



Smithsonian Institution Archives

## Subject Files, 1988-2005

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## Collection Overview

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

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## 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.

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## 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.

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## 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	Research Opportunity Fund (1991-2000)
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)