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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


Quantity: 1 cu. ft. (1 record storage box)

Administrative Information

Preferred Citation
Smithsonian Institution Archives, Accession 05-096, National Museum of Natural History, Associate Director for Special Projects, Special Projects Records

Use Restriction
Restricted for 15 years, until Jan-01-2015; Transferring office; 1/17/2001 memorandum, Peters to Dietrich; Contact reference staff for details.

Descriptive Entry

This accession consists of records that document planning for the Museum Support Center (MSC), and the movement of National Museum of Natural History collections to the facility. Materials include the correspondence and memoranda of U. Vincent Wilcox, MSC Director, and Catherine Kerby, primarily during the years she served as Special Assistant to the Director; collection storage equipment proposals, contracts, and evaluations; installation schedules; press releases and other announcements; photographs of MSC and staff; MSC emergency evacuation plan; security management survey; tour information; articles; Museum of History and Technology move project guidelines; and reports.

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:
Black-and-white photographs
Color photographs
Drawings
Floor plans
Manuscripts

Names:
Kerby, Catherine
Museum of History and Technology (U.S.)
Smithsonian Institution. Museum Support Center.
Wilcox, U. Vincent
Container Listing

Box 1

Correspondence/General Information re: Museums, 1981-1982
MSC Collection Storage Equipment (general), 1982
MSC Collection Storage Equipment: Proposals, 1982
MSC Collection Storage Equipment: Evaluations, 1981-1983
MSC Collection Storage Equipment: Administration, 1981-1982
Anthropology Inventory Date re: Storage, 1982
Cold Storage Committee, 1982
Anthropology Floor Plan, 1982
History and Art Space Report, 1982
Installation Schedules, 1983
Pre-final Submission on Collection Storage Equipment, 1983 (2 folders)
MSC Emergency Evacuation Plan, 1986
MSC: Staff Disaster Preparedness Procedures, 1999
MHT Move Project, 1960-1964
Strip Footings (Pods 1, 2, & 4), 1985
Interior Construction (Pods 1, 2, & 4), 1984-1986
Press Tour of MSC, 1988
An Introduction to MSC, 1983
U. Vincent Wilcox: "Collections Management with the Computer"
U. Vincent Wilcox: "The Design and Management of Museum Facilities"
Announcements re: MSC Opening, 1983
Information for Incoming MSC Occupants
Metcalf/KCF, Architects: MSC Perspective View/Design Objectives, 1979
U. Vincent Wilcox: Correspondence, 1982
Photographs of MSC and Staff
Conservation and Storage Information, c. 1986
Interior Metal Steel Equipment Company