



Smithsonian Institution Archives

## Program Files, 1989-2003

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

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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>	Program Files
<b>Identifier:</b>	Accession 04-163
<b>Date:</b>	1989-2003
<b>Extent:</b>	2 cu. ft. (2 record storage boxes)
<b>Creator::</b>	National Museum of the American Indian. Office of External Affairs and Development
<b>Language:</b>	English

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## Administrative Information

### Preferred Citation

Smithsonian Institution Archives, Accession 04-163, National Museum of the American Indian. Office of External Affairs and Development, Program Files

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## Descriptive Entry

This accession consists of administrative files documenting development policies, procedures, and plans. Materials include memoranda and correspondence, reports, meeting minutes, clippings, brochures, and mailings.

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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:

- Fund raising
- Indians of North America -- Museums
- Museum finance
- Museums -- Administration

### Types of Materials:

- Brochures
- Clippings
- Manuscripts

## Container Listing

### Box 1

Box 1 of 2	Transamerica Contract Issue
Box 1 of 2	Business Supporters
Box 1 of 2	Coin Hearing
Box 1 of 2	IEG Conference/Advertisement
Box 1 of 2	Rescission
Box 1 of 2	Salmon Fest
Box 1 of 2	Rep for Mall Exhibition Design
Box 1 of 2	General Counsel
Box 1 of 2	Folkways at 50 Concert
Box 1 of 2	Use of Corporate Logo on SI Native American Resources Book
Box 1 of 2	National Museum of the American Indian (NMAI) Administrative Archives
Box 1 of 2	National Lewis & Clark Bicentennial Council
Box 1 of 2	George Gustav Heye Center (GGHC) Board of Directors
Box 1 of 2	NMAI Brochures
Box 1 of 2	Logo
Box 1 of 2	Procedure for Secretarial Correspondence
Box 1 of 2	Co-Sponsored Events Policy
Box 1 of 2	Scheduling Secretary & Mrs. Heyman for Special Events
Box 1 of 2	General Office Procedures Memos

Box 1 of 2	SI Corporate Associations Policy
Box 1 of 2	Financial Disclosure
Box 1 of 2	GGHC Board Charter
Box 1 of 2	SI Announcements
Box 1 of 2	SI Corporate Sponsorship
Box 1 of 2	SI Library
Box 1 of 2	SI Memos
Box 1 of 2	Donation Boxes
Box 1 of 2	NCO Brochure
Box 1 of 2	"Art World's Coming Disaster"
Box 1 of 2	Banners
Box 1 of 2	"New Prosperity Brings New Conflict..." and "Backlash Growing"
Box 1 of 2	Fact Sheet Press Release
Box 1 of 2	Announcement re: Reaching Initial Fundraising Goal
Box 1 of 2	PR Plan for "America's Smithsonian" in Chicago
Box 1 of 2	Personnel Related Memos
Box 1 of 2	Timeline for Transferring NCO Slots to Trust Positions
Box 1 of 2	NMAI History
Box 1 of 2	Dick Weiner
Box 1 of 2	Affinity Card
Box 1 of 2	Revenue Sharing Incentives/Partnerships
Box 1 of 2	Worldcom/Stan Friedman

Box 1 of 2	Product Marketing/Tom Banks
Box 1 of 2	Museum Reproductions
Box 1 of 2	Biennial
Box 1 of 2	Mary Thomson Proposal
Box 1 of 2	Susannah Kellems Proposal
Box 1 of 2	Kickingbird Proposal
Box 1 of 2	Susan Davis Public Relations
Box 1 of 2	Gehring Associates/John McGauley
Box 1 of 2	Videoart Productions
Box 1 of 2	Pentagram
Box 1 of 2	Memo re: San Fran Beadwork
Box 1 of 2	IFC, January 26, 1998
Box 1 of 2	NCO Goals (CRC - Cultural Resources Center, MM - Mall Museum, Endowment)
Box 1 of 2	Background for First Report - IFC Meeting, September 15, 1997
Box 1 of 2	Board of Trustees Meeting, February 1998
Box 1 of 2	Report Sent to Ted Turner, March 10, 1998
Box 1 of 2	Report Given to Ted Turner, November 20, 1997
Box 1 of 2	Report, December 16, 1997
Box 1 of 2	Report, April 17, 1998
Box 1 of 2	IFC, May 4, 1998
Box 1 of 2	Files Information

Box 1 of 2	SMG Current Calendar
Box 1 of 2	JLC Master Calendars
Box 1 of 2	Team Meeting, September 17, 1996
Box 1 of 2	Staff Retreat, March 25, 1997
Box 1 of 2	NMAI Strategy Meeting, July 15, 1997
Box 1 of 2	IFC Meeting, September 15, 1997
Box 1 of 2	Memos from Alice Green Burnette
Box 1 of 2	Heye Collection
Box 1 of 2	Museum/CRC Information
Box 1 of 2	Description of NMAI Collections
Box 1 of 2	The Art of Being Kuna
Box 1 of 2	NYC Special Event Planning Issues
Box 1 of 2	Quilts
Box 1 of 2	5-Year Program Plan, 1998-2003 (LM)
Box 1 of 2	Frank Day
Box 1 of 2	Memos from Special Events Department
Box 1 of 2	Yup'ik Opening
Box 1 of 2	White House Event
Box 1 of 2	White House Sculpture Event
Box 1 of 2	Corporate Membership Program

Box 2

Box 2 of 2 Pow-Wow, September 2002 (2 folders)

Box 2 of 2 Year-End Appeals, 2002-2003

Box 2 of 2 Year-End Mailing, 2002 (5 folders)