



Smithsonian Institution Archives

Administrative Records, 1927, 1957-2002, 2008

Finding aid prepared by Smithsonian Institution Archives

Smithsonian Institution Archives
Washington, D.C.
Contact us at osiaref@si.edu

Table of Contents

| | |
|----------------------------------|---|
| Collection Overview | 1 |
| Administrative Information | 1 |
| Historical Note..... | 1 |
| Descriptive Entry..... | 1 |
| Names and Subjects | 2 |
| Container Listing | 3 |

Collection Overview

| | |
|--------------------|--|
| Repository: | Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu |
| Title: | Administrative Records |
| Identifier: | Accession 09-257 |
| Date: | 1927, 1957-2002, 2008 |
| Extent: | 2 cu. ft. (2 record storage boxes) |
| Creator:: | Smithsonian Institution. Archives. Smithsonian Photographic Services |
| Language: | English |

Administrative Information

Preferred Citation

Smithsonian Institution Archives, Accession 09-257, Smithsonian Institution, Archives,
Smithsonian Photographic Services, Administrative Records

Historical Note

The Smithsonian Institution Archives, Smithsonian Photographic Services (SPS) provides electronic imaging, photography and printing services to advance the Smithsonian Institution's research, education and public services. To achieve this goal SPS conducts original studio and field photography to support exhibitions, publications, and publicity, as well as collection management and event documentation; distributes photographic images to the news media and the general public; and maintains archival storage of its photographic collections.

Descriptive Entry

This accession consists of a variety of administrative records related to the operations and functions of SPS and includes records from when the office was known as the Office of Printing and Photographic Services (OPPS); the Office of Imaging, Printing, and Photographic Services (OIPPS); the Office of Imaging and Photographic Services (OIPS); and the Smithsonian Photographic Services (SPS). Staff represented includes James H. Wallace, Donna M. Greene, and John Jones. Materials include correspondence, memoranda, workshop materials, negative and slide number lists, cold storage surveys, organizational charts, user reports, collection policy studies, website records, and a black-and-white photograph. Some materials are in electronic format.

Names and Subject Terms

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

Subjects:

- Archives -- Collection management
- Photographers
- Photography

Types of Materials:

- Black-and-white photographs
- Compact discs
- Electronic records
- Manuscripts
- Web sites

Names:

- Greene, Donna M.
- Jones, John
- Smithsonian Institution. Office of Imaging and Photographic Services
- Smithsonian Institution. Office of Imaging, Printing, and Photographic Services
- Smithsonian Institution. Office of Printing and Photographic Services
- Smithsonian Institution. Smithsonian Photographic Services
- Wallace, Jim (James H.)

Container Listing

Box 1

- Box 1 of 2 The 53rd Presidential Inaugural - Negative numbers and contact sheets for photos taken for Bill Clinton's presidential inauguration, 1997 (2 folders)
- Box 1 of 2 The 53rd Presidential Inaugural -
- Box 1 of 2 Visual Edge - Multimedia workshop - Jim Wallace, 1998 (4 folders)
- Box 1 of 2 Visual Edge - Multimedia workshop - Jim Wallace, 1999 (4 folders)
- Box 1 of 2 Visual Edge - Multimedia workshop - Jim Wallace, 2000
- Box 1 of 2 Office of Imaging, Printing, and Photographic Services (OIPPS) - Cold storage facility, 1998-2000
- Box 1 of 2 Photograph, include list of names - Conference at the Smithsonian Institution, February 11, 1927 (negative number 17,884-A)
- Box 1 of 2 National Anthropological Archives (NAA) Collection - Screening by Donna M. Greene, 2008
- Box 1 of 2 National Museum of American History (NMAH) - Lists of yearly Christmas trees, 1977-1981
- Box 1 of 2 Kiowa artifacts - Negative numbers assigned to Department of Anthropology, Candace Greene, 1994
- Box 1 of 2 NAA Collection - Image descriptions and negative numbers
- Box 1 of 2 Cancellations of negative numbers, 1989-1994
- Box 1 of 2 NDC database disc lists, 1994
- Box 1 of 2 War Department Paintings - Accession 64592 - List of negative, slide and catalog numbers
- Box 1 of 2 World's Columbia Exposition, 1893 - Correspondence and list of negative numbers, 1992-1993
- Box 1 of 2 Jay Matternes Murals - National Museum of Natural History (NMNH) - Copyright information, 1982-1984

- Box 1 of 2 Arts & Industries Building (A&I) - List of negatives numbers, 1990
- Box 1 of 2 Reorganizing slides, 1975-1977 (2 folders)
- Box 1 of 2 Color slides of Old World Archeological Material and Artifacts - NMNH
- Box 1 of 2 Bowed Stringed Instruments - List of negative numbers
- Box 1 of 2 NMAH - List of negative numbers, 1968, 1971, 1973, 1977
- Box 1 of 2 1876: A Centennial Exhibition - List of negative numbers, 1977
- Box 1 of 2 United States National Museum (USNM) - List of negative numbers, 1957, 1964-1965
- Box 1 of 2 NAA - List of negative numbers, 1968
- Box 1 of 2 National Air and Space Museum (NASM) - List of negative numbers
- Box 1 of 2 National Philatelic Collections - List of negative numbers, 1972, 1988
- Box 1 of 2 National Zoological Park (NZP) - Animals and birds - List of negative numbers
- Box 1 of 2 National Portrait Gallery (NPG) - List of negative numbers, 1976
- Box 1 of 2 NMNH - List of slide and negative numbers
- Box 1 of 2 National Collection of Fine Arts (NCFA) - List of slide numbers
- Box 1 of 2 First Ladies dresses - List of negative and slide numbers, 1973
- Box 1 of 2 American Porcelain: New Expressions in an Ancient Art - List of slide numbers
- Box 1 of 2 Political campaign slides - List of negative numbers, 1972
- Box 1 of 2 Inaugural photographs (objects and illustrations) - List of negative numbers, 1973
- Box 1 of 2 Photographs of American Presidential campaign objects - List of negative numbers

- Box 1 of 2 Photographs of American Presidential memorabilia in the collections of the Smithsonian Institution - List of negative numbers, 1972
- Box 1 of 2 Smithsonian Institution buildings - List of negative numbers
- Box 1 of 2 Smithsonian staff - List of negative numbers
- Box 1 of 2 Traditional Japanese Medicine and Its Graphics - List of negative numbers
- Box 1 of 2 Erdos & Morgan/MPG - Photographic Image Market Study, January 1991 (2 folders)
- Box 1 of 2 Erdos & Morgan/MPG - Photographic Image Study, June 1996
- Box 1 of 2 Erdos & Morgan/MPG - Photographic Image Study, May-June 1996 (Accession 13-155)
- Box 1 of 2 Electronic Sales Project, 1996 (Accession 13-155)
- Box 1 of 2 Go Graphics Group, 1997
- Box 1 of 2 National Capitol Chapter-Association for Information and Image Management - Implementing KM in the Real World - Jim Wallace, Speaker, April 11, 2002
- Box 1 of 2 Organizational charts, 1994-2002
- Box 1 of 2 List of Smithsonian Institution photographers, 2000-2002
- Box 1 of 2 FileMaker, 2000-2002
- Box 2
- Box 2 of 2 Office of Imaging and Photographic Services (OIPS) staff report, 2002
- Box 2 of 2 Workflow Changes for OIPS External Customer Requests, 2002
- Box 2 of 2 Special media - Cold Storage survey, February 2002
- Box 2 of 2 Overview of OIPPS, 2001
- Box 2 of 2 Data Elements for the Office of Imaging and Photographic Services' Digital Logbook Application - Prepared by John Jones, August 2, 2002
- Box 2 of 2 OIPPS - Collections Policy Study, 2001

| | |
|------------|---|
| Box 2 of 2 | Farm Life Project, 1999-2000 |
| Box 2 of 2 | World Wide Web, 1994-1995 (2 folders) |
| Box 2 of 2 | OIPPS website, 2000-2001 (2 folders) (includes electronic records) |
| Box 2 of 2 | OIPPS website - Search image database |
| Box 2 of 2 | A Plan for the Development of Increased Photographic Sales by the Smithsonian Institution's Office of Imaging, Printing and Photographic Services, September 2001 |
| Box 2 of 2 | OIPPS mission statement, 2001 |
| Box 2 of 2 | Charges for photographic services, 2001 |
| Box 2 of 2 | Presentation of the winners of the 58th annual Pictures of the Year Contest, 2001 |
| Box 2 of 2 | Bourges-Bruehl Collection - List of negative numbers |
| Box 2 of 2 | National Press Club photography and other related subjects - Jim Wallace, primary photographer, 1996-2000 |
| Box 2 of 2 | Master logues, 1976-1989 |
| Box 2 of 2 | Slide listings |
| Box 2 of 2 | National Museum of American Art (NMAA) - Slide list, 1982 |
| Box 2 of 2 | NMAH - Photographs on History of the Locomotive - List of negative numbers |
| Box 2 of 2 | Folklife negatives |