



Smithsonian Institution Archives

Administrative Records, 1959-1975

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Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title:	Administrative Records
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Administrative Information

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Descriptive Entry

This accession consist of materials which document the administration and activities of the Office of Personnel Administration. Areas covered include employee training, employee orientation, and programs such as the Seminar in the Legislative Function and the Fellowship in Congressional Operations. People included in the collection are Leonard B. Pouliot, Director of the Office of Personnel Administration, and G. Clifford Boocks, Assistant Director of the Office of Personnel Administration. Materials include correspondence, memoranda, and applications.

Names and Subject Terms

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

Subjects:

Employees -- Training of
Museums -- Educational aspects

Types of Materials:

Manuscripts

Names:

Boocks, G. Clifford
Pouliot, Leonard B., 1923-

Container Listing

Box 1

Box 1 of 1	Orientation materials, 1960-1969
Box 1 of 1	Presidential Task Force on Career Advancement, Questionnaire, 1966
Box 1 of 1	Seminar in the Legislative Function, 1962-1962
Box 1 of 1	Fellowship in Congressional Operations, 1966-1971
Box 1 of 1	Read File, 1959-1975 (2 folders)
Box 1 of 1	Read File, G. Clifford Boocks, 1972-1973