



Smithsonian Institution Archives

## Administrative Files, 1988-2001

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## Collection Overview

<b>Repository:</b>	Smithsonian Institution Archives, Washington, D.C., <a href="mailto:osiaref@si.edu">osiaref@si.edu</a>
<b>Title:</b>	Administrative Files
<b>Identifier:</b>	Accession 04-068
<b>Date:</b>	1988-2001
<b>Extent:</b>	3 cu. ft. (3 record storage boxes)
<b>Creator::</b>	Smithsonian Associates. Study Tours and Seminars Program
<b>Language:</b>	English

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## Administrative Information

### Preferred Citation

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

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## Descriptive Entry

This accession consists of 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.

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## Names and Subject Terms

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

### Subjects:

Congresses and conventions  
Contracts  
Museums -- Educational aspects

### Types of Materials:

Manuscripts

### Names:

Kotkin, Amy

## Container Listing

### Box 1

- Box 1 of 3                      Holland America, 1998-2000 (8 folders)
- Box 1 of 3                      SI General Counsel, 1988-2000 (2 folders)
- Box 1 of 3                      American Institute of Wine and Food, 1996-1997
- Box 1 of 3                      Academic Travel Abroad, 1994-1995
- Box 1 of 3                      Academic Travel Abroad, 1996
- Box 1 of 3                      Academic Travel Abroad, 1997
- Box 1 of 3                      Academic Travel Abroad: Contract, 1997
- Box 1 of 3                      Academic Travel Abroad: Contract, 1997-1999 (2 folders)

### Box 2

- Box 2 of 3                      Academic Travel Abroad, 1998
- Box 2 of 3                      Academic Travel Abroad, 1999
- Box 2 of 3                      Academic Travel Abroad, 2000
- Box 2 of 3                      Academic Travel Abroad: Contract, 2001
- Box 2 of 3                      Irish Folklore Tours, 1998-2000
- Box 2 of 3                      Peter Voll Associates, 1994-2000
- Box 2 of 3                      Alumni Holidays Inc., 1998-2000
- Box 2 of 3                      Odyssey's Unlimited, 1998
- Box 2 of 3                      Henderson Travel, 1998
- Box 2 of 3                      Cunard, 1996-1999

- Box 2 of 3 National Education Association, 1999
- Box 2 of 3 Travel Books and Language Center, 1996-2000 (2 folders)
- Box 2 of 3 Saga Holidays, 1998-2000 (3 folders)
- Box 2 of 3 Travel Dynamics, 1995-1999
- Box 2 of 3 High Country Passage, 1996-1999

Box 3

- Box 3 of 3 Gohagan & Company, 1996-1999
- Box 3 of 3 Saga Holidays, 1999-2001 (3 folders)
- Box 3 of 3 Postal Issues, 1989-1990 (3 folders)
- Box 3 of 3 Travel Insurance, 1989-1992 (2 folders)
- Box 3 of 3 Ancient Civilizations, 1994
- Box 3 of 3 Raymond and Whitcomb, 1996-1999 (3 folders)
- Box 3 of 3 Cross-Culture, 1995
- Box 3 of 3 Communications Plus: Marketing, 1995
- Box 3 of 3 BSMG: Marketing, 2000 (2 folders)