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Collection Overview

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

Creator: Smithsonian Associates, Study Tours and Seminars Program

Title: Administrative Files

Dates: 1988-2001

Quantity: 3 cu. ft. (3 record storage boxes)

Administrative Information

Preferred Citation

Smithsonian Institution Archives, Accession 04-068, Smithsonian Associates, Study Tours and Seminars Program, Administrative Files

Use Restriction

Restricted for 15 years, until Jan-01-2017; Transferring office; 3/3/2004 memorandum, Johnstone to Oudshoorn; Contact reference staff for details.

Descriptive Entry

This accession includes records documenting the administrative activities of Amy Kotkin, Program Manager. Materials include correspondence and memoranda pertaining to tours and seminars planning, lecturers, sponsorship, contracts, travel arrangements, insurance, marketing, and postal issues; meeting agendas; tour confirmations; goals/mission statements; agreement forms with tour companies; budget summaries; and security reports.

Names and Subject Terms

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

Subjects:
Contracts
Museums -- Educational aspects.
Tours
Types of Materials:
Manuscripts

Names:
Kotkin, Amy
Container Listing

Box 1

Holland America, 1998-2000 [eight folders]
SI General Counsel, 1988-2000 [two folders]
American Institute of Wine and Food, 1996-1997
Academic Travel Abroad, 1994-1995
Academic Travel Abroad, 1996
Academic Travel Abroad, 1997
Academic Travel Abroad: Contract, 1997
Academic Travel Abroad: Contract, 1997-1999 [two folders]

Box 2

Academic Travel Abroad, 1998
Academic Travel Abroad, 1999
Academic Travel Abroad, 2000
Academic Travel Abroad: Contract, 2001
Irish Folklore Tours, 1998-2000
Odyssey's Unlimited, 1998
Henderson Travel, 1998
Cunard, 1996-1999
National Education Association, 1999
Travel Books and Language Center, 1996-2000 [two folders]
Saga Holidays, 1998-2000 [three folders]
Travel Dynamics, 1995-1999
High Country Passage, 1996-1999

Box 3

Gohagan & Company, 1996-1999
Saga Holidays, 1999-2001 [three folders]
Postal Issues, 1989-1990 [three folders]
Travel Insurance, 1989-1992 [two folders]
Ancient Civilizations, 1994
Raymond and Whitcomb, 1996-1999 [three folders]
Cross-Culture, 1995
Communications Plus: Marketing, 1995
BSMG: Marketing, 2000 [two folders]