



Smithsonian Institution Archives

## Administrative Records, 2003

Finding aid prepared by Smithsonian Institution Archives

Smithsonian Institution Archives  
Washington, D.C.  
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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>	Administrative Records
<b>Identifier:</b>	Accession 09-289
<b>Date:</b>	2003
<b>Extent:</b>	9 cu. ft. (9 record storage boxes)
<b>Creator::</b>	Smithsonian Institution. Office of the Secretary
<b>Language:</b>	English

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## Administrative Information

### Preferred Citation

Smithsonian Institution Archives, Accession 09-289, Smithsonian Institution, Office of the Secretary, Administrative Records

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## Descriptive Entry

This accession consists of records that document the administrative activities of Lawrence M. Small during his fourth year as Secretary of the Smithsonian Institution. The records document issues with regard to the Institution's museums, exhibitions, research, fundraising, programs, and special events. Materials include correspondence, memoranda, and notes; meeting schedules and minutes; policies; agreements; invitations; reports; conference information; budget summaries; lecture papers; and articles. Some materials are in electronic format. Listings in bold and capital letters indicate both the topic of folder contents and major subheadings from the Secretary's Office file plan.

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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:

Budget  
Museums -- Administration

### Types of Materials:

Compact discs  
Electronic records  
Manuscripts

Names:

Small, Lawrence M.  
Smithsonian Institution -- Administration

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## Container Listing

### Box 1

Box 1 of 9	<b>AWARDS</b>
Box 1 of 9	Computerworld Honors
Box 1 of 9	Corporate Leadership
Box 1 of 9	National Design Award
Box 1 of 9	Nobel Peace Prize
Box 1 of 9	Peck, Paul Presidential Awards
Box 1 of 9	Smithson, James Medal
Box 1 of 9	Secretary's Distinguished Lecture Award
Box 1 of 9	Smithson, James Bicentennial Medal
Box 1 of 9	Unsung Heros
Box 1 of 9	Volvo Environment Prize
Box 1 of 9	<b>COMMITTEES</b>
Box 1 of 9	Advisory Groups (SI Boards, Councils, Commissions)
Box 1 of 9	Smithsonian Community Committee
Box 1 of 9	<b>CONFERENCE</b>
Box 1 of 9	Symposium
Box 1 of 9	<b>CONSERVATION</b>
Box 1 of 9	Endangered Species
Box 1 of 9	Galapagos Island

Box 1 of 9	Marine Mammal Commission
Box 1 of 9	<b>DEVELOPMENT OF THE MALL</b>
Box 1 of 9	<b>EXHIBITS</b>
Box 1 of 9	African Voices
Box 1 of 9	American on the Move
Box 1 of 9	American Presidency: A Glorious Burden
Box 1 of 9	At First Sight: Treasures of Smithsonian Photography
Box 1 of 9	Brown vs. Board of Education: A Landmark in American Justice
Box 1 of 9	Genome: The Secret of How Life Works
Box 1 of 9	In the Spirit of Martin: The Living Legacy of Dr. Martin Luther King, Jr.
Box 1 of 9	Latin Jazz: La Combinacion Perfecta
Box 1 of 9	Nobel Prize
Box 1 of 9	Price of Freedom
Box 1 of 9	Puerto Rico, A Collectors Vision of
Box 1 of 9	Seasons of Life and Land
Box 1 of 9	September 11, 2001: Bearing Witness to History
Box 1 of 9	Spirit of America
Box 1 of 9	<b>MUSEUMS</b>
Box 1 of 9	Museums, A-Z (Empty: I, J, K, Q, R, T, U, X, Y, Z)
Box 1 of 9	Regional Museums
Box 1 of 9	<b>PUBLICATIONS</b>
Box 1 of 9	Directory

Box 1 of 9 Publications, A-Z (Empty: E, F, G, H, J, K, L, N, O, Q, R, T, V, X, Y, Z)

Box 1 of 9 Smithsonian Year

Box 1 of 9 **OFFICE OF THE SECRETARY**

Box 1 of 9 Advisor to the Secretary with Special Focus on the Patent Office Building (Robert Kogod)

Box 1 of 9 Building Director (SI)

Box 1 of 9 Facilities Management, Office of

Box 1 of 9 Inspector General, Office of (2 folders)

Box 1 of 9 General Counsel, Office of

Box 2

Box 2 of 9 Policy and Analysis, Director of

Box 2 of 9 **SECRETARIAT**

Box 2 of 9 Direct Reports

Box 2 of 9 Directors of Museums and Research Institutes (Centers)

Box 2 of 9 Material Culture Forum Meeting

Box 2 of 9 Smithsonian Congress of Scholars

Box 2 of 9 Smithsonian Council of Education Directors

Box 2 of 9 Secretary's Town Hall Meeting

Box 2 of 9 **EXTERNAL AFFAIRS, OFFICE OF** (2 folders)

Box 2 of 9 **DEVELOPMENT, OFFICE OF**

Box 2 of 9 **CONTRIBUTING MEMBERSHIP PROGRAM**

Box 2 of 9 Smithsonian, James Society

Box 2 of 9	Smithsonian Corporate Membership Program
Box 2 of 9	Smithsonian Gifts (2 folders)
Box 2 of 9	Smithsonian Legacy Society
Box 2 of 9	Smithsonian National Board
Box 2 of 9	Sponsored Projects, Office of
Box 2 of 9	Women's Committee (SI)
Box 2 of 9	<b>SMITHSONIAN BUSINESS VENTURES</b>
Box 2 of 9	Board of Directors
Box 2 of 9	Credit Card
Box 2 of 9	Smithsonian Museum Shops
Box 2 of 9	Product Development & Licensing
Box 2 of 9	Smithsonian Catalogue
Box 2 of 9	Restaurant Concessions
Box 2 of 9	Smithsonian Magazine
Box 2 of 9	Smithsonian Magazine (books) - Article
Box 2 of 9	Membership
Box 2 of 9	Membership, A-Z (Empty: A, I, L, N, O, Q, U, V)
Box 2 of 9	From the Secretary
Box 2 of 9	Air & Space Magazine
Box 2 of 9	<b>OFFICE OF THE SECRETARY (INTERIM REORGANIZATION)</b>
Box 2 of 9	Smithsonian Photographic Services



Box 2 of 9 Admission Charge (Donations)

Box 2 of 9 Airplane

Box 2 of 9 **ALLOCATION OF SPACE**

Box 2 of 9 Patent Office Building

Box 2 of 9 Announcements

Box 2 of 9 Auto

Box 3

Box 3 of 9 **CHIEF FINANCIAL OFFICER, OFFICE OF** (2 folders)

Box 3 of 9 Comptroller, Office of the

Box 3 of 9 **CONTRACTING, OFFICE OF**

Box 3 of 9 Travel Services Office

Box 3 of 9 **INTERNATIONAL RELATIONS, OFFICE**

Box 3 of 9 Dazzler

Box 3 of 9 **PLANNING, MANAGEMENT AND BUDGET, OFFICE OF**

Box 3 of 9 Fiscal Year 2002

Box 3 of 9 Fiscal Year 2003

Box 3 of 9 Fiscal Year 2004

Box 3 of 9 Fiscal Year 2005

Box 3 of 9 **TREASURER, OFFICE OF**

Box 3 of 9 Funds/General

Box 3 of 9 Board Annual Giving Fund

Box 3 of 9 Latino Pool

Box 3 of 9 Secretary's Special Fund

Box 3 of 9 Smithsonian's Fund for the Future

Box 3 of 9 Trust Funds

Box 3 of 9 Delegation of Authority

Box 3 of 9 **OFFICE OF THE CHIEF INFORMATION OFFICER (2 folders)**

Box 3 of 9 **FACILITIES ENGINEERING & OPERATIONS, OFFICE OF**

Box 3 of 9 Architectural History & Historic Preservation, Office of

Box 3 of 9 **MUSEUM SUPPORT SERVICES, OFFICE OF**

Box 3 of 9 Horticulture Services Division

Box 3 of 9 Parking

Box 3 of 9 **PROTECTION SERVICES, OFFICE OF**

Box 3 of 9 Surveys & Reports (SI Visitors)

Box 3 of 9 Safety & Environmental Management, Office of

Box 3 of 9 **UNDER SECRETARY FOR AMERICAN MUSEUMS AND NATIONAL PROGRAMS**

Box 3 of 9 Accessibility Coordinator

Box 3 of 9 Arts & Industries Building

Box 3 of 9 Anacostia Museum

Box 3 of 9 Archives of American Art (AAA)

Box 3 of 9 AAA - Board of Trustees

Box 4

Box 4 of 9 Center for Folklife & Cultural Heritage

Box 4 of 9	Combined Federal Campaign
Box 4 of 9	Smithsonian Folklife Festival
Box 4 of 9	Folkways Collection
Box 4 of 9	Folkways Collection - King, Martin L. Celebration
Box 4 of 9	Communications, Office of
Box 4 of 9	Public Affairs, Office (OPA)
Box 4 of 9	OPA - Blue Bulletin
Box 4 of 9	OPA - Torch
Box 4 of 9	Visitors Information & Associates Reception Center (VIARC)
Box 4 of 9	VIARC - Docents (Volunteers)
Box 4 of 9	Exhibits Central, Office of
Box 4 of 9	Government Relations, Office of (OGR)
Box 4 of 9	OGR - Hearings
Box 4 of 9	Human Resources, Office of (OHR)
Box 4 of 9	Equal Employment & Minority Affairs, Office of (OEEMA)
Box 4 of 9	OEEMA - American Indian Heritage Month Planning Committee
Box 4 of 9	OEEMA - Black History Month Planning Committee (includes electronic records)
Box 4 of 9	OEEMA - Hispanic Heritage Planning Committee
Box 4 of 9	OEEMA - Women's History Month Planning Committee
Box 4 of 9	OEEMA - Grievances and Complaints
Box 4 of 9	OEEMA - Health Insurance

Box 4 of 9 OEEMA - Pay and Tenure

Box 4 of 9 OEEMA - Performance Appraisals/Assessments

Box 4 of 9 Recruiting

Box 4 of 9 Recruiting - Retirement (TIAA)

Box 4 of 9 Recruiting - Senior Level

Box 4 of 9 Recruiting - Trust Employees

Box 4 of 9 Recruiting - Personnel, A-Z (Empty: A, D, I, J, N, O, Q, U, X, Y, Z)

Box 4 of 9 National Museum of African American History and Culture (NMAAHC)

Box 4 of 9 NMAAHC - Commission

Box 4 of 9 National Air and Space Museum (NASM)

Box 5

Box 5 of 9 NASM - Advisory Board

Box 5 of 9 NASM - Enola Gay

Box 5 of 9 NASM - IMAX Theater

Box 5 of 9 NASM - Udvar-Hazy, Steven F. Center

Box 5 of 9 Smithsonian American Art Museum (SAAM)

Box 5 of 9 SAAM - Commission

Box 5 of 9 SAAM - Renwick Gallery

Box 5 of 9 National Museum of American History (NMAH)

Box 5 of 9 NMAH - Advisory Board

Box 5 of 9 NMAH - Armed Forces History, Division of

Box 5 of 9	NMAH - Behring Center
Box 5 of 9	NMAH - Electricity, Division of
Box 5 of 9	NMAH - Exhibiting
Box 5 of 9	NMAH - Lemelson, Jerome and Dorothy Center
Box 5 of 9	NMAH - Medical History, Division of
Box 5 of 9	NMAH - Political History, Division of
Box 5 of 9	NMAH - Political History, Division of - Star-Spangled Banner
Box 5 of 9	NMAH - Transportation, Division of
Box 5 of 9	National Museum of American Indian (NMAI)
Box 5 of 9	NMAI - Board of Trustees
Box 5 of 9	NMAI - Building Plans
Box 5 of 9	NMAI - National Council
Box 5 of 9	National Portrait Gallery (NPG)
Box 5 of 9	NPG - Commission
Box 5 of 9	National Postal Museum (NPM)
Box 5 of 9	Ripley, S. Dillon Center
Box 5 of 9	Smithsonian Institution Archives (SIA)
Box 5 of 9	SIA - Joseph Henry Papers (See original citations in Box 9)
Box 5 of 9	SIA - National Collections Program
Box 5 of 9	Smithsonian Center for Latino Initiatives (SCLI)
Box 5 of 9	SCLI - National Board
Box 5 of 9	SCLI - Search Committee

Box 5 of 9 National Programs, Office of (ONP)

Box 5 of 9 ONP - Affiliations Program

Box 5 of 9 ONP - Smithsonian Center for Education and Museum Studies

Box 5 of 9 ONP - Smithsonian Institution Traveling Exhibition Service (3 folders)

Box 5 of 9 The Smithsonian Associates (TSA)

Box 5 of 9 TSA - Resident Associate Program (RAP)

Box 5 of 9 TSA - Study Tours

Box 5 of 9 Smithsonian Libraries (SIL)

Box 5 of 9 SIL - Board

Box 6

Box 6 of 9 Special Events and Protocol (OSEP)

Box 6 of 9 OSEP - Use of Facilities

Box 6 of 9 **INTERNATIONAL ART MUSEUMS DIVISION**

Box 6 of 9 National Museum of African Art (NMAfA)

Box 6 of 9 NMAfA - Board

Box 6 of 9 NMAfA - Friends of

Box 6 of 9 NMAfA - Search Committee

Box 6 of 9 Cooper Hewitt National Design Museum (CHNDM)

Box 6 of 9 CHNDM - Board of Trustees

Box 6 of 9 Freer Gallery of Art

Box 6 of 9 Sackler, Arthur M Gallery

Box 6 of 9 Hirshhorn Museum and Sculpture Garden (HMSG)

Box 6 of 9 HMSG - Board of Trustees

Box 6 of 9 Smithsonian Center for Photography

Box 6 of 9 **UNDER SECRETARY FOR SCIENCE**

Box 6 of 9 Under Secretary for Science - Science Commission

Box 6 of 9 National Museum of Natural History (NMNH)

Box 6 of 9 NMNH - Anthropology, Department of (SOA)

Box 6 of 9 NMNH - Repatriation Office

Box 6 of 9 NMNH - Repatriation Office - Repatriation Review Committee

Box 6 of 9 NMNH - Behring, Kenneth

Box 6 of 9 NMNH - Board

Box 6 of 9 NMNH - Botany, Department of

Box 6 of 9 NMNH - Entomology, Department of

Box 6 of 9 NMNH - Exhibiting

Box 6 of 9 NMNH - Mineral Sciences, Department of

Box 6 of 9 NMNH - Museum Support Center

Box 6 of 9 NMNH - Search Committee

Box 6 of 9 NMNH - Senate of Scientists

Box 6 of 9 NMNH - Birds, Division of

Box 6 of 9 National Zoological Park (NZP)

Box 6 of 9 NZP - A-Z (animal deaths at the NZP)

Box 6 of 9 NZP - Friends of (FONZ)

- Box 6 of 9 National Science Resources Center (NSRC)
- Box 6 of 9 NSRC - Advisory Board
- Box 6 of 9 Office of Fellowships and Grants
- Box 6 of 9 Smithsonian Astrophysical Observatory
- Box 6 of 9 Smithsonian Center for Materials Research and Education
- Box 6 of 9 Smithsonian Environmental Research Center (SERC)
- Box 6 of 9 Smithsonian Press
- Box 6 of 9 Smithsonian Tropical Research Institute
- Box 6 of 9 Smithsonian Council
- Box 6 of 9 **EDUCATIONAL AND CULTURAL PROGRAMS**
- Box 6 of 9 Universities/General, A-Z (Empty: E, G, J, L, Q, U)

Box 7

- Box 7 of 9 Smithsonian Early Enrichment Center
- Box 7 of 9 **SMITHSONIAN SECRETARIES**
- Box 7 of 9 Secretary, Lawrence M. Small
- Box 7 of 9 Clubs and Associations
- Box 7 of 9 Gift
- Box 7 of 9 Honorary Degrees
- Box 7 of 9 Invitations
- Box 7 of 9 Kitchen Cabinet
- Box 7 of 9 Personal



Box 7 of 9	Photo
Box 7 of 9	Speech
Box 7 of 9	<b>NATIONAL GALLERY OF ART</b>
Box 7 of 9	Board of Trustees
Box 7 of 9	<b>JOHN F. KENNEDY CENTER FOR THE PERFORMING ARTS</b>
Box 7 of 9	Board of Trustees
Box 7 of 9	Plaza Project
Box 7 of 9	<b>FEDERAL AGENCIES, COMMISSIONS AND DEPARTMENTS</b>
Box 7 of 9	Advisory Council on Historic Preservation
Box 7 of 9	Commerce, Department of
Box 7 of 9	Commission of Fine Arts
Box 7 of 9	DC Government
Box 7 of 9	Defense, Army and Air Force, Department of
Box 7 of 9	Education, Department of
Box 7 of 9	Energy, Department of
Box 7 of 9	Environmental Protection Agency
Box 7 of 9	Equal Employment Opportunity Commission
Box 7 of 9	Federal Asian Pacific American Council
Box 7 of 9	Federal City Council
Box 7 of 9	General Accounting Office
Box 7 of 9	General Services Administration
Box 7 of 9	Homeland Security, Department of

Box 7 of 9 Institute of Museum and Library Services

Box 7 of 9 Interior, Department of

Box 7 of 9 Labor, Department of

Box 7 of 9 Librarian of Congress

Box 7 of 9 Merit System Protection Board

Box 7 of 9 National Archives

Box 7 of 9 National Endowment for the Arts

Box 7 of 9 National Endowment for the Humanities

Box 7 of 9 National Park Service

Box 7 of 9 Office of Management and Budget (2 folders)

Box 7 of 9 Office of Personnel Management

Box 7 of 9 State, Department of

Box 7 of 9 Transportation, Department of

Box 7 of 9 United States Postal Service

Box 8

Box 8 of 9 White House

Box 8 of 9 White House - Committee for the Preservation of the White House

Box 8 of 9 White House - President Committee on the Arts & Humanities

Box 8 of 9 White House - White House Historical Association

Box 8 of 9 Woodrow Wilson International Center for Scholars (WWICS)

Box 8 of 9 WWICS - Board of Trustees

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**PRIVATE ORGANIZATIONS**

Box 8 of 9

American Academy of Arts and Sciences

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American Association of Museums

Box 8 of 9

American Council of Learned Societies

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American Research Institute in Turkey

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Brookings Institution

Box 8 of 9

Carnegie Institution

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Council on Foreign Relations

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Cultural Alliance of Greater Washington

Box 8 of 9

Foundations/General, A-Z

Box 8 of 9

Greater Washington Board of Trade

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Greater Washington Initiative

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Museum Trustee Association

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National Academy of Public Administration

Box 8 of 9

National Academy of Sciences

Box 8 of 9

National Geographic Society

Box 8 of 9

National Trust for Historic Preservation

Box 8 of 9

Washington Metro Area Transit Authority

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**INTERNATIONAL ORGANIZATIONS**

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UNESCO

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**COUNTRIES (Office of International Relations)**

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Australia

Box 8 of 9	Brazil
Box 8 of 9	Columbia
Box 8 of 9	Denmark
Box 8 of 9	Ethiopia
Box 8 of 9	Hungary
Box 8 of 9	India
Box 8 of 9	Iraq
Box 8 of 9	Israel
Box 8 of 9	Italy
Box 8 of 9	Japan
Box 8 of 9	Jordan
Box 8 of 9	Mexico
Box 8 of 9	Netherlands
Box 8 of 9	Panama
Box 8 of 9	Poland
Box 8 of 9	Russia
Box 8 of 9	Singapore
Box 8 of 9	Spain
Box 8 of 9	<b>MISCELLANEOUS (A-D)</b>

Box 9

Box 9 of 9	<b>MISCELLANEOUS (E-Z)</b>
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**BOARD OF REGENTS**

Box 9 of 9

Ad Hoc Committee on Donations and Executive Compensation

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Audit and Review Committee

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Compensation and Human Resources Committee

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Dinner

Box 9 of 9

Finance and Investment Committee

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Meeting - January 6, 2003

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Meeting - May 5, 2003

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Meeting - June 16, 2003

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Meeting - September 22, 2003

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Nominating Committee

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Personnel Committee

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**JOSEPH HENRY PAPERS (ORIGINAL CITATIONS)**