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Program Files, 2001-2006

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Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title:	Program Files
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Creator::	Smithsonian American Art Museum. Exhibitions Office
Language:	English

Administrative Information

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Use Restriction

Restricted for 15 years, until Jan-01-2022; Transferring office; 12/22/2008 memorandum, Toda to Lee; Contact reference staff for details.

Descriptive Entry

This accession consists of the program files of the Exhibitions Office of the Smithsonian American Art Museum (SAAM). Subjects covered include planning and funding for the Lunder Conservation Center, the renovation of the Old Patent Office Building, strategic planning, and other related topics. Materials include correspondence and memoranda, reports, strategic plans, lists, notes, architectural drawings, floor plans, and proposals.

Names and Subject Terms

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

Subjects:

Art museums
Buildings -- Repair and reconstruction
Strategic planning

Types of Materials:

Architectural drawings
Floor plans
Manuscripts

Names:

Patent Office Building (Washington, D.C.)
Smithsonian American Art Museum. Lunder Conservation Center

Container Listing

Box 1

Box 1 of 2

Planning/funding notebook for general information (Claire Larkin, Special Projects Director); FY 2001 - Folders include (3 folders):

Note:

- - Newspaper article titled "Mosaic Restoration as Performance Art" by Geraldine Fabrikant, no date
- - Proposal for visible conservation at the Luce Center, no date
- - General correspondences from John Zelenik, Chief of Exhibitions Office re: conservation labs in renovated Patent Office Building (POB), May 16, 2001-July 3, 2001
- - Draft of scope of work for architect/engineer (A/E) services from Office of Physical Plant (OPP) re: addition of conservation laboratories to physical plant renewal project, OPP Project #: 943402, June 5, 2001
- - General correspondences from Rachel Allen re: project notes; June 15, 2001-July 20, 2001
- - General fax transmittals from Claire Larkin re: project background information, July 20, 2001
- - General fax transmittal from Castrigno Design, July 26, 2001
- - New York design firms meeting notes, July 23, 2001
- - General correspondences from Claire Larkin re: RFP development, August 17, 2001
- - Various correspondences from Patricia Selinger to Fern Bleckner re: Virginia Conservation Association, August 9, 2001
- - Various correspondences and catalogs of major conservation centers re: Luce/Lunder Center planning, September 18, 2001-December 13, 2005
- - Various correspondences from Claire Larkin to Elizabeth Broun re: Lunder Conservation Center grand process, February 3, 2006
- - Correspondence from Getty Foundation re: name change, February 21, 2005
- - Education program grand application for the Lunder Conservation Program submitted to the Morris and Gwendolyn Cafritz Foundation, February 2005
- - Various correspondences and grant proposal from Claire Larkin to Admin personnel re: Getty Foundation grant for Lunder Visible Conservation Center, February 2005

- - Correspondence from Elizabeth Broun to Joan Weinstein re: progress with visible conservation center, November 8, 2004
- - Interpretive programs (Lunder Conservation Center), November 8, 2005
- - Visible Conservation Center (VCC) report to Getty Foundation by Smithsonian American Art Museum, November 2004
- - Lunder Conservation Center Challenge Plan, November 2004

Box 1 of 2 Hartman-Cox Architects' supplemental instructions re: physical plant renewal of Old Patent Office Building; October 26, 2004

Box 1 of 2 Various correspondences from Claire Larkin to various personnel re: x-ray room in the Lunder Conservation Center; May 22, 2002-August 1, 2006 (2 folders)

Box 1 of 2 Contact information and SAAM commission 2006 list; September 15, 2006

Box 1 of 2 Purchase order for Wolf Keens' services; proposals and RFPs from Wolf Keens, Co., Berendt Associates, Aliniad Partners for assistance with development of a five year strategic plan; July 10, 2006

Box 1 of 2 SAAM 5 year strategic plan for FY 2002-2006; revised January 9, 2002

Box 1 of 2 Various correspondences from Claire Larkin to various personnel re: strategic plan; May 26, 2006-October 20, 2006

Box 1 of 2 Conference call notes re: strategic plan drafting; September 26, 2006

Box 1 of 2 Various correspondences from Claire Larkin to personnel at Wolf Keens re: interviews; July 22, 2006-September 22, 2006

Box 1 of 2 Revisions of preliminary strategic plan; October 26, 2006

Box 1 of 2 Time table for strategic plan; 2006

Box 1 of 2 Wolf Keens notes and revisions for SAAM strategic plan; October 3, 2006

Box 1 of 2 SAAM office chiefs notes and revisions for SAAM strategic plan; October 24, 2006

Box 1 of 2 SAAM staff notes and revisions for SAAM strategic plan; September 13, 2006

Box 1 of 2 Miscellaneous documents for SAAM strategic planning; May 2006

- Box 1 of 2 Various correspondences from Rachel Allen to Minnie Carmichael; June 22, 2006
- Box 1 of 2 Various correspondences from Elizabeth Dyches to various SAAM personnel re: visible conservation center and Luce Center planning; 2005-2006 (2 folders)
- Box 1 of 2 Cost of completion budget for POB renovation and enhancement project; June 23, 2005
- Box 1 of 2 Various correspondences from Elizabeth Dyches re: Contract modification total for National Portrait Gallery (NPG); July 22, 2004
- Box 1 of 2 Visible conservation center projected budget, FY 2004-FY 2007
- Box 1 of 2 Miscellaneous correspondences between Claire Larkin and Elizabeth Dyches re: Lunder and VCC funds; April 19, 2005
- Box 1 of 2 Punch list process for Old Patent Office Building project specifically public spaces of 3rd floor mezzanine, west wing, north of Luce Center, public spaces of 4th floor west wing, north of Luce Center from Hensel Phelps Construction Co.; January 16, 2006
- Box 1 of 2 Cost proposal request for POB physical plant renewal OFEO project #: 943402 to Nancy Novak of Hensel Phelps Construction from Cynthia Hunt, Resident Engineer, OFEO; December 22, 2004
- Box 1 of 2 Various correspondences from Elizabeth Dyches re: Luce and Lunder Conservation Center construction adjustments and improvements; October 17, 2005-July 6, 2006
- Box 1 of 2 Meeting notes from discussion of outstanding issues in Lunder Conservation Center; March 29, 2006
- Box 1 of 2 Various correspondences from Claire Larkin re: construction and adjustments to Director's Board Room; December 21, 2004-October 7, 2005
- Box 1 of 2 Hartman-Cox Architect's supplemental instructions no: ASI-11; May 17, 2004
- Box 1 of 2 Various correspondences from Claire Larkin to various SAAM personnel re: Luce and Lunder Conservation Center construction, adjustments and improvements; May 22, 2002-September 10, 2004
- Box 1 of 2 Hartman-Cox Architect's supplemental instructions no: ASI-103; June 14, 2004

- Box 1 of 2 Copies of plans for change order and kiosk placement and sketches from Academy Studios; September 16, 2004
- Box 1 of 2 Various correspondences from Elizabeth Dyches re: chemical inventory in new Lunder Conservation Center; February 8, 2006-February 26, 2006
- Box 2
- Box 2 of 2 Architectural drawings by Hartman Cox Architects of SAAM/NPG's visible conservation labs, option A-C; August 6, 2001
- Box 2 of 2 Various correspondences from Ann Creager and Helen Ingalls to Claire Larkin re: Lunder Conservation Center issues; November 6, 2001-May 13, 2002
- Box 2 of 2 Conservation lab millwork list; October 31, 2001
- Box 2 of 2 Various correspondences from Claire Larkin to Hartman Cox Architects re: specification for processing sinks in conservation labs; March 27, 2002
- Box 2 of 2 eMarc comments by Claire Larkin re: architectural plans; May 17, 2002
- Box 2 of 2 Revisions to floor plans (written out) and object drawings for millwork, no date
- Box 2 of 2 Various correspondences from Elizabeth Dyches to Mary Kay Lanzillotta at Hartman Cox Architects re: hot tables; March 4, 2005
- Box 2 of 2 Various correspondences from Elizabeth Broun to Claire Larkin re: Hurst Foundations, 2002-2005
- Box 2 of 2 Drafts and various documentations re: Getty Grant proposal of the visible conservation center at SAAM, 2002-2004
- Box 2 of 2 Various written and electronic correspondences re: gifts and contributions to SAAM for the visible conservation center, 2002-2004
- Box 2 of 2 Grant draft for Mellon Foundation conservation grant, 2001-2002
- Box 2 of 2 Various correspondences from Elizabeth Broun to various personnel re: research and visual interviews, 2001-2002
- Box 2 of 2 Various written and electronic correspondences re: Mellon proposal, 2001-2002

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Meeting notes re: Mellon proposal and grant strategies, July 31, 2001