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Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title:	Subject Files
Identifier:	Accession 07-104
Date:	1995-2005
Extent:	2 cu. ft. (2 record storage boxes)
Creator::	Smithsonian Institution. Deputy Secretary and Chief Operating Officer
Language:	Language of Materials: English

Administrative Information

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Use Restriction

Restricted for 15 years, until Jan-01-2021; Director search records in boxes 1 and 2 are restricted for 25 years; Transferring office; 3/27/2007 memo, Peters to Winget; Contact reference staff for details.

Descriptive Entry

This accession consists of subject files documenting the tenure of Sheila P. Burke, Under Secretary for American Museums and National Programs, 2000-2004, and Deputy Secretary and Chief Operating Officer, 2004-2007. Materials include correspondence and memoranda relating to Smithsonian programs overseen by Burke, fundraising, and administrative matters.

Names and Subject Terms

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

Subjects:

Fund raising
Museums -- Administration
Smithsonian Institution -- Administration

Types of Materials:

Manuscripts

Names:

Burke, Sheila P.

Smithsonian Institution. Office of the Under Secretary for American Museums and National Programs

Container Listing

Box 1

Box 1 of 2	Burke Breakfasts, FY 2001-FY 2003
Box 1 of 2	Fundraising Allotments, FY 2001
Box 1 of 2	Fundraising Allotments, FY 2002
Box 1 of 2	General, FY 2000-FY 2003
Box 1 of 2	General Correspondence (Bruns), FY 2001
Box 1 of 2	General Correspondence (Burke), FY 2000-FY 2004
Box 1 of 2	General Correspondence (Martin), FY 1998-FY 2001
Box 1 of 2	IRM (Information Resources Management) Pool, FY 1999
Box 1 of 2	IRM Pool, FY 2000
Box 1 of 2	Monthly Director's Meeting, FY 2001-FY 2003
Box 1 of 2	Research Equipment Pool, FY 2001
Box 1 of 2	Research Equipment Pool, FY 2002
Box 1 of 2	Research Equipment Pool, FY 2003
Box 1 of 2	Research Travel Fund, FY 2001
Box 1 of 2	Save America's Treasures, FY 2001
Box 1 of 2	Special Exhibition Fund, FY 2001
Box 1 of 2	Special Exhibition Fund, FY 2002
	Museums - Anacostia Museum
Box 1 of 2	General, FY 1999-FY 2002
	Museums - National Museum of American History
Box 1 of 2	Blue Ribbon Commission
Box 1 of 2	Board of Trustees, FY 2000-FY 2003
Box 1 of 2	Director's Search, FY 2003

Box 1 of 2	Exhibition: 9/11: Bearing Witness to History
Box 1 of 2	Fundraising: Reynolds' Gift
Box 1 of 2	General, FY 2000-FY 2004
	Museums - National Museum of the American Indian
Box 1 of 2	General, FY 2000-FY 2003
	Museums - National Postal Museum
Box 1 of 2	Director Search, FY 2002 [RESTRICTED for 25 years]
Box 1 of 2	General, FY 2001-FY 2004
	Pan-Institutional Programs - Asian Pacific American Program
Box 1 of 2	General, FY 2000-FY 2001
	Pan-Institutional Programs - Center For Folklife and Cultural Heritage
Box 1 of 2	National World War II Reunion: Tribute to a Generation
	Pan-Institutional Programs - Smithsonian Center for Latino Initiatives
Box 1 of 2	Deputy Director Search, FY 2002 [RESTRICTED for 25 years]
Box 1 of 2	Director Search, 2002 [RESTRICTED for 25 years]
Box 1 of 2	Exhibition: Young Americanos, FY 2001
Box 1 of 2	General, FY 2000-FY 2003
Box 1 of 2	Program: Ballet Folklorico, FY 2001
	Box 2
Box 2 of 2	Latino Pool: General, FY 1995-FY 2002
Box 2 of 2	Latino Pool, FY 2000
Box 2 of 2	Latino Pool, FY 2001
Box 2 of 2	Latino Pool, FY 2002
Box 2 of 2	Latino Pool, FY 2003
Box 2 of 2	Music Programs, FY 2001-FY 2002

Box 2 of 2 National Board, FY 2001-FY 2002

 National Programs - Director's Office

Box 2 of 2 General, FY 2000-FY 2002

 National Programs - Affiliations

Box 2 of 2 General, FY 2000-FY 2003

 National Programs - Smithsonian Center for Education and Museum Studies

Box 2 of 2 Director Search, FY 2001 [RESTRICTED for 25 years]

 National Programs - Smithsonian Institution Traveling Exhibition Service

Box 2 of 2 General, FY 2000-FY 2004

 National Programs - The Smithsonian Associates

Box 2 of 2 General, FY 2001-FY 2004

 Office of Facilities Engineering and Operations (OFEO) - Protection Services

Box 2 of 2 General, FY 2001-FY 2004

 Chief Information Officer

Box 2 of 2 General, FY 1999-FY 2000

 Communications

Box 2 of 2 Director Search [RESTRICTED for 25 years]

 Communications - Office of Public Affairs

Box 2 of 2 General, FY 2000-FY 2003

 Communications - Visitor Information and Associates' Reception Center (VIARC)

Box 2 of 2 General, FY 2002-FY 2004

 Office of Exhibits Central

Box 2 of 2 General

 Office of Government Relations

Box 2 of 2	Congressional Loans
Box 2 of 2	Director Search, FY 1998 [RESTRICTED for 25 years]
Box 2 of 2	Director Search, FY 2000 [RESTRICTED for 25 years]
Box 2 of 2	General, FY 2001-FY 2005
Box 2 of 2	Inaugural Events, FY 1997
	Office of Human Resources
Box 2 of 2	General, FY 1999-FY 2002
	Accessibility
Box 2 of 2	General, FY 2001
	Office of the Under Secretary for American Museums and National Programs (OUSAMNP) - Archives of American Art
Box 2 of 2	Board of Trustees
Box 2 of 2	General
	OUSAMNP - Cooper-Hewitt, National Design Museum
Box 2 of 2	Director Search [RESTRICTED for 25 years]
Box 2 of 2	General
	OUSAMNP - Smithsonian American Art Museum
Box 2 of 2	General
Box 2 of 2	Renwick Gallery
	Under Secretary for Science - Office of Fellowships and Grants
Box 2 of 2	General
	Under Secretary for Science - National Zoological Park
Box 2 of 2	Conservation and Research Center (CRC) - General
Box 2 of 2	General