



Smithsonian Institution Archives

## Program Records, 1999-2006

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## Collection Overview

<b>Repository:</b>	Smithsonian Institution Archives, Washington, D.C., <a href="mailto:osiaref@si.edu">osiaref@si.edu</a>
<b>Title:</b>	Program Records
<b>Identifier:</b>	Accession 09-010
<b>Date:</b>	1999-2006
<b>Extent:</b>	5 cu. ft. (5 record storage boxes)
<b>Creator::</b>	Smithsonian Institution. Director for National Programs
<b>Language:</b>	English

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## Administrative Information

### Preferred Citation

Smithsonian Institution Archives, Accession 09-010, Smithsonian Institution, Director for National Programs, Program Records

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## Descriptive Entry

This accession consists of records that document the activities of the National Programs office, which existed between 2000 and 2007. The Director oversaw the Smithsonian Traveling Exhibition Service, the Smithsonian Center for Education and Museum Studies, the National Associates, and the Smithsonian Affiliates Program. These materials primarily highlight the tenures of Herma Hightower, Director, 2000-2003; and Richard Kurin, Acting Director, 2004-2007. Materials include correspondence and memoranda, reports, strategic plans, budgetary matters and other administrative activities.

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## Names and Subject Terms

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

### Subjects:

- Museums -- Administration
- Museums -- Educational aspects
- Museums -- Public relations

### Types of Materials:

- Brochures
- Clippings
- Manuscripts

Names:

Hightower, Herma  
Kurin, Richard, 1950-  
Smithsonian Affiliations (Program)  
Smithsonian Center for Education and Museum Studies  
Smithsonian Institution. Traveling Exhibition Service  
Smithsonian National Associates Program

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## Container Listing

### Box 1

Box 1 of 5	Affiliations Conference, June 7-9, 2004
Box 1 of 5	Affiliations Conference/American Association for Retired People (AARP) Cultural Alliance, November 2003
Box 1 of 5	Affiliations - Customer Service
Box 1 of 5	Affiliations
Box 1 of 5	Affiliates November 15, 2002 Meeting Information
Box 1 of 5	Affiliations Priority Status Update, 2003
Box 1 of 5	Affiliates
Box 1 of 5	Smithsonian Center for Education and Museum Studies (SCEMS)
Box 1 of 5	SCEMS - Heritage Month Feedback
Box 1 of 5	The Smithsonian Associates (TSA)
Box 1 of 5	Smithsonian Institution Traveling Exhibition Services (SITES) Review Meeting, 2004
Box 1 of 5	SITES Exhibits Meetings
Box 1 of 5	Smithsonian Across America National Outreach Database
Box 1 of 5	Affiliations
Box 1 of 5	National Museum of American History (NMAH) Outreach Working Group
Box 1 of 5	Office of National Programs (ONP) Goals, Organization Charts, 2004
Box 1 of 5	Organization Charts, 2003
Box 1 of 5	Outreach Database Reports
Box 1 of 5	Outreach Database - National Board Members

Box 1 of 5	Outreach Database
Box 1 of 5	Smithsonian Across America Outreach Database
Box 1 of 5	Outreach Database
Box 1 of 5	Regents Memo - Outreach Database
Box 1 of 5	Performance Measures for Outreach
Box 1 of 5	Smithsonian National Outreach Projects
Box 1 of 5	Smithsonian Education Outreach Information
Box 1 of 5	SCEMS
Box 1 of 5	Smithsonian/Montgomery College Fellowship and Internship Program
Box 1 of 5	Fund Raising - TSA
Box 1 of 5	ONP Database
Box 1 of 5	SITES
Box 1 of 5	Facilities (Space)
Box 1 of 5	Fund Raising Goals/Letters
Box 1 of 5	Smithsonian National Board Meeting, 2003
Box 1 of 5	National Board, 2002
Box 1 of 5	National Programs Activity Report
Box 1 of 5	Office of the Inspector General (OIG) Reports
Box 1 of 5	TSA
Box 1 of 5	Affiliations
Box 1 of 5	SITES

Box 1 of 5 National Programs: Where Do We Go From Here, 2000

Box 1 of 5 Museum Director Discussions

Box 2

Box 2 of 5 Outreach Database

Box 2 of 5 TSA Weekly Meetings, 2002-2003

Box 2 of 5 ONP Weekly Staff Meetings, 2002-2003

Box 2 of 5 Affiliations Weekly Meetings, 2002-2003

Box 2 of 5 SCEMS Weekly Meetings, 2002-2003

Box 2 of 5 SITES Weekly Meetings, 2002-2003

Box 2 of 5 ONP Reports to Regents, 2000-2002

Box 2 of 5 Smithsonian and World Class Education

Box 2 of 5 Affiliations Staff Procedures Guide

Box 2 of 5 September 11: Bearing Witness to History

Box 2 of 5 Smithsonian Collaborations with ONP

Box 2 of 5 Letters To/From Affiliates

Box 2 of 5 Outreach Data

Box 2 of 5 Financial Analysis

Box 2 of 5 Arts & Industries Relocation

Box 2 of 5 Outreach Database

Box 2 of 5 Affiliations Analysis Paper

Box 2 of 5 SCEMS

Box 2 of 5 ONP Activity Reports

Box 2 of 5	SITES (2 folders)
Box 2 of 5	Correspondence (2 folders)
Box 2 of 5	Outreach Programs Resources
Box 2 of 5	EF Tours
Box 2 of 5	TSA - Smithsonian Business Ventures (SBV)
Box 2 of 5	TSA: SBV/Journeys
Box 2 of 5	TSA
	Box 3
Box 3 of 5	TSA Budget
Box 3 of 5	SITES
Box 3 of 5	SCEMS
Box 3 of 5	Affiliations Budget
Box 3 of 5	Outreach Strategy Background Information
Box 3 of 5	SBV - Tours
Box 3 of 5	TSA Strategic Analysis
Box 3 of 5	Trust Budget Reduction Proposal, 2001
Box 3 of 5	FY 2001 and FY 2002 Budgets Executive Narrative
Box 3 of 5	Full-Time Equivalent/Work Year Report
Box 3 of 5	Preparation for Unit Narratives for the FY 2002 Federal Budget Request
Box 3 of 5	Reports and Brochures (2 folders)
Box 3 of 5	Collaboration Meetings



Box 3 of 5	Weekly Staff Meetings
Box 3 of 5	Affiliates Conference, 2003
Box 3 of 5	Affiliates
Box 3 of 5	SCEMS (2 folders)
Box 3 of 5	SCEMS Financial/Human Resources Briefings
Box 3 of 5	Affiliations Strategic Analysis, 2003
Box 3 of 5	Affiliations Financial/Human Resources Briefings
Box 3 of 5	Affiliations
Box 4	
Box 4 of 5	TSA
Box 4 of 5	TSA Budget, 2002-2004 (3 folders)
Box 4 of 5	SITES Financial/Human Resources Briefings
Box 4 of 5	SITES (2 folders)
Box 4 of 5	Fund Raising
Box 4 of 5	1999 Intern Career Study
Box 4 of 5	Smithsonian Magazine Strategy for Positioning in the Marketplace
Box 4 of 5	Latino, Asian-Pacific, African-American Reports/Brochures
Box 4 of 5	E Pluribus Unum: This Divine Paradox
Box 4 of 5	NMAH Blue Ribbon Report
Box 4 of 5	National Museum of African-American History and Culture (NMAAHC) Working Group
Box 4 of 5	Smithsonian Magazine and Affiliates

Box 4 of 5 Integrated Database (2 folders)

Box 4 of 5 ONP Assessment

Box 4 of 5 Trust Budget Deficits, 2003

Box 4 of 5 ONP Staff

Box 4 of 5 Masters Programs

Box 4 of 5 ONP Strategic Plan, 2002-2006

Box 5

Box 5 of 5 Sponsored Projects

Box 5 of 5 Southwest Proposals from SCEMS

Box 5 of 5 Strategic Plan, 2002-2006

Box 5 of 5 Sally Zino's January 2004 Proposal

Box 5 of 5 ONP Strategic Plan

Box 5 of 5 Sally Zino

Box 5 of 5 Smithsonian Institution Strategic Plan, 2004-2008

Box 5 of 5 2004 Teacher's Night Proposal

Box 5 of 5 Teacher's Night 2000, 2002-2003 (3 folders)

Box 5 of 5 Tier 1 Districts

Box 5 of 5 A List from Carey Wilkens

Box 5 of 5 108th Congress, FY 2003 Omnibus Appropriations Conferees

Box 5 of 5 SCED Education Task Force Findings

Box 5 of 5 SCEMS Education Task Force

Box 5 of 5 Exhibition Task Force

- Box 5 of 5                      Education Conference, 2003-2004 (2 folders)
- Box 5 of 5                      McCall Art Museum at the Challenger Learning Center
- Box 5 of 5                      Regents Meeting, June 2002 (2 folders)
- Box 5 of 5                      NMAAHC
- Box 5 of 5                      Advisory Council on 21st Century Public Higher Education in D.C.