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Collection Overview

Repository: Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Creator: Smithsonian Associates, Study Tours and Seminars Program
Title: Administrative Files
Dates: 1975-2004
Quantity: 1.5 cu. ft. (1 record storage box) (1 document box)

Administrative Information

Preferred Citation
Smithsonian Institution Archives, Accession 07-088, Smithsonian Associates, Study Tours and Seminars Program, Administrative Files

Access Restriction
Scheduled for 15 years, until Jan-01-2020; Transferring office; 3/3/2004 memorandum, Johnstone to Oudshoorn; Contact reference staff for details.

Descriptive Entry

This accession consists of records documenting the administrative activities of Amy Kotkin, Program Manager. Materials include correspondence, memoranda, and notes pertaining to tour planning, marketing, contracts, and accessibility; budget summaries; meeting agendas and minutes; agreements; audit information; and administrative guidelines.

Names and Subject Terms

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

Subjects:
Budget
Contracts
Tours

Types of Materials:
Brochures
Clippings
Manuscripts

Names:
Kotkin, Amy
Container Listing

Box 1

Academic Travel Abroad, Inc., 2000-2001 (2 folders)
Academic Travel Abroad, Inc., 2002 (2 folders)
Academic Travel Abroad, Inc., 2003 (2 folders)
TCS Expeditions, 2000-2004
Lifelong Learning, Inc., 1999-2003
Raymond and Whitcomb, 1990-1999 (2 folders)
Travel Program Study, 1984
Accessibility Meetings, 1991-2001
IRS Audit (FY 1998), 1998-2002 (3 folders)

Box 2

International Tours (post 9/11), 2001 (2 folders)
Administrative Issues (general), 1975-1987 (2 folders)
Smithsonian Travel Program Notebook, 1976-1982 (2 folders)