



Smithsonian Institution Archives

## Administrative Records, 1986-2001

Finding aid prepared by Smithsonian Institution Archives

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

# Table of Contents

Collection Overview .....	1
Administrative Information .....	1
Descriptive Entry.....	1
Names and Subjects .....	1
Container Listing .....	3

## Collection Overview

<b>Repository:</b>	Smithsonian Institution Archives, Washington, D.C., <a href="mailto:osiaref@si.edu">osiaref@si.edu</a>
<b>Title:</b>	Administrative Records
<b>Identifier:</b>	Accession 05-181
<b>Date:</b>	1986-2001
<b>Extent:</b>	1 cu. ft. (1 record storage box)
<b>Creator::</b>	Smithsonian Early Enrichment Center. Office of the Director
<b>Language:</b>	English

---

## Administrative Information

### Preferred Citation

Smithsonian Institution Archives, Accession 05-181, Smithsonian Early Enrichment Center, Office of the Director, Administrative Records

---

## Descriptive Entry

This accession consists of records documenting the administrative activities of Sharon E. Shaffer, Director of the Smithsonian Early Enrichment Center (SEEC). Materials include correspondence, memoranda, and notes; reports; contracts, licensing agreements, and release forms; meeting agendas and minutes of the Board of Directors; SEEC logo and stationary drawings; child care center site proposals; litigation; budget summaries; and fundraising information.

---

## Names and Subject Terms

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

### Subjects:

- Child care
- Contracts
- Day care centers
- Educational planning
- Intellectual property
- Museums -- Educational aspects

### Types of Materials:

- Color photographs
- Drawings

Floor plans  
Manuscripts

Names:

Shaffer, Sharon E., 1950-  
Smithsonian Early Enrichment Center. Board of Directors

## Container Listing

### Box 1

Box 1 of 1	Children's Files, 1998-2000 (2 folders)
Box 1 of 1	Chris Runnerstrom, 1993
Box 1 of 1	Stiles v. Culp Suit, 1989-1995
Box 1 of 1	GW Health Insurance, 1999
Box 1 of 1	Board of Directors, 1991-1994
Box 1 of 1	Board of Directors: Reports, 1996-2001 (2 folders)
Box 1 of 1	IBM Licensing Agreement, 1990-1993
Box 1 of 1	SEEC Natural History Plans, 1992-1994
Box 1 of 1	Museum Magic Proposals, 1988-1990
Box 1 of 1	History Curriculum Contract, 1988
Box 1 of 1	Correspondence, 1988-2000
Box 1 of 1	Fundraising, 1987
Box 1 of 1	SEEC Logo and Stationary
Box 1 of 1	Model Business Plan for SI Child Care, 1986-1987