



Smithsonian Institution Archives

Administrative Records, 1993-2005

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Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title:	Administrative Records
Identifier:	Accession 07-211
Date:	1993-2005
Extent:	1 cu. ft. (1 record storage box)
Creator::	National Museum of Natural History. Department of Systematic Biology
Language:	English

Administrative Information

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Department of Systematic Biology, Administrative Records

Use Restriction

Restricted for 15 years, until Jan-01-2021; Transferring office; 9/21/2007 memorandum, Wright to Sitnik; Contact reference staff for details.

Descriptive Entry

This accession consists of records documenting the administration of the Department of Systematic Biology. The primary purpose of the department was outreach and the improvement of the image of research. Materials include correspondence, memoranda, surveys, strategic goals, organizational charts, budgets, funding information, brochures, and related materials. Some materials pre-date the establishment of the department and some materials are in electronic format.

Names and Subject Terms

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

Subjects:

Biology -- Classification
Natural history museums
Research

Types of Materials:

Brochures
Electronic records
Floppy disks
Manuscripts

Container Listing

Box 1

General

- Box 1 of 1 Systematic Biology, 2002
- Box 1 of 1 Strategic Goals, 2002-2005
- Box 1 of 1 Science Successes, 2003
- Box 1 of 1 Survey of Graduate Education Involvement by Staff, 2001 (2 folders)

Outreach

- Box 1 of 1 Outreach, 2002
- Box 1 of 1 AIBS Tours, March 2004
- Box 1 of 1 Biodiversity Month, 2002
- Box 1 of 1 National Museum of Natural History Communications Board, 2001
- Box 1 of 1 Congressional Night, 2000-2001 (includes electronic records)
- Box 1 of 1 Director's Circle, 2001
- Box 1 of 1 Discovery of the Week (2001-2002)
- Box 1 of 1 Greenteam Advertising, 1993-1997 (includes electronic records)
- Box 1 of 1 Seminars, 1998-2003
- Box 1 of 1 Staff Day, 1999
- Box 1 of 1 Web Page, 1998

Funding

- Box 1 of 1 Fundraising, 2001

Box 1 of 1	Budget, 2001
Box 1 of 1	Bateman Arctic Fund, 2002
Box 1 of 1	Bateman Proposals, 2003
Box 1 of 1	Restricted Endowment Funds, 1998-2003
Box 1 of 1	Latino Initiatives, 2002
Box 1 of 1	Research Opportunities Fund, 2002
Box 1 of 1	Marine Research Opportunities Fund, 2002
Box 1 of 1	Smithsonian Institution Opportunities for Research, 2001
Box 1 of 1	External Support, 2001