



# Smithsonian Institution Archives

## Accreditation Files, 1980-1992, 1999-2006 and undated

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

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## 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.

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## 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.

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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:

Art museums  
Museums -- Accreditation

### Types of Materials:

Manuscripts

Names:

American Association of Museums

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## 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