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Administrative Records, 1997-2002

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Collection Overview

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

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Descriptive Entry

This accession consists of the records of C. Austin Matthews and Keith M. VanderBrink, Executive Assistants, respectively, to the Under Secretary for Finance and Administration (OUSFA); and Claire L. Muldoon, Planning Officer. Materials include correspondence, memoranda, and notes documenting Smithsonian budget issues, fundraising, computer information systems, fellowships and awards, contracts, facility planning, employment, grants, fundraising, and the accessibility program. Also includes meeting agendas and minutes; statistical reports; committee information; office performance statements and goals; cost proposals; and survey data.

Names and Subject Terms

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

Subjects:

Budget process
Contracts
Museums -- Administration

Types of Materials:

Manuscripts

Names:

Matthews, C. Austin
Muldoon, Claire L.
VanderBrink, Keith M.

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