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Collection Overview

Repository: Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title: Administrative Records
Identifier: Accession 09-257
Extent: 2 cu. ft. (2 record storage boxes)
Creator: Smithsonian Institution. Archives. Smithsonian Photographic Services
Language: Language of Materials: 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
- Manuscripts

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

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<tr>
<th>Box 1</th>
<th>Description</th>
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</thead>
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<tr>
<td>Box 1 of 2</td>
<td>The 53rd Presidential Inaugural - Negative numbers and contact sheets for photos taken for Bill Clinton's presidential inauguration, 1997 (2 folders)</td>
</tr>
<tr>
<td>Box 1 of 2</td>
<td>Visual Edge - Multimedia workshop - Jim Wallace, 1998 (4 folders)</td>
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<td>Visual Edge - Multimedia workshop - Jim Wallace, 1999 (4 folders)</td>
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<td>Visual Edge - Multimedia workshop - Jim Wallace, 2000</td>
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<tr>
<td>Box 1 of 2</td>
<td>Office of Imaging, Printing, and Photographic Services (OIPPS) - Cold storage facility, 1998-2000</td>
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<tr>
<td>Box 1 of 2</td>
<td>Photograph, include list of names - Conference at the Smithsonian Institution, February 11, 1927 (negative number 17,884-A)</td>
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<td>NAA Collection - Image descriptions and negative numbers</td>
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<td>Cancellations of negative numbers, 1989-1994</td>
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<td>Box 1 of 2</td>
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<td>Box 1 of 2</td>
<td>World's Columbia Exposition, 1893 - Correspondence and list of negative numbers, 1992-1993</td>
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<td>Box 1 of 2</td>
<td>Jay Matternes Murals - National Museum of Natural History (NMNH) - Copyright information, 1982-1984</td>
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<tr>
<td>Box 1 of 2</td>
<td>Reorganizing slides, 1975-1977 (2 folders)</td>
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<td>Box 1 of 2</td>
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Box 2 of 2  Farm Life Project, 1999-2000

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<td>Slide listings</td>
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<td>National Museum of American Art (NMAA) - Slide list, 1982</td>
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<td>Box 2 of 2</td>
<td>NMAH - Photographs on History of the Locomotive - List of negative numbers</td>
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<td>Box 2 of 2</td>
<td>Folklife negatives</td>
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