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Collection Overview

Repository: Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Creator: National Museum of Natural History, Associate Director for Special Projects
Title: Special Projects Records
Dates: 1973-1997
Quantity: 4 cu. ft. (4 record storage boxes)

Administrative Information

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

Use Restriction
Restricted for 15 years, until Jan-01-2013; Transferring office; 1/17/2001 memorandum, Peters to Dietrich; Contact reference staff for details.

Descriptive Entry

This accession includes records documenting 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:
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

Space Allocations, 1981-1982
Uniform Move and Inventory Control Procedures, 1983
Management and Policy, 1981-1982
MSC: Service Plans Requirements, 1981-1982
Security Program, 1982
Silver Hill Facility, 1982-1983
National Museums of Canada, 1982
Collection Storage System, 1982
Space Committee, 1982-1983
Budget, 1982
Meetings, 1982-1983
Staffing, 1982-1983
Fumigation of Objects, 1982
Information Management, 1982-1983 (2 folders)
Move Schedule, 1982
MSC Operational Policy
Collections Inventory, 1982
NCR Meetings, 1981
Development Team, 1982
Information Management Committee: Meetings, 1982
MSC Computer Operation, 1982-1983
Information System Team, 1982-1983
SMASH: Meeting Agendas and Minutes, 1982-1983
SMASH: Supplies for Move, 1982
SMASH: Inventory, 1982
SMASH: Inventory Collection Reports, 1982
SMASH: Conservation and Fumigation Procedures, 1982
SMASH: Registration, 1982
SMASH: Personnel Requirements, 1982
SMASH: Collection Organization, 1982
SMASH: Packing Procedures, 1982
SMASH: Recommendations for Move, 1982
SMASH: Staging Area Reports, 1982
SMASH: Move Organization and Administration, 1982-1983
SMASH: Critical Path Method (CPM) Diagram, 1982
Executive Memoranda, 1982-1983
MiSH Task Force: Goals and Activities, 1981-1982
Asbestos Issue, 1982-1983
MSC: Move Planning, 1982
MSC: Moving Consultants, 1981-1982
MSC: Move Staff, 1982
CPM Structure and Notes, 1982 (2 folders)
Executive Committee Meeting Agendas, 1982
Move Newsletter (Vols. 1-6, 8-9), 1982-1983 (2 folders)
Collections Designated for MSC, 1982
MSC: Initial Planning Study, 1973 (2 folders)
MSC: Summary of Requirements, 1973

Box 2

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

Box 3

An Introduction to MSC: 3/4” U-matic Original Videotapes, c.1983 [six tapes]

An Introduction to MSC: 3/4” SL Original Master Videotapes, 1984 [two tapes]

An Introduction to MSC: 3/4” U-matic Original Videotapes/PAL, 5/5/1988 [two tapes]

An Introduction to MSC: 3/4” Videotapes, Window Dubs, 1988 [two tapes]

Box 4

An Introduction to MSC: 1/4” Edited Master Audiotape, 1984

An Introduction to MSC: 3/4” Audiotapes, 1987 [two tapes]

An Introduction to MSC: 3/4” U-matic Audiotapes, 4/11-4/13, 1988 [four tapes]

An Introduction to MSC: 3/4” Uncut Narration Audiotape, 5/1988

An Introduction to MSC: Original Betacam Tapes, c.1983-1988 [two tapes]

An Introduction to MSC/MJLA News Feature/WGN News: Betacam Tape, 1988

MJLA News Feature: Original Betacam Tape, 1988

Smithsonian Treasures: WBAL-TV re: MSC, 3/4” Videotape, 1997

Italy Channel 5 News: Smithsonian Storage, 3/4” Videotape, c. 1997

R. Simmons: 3/4” Original Betacam Tape

FERS Conversion: 3/4” Original Betacam Tape

Pest Management: 3/4” Original Betacam Tape