
Finding aid prepared by Smithsonian Institution Archives
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Collection Overview

Repository: Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title: Accreditation Files
Identifier: Accession 09-016
Date: 1980-1992, 1999-2006 and undated
Extent: 1 cu. ft. (1 record storage box)
Creator: Smithsonian American Art Museum. Exhibitions Office
Language: English

Administrative Information

Preferred Citation
Smithsonian Institution Archives, Accession 09-016, Smithsonian American Art Museum, Exhibitions Office, Accreditation Files

Use Restriction
Restricted for 15 years, until Jan-01-2022; Transferring office; 11/25/2008 memorandum, Toda to Lee; Contact reference staff for details.

Descriptive Entry
This accession consists of accreditation files of the Exhibitions Office of the Smithsonian American Art Museum (SAAM) and include self-study documents and other documentation submitted to the American Association of Museums (AAM) for reaccreditation of SAAM. Materials include correspondence, memoranda, surveys, questionnaires, bylaws, organizational charts, and other related materials.

Names and Subject Terms
This collection is indexed in the online catalog of the Smithsonian Institution under the following terms:

Subjects:
- Art museums
- Museums -- Accreditation

Types of Materials:
- Manuscripts
Names:
American Association of Museums
Container Listing

Box 1

Box 1 of 1  Cover letter from Julie Hart, Assistant Director of Accreditation to Rachel Allen, Deputy Director of Smithsonian American Art Museum (SAAM) re: study-study materials; February 11, 2003

Box 1 of 1  National Museum of American Art (NMAA) museum profile; February 1999

Box 1 of 1  Smithsonian issued memorandum from Office of the Deputy Secretary/Chief Operating Officer to AAM Accreditation Commission re: Institutional Code of Ethics; June 30, 2005

Box 1 of 1  AAM invoice (#: 53432) re: expenses; January 2, 1988

Box 1 of 1  Smithsonian issued memorandum from Office of Assistant Secretary for Museums to Charles Robertson, Deputy Director of SAAM re: Update on AAM accreditation; March 28, 1990

Box 1 of 1  Smithsonian issued memorandum from Office of the Assistant Secretary for Museums to Charles Robertson, Deputy Director of SAAM re: Update on AAM accreditation; February 1, 1990

Box 1 of 1  AAM 1999 Museum Ethics Survey; June 4, 1999

Box 1 of 1  NMAA completed self-study questionnaire, vol. I; February 1999

Box 1 of 1  NMAA completed self-study questionnaire, vol. II attachments 1-11; February 1999; Folders include (2 folders):

  Note:
  • Museum profile
  • General relevant correspondences from Charles Robertson to Kim Igoe, Director of Museum Advancement and Excellence, AAM; May 20-June 8, 1999
  • Accreditation visiting committee report from the Institution's last review
  • Statutory authority of SI, April 1987
  • Bylaws of Board of Regents and charter provisions of Smithsonian, 1995
  • Bylaws of the Commission of NMAA as approved by Board of Regents, January 1981

Box 1 of 1  NMAA completed self-study questionnaire, vol. III attachments 12-28; February 1999; Folders include (2 folders):
Note:

- Sample copy of completed catalog record, no date
- Sample copy of completed inventory record, no date
- Sample copy of complete de-accession form, no date
- Sample copy of completed loan agreement form, no date
- Sample copy of completed condition form, no date
- List of published research results from the past five years, no date
- List of published research results from the past five year, no date
- List of long-term exhibit installations with titles and dates, no date
- Visit of temporary exhibit installations with titles and dates, no date
- List of traveling exhibitions organized by the museum during the past five years, no date
- Sample materials that illustrate the range of educational programs, no date
- Most recent program calendar, no date
- List of museum publications for the past five years, no date
- Organization chart for the museum (SI; January 26, 1998 and NMAA; February 1, 1999)
- List of principal professional and administrative staff, no date
- Position descriptions of principal professional and administrative staff
- Current resumes for principal professional and administrative staff, no date

Box 1 of 1

NMAA completed self-study questionnaire, vol. IV attachments 29-41; February 1999; Folders include (3 folders):

Note:

- Personnel policies, no date
- Printed descriptive materials pertaining to the membership program, no date
- Bylaws for each affiliate organization, no date
- Copy of IRS notification of tax-exempt status for each affiliate organization, no date
- Printed descriptive materials pertaining to activities of each affiliate organization, no date
- Printed descriptive materials pertaining to activities of each subsidiary, no date
- Copy of IRS notification of museum's tax-exempt status, no date
- Current year operating and non-year operating budget; October 31, 1998
- Audited financial statement and financial report, 1997
- Emergency plan (addressing emergency incidents/policies/procedures ensuring disaster preparedness for staff, visitors, and collections), October 1992