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Collection Overview

Repository: Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Creator: Smithsonian American Art Museum, Exhibitions Office
Title: Program Files
Dates: 2001-2006
Quantity: 1.5 cu. ft. (1 record storage box) (1 document box)

Administrative Information

Preferred Citation
Smithsonian Institution Archives, Accession 09-020, Smithsonian American Art Museum, Exhibitions Office, Program Files

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:
Smithsonian American Art Museum. Lunder Conservation Center.
## Container Listing

**Box 1**

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

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

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)

Contact information and SAAM commission 2006 list; September 15, 2006

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

SAAM 5 year strategic plan for FY 2002-2006; revised January 9, 2002

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

Conference call notes re: strategic plan drafting; September 26, 2006

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

Revisions of preliminary strategic plan; October 26, 2006

Time table for strategic plan; 2006

Wolf Keens notes and revisions for SAAM strategic plan; October 3, 2006

SAAM office chiefs notes and revisions for SAAM strategic plan; October 24, 2006

SAAM staff notes and revisions for SAAM strategic plan; September 13, 2006

Miscellaneous documents for SAAM strategic planning; May 2006

Various correspondences from Rachel Allen to Minnie Carmichael; June 22, 2006

Various correspondences from Elizabeth Dyches to various SAAM personnel re: visible conservation center and Luce Center planning; 2005-2006 (2 folders)

Cost of completion budget for POB renovation and enhancement project; June 23, 2005
Various correspondences from Elizabeth Dyches re: Contract modification total for National Portrait Gallery (NPG); July 22, 2004

Visible conservation center projected budget, FY 2004-FY 2007

Miscellaneous correspondences between Claire Larkin and Elizabeth Dyches re: Lunder and VCC funds; April 19, 2005

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

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

Various correspondences from Elizabeth Dyches re: Luce and Lunder Conservation Center construction adjustments and improvements; October 17, 2005-July 6, 2006

Meeting notes from discussion of outstanding issues in Lunder Conservation Center; March 29, 2006

Various correspondences from Claire Larkin re: construction and adjustments to Director's Board Room; December 21, 2004-October 7, 2005

Hartman-Cox Architect's supplemental instructions no: ASI-11; May 17, 2004

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

Hartman-Cox Architect's supplemental instructions no: ASI-103; June 14, 2004

Copies of plans for change order and kiosk placement and sketches from Academy Studios; September 16, 2004

Various correspondences from Elizabeth Dyches re: chemical inventory in new Lunder Conservation Center; February 8, 2006-February 26, 2006

Box 2

Architectural drawings by Hartman Cox Architects of SAAM/NPG's visible conservation labs, option A-C; August 6, 2001

Various correspondences from Ann Creager and Helen Ingalls to Claire Larkin re: Lunder Conservation Center issues; November 6, 2001-May 13, 2002

Conservation lab millwork list; October 31, 2001

Various correspondences from Claire Larkin to Hartman Cox Architects re: specification for processing sinks in conservation labs; March 27, 2002
eMarc comments by Claire Larkin re: architectural plans; May 17, 2002

Revisions to floor plans (written out) and object drawings for millwork, no date

Various correspondences from Elizabeth Dyches to Mary Kay Lanzillotta at Hartman Cox Architects re: hot tables; March 4, 2005

Various correspondences from Elizabeth Broun to Claire Larkin re: Hurst Foundations, 2002-2005

Drafts and various documentations re: Getty Grant proposal of the visible conservation center at SAAM, 2002-2004

Various written and electronic correspondences re: gifts and contributions to SAAM for the visible conservation center, 2002-2004

Grant draft for Mellon Foundation conservation grant, 2001-2002

Various correspondences from Elizabeth Broun to various personnel re: research and visual interviews, 2001-2002

Various written and electronic correspondences re: Mellon proposal, 2001-2002

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