
- Box 1 of 15 Correspondence
- Box 1 of 15 Milestone Calendar
- Box 1 of 15 "Beer and Pretzels" Meetings
- Box 1 of 15 Goals Statement, 2001
- Box 1 of 15 F&A Direct Reports' Goals and Self-Appraisals, 2001-2002
- Box 1 of 15 F&A Management Team
- Box 1 of 15 Agendas and Minutes
- Box 1 of 15 Presentations from Meetings: July 13; September 5; October 3; November 7, 2001
- Box 1 of 15 Presentations from Meetings: February 7; March 15; May 9 and June 13, 2001
- Box 1 of 15 Presentations from Meetings: October 11; October 24; November 8, 2000
- Box 1 of 15 Presentations from Meetings: September 14 and September 27, 2000
- Box 1 of 15 "Executive Assistant" Search for OUS, 2001
- Box 1 of 15 Chief Financial Officer (2 folders)

Box 2

- Box 2 of 15 Open Audit Recommendations, 2001
- Box 2 of 15 International Relations
- Box 2 of 15 Budget, General (2 folders)

Box 2 of 15 Budget: Year End Review, FY 2000

Box 2 of 15 Budget: Ten-Year History

Box 2 of 15 Budget, FY 2001 (3 folders)

Box 2 of 15 Budget, FY 2002 (11 folders)

Box 2 of 15 Budget Request to Congress, FY 2002

Box 3

Box 3 of 15 Budget: Strategic Plan (2 folders)

Box 3 of 15 Budget, FY 2003 (2 folders)

Box 3 of 15 Budget: Overhead Cost Recovery Plan

Box 3 of 15 Comptroller

Box 3 of 15 Contracting - Leases

Box 3 of 15 Treasurer (2 folders)

 Note:

- Endowment
- Finance and Investment Committee Meeting - September 7, 2000
- Finance and Investment Committee Meeting - January 17, 2001

Box 3 of 15 Facilities Services (4 folders)

Box 4

Box 4 of 15 Facilities Services (5 folders)

Box 4 of 15 National Museum of the American Indian (NMAI) Construction Reports

Box 4 of 15 Horticulture

Box 4 of 15 Patent Office Building

Box 4 of 15 Snow Policy

Box 4 of 15 Victor Building

Box 5

Box 5 of 15 Environmental Management & Safety

Box 5 of 15 Physical Plant

Box 5 of 15 Protection Services - Outsourcing (4 folders)

Box 5 of 15 Chief Technology Officer

Box 5 of 15 Enterprise Resource Planning System (ERPS)

Box 5 of 15 Archives - Collections

Box 6

Box 6 of 15 Information Technology

Box 6 of 15 SI Webmaster

Box 6 of 15 Office of Imaging, Printing and Photographic Services (OIPPS)

Box 6 of 15 SI Productions

Box 6 of 15 General Counsel

Box 6 of 15 Human Resources/Hewitt Study (Files were given to Sheila Burke's Hewitt Study Office on March 27, 2002)

Box 6 of 15 Reduction in Force

Box 6 of 15 Training

Box 6 of 15 Exhibits Central (File given to Sheila Burke's Office on March 27, 2002)

Box 6 of 15 Libraries (Libraries Files were given to Sheila Burke's Office on November 7, 2002)

Box 6 of 15 American Museums and National Programs (4 folders)

Box 6 of 15 African American Museum

Box 7

- Box 7 of 15 Air & Space Museum (2 folders)
- Box 7 of 15 Air & Space Museum - NASM (National Air and Space Museum) (Hazy Center)
- Box 7 of 15 American Art
- Box 7 of 15 American History
- Box 7 of 15 NMAH (National Museum of American History) - American Presidency Exhibit
- Box 7 of 15 American Indian (3 folders)
- Box 7 of 15 NMAI - Employee Handbook
- Box 7 of 15 NMAI - Records Disposition Schedules

Box 8

- Box 8 of 15 Anacostia
- Box 8 of 15 Archives of American Art
- Box 8 of 15 Asian Pacific
- Box 8 of 15 Cooper-Hewitt
- Box 8 of 15 Folklife
- Box 8 of 15 Latino Center
- Box 8 of 15 Portrait Gallery
- Box 8 of 15 Postal Museum
- Box 8 of 15 National Programs
- Box 8 of 15 National Programs - Affiliations

Box 8 of 15 National Programs - Associates

Box 8 of 15 National Programs - Education & Museum Services

Box 8 of 15 National Programs - SITES (Smithsonian Institution Traveling Exhibition Service)

Box 8 of 15 Government Relations

Box 8 of 15 Senate Rules Hearing, 2000

Box 8 of 15 Communications (OPA - Office of Public Affairs)

Box 8 of 15 VIARC (Visitors' Information and Associates Reception Center)

Box 8 of 15 Special Events

Box 8 of 15 American Art and Culture

Box 8 of 15 American Art and Culture - International Art Museums

Box 8 of 15 American Art and Culture - Sign Program (SI Mall-wide Exterior Sign Program)

Box 9

Box 9 of 15 African Art

Box 9 of 15 Freer/Sackler

Box 9 of 15 Hirshhorn, 2001

Box 9 of 15 Sciences (3 folders)

Box 9 of 15 Astrophysical Observatory (2 folders)

Box 9 of 15 Center for Materials Research and Education

Box 9 of 15 Conservation Research Center

Box 9 of 15 Environmental Research Center

Box 9 of 15 Fellowships & Grants

Box 9 of 15 Ft. Pierce, Florida
Box 9 of 15 Museum Support Center
Box 9 of 15 National Science Research Center
Box 9 of 15 Natural History Museum (5 folders)

Box 10

Box 10 of 15 Tropical Research
Box 10 of 15 SI Council
Box 10 of 15 SI Press
Box 10 of 15 Sponsored Projects
Box 10 of 15 Zoological Park (3 folders)
Box 10 of 15 Secretary
Box 10 of 15 Strategy
Box 10 of 15 Diversity
Box 10 of 15 Accessibility
Box 10 of 15 EEOC
Box 10 of 15 Inspector General
Box 10 of 15 Membership and Development, 2001-2002 (2 folders)

Box 11

Box 11 of 15 Membership and Development (6 folders)
Box 11 of 15 M&D - Peoplesoft, 2001
Box 11 of 15 Office of Equal Employment and Minority Affairs (OEEMA)

- Box 11 of 15 OEEMA Complaints, 2002
- Box 11 of 15 Policy & Analysis (3 folders)
- Box 11 of 15 Smithsonian Advisory Boards (prepared by Office of Policy and Analysis, 2001)

Box 12

- Box 12 of 15 Business Ventures (SBV) (4 folders)
- Box 12 of 15 Business Ventures, 2000
- Box 12 of 15 SBV Board of Directors Meeting - January 14, 2002
- Box 12 of 15 SBV Board of Directors Meeting - August 27, 2001 (Telephone Conference)
- Box 12 of 15 SBV Board of Directors Meeting - July 23, 2001
- Box 12 of 15 SBV Special Meeting of the Board of Directors - June 7, 2001
- Box 12 of 15 SBV Board of Directors Meeting - April 30, 2001
- Box 12 of 15 SBV Board of Directors Meeting - January 29, 2001
- Box 12 of 15 SBV Board of Directors Meeting - September 25, 2000
- Box 12 of 15 SBV Board of Directors Meeting - July 26, 2000
- Box 12 of 15 Business Ventures with Notebooks

Box 13

- Box 13 of 15 Admission Charges, 2001
- Box 13 of 15 African American Museum, 2001
- Box 13 of 15 A&I Renovation and Space Usage
- Box 13 of 15 Audit (KPMG)
- Box 13 of 15 KPMG Audit & Review Results (April 4, 2000)

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|--------------|--|
| Box 13 of 15 | Audit & Review Committee Meeting (November 19, 2001) |
| Box 13 of 15 | Capital Planning Board |
| Box 13 of 15 | Castle Renovation Project |
| Box 13 of 15 | Chron File/Mail Log (2000 - June/December) |
| Box 13 of 15 | Chron File/Mail Log (2001 - January/December) |
| Box 13 of 15 | Chron File/Mail Log (2002 - January/March) |
| Box 13 of 15 | OUS (Office of the Undersecretary for Science/F&A Meeting Schedule |
| Box 13 of 15 | Combined Federal Campaign (CFC) |
| Box 13 of 15 | The Commons |
| Box 13 of 15 | Compensation |
| Box 13 of 15 | Exhibitions |
| Box 13 of 15 | Federal Government Guidelines |
| Box 13 of 15 | Financial Disclosure Form Information |
| Box 13 of 15 | IRS Audit |
| Box 13 of 15 | Joseph Henry Papers |
| Box 13 of 15 | Management Information System (MIS) |
| Box 13 of 15 | Museums: Non-Smithsonian |
| Box 13 of 15 | Names, Lists of Various Board Members and SI Groups |
| Box 13 of 15 | NAPA Study |
| Box 13 of 15 | Office of Management & Budget (OMB) |
| Box 13 of 15 | Office of Personnel Management (OPM) |
| Box 13 of 15 | Organizational Review |

Box 13 of 15 Parking

Box 13 of 15 Resumes

Box 14

Box 14 of 15 Smithsonian Community Committee (2 Folders)

Box 14 of 15 Smithsonian Early Enrichment Center

Box 14 of 15 Smithsonian Monitoring & Assessment of Biodiversity Program (MAB)

Box 14 of 15 Smithsonian National Board (2 folders)

Box 14 of 15 Smithsonian Newsletters

Box 14 of 15 Space, 2002

Box 14 of 15 Suggestions, 2001

Box 14 of 15 TAX - Smithsonian Institution

Box 14 of 15 Timeline Projects

Box 14 of 15 Union, 2001

Box 14 of 15 Web Sites

Box 14 of 15 Collections & Webs (2 folders)

Box 14 of 15 Regents (general)

Box 14 of 15 Regents' Meeting - January 22, 2002

Box 14 of 15 Regents' Meeting - September 17, 2001

Box 14 of 15 Regents Meeting Preparation (September 2001)

Box 14 of 15 Regents' Meeting - June 25, 2001

Box 14 of 15 Regents' Meeting - May 7, 2001

Box 14 of 15 Regents' Meeting - January 22, 2001

Box 15

Box 15 of 15 Regents' Meeting - September 11, 2000

Box 15 of 15 Regents Audit & Review Committee (December 4, 2000 and May 2, 2001)

Box 15 of 15 Regents Finance & Investment Committee (5 folders)

Box 15 of 15 Executive Searches

Box 15 of 15 Chief Financial Officer

Box 15 of 15 Chief Technology Officer (2 folders)

Box 15 of 15 Diversity Director (2 folders)

Box 15 of 15 Briefing/OUS for Finance & Administration