



Smithsonian Institution Archives

Director's Records, 1991-2004

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Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title:	Director's Records
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Administrative Information

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Descriptive Entry

This accession consists of records documenting the administration and management of the Office of Exhibits Central by Director Michael A. Headley (1995-). In particular, the records document projects, safety, relations with other units, and a museum training program in Ghana. Some materials were created by Headley prior to his promotion to director. Materials include correspondence, memoranda, reports, brochures, pamphlets, drawings, color photographs, project schedules, budget estimates, and related materials.

Names and Subject Terms

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

Subjects:

- Museum exhibits
- Museums -- Educational aspects
- Museums -- Public relations
- Safety

Types of Materials:

- Brochures
- Color photographs
- Drawings

Manuscripts
Pamphlets

Names:

Headley, Michael A.

Geographic Names:

Ghana

Container Listing

Box 1

Smithsonian Issues

- | | |
|------------|---|
| Box 1 of 2 | General, 1995 |
| Box 1 of 2 | Scheduling - Smithsonian Committee, 1995 |
| Box 1 of 2 | Furloughs, Shutdown, 1995 |
| Box 1 of 2 | Smithsonian Strategic Plan "Campaign" for FY 1997-FY 2003, 1998 |
| | America's Smithsonian |
| Box 1 of 2 | General, 1996 |
| | Office of Constance Newman |
| Box 1 of 2 | Reorganization of Units Reporting to the Under Secretary, 1996 |
| Box 1 of 2 | Risk Assessment, March 1998 |
| Box 1 of 2 | Federal Managers' Financial Integrity Act - 1999 Report on Management Controls |
| Box 1 of 2 | Management Controls, 1998 |
| Box 1 of 2 | Management Controls, 1997 |
| Box 1 of 2 | Management Controls, 1996 |
| Box 1 of 2 | Information Resource Management (IRM) Pool, 1998 |
| Box 1 of 2 | TWA Tickets, 1998 |
| | Counselor to the Secretary on Biodiversity and Environmental Affairs - Thomas Lovejoy |
| Box 1 of 2 | General, 1997 |

Smithsonian Council

Box 1 of 2

General, 1997

Provost Office

Box 1 of 2

Provost Document, November 1995

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IRM Pool, 1997

Box 1 of 2

Accessibility Program, 1996

Box 1 of 2

Web Panel, 1996

Box 1 of 2

Provost Meeting, January 30, 1998

Box 1 of 2

Multiple Mirror Telescope Print, 1998

Provost Office - Mary Tanner

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Office of Plant Services Allocation, 1998

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Office of Plant Services Allotment Information, 1997

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Use of Trust Fund Money - Awards, Honors, 1994-1996

Box 1 of 2

Alterations and Modifications - Projects and Allocation, 1997

Provost Office - Barbara Schneider

Box 1 of 2

Arts and Industries Building Signage Task Force

Box 1 of 2

Exhibits Scheduling System - New Computer Software Program, 1996-1997

Box 1 of 2

Quantum Research Corporation, 1997

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Monthly Meetings, 1997-1998

Box 1 of 2

Space Memorandum, 1998

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Visitor Information and Associates' Reception Center, What's new at the Smithsonian Poster, 1997-1998

Project Records and General Information

Box 1 of 2	American Encounters
Box 1 of 2	Land of Promise, 1992-1994
Box 1 of 2	Miscellaneous Work Requests, 1992
Box 1 of 2	"American Festival Japan '94" Television Program, 1993
Box 1 of 2	National Museum of American History, 1994-1999
Box 1 of 2	Spencer Crew - Correspondence and Memoranda, 1999
Box 1 of 2	Art Molella, Lemelson Center - Invention Prototypes, Tangible Ideas, 2002
Box 1 of 2	A Day in the Life of Native America, 1992
Box 1 of 2	All Roads are Good, 1992-1993
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Box 1 of 2	Crossroads, 1993
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Box 1 of 2	Bison Bones, 1991-1992
Box 1 of 2	Bob Fri - Correspondence and Memoranda, 1996-1999
Box 1 of 2	Tiger Diorama
Box 1 of 2	National Museum of Natural History - Mammal Hall, 1998-2004
Box 1 of 2	Smithsonian Tropical Research Institute

Box 1 of 2	Forest Speaks, 1995
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Box 1 of 2	Pollinarium, 1994
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	Ghana Project
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	Counselor to the Secretary - Miguel Bretos
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	Ghana - Interns
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Box 1 of 2	Ghana - Tools, 1994
Box 1 of 2	Ghana - Trip Notes, July 1994
Box 1 of 2	Ghana Project - Tools, July 1994
	Safety
Box 1 of 2	Management Evaluation and Technical Review (METR) Response Memorandum, December 1996
Box 1 of 2	METR Response, September 1995
Box 1 of 2	METR Report, 1996
Box 1 of 2	Smithsonian Institution Service Center Building Management Monthly Meeting, 1996
Box 1 of 2	Smithsonian Institution Service Center, Emergency Self-Protection Plan, 1997
Box 1 of 2	Office of Exhibits Central, Clean Room Estimate, August 2001

Box 1 of 2	METR, 1999
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Box 1 of 2	Smithsonian Institution Service Center, Safety Issues - Bill Walton, 1996-1997
Box 1 of 2	METR Report, 1997
Box 1 of 2	Office of Exhibits Central, Renovation Projects - Dust Collector, 1997
	Center for Folklife and Cultural Heritage
Box 1 of 2	Folklife Festival, 1995-1996
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	Office of the Associate Secretary for Science
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	Experimental Gallery
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	Resident Associates Program/Smithsonian National Associates Program
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	Reading is Fundamental
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	Metric
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