



Smithsonian Institution Archives

Administrative Records, 1979-2004

Finding aid prepared by Smithsonian Institution Archives

Smithsonian Institution Archives
Washington, D.C.
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Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title:	Administrative Records
Identifier:	Accession 05-077
Date:	1979-2004
Extent:	2 cu. ft. (2 record storage boxes)
Creator::	Smithsonian Institution. Press
Language:	English

Administrative Information

Preferred Citation

Smithsonian Institution Archives, Accession 05-077, Smithsonian Institution, Press,
Administrative Records

Descriptive Entry

This accession consists of the administrative records of the Smithsonian Institution Press. Materials include correspondence, memoranda, budget calls, press publication schedules, reports and presentations regarding electronic publishing, fulfillment bids, meeting agendas and notes, publishing policies and guidelines, website materials, monthly reports, operations manuals, organization charts, editor's kudos, reviews of publications, and documents dealing with the history and policies of their serial publications.

Names and Subject Terms

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

Subjects:

- Electronic publishing
- Scholarly publishing
- University press publications
- Web sites

Types of Materials:

- Manuscripts

Names:

Smithsonian Books (Publisher)

Container Listing

Box 1

Box 1 of 2	Publishing Policies and Guidelines, 1992
Box 1 of 2	Correspondence, 2002 - Diane Tyler, Managing Editor (2 folders)
Box 1 of 2	Correspondence, 2001 - Diane Tyler, Managing Editor (4 folders)
Box 1 of 2	Budget/Financial - SI Press, 2000-2002 (4 folders)
Box 1 of 2	Budget FY 1995 - Memos, budget calls
Box 1 of 2	Budget FY 1994 - Memos, budget calls
Box 1 of 2	Budget FY 1992 (2 folders)
Box 1 of 2	Annual Report, SI Press contributions to, 1998
Box 1 of 2	Audit, 1989-1993
Box 1 of 2	Federal Employees Pay Reform Act of 1990, 1991
Box 1 of 2	Buyouts, 1996
Box 1 of 2	Buyouts and Severance Pay, 2003
Box 1 of 2	Downsizing Effects on Smithsonian Series Program & National Museum of Natural History, 1992-1993
Box 1 of 2	Furlough Documents, 1989-1994
Box 1 of 2	Goals, 1989-1993
Box 1 of 2	Website Design, 2001
Box 1 of 2	Press Publication Schedule, Fall 2002-Spring 2003
Box 1 of 2	Goals Statement, 1992
Box 1 of 2	Overview - Smithsonian Series Program, 1984-1988

- Box 1 of 2 Report to Smithsonian Publications Council - Electronic Publishing, 1987-1988
- Box 1 of 2 Presentation to Smithsonian Publications Council - Electronic Publishing, 1987
- Box 1 of 2 Report to Smithsonian Publications Council - Electronic Publishing, 1985
- Box 1 of 2 Smithsonian Series Program - History and Policy Issues, 1979-1987
- Box 2
- Box 2 of 2 Smithsonian Series Program - Report to Constance Newman, 1992
- Box 2 of 2 Smithsonian Series Program - Manning, Appleman, Zug, 1990
- Box 2 of 2 Smithsonian Series Program - Talbot - Hoffman, 1988-1989
- Box 2 of 2 Report to Smithsonian Publications Council meeting - Series Distribution, 1989
- Box 2 of 2 Joint Committee on Printing - Report and Background, 1988
- Box 2 of 2 Memorandum - Publishing Policies, 1986
- Box 2 of 2 Acronyms for Specimens in the National Museum of Natural History, 1988
- Box 2 of 2 Proposal - Electronic Publishing, 1986
- Box 2 of 2 Fulfillment, 2000 (2 folders)
- Box 2 of 2 Fulfillment Choices, 2000-2001
- Box 2 of 2 Meetings - 1999-2004
- Box 2 of 2 Meetings - Finance & Administration Science Group, 2002-2003
- Box 2 of 2 Memorandum - Waterstones, 2000
- Box 2 of 2 Monthly Activity Report, 2000
- Box 2 of 2 Monthly Reports, 2001

Box 2 of 2	Operations Manual, 2002
Box 2 of 2	Organization Chart, 2002-2004
Box 2 of 2	Website materials, 2000-2003 (4 folders)
Box 2 of 2	Editor's Kudos, 1990-2004 (2 folders) (Accession 06-020)
Box 2 of 2	Reviews, 1985-1992 (Accession 06-020)