



Smithsonian Institution Archives

Special Projects Records, 1973-1997

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Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title:	Special Projects Records
Identifier:	Accession 04-175
Date:	1973-1997
Extent:	4 cu. ft. (4 record storage boxes)
Creator::	National Museum of Natural History. Associate Director for Special Projects
Language:	English

Administrative Information

Preferred Citation

Smithsonian Institution Archives, Accession 04-175, National Museum of Natural History.
Associate Director for Special Projects, Special Projects Records

Descriptive Entry

This accession consists of records that document the movement of National Museum of Natural History collections to the Museum Support Center (MSC). Materials include reports; budget summaries; meeting agendas and minutes; move schedule; collections inventory information; MSC strategic plan for facilities management; newsletters; videotape introduction to MSC; committee and development team information; and information pertaining to policy, space allocations, and objects. Also includes the correspondence and memoranda of Catherine Kerby, Staff Assistant to the Director, Special Assistant to the Director, Assistant Director for Special Projects, and Associate Director for Special Projects, 1976- ; and U. Vincent Wilcox, MSC Director.

Names and Subject Terms

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

Subjects:

- Museum storage facilities
- Museums -- Collection management
- Natural history museums

Types of Materials:

- Audiotapes

Manuscripts
Newsletters
Videotapes

Names:

Kerby, Catherine
Smithsonian Institution. Museum Support Center
Wilcox, U. Vincent

Container Listing

Box 1

Box 1 of 4	Space Allocations, 1981-1982
Box 1 of 4	Museum Support Center (MSC): Planning, 1973-1982 (2 folders)
Box 1 of 4	Uniform Move and Inventory Control Procedures, 1983
Box 1 of 4	Management and Policy, 1981-1982
Box 1 of 4	MSC: Service Plans Requirements, 1981-1982
Box 1 of 4	Security Program, 1982
Box 1 of 4	Silver Hill Facility, 1982-1983
Box 1 of 4	National Museums of Canada, 1982
Box 1 of 4	Collection Storage System, 1982
Box 1 of 4	Space Committee, 1982-1983
Box 1 of 4	Budget, 1982
Box 1 of 4	Meetings, 1982-1983
Box 1 of 4	Staffing, 1982-1983
Box 1 of 4	Fumigation of Objects, 1982
Box 1 of 4	Information Management, 1982-1983 (2 folders)
Box 1 of 4	Move Schedule, 1982
Box 1 of 4	MSC Operational Policy
Box 1 of 4	Collections Inventory, 1982
Box 1 of 4	NCR Meetings, 1981

Box 1 of 4	Development Team, 1982
Box 1 of 4	Information Management Committee: Meetings, 1982
Box 1 of 4	MSC Computer Operation, 1982-1983
Box 1 of 4	Information System Team, 1982-1983
Box 1 of 4	Systematic Move of Anthropology to Silver Hill (SMASH): Memoranda, 1981-1982
Box 1 of 4	SMASH: Meeting Agendas and Minutes, 1982-1983
Box 1 of 4	SMASH: Supplies for Move, 1982
Box 1 of 4	SMASH: Inventory, 1982
Box 1 of 4	SMASH: Inventory Collection Reports, 1982
Box 1 of 4	SMASH: Conservation and Fumigation Procedures, 1982
Box 1 of 4	SMASH: Registration, 1982
Box 1 of 4	SMASH: Personnel Requirements, 1982
Box 1 of 4	SMASH: Collection Organization, 1982
Box 1 of 4	SMASH: Packing Procedures, 1982
Box 1 of 4	SMASH: Recommendations for Move, 1982
Box 1 of 4	SMASH: Staging Area Reports, 1982
Box 1 of 4	SMASH: Move Organization and Administration, 1982-1983
Box 1 of 4	SMASH: Critical Path Method (CPM) Diagram, 1982
Box 1 of 4	Executive Memoranda, 1982-1983
Box 1 of 4	MISH Task Force: Goals and Activities, 1981-1982
Box 1 of 4	Asbestos Issue, 1982-1983

- Box 1 of 4 MSC: Move Planning, 1982
- Box 1 of 4 MSC: Moving Consultants, 1981-1982
- Box 1 of 4 MSC: Move Staff, 1982
- Box 1 of 4 CPM Structure and Notes, 1982 (2 folders)
- Box 1 of 4 Executive Committee Meeting Agendas, 1982
- Box 1 of 4 Move Newsletter (Vols. 1-6, 8-9), 1982-1983 (2 folders)
- Box 1 of 4 Collections Designated for MSC, 1982
- Box 1 of 4 MSC: Initial Planning Study, 1973 (2 folders)
- Box 1 of 4 MSC: Summary of Requirements, 1973

Box 2

- Box 2 of 4 Videotape Production, 1984-1988
- Box 2 of 4 Conservation Analytical Laboratory (CAL): Fumigation Facility Operating Manual, 1988
- Box 2 of 4 CAL: General Information, 1989
- Box 2 of 4 MSC Strategic Plan for Facilities Management, 1991
- Box 2 of 4 MSC: Information Architecture Project, 1985 (3 folders)
- Box 2 of 4 Charles Gruchy: Department of Canadian Heritage, 1995

Box 3

- Box 3 of 4 An Introduction to MSC: 3/4" U-matic Original Videotapes, c. 1983 (6 tapes)
- Box 3 of 4 An Introduction to MSC: 3/4" SL Original Master Videotapes, 1984 (2 tapes)
- Box 3 of 4 An Introduction to MSC: 3/4" U-matic Original Videotapes/PAL, May 5, 1988 (2 tapes)
- Box 3 of 4 An Introduction to MSC: 3/4" Videotapes, Window Dubs, 1988 (2 tapes)

Box 4

- Box 4 of 4 An Introduction to MSC: 1/4" Edited Master Audiotape, 1984
- Box 4 of 4 An Introduction to MSC: 3/4" Audiotapes, 1987 (2 tapes)
- Box 4 of 4 An Introduction to MSC: 3/4" U-matic Audiotapes, April 11-13, 1988 (4 tapes)
- Box 4 of 4 An Introduction to MSC: 3/4" Uncut Narration Audiotape, May 1988
- Box 4 of 4 An Introduction to MSC: Original Betacam Tapes, c.1983-1988 (2 tapes)
- Box 4 of 4 An Introduction to MSC/MJLA News Feature/WGN News: Betacam Tape, 1988
- Box 4 of 4 MJLA News Feature: Original Betacam Tape, 1988
- Box 4 of 4 Smithsonian Treasures: WBAL-TV re: MSC, 3/4" Videotape, 1997
- Box 4 of 4 Italy Channel 5 News: Smithsonian Storage, 3/4" Videotape, c. 1997
- Box 4 of 4 R. Simmons: 3/4" Original Betacam Tape
- Box 4 of 4 FERS Conversion: 3/4" Original Betacam Tape
- Box 4 of 4 Pest Management: 3/4" Original Betacam Tape