



# Smithsonian

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## Departmental Files, 1993-2007

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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>      | Departmental Files                                                                                     |
| <b>Date:</b>       | 1993-2007                                                                                              |
| <b>Identifier:</b> | Accession 09-232                                                                                       |
| <b>Creator::</b>   | Cooper-Hewitt, National Design Museum. Textiles Department                                             |
| <b>Extent:</b>     | 1 cu. ft. (1 record storage box)                                                                       |
| <b>Language:</b>   | English                                                                                                |

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## Administrative Information

### Preferred Citation

Smithsonian Institution Archives, Accession 09-232, Cooper-Hewitt, National Design Museum. Textiles Department, Departmental Files

### Use Restriction

Restricted for 15 years, until Jan-01-2023; Transferring office; 6/12/2009 memorandum, Wright to Brown; Contact reference staff for details.

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## Descriptive Entry

This accession consists of records documenting the activities of the Textiles Department. Major topics include finance and loans. Materials include correspondence, memoranda, reports, and related materials. Some materials are in electronic format.

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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
- Decorative arts
- Museum finance
- Museum loans
- Museums -- Administration
- Textile fabrics

### Types of Materials:

- Compact discs
- Electronic records
- Manuscripts

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## Container Listing

| Box 1      |                                       |
|------------|---------------------------------------|
| Box 1 of 1 | Collection Management                 |
| Box 1 of 1 | Budgets, Departmental                 |
| Box 1 of 1 | Expenses/Income, FY 2005              |
| Box 1 of 1 | Expenses/Income, FY 2004              |
| Box 1 of 1 | Expenses/Income, FY 2003              |
| Box 1 of 1 | Expenses/Income, FY 2002              |
| Box 1 of 1 | Miscellaneous Funds                   |
| Box 1 of 1 | Grodzins Fund                         |
| Box 1 of 1 | Loans, 2003-2004                      |
| Box 1 of 1 | Metropolitan Museum of Art Loan, 2006 |
| Box 1 of 1 | Bard Loan, 2005                       |
| Box 1 of 1 | Brigham Young, 2005                   |
| Box 1 of 1 | Freer/Sackler, October 2005           |
| Box 1 of 1 | Quarterly Report, 1993                |
| Box 1 of 1 | Quarterly Report, 1994                |
| Box 1 of 1 | Quarterly Report, 1995                |
| Box 1 of 1 | Quarterly Report, 1996                |
| Box 1 of 1 | Quarterly Report, 1998                |
| Box 1 of 1 | Quarterly Report, 1999                |
| Box 1 of 1 | Quarterly Report, 2002                |
| Box 1 of 1 | Compliance Report, 2002               |
| Box 1 of 1 | Sarah Staab                           |

|            |                                                    |
|------------|----------------------------------------------------|
| Box 1 of 1 | Correspondence                                     |
| Box 1 of 1 | Correspondence, 2002                               |
| Box 1 of 1 | Correspondence, 2003                               |
| Box 1 of 1 | Correspondence, 2004                               |
| Box 1 of 1 | Correspondence, 2005 (includes electronic records) |
| Box 1 of 1 | Correspondence, 2006                               |
| Box 1 of 1 | Correspondence, 2007                               |