Administrative Files, 1996-2008

by Smithsonian Institution Archives
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Collection Overview

Repository: Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Creator: Smithsonian Institution, Smithsonian Enterprises., Smithsonian Journeys
Title: Administrative Files
Dates: 1996-2008
Quantity: 1 cu. ft. (1 record storage box)

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 documenting 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

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