



Smithsonian Institution Archives

Administrative Files, 1996-2008

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Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title:	Administrative Files
Identifier:	Accession 10-078
Date:	1996-2008
Extent:	1 cu. ft. (1 record storage box)
Creator::	Smithsonian Institution. Smithsonian Enterprises. Smithsonian Journeys
Language:	English

Administrative Information

Preferred Citation

Smithsonian Institution Archives, Accession 10-078, Smithsonian Institution, Smithsonian Enterprises, Smithsonian Journeys, Administrative Files

Use Restriction

Restricted for 15 years, until Jan-01-2024; Transferring office; 3/3/2004 memorandum, Johnstone to Oudshoorn; Contact reference staff for details.

Descriptive Entry

This accession consists of records that document the administrative activities of Amy Kotkin, Director. Materials include correspondence, memoranda, and notes pertaining to tour planning, marketing, contracts, and legal matters; budget summaries; meeting agendas and minutes; brochures; and agreements.

Names and Subject Terms

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

Subjects:

Budget
Contracts
Museums -- Educational aspects
Tours

Types of Materials:

Brochures
Manuscripts

Names:

Kotkin, Amy

Container Listing

Box 1

Box 1 of 1	Members' Choice: Study Leaders, 2004-2005
Box 1 of 1	Members' Choice: Meetings and Memoranda, 2004-2005
Box 1 of 1	Members' Choice: Contract, 2005
Box 1 of 1	Members' Choice: Pax Letters (program participants), 2005-2006
Box 1 of 1	Members' Choice: Marketing, 2004-2006
Box 1 of 1	Burma, 2004-2006
Box 1 of 1	EF Education: Service Center Phase-Out, 2006
Box 1 of 1	Airtracks Expeditions, 1997-2002
Box 1 of 1	Geographic Expeditions, 1996-1999
Box 1 of 1	Road Scholar, 2002-2006
Box 1 of 1	Globus, 2006-2007
Box 1 of 1	Saga Settlement, 2000-2006
Box 1 of 1	Collette Travel Services, Inc.: Smithsonian Museum Lover's, 2001-2002
Box 1 of 1	Iraq War Policies, 2003
Box 1 of 1	Pax Letters, 1999-2008 (5 folders)
Box 1 of 1	High Country Passage, 2003-2008 (3 folders)
Box 1 of 1	Standard Gohagan & Company, 2000
Box 1 of 1	Far & Wide Corporation Bankruptcy, 1999-2004
Box 1 of 1	Academic Travel Abroad, Inc., 2004-2006 (2 folders)