



Smithsonian Institution Archives

Administrative Files, 1975-2004

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Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title:	Administrative Files
Identifier:	Accession 07-088
Date:	1975-2004
Extent:	1.5 cu. ft. (1 record storage box) (1 document box)
Creator::	Smithsonian Associates. Study Tours and Seminars Program
Language:	English

Administrative Information

Preferred Citation

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

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

- Box 1 of 2 Academic Travel Abroad, Inc., 2000-2001 (2 folders)
- Box 1 of 2 Academic Travel Abroad, Inc., 2002 (2 folders)
- Box 1 of 2 Academic Travel Abroad, Inc., 2003 (2 folders)
- Box 1 of 2 TCS Expeditions, 2000-2004
- Box 1 of 2 Lifelong Learning, Inc., 1999-2003
- Box 1 of 2 Postal Issues, 1989-1998
- Box 1 of 2 Raymond and Whitcomb, 1990-1999 (2 folders)
- Box 1 of 2 Travel Program Study, 1984
- Box 1 of 2 Accessibility Meetings, 1991-2001
- Box 1 of 2 IRS Audit (FY 1998), 1998-2002 (3 folders)

Box 2

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