# Table of Contents

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

Repository: Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title: Subject Files
Identifier: Accession 05-284
Date: 1988-2005
Extent: 2 cu. ft. (2 record storage boxes)
Creator: Freer Gallery of Art and Arthur M. Sackler Gallery. Office of the Director
Language: Language of Materials: English

Administrative Information

Preferred Citation

Smithsonian Institution Archives, Accession 05-284, Freer Gallery of Art and Arthur M. Sackler Gallery. Office of the Director, Subject Files

Use Restriction

Restricted for 15 years, until Jan-01-2021; Transferring office; 6/9/2001 memorandum, Alers to Hennessey; Contact reference staff for details.

Descriptive Entry

This accession consists of the topical files maintained by Milo Cleveland Beach, Director, 1987-2001, with some files created by Julian Raby, Director, 2002- . Topics include reporting, the website, the Publications Department, the curatorial staff, official foreign visitors, budget, and general correspondence. Materials include correspondence, memoranda, reports, itineraries for visitors, and budget materials.

Names and Subject Terms

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

Subjects:
Art museum curators
Art museum directors
Art museums
Art, Asian
Budget
Budget process
Museums -- Administration
Web sites

Types of Materials:
  Color transparencies
  Manuscripts

Names:
  Arthur M. Sackler Gallery (Smithsonian Institution)
  Beach, Milo Cleveland
  Freer Gallery of Art
  Freer Gallery of Art and Arthur M. Sackler Gallery. Publications Department
  Raby, Julian
Container Listing

Box 1

Box 1 of 2  Survey of Basic Operations (2000)
Box 1 of 2  International Art Museums Director: Monthly/Regents Reports (2003)
Box 1 of 2  International Art Museums Director: Weekly Reports (2000-2003)
Box 1 of 2  International Art Museums Director: Director's Meeting (2003)
Box 1 of 2  International Art Museums Director: Weekly and Monthly Reporting Procedures and Samples (2003)
Box 1 of 2  International Art Museums Director: General (2000-2003)
Box 1 of 2  Deepend, NY Web Production - Visual Services (2003)
Box 1 of 2  Publications Department (2000) (2 folders)
Box 1 of 2  Publications Department (1999)
Box 1 of 2  Publications Department (1998)
Box 1 of 2  Publications Department (1997)
Box 1 of 2  Publications Department (1989-1996)
Box 1 of 2  Official Visitors from Iran (2001)
Box 1 of 2  Cambodian Ambassador (2000)
Box 1 of 2  Official Visitors from India (2000)
Box 1 of 2  Official Visitors from China (2000)
Box 1 of 2  Official Visitors from China (1998)
Box 1 of 2  Official Visitors from Singapore (1997)
Box 1 of 2  Publications Department (1988-2000) (2 folders)
Box 1 of 2  Curators (2000-2003)
Box 1 of 2  Curators (1998-2002)

Box 2

Box 2 of 2  Ken Meyers (2001-2005)
Box 2 of 2  

Box 2 of 2  
Budget (FY 1999-FY 2002)

Box 2 of 2  
Contemporary Art Curatorial Position (1999-2001)

Box 2 of 2  
Incoming Correspondence (January 2001)

Box 2 of 2  
Incoming Correspondence (February 2001)

Box 2 of 2  
Incoming Correspondence (March 2001)

Box 2 of 2  
Incoming Correspondence (April 2001)

Box 2 of 2  
Chronological Files (February 2001) (2 folders)

Box 2 of 2  
Chronological Files (March 2001)

Box 2 of 2  
Chronological Files (August/September 2001)

Box 2 of 2  
Correspondence (2002)