



Smithsonian Institution Archives

Administrative Records, 2004

Finding aid prepared by Smithsonian Institution Archives

Smithsonian Institution Archives
Washington, D.C.
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Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
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Creator::	Smithsonian Institution. Office of the Secretary
Language:	English

Administrative Information

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Descriptive Entry

This accession consists of records that document the administrative activities of Lawrence M. Small during his fifth 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. Listings in bold and capital letters indicate both the topic of folder contents and major subheadings from the Secretary's Office file plan.

Names and Subject Terms

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

Subjects:

Budget
Museums -- Administration
Smithsonian Institution -- Administration

Types of Materials:

Manuscripts
Videotapes

Names:

Small, Lawrence M.

Container Listing

Box 1

Box 1 of 11	AWARDS
Box 1 of 11	Cultural Treasures Award
Box 1 of 11	National Design Award
Box 1 of 11	Peck, Paul Presidential Awards
Box 1 of 11	Secretary's Distinguished Lecture Award
Box 1 of 11	Unsung Heros
Box 1 of 11	COMMITTEES
Box 1 of 11	Advisory Groups (SI Boards, Councils, Commissions)
Box 1 of 11	Smithsonian Community Committee
Box 1 of 11	CONFERENCE
Box 1 of 11	Symposium
Box 1 of 11	CONSERVATION
Box 1 of 11	Endangered Species
Box 1 of 11	EXHIBITS
Box 1 of 11	American on the Move
Box 1 of 11	American Presidency: A Glorious Burden
Box 1 of 11	At First Sight: Treasures of Smithsonian Photography
Box 1 of 11	Barn Again!: Celebrating an American Icon
Box 1 of 11	Brown v. Board of Education: A Landmark in American Justice

Box 1 of 11 In the Spirit of Martin: The Living Legacy of Dr. Martin Luther King, Jr.

Box 1 of 11 Our Journey/Our Stories: Portraits of Latino Achievement

Box 1 of 11 Price of Freedom

Box 1 of 11 Seasons of Life and Land

Box 1 of 11 September 11, 2001: Bearing Witness to History

Box 1 of 11 Yesterday's Tomorrow: Past Visions of the American Future

Box 1 of 11 **LECTURES**

Box 1 of 11 **MUSEUMS**

Box 1 of 11 Museums, A-Z (Empty: E, F, U, V, X, Y, Z)

Box 1 of 11 **PUBLICATIONS**

Box 1 of 11 Directory

Box 1 of 11 Publications, A-Z (Empty: K, O, Q, V)

Box 1 of 11 Smithsonian Year

Box 1 of 11 **OFFICE OF THE SECRETARY**

Box 1 of 11 Advisor to the Secretary with Special Focus on the Patent Office Building
(Robert Kogod)

Box 1 of 11 Building Director (SI)

Box 2

Box 2 of 11 Inspector General, Office of

Box 2 of 11 General Counsel, Office of

Box 2 of 11 Policy and Analysis, Director

Box 2 of 11 Secretariat

Box 2 of 11	Secretariat - Council of Information and Education Directors
Box 2 of 11	Secretariat - Smithsonian Forum on Material Culture
Box 2 of 11	Smithsonian Congress of Scholars
Box 2 of 11	External Affairs, Office of
Box 2 of 11	Development, Office of
Box 2 of 11	Development, Office of - Foundation Relations
Box 2 of 11	Planned Giving, Office of
Box 2 of 11	Contributing Membership Program (CMP)
Box 2 of 11	CMP - Smithson, James Society
Box 2 of 11	CMP - Smithsonian Corporate Membership Program
Box 2 of 11	CMP - Smithsonian Gifts
Box 2 of 11	CMP - Gifts, A-Z
Box 2 of 11	CMP - Smithsonian Legacy Society
Box 2 of 11	CMP - Smithsonian Luncheon Group
Box 2 of 11	CMP - Smithsonian National Board
Box 2 of 11	CMP - Sponsored Projects, Office of
Box 2 of 11	CMP - Women's Committee (SI)
Box 2 of 11	Business Activities
Box 2 of 11	Business Activities - Smithsonian Business Ventures (SBV) (3 folders)
Box 2 of 11	Business Activities - SBV - Board of Directors
Box 2 of 11	Business Activities - SBV - Credit Card
Box 2 of 11	Business Activities - SBV - Recruiting (2 folders)

Box 3

- Box 3 of 11 Business Activities - SBV - Smithsonian Museum Stores
- Box 3 of 11 Business Activities - SBV - Product Development & Licensing
- Box 3 of 11 Business Activities - SBV - Smithsonian Catalogue
- Box 3 of 11 Business Activities - SBV - Restaurant Concessions
- Box 3 of 11 Business Activities - SBV - Smithsonian Magazine
- Box 3 of 11 Business Activities - SBV - Smithsonian Magazine - Article
- Box 3 of 11 Business Activities - SBV - Membership
- Box 3 of 11 Business Activities - SBV - Membership, A-Z (Empty: I, J, N, Q, U, V, X, Y, Z)
- Box 3 of 11 Business Activities - SBV - From the Secretary
- Box 3 of 11 Business Activities - SBV - Air & Space Magazine
- Box 3 of 11 **OFFICE OF THE SECRETARY (INTERIM REORGANIZATION)**
- Box 3 of 11 Smithsonian Photographic Services
- Box 3 of 11 Admission Charge (Donations)
- Box 3 of 11 Airplane
- Box 3 of 11 Allocation of Space
- Box 3 of 11 Allocation of Space - Patent Office Building
- Box 3 of 11 Allocation of Space - Courtyard (Patent Office)
- Box 3 of 11 Allocation of Space - Visual Conservation Center
- Box 3 of 11 Announcements
- Box 3 of 11 Automobile

Box 3 of 11 Delegation of Authority

Box 3 of 11 **DEPUTY SECRETARY AND CHIEF OPERATING OFFICER (4 folders)**

Box 3 of 11 Accessibility Coordinator

Box 3 of 11 Arts & Industries Building

Box 3 of 11 Anacostia Museum

Box 3 of 11 Center for African American History and Culture

Box 3 of 11 Center for Folklife and Cultural Heritage (CFCH)

Box 3 of 11 CFCH - Advisory Council

Box 3 of 11 Smithsonian Folklife Festival

Box 3 of 11 Folkways Collection

Box 3 of 11 Office of the Chief Information Officer

Box 4

Box 4 of 11 Chief Financial Officer, Office of (4 folders)

Box 4 of 11 Comptroller, Office of the

Box 4 of 11 Contracting, Office of

Box 4 of 11 Planning, Management and Budget, Office (OPMB)

Box 4 of 11 OPMB - Fiscal Year 2003

Box 4 of 11 OPMB - Fiscal Year 2004

Box 4 of 11 OPMB - Fiscal Year 2005

Box 4 of 11 OPMB - Fiscal Year 2006

Box 4 of 11 Treasurer, Office of the (OT)

Box 4 of 11 OT - Funds/General

Box 4 of 11	OT - Board Annual Giving Fund
Box 4 of 11	OT - Smithsonian's Fund for the Future
Box 4 of 11	OT - Trust Funds
Box 4 of 11	Communications, Office of
Box 4 of 11	Public Affairs, Office of (OPA)
Box 4 of 11	OPS - Blue Bulletin
Box 4 of 11	OPS - Torch
Box 4 of 11	Visitors Information and Associates Reception Center
Box 4 of 11	Exhibit Central, Office of
Box 4 of 11	Facilities Engineering and Operations, Office of (OFEO)
Box 4 of 11	OFEO - Architectural History & Historic Preservation, Office of
Box 4 of 11	OFEO - Facilities Management, Office of
Box 4 of 11	OFEO - Horticulture Services Division
Box 4 of 11	Protections Services, Office of (OPS)
Box 4 of 11	OPS - Surveys & Reports (SI Visitors)
Box 4 of 11	Safety and Environmental Management, Office of
Box 5	
Box 5 of 11	Government Relations, Office of (OGR) (3 folders)
Box 5 of 11	OGR - SI Response to Senate Finance Committee, Herbert Axelrod Donations and Related Matters
Box 5 of 11	OGR - Hearings
Box 5 of 11	Human Resources, Office of (OHR) (3 folders)

Box 5 of 11 OHR - Search Committee (Director)

Box 5 of 11 OHR - Combined Federal Campaign

Box 5 of 11 Equal Employment & Minority Affairs, Office of (OEEMA)

Box 5 of 11 OEEMA - Workforce Directory Report (2047430)

Box 5 of 11 OEEMA - American Indian Heritage Month Planning Committee

Box 5 of 11 OEEMA - Asian and Pacific American Heritage Committee

Box 5 of 11 OEEMA - Black History Month Planning Committee

Box 5 of 11 OEEMA - Hispanic Heritage Planning Committee

Box 5 of 11 OEEMA - Women's History Month Planning Committee

Box 5 of 11 OEEMA - Grievances and Complaints

Box 5 of 11 OEEMA - Health Insurance

Box 5 of 11 OEEMA - Pay and Tenure

Box 5 of 11 OEEMA - Performance Appraisals/Assessments

Box 5 of 11 Recruiting (2 folders)

Box 5 of 11 Recruiting - Retirement (TIAA)

Box 5 of 11 Recruiting - Senior Level

Box 5 of 11 Recruiting - Personnel, A-Z (Empty: I, L, Q, U)

Box 6

Box 6 of 11 National Museum of African American History and Culture (NMAAHC)

Box 6 of 11 NMAAHC - Academic Advisory Committee

Box 6 of 11 NMAAHC - Advisory (Founding) Council

Box 6 of 11	NMAAHC - Commission
Box 6 of 11	NMAAHC - Scholarly Advisory Committee
Box 6 of 11	NMAAHC - Search/Founding Director
Box 6 of 11	National Museum of American History (NMAH)
Box 6 of 11	NMAH - Advisory Board
Box 6 of 11	NMAH - Armed Forces History, Division of
Box 6 of 11	NMAH - Behring Center
Box 6 of 11	NMAH - Costumes, Division of
Box 6 of 11	NMAH - Cultural History, Division
Box 6 of 11	NMAH - Electricity, Division of
Box 6 of 11	NMAH - Engineering and Environmental History, Division of
Box 6 of 11	NMAH - Lemelson, Jerome and Dorothy Center
Box 6 of 11	NMAH - Medical Sciences, Division of
Box 6 of 11	NMAH - Musical History, Division of
Box 6 of 11	NMAH - Numismatics, Division of
Box 6 of 11	NMAH - Photographic History, Division of
Box 6 of 11	NMAH - Political History, Division of
Box 6 of 11	NMAH - Political History, Division of - Star-Spangled Banner
Box 6 of 11	NMAH - Transportation, Division of
Box 6 of 11	National Museum of American Indian (NMAI) (3 folders)
Box 6 of 11	NMAI - Board of Trustees
Box 6 of 11	NMAI - Building Plans

Box 6 of 11 NMAI - Naming Opportunities

Box 6 of 11 NMAI - Honor Wall

Box 6 of 11 National Postal Museum (NPM)

Box 6 of 11 NPM - Advisory Commission

Box 6 of 11 Smithsonian Institution Archives (SIA)

Box 6 of 11 SIA - National Collection Program

Box 6 of 11 Smithsonian Center for Latino Initiatives

Box 6 of 11 National Programs, Office of (ONP)

Box 6 of 11 ONP - Affiliations Program

Box 6 of 11 Smithsonian Center for Education and Museum Studies

Box 6 of 11 Smithsonian Institution Traveling Exhibition Service (Folders 1-3 of 6)

Box 7

Box 7 of 11 Smithsonian Institution Traveling Exhibition Service (Folders 4-6 of 6)

Box 7 of 11 The Smithsonian Associates (TSA)

Box 7 of 11 TSA - Resident Associate Program

Box 7 of 11 TSA - Smithsonian Journeys

Box 7 of 11 Smithsonian Institution Libraries

Box 7 of 11 Special Events and Protocol

Box 7 of 11 **UNDER SECRETARY FOR ART**

Box 7 of 11 Archives of American Art

Box 7 of 11 National Museum of African Art (NMAfA)

Box 7 of 11 NMAfA - Board

Box 7 of 11 Cooper Hewitt National Design Museum (CHNDM)

Box 7 of 11 CHNDM - Board of Trustees

Box 7 of 11 Freer Gallery of Art

Box 7 of 11 Sackler, Arthur M Gallery

Box 7 of 11 Hirshhorn Museum and Sculpture Garden (HMSG)

Box 7 of 11 HMSG - Board of Trustees

Box 7 of 11 National Portrait Gallery (NPG)

Box 7 of 11 NPG - Commission

Box 7 of 11 Smithsonian American Art Museum (SAAM)

Box 7 of 11 SAAM - Commission

Box 7 of 11 Smithsonian Center for Photography

Box 7 of 11 **UNDER SECRETARY FOR SCIENCE**

Box 7 of 11 Science Commission

Box 7 of 11 Office of International Relations (OIR)

Box 8

Box 8 of 11 OIR - Dazzler

Box 8 of 11 OIR - Senior Scholar Emeritus (W. Dillon)

Box 8 of 11 National Air and Space Museum (NASM)

Box 8 of 11 NASM - Enola Gay

Box 8 of 11 NASM - Exhibiting

Box 8 of 11 NASM - Udvar-Hazy, Steven F. Center

Box 8 of 11	National Museum of Natural History (NMNH)
Box 8 of 11	NMNH - Anthropology, Department of (SOA)
Box 8 of 11	NMNH - Indians
Box 8 of 11	NMNH - Repatriation Review Committee
Box 8 of 11	NMNH Board
Box 8 of 11	NMNH - Botany, Department of
Box 8 of 11	NMNH Entomology, Department of
Box 8 of 11	NMNH Exhibiting
Box 8 of 11	NMNH - IMAX Theater
Box 8 of 11	NMNH - Mineral Sciences, Department of (includes videotape)
Box 8 of 11	NMNH - Vertebrate Zoology, Department of
Box 8 of 11	NMNH - Birds, Division of
Box 8 of 11	National Zoological Park (NZP)
Box 8 of 11	NZP - Panda
Box 8 of 11	NZP - Search Committee (Director)
Box 8 of 11	National Science Resources Center (NSRC)
Box 8 of 11	NSRC - Advisory Board
Box 8 of 11	Office of Fellowships and Grants
Box 8 of 11	Smithsonian Astrophysical Observatory
Box 8 of 11	Smithsonian Center for Materials Research and Education
Box 8 of 11	Smithsonian Environmental Research Center (SERC)

Box 8 of 11 SERC - Advisory Board

Box 8 of 11 Smithsonian Institution Press

Box 8 of 11 Smithsonian Tropical Research Institute

Box 8 of 11 **EDUCATIONAL AND CULTURAL PROGRAMS**

Box 8 of 11 Smithsonian Council

Box 8 of 11 Universities/General, A-Z (Empty: E, I, Q, U)

Box 8 of 11 Smithsonian Early Enrichment Center

Box 8 of 11 **SMITHSONIAN SECRETARIES**

Box 8 of 11 Secretary, Lawrence M. Small

Box 8 of 11 Book REview

Box 8 of 11 Clubs and Associations

Box 8 of 11 Gift

Box 8 of 11 Honorary Degrees

Box 8 of 11 Invitations (2 folders)

Box 9

Box 9 of 11 Personal (2 folders)

Box 9 of 11 Photo

Box 9 of 11 Speech

Box 9 of 11 Trip

Box 9 of 11 **NATIONAL GALLERY OF ART**

Box 9 of 11 Board of Trustees

Box 9 of 11 **JOHN F. KENNEDY CENTER FOR THE PERFORMING ARTS**

Box 9 of 11	Board of Trustees
Box 9 of 11	FEDERAL AGENCIES, COMMISSIONS AND DEPARTMENTS
Box 9 of 11	Commerce, Department of
Box 9 of 11	DC Government
Box 9 of 11	Defense, Army and Air Force, Department of
Box 9 of 11	Department of Homeland Security
Box 9 of 11	Education, Department of
Box 9 of 11	Environmental Protection Agency
Box 9 of 11	Equal Employment Opportunity Commission
Box 9 of 11	Federal City Council
Box 9 of 11	General Accounting Office
Box 9 of 11	General Services Administration
Box 9 of 11	Health and Human Services, Department of
Box 9 of 11	Interior, Department of
Box 9 of 11	National Park Service
Box 9 of 11	Justice, Department
Box 9 of 11	Labor, Department of
Box 9 of 11	Librarian of Congress
Box 9 of 11	Merit System Protection Board
Box 9 of 11	National Capital Planning Commission
Box 9 of 11	National Endowment for the Arts

Box 9 of 11 Office of Management and Budget (2 folders)

Box 9 of 11 Office of Personnel Management

Box 9 of 11 State, Department of

Box 9 of 11 United States Postal Service

Box 9 of 11 White House

Box 9 of 11 White House - Committee for the Preservation of the White House

Box 9 of 11 White House - White House Historical Association

Box 9 of 11 Woodrow Wilson International Center for Scholars (WWICS)

Box 9 of 11 WWICS - Board of Trustees

Box 10

Box 10 of 11 **PRIVATE ORGANIZATIONS**

Box 10 of 11 American Academy of Arts and Sciences

Box 10 of 11 American Association of Museums

Box 10 of 11 American Council of Learned Societies

Box 10 of 11 American Enterprise Institute for Public Policy Research

Box 10 of 11 American Research Institute in Turkey

Box 10 of 11 Brookings Institution

Box 10 of 11 Carnegie Institution

Box 10 of 11 Council on Foreign Relations

Box 10 of 11 Dumbarton Oaks

Box 10 of 11 Foundations, A-Z (Empty: X, Y, Z)

Box 10 of 11 Greater Washington Initiative

Box 10 of 11 National Trust for Historic Preservation

Box 10 of 11 **INTERNATIONAL ORGANIZATIONS**

Box 10 of 11 United Nations

Box 10 of 11 UNESCO

Box 10 of 11 **COUNTRIES (Office of International Relations)**

Box 10 of 11 Africa

Box 10 of 11 Argentina

Box 10 of 11 Australia

Box 10 of 11 Brazil

Box 10 of 11 Canada

Box 10 of 11 Chile

Box 10 of 11 China

Box 10 of 11 England

Box 10 of 11 France

Box 10 of 11 Japan

Box 10 of 11 Mexico

Box 10 of 11 Netherlands

Box 10 of 11 Nigeria

Box 10 of 11 Panama

Box 10 of 11 Puerto Rico

Box 10 of 11 Thailand

Box 10 of 11 **MISCELLANEOUS, A-K**

Box 11

Box 11 of 11 **MISCELLANEOUS, L-Z (Empty: Q)**

Box 11 of 11 **BOARD OF REGENTS**

Box 11 of 11 Audit and Review Committee

Box 11 of 11 Dinner

Box 11 of 11 Executive Committee

Box 11 of 11 Finance and Investment Committee

Box 11 of 11 Meeting January 5, 2004

Box 11 of 11 Meeting - May 3, 2004

Box 11 of 11 Meeting - June 14, 2004

Box 11 of 11 Meeting - September 20, 2004

Box 11 of 11 Membership

Box 11 of 11 Nominating Committee

Box 11 of 11 Regents' Liaison Group