



Smithsonian Institution Archives

Administrative Records, 1953-2009

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Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title:	Administrative Records
Identifier:	Accession 10-126
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Extent:	10.43 cu. ft. (10 record storage boxes) (1 12x17 box)
Creator::	Smithsonian Institution. Office of the Secretary
Language:	English

Administrative Information

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Use Restriction

Restricted for 15 years, until Jan-01-2025; Transferring office; 3/19/1970 memorandum, Lytle to Ripley; Contact reference staff for details.

Descriptive Entry

This accession consists of records that document the administrative activities of Sidney Dillon Ripley, Robert McCormick Adams, Ira Michael Heyman, Lawrence M. Small, and G. Wayne Clough as Secretary of the Smithsonian Institution, and Cristián Samper as Acting Secretary. The records document issues with regard to museums and buildings; strategic planning, budget, and fundraising; exhibitions; collection policies and loans; Board of Regents' meetings and committees; management policies and accountability; special events; employment compensation and retirement benefits; awards; research; and Institution history. Materials include correspondence, memoranda, and notes; reports; meeting agendas and minutes; budget summaries; policies and bylaws; articles and news releases; agreements; speech papers; biographical information; research papers; and photographs. 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:

Budget
Museums -- Administration

Smithsonian Institution -- Administration

Types of Materials:

Audiotapes
Black-and-white photographs
Brochures
Clippings
Color negatives
Color photographs
Color transparencies
Compact discs
Electronic records
Floppy disks
Illustrations
Manuscripts
Video recordings

Names:

Adams, Robert McC. (Robert McCormick), 1926-
Clough, G. Wayne
Heyman, Ira Michael, 1930-2011
Ripley, S. Dillon (Sidney Dillon), 1913-2001
Samper, Cristián
Small, Lawrence M.
Smithsonian Institution. Board of Regents

Container Listing

Box 1

- Box 1 of 11 A Celebration of the Life of S. Dillon Ripley, 2001
- Box 1 of 11 A Celebration of the Life of S. Dillon Ripley: Photographs, 2001 (4 folders)
- Box 1 of 11 A Celebration of the Life of S. Dillon Ripley: Audiotape, 2001
- Box 1 of 11 A Celebration of the Life of S. Dillon Ripley: Guest Books, 2001 (2 folders)
- Box 1 of 11 Mary Picaro, 1992-1995
- Box 1 of 11 Smithsonian Management Maps, 2003-2007 (2 folders)
- Box 1 of 11 Smithsonian Organization Charts, 2004-2008
- Box 1 of 11 Secretary Stationary, c. 1980s-2009
- Box 1 of 11 Plan for Organizing and Financing Fund Raising, 1992
- Box 1 of 11 Office of the Secretary: Paintings Checklist, 2000
- Box 1 of 11 S. Dillon Ripley: "A Celebration: Twenty-Years at the Smithsonian," 1984
- Box 1 of 11 Smithsonian Charter and Policy, 1987
- Box 1 of 11 Smithsonian Accountability and Management Policies and Practices, 1977 (2 folders)
- Box 1 of 11 History of the Smithsonian and Castle Building, 1963-1989

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- Box 2 of 11 Scientific Research at the Smithsonian Institution Report, 2002
- Box 2 of 11 Robert McCormick Adams (general), 1989-1999
- Box 2 of 11 Robert McCormick Adams: Photographs, 1990-1994
- Box 2 of 11 Federal Budget, FY 1993

Box 2 of 11	Trust Fund Budget, FY 1993
Box 2 of 11	Automation Feasibility Study of Secretary's Files, 1981
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Box 2 of 11	Conservation at the Smithsonian, 1986-1995
Box 2 of 11	Strategic Planning, 1995-1998
Box 2 of 11	S. Dillon Ripley Residence, 1965-1967
Box 2 of 11	I. Michael Heyman: Photographs, 1996-1999
Box 2 of 11	Secretaries of the Smithsonian Institution (2 folders)
Box 2 of 11	Constance Berry Newman: Professional Positions
Box 2 of 11	Arts & Industries Building: Relocation Space Needs and Space Acquisition Strategy, 2004-2005
Box 2 of 11	S. Dillon Ripley: Signature Plates
Box 2 of 11	Office of Special Events re: Secretary Activities, 2005-2009 (includes electronic records)
Box 2 of 11	Office of Special Events re: Secretary Strategic Planning, 2009 (7 Mini DV tapes)
Box 2 of 11	Office of Special Events re: Secretary Debate, 2009 (2 Mini DV tapes)
Box 2 of 11	Smithsonian National Board: Study Tour to India, 2006 (includes electronic records)
Box 2 of 11	Search for Director of the National Air and Space Museum, 1995-1996 (2 folders)
Box 2 of 11	Countess Bismark Research, 1967-1993
Box 2 of 11	Statement of the Secretary, 1990
Box 2 of 11	General Counsel Search, 1995 (includes electronic records)

Box 2 of 11 Secretary's Installation Planning, 1984-1994

Box 3

Box 3 of 11 Provost Search (general), 1995 (includes electronic records)

Box 3 of 11 Provost Search: Meeting Notes, 1995

Box 3 of 11 Provost Search: Names Removed from Consideration, 1995

Box 3 of 11 Smithsonian Perspectives, 1994-1996 (2 folders)

Box 3 of 11 Statutory Authority of the Smithsonian Institution

Box 3 of 11 Bylaws of the Board of Regents, 1995 (2 folders)

Box 3 of 11 Library of Congress and Smithsonian Collecting Policies, 1990-1993

Box 3 of 11 Smithsonian Policy on Collecting Coordination within the Federal Establishment, 1991-1992

Box 3 of 11 Secretary's Policy Group Meetings, 1994-1995

Box 3 of 11 Commission on the Future of the Smithsonian Institution, 1994

Box 3 of 11 Correspondence (general), 1953-2007 (2 folders)

Box 3 of 11 Report of the Blue Ribbon Commission on the National Museum of American History, 2002 (2 folders)

Box 3 of 11 Medals Awarded by the Smithsonian Institution, 2005

Box 3 of 11 Guidebook for Smithsonian Building and Furnishings, 1991

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Box 4 of 11 Treasures in Trouble: National Zoological Park (Vol. 2), 2003

Box 4 of 11 Treasures in Trouble: Smithsonian "Castle" (Vol. 7), 2006

Box 4 of 11 Smithsonian Institution Events, 1964-1982

- Box 4 of 11 Lawrence M. Small at National Museum of American History Event: Photographs
- Box 4 of 11 Regent's Minutes re: Quadrangle Development, 1982-1985
- Box 4 of 11 Smithsonian 150th Anniversary: Mall Event Planning, 1996 (2 folders)
- Box 4 of 11 Portrait of Robert McCormick Adams, 1994
- Box 4 of 11 Museums and Facilities: Critical Assessment and Improvement Objectives, 2001
- Box 4 of 11 The National Academy of Public Administration, 2001
- Box 4 of 11 Latinos and the Smithsonian, 2001
- Box 4 of 11 Report of the Admissions Study, 1986
- Box 4 of 11 Smithsonian Science Leadership Search Committee, 2002
- Box 4 of 11 America's Smithsonian Events at the New York Coliseum: Photographs, 1996 (2 folders)
- Box 4 of 11 Board of Regents: Governance Committee, 2005-2007 (2 folders)

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- Box 5 of 11 Board of Regents: Governance Committee, 2005-2007 (5 folders)
- Box 5 of 11 Regents' Committee on Compensation and Human Resources, 2006
- Box 5 of 11 Ripley Center Exhibition Committee, 2007
- Box 5 of 11 Articles re: Smithsonian Institution, 2000
- Box 5 of 11 Photographs of Smithsonian Museums with Deterioration Issues, c. 2003
- Box 5 of 11 I. Michael Heyman: Employment Compensation and Retirement Benefits, 1997-2001
- Box 5 of 11 S. Dillon Ripley: Voluntary Retirement, 1984-1994
- Box 5 of 11 S. Dillon Ripley: Retirement Agreements, 1966-1996 (3 folders)

- Box 5 of 11 William W. Brubaker: Employment Compensation, 2001-2002
- Box 5 of 11 Lawrence M. Small: Employment Agreements, 1999-2007
- Box 5 of 11 Robert McCormick Adams: Employment Agreements, 1984-1995
- Box 5 of 11 Secretary's Salaries and Benefits, 1973-1998 (2 folders)
- Box 5 of 11 Smithsonian Special Events, History and Research, 1992-1996
- Box 5 of 11 Annual Report, 1991-1992
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- Box 6 of 11 Energy Funding Crisis at the Smithsonian, 2005
- Box 6 of 11 National Museum of the American Indian: Strategic Plan, 2006-2008
- Box 6 of 11 Henson, Pamela M.: "A Temple of National Memory and Identity: The Smithsonian Institution," 2006
- Box 6 of 11 Articles on Latino Leadership, 2003
- Box 6 of 11 Arts & Industries Building: Preliminary Redevelopment Assessment, 2006
- Box 6 of 11 Wave System Test, 2007
- Box 6 of 11 Avian and Pandemic Influenza Preparations
- Box 6 of 11 Management Telephone Directory, 2003 (Accession 14-116)
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- Box 6 of 11 Technical Evaluation Committee for Executive Search Services, 2007 (2 folders)
- Box 6 of 11 Independent Review Committee Report to the Board of Regents, 2007 (2 folders)
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- Box 6 of 11 I. Michael Heyman: Portrait, 1995-1996
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- Box 6 of 11 Lawrence M .Small: Portrait, 2000
- Box 6 of 11 Lawrence M .Small: Biography, 1999
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- Box 6 of 11 Robert McCormick Adams: Speeches, 1994
- Box 6 of 11 I. Michael Heyman: Speeches, 1994-1995
- Box 6 of 11 Smithsonian 150th Anniversary: Opening Ceremony, 1996 (VHS videotape)
- Box 6 of 11 Smithsonian 150th Anniversary: Celebration Events, 1996 (2 VHS videotapes)
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- Box 6 of 11 Presenting History in a Democratic Society, 1995 (2 VHS videotapes)

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- Box 7 of 11 Management Staff and Heads of Organization Units of the Smithsonian Institution, 1995
- Box 7 of 11 Secretary's Seasonal Greeting Card Lists, 1989-1990

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- Box 8 of 11 Secretary's Seasonal Greeting Card Lists, 1989-1990 (2 folders)
- Box 8 of 11 Assistant Secretary for Research, 1986

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Box 8 of 11 Assistant Secretary for External Affairs, 1986

Box 8 of 11 Anacostia Museum

Box 8 of 11 Automation-Basalt (Computer One), 1985-1986

Box 8 of 11 Conservation Analytical Lab, 1984

Box 8 of 11 Cooper-Hewitt Museum, 1984-1990

Box 8 of 11 Hirshhorn Museum and Sculpture Garden, 1970-1986

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Box 8 of 11 National Museum of Natural History, 1984-1986

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Box 8 of 11 Performance Appraisal Process, 1983-1986

Box 8 of 11 Shared Concerns of Members of the Council of Bureau Directors, 1989

Box 8 of 11 Smithsonian Astrophysical Observatory, 1987

Box 8 of 11 News Releases and Articles re: Robert McCormick Adams, 1984-1986 (2 folders)

Box 8 of 11 S. Dillon Ripley: Portrait, 1984

Box 8 of 11 Robert McCormick Adams: Research Papers, 1983-1988

Box 8 of 11 Robert McCormick Adams: Unpublished Research Papers, 1986-1988

Box 8 of 11 Robert McCormick Adams: Technology Book, 1988 (2 folders)

Box 8 of 11 Robert McCormick Adams: Five-Year Prospectus, 1991-1992

Box 8 of 11 Robert McCormick Adams: Speeches, 1990 (3 folders)

Box 8 of 11 Robert McCormick Adams: Correspondence, 1984-1986

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Box 10

Box 10 of 11 Staff Meeting Minutes, 1988-1994 (9 folders)

Box 10 of 11 Smithsonian Institution Awards and Honors, 1967-1972

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Box 10 of 11 Lawrence M. Small: Correspondence, 2000 (2 folders)

Box 10 of 11 Hearing before the Subcommittee on Libraries and Memorials, 1992 (2 folders)

Box 10 of 11 Budget Justifications for Fiscal Year 1989

Box 10 of 11 Smithsonian Five-Year Prospectus (FY 1988-FY 1992), 1987

Box 10 of 11 Secretary and Mrs. S. Dillon Ripley: A Celebration, Twenty Years at the Smithsonian, 1984

Box 10 of 11 G. Wayne Clough: Holiday Greeting Cards, 2009

Box 11

Box 11 of 11 Award for Design Excellence, 1997

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Box 11 of 11 Act to establish the National Museum of African American History, 2003

- Box 11 of 11 Act to provide for National Collections at the Smithsonian Institution, 2003
- Box 11 of 11 City of Los Angeles Congratulations to the Smithsonian re: "America's Smithsonian," 1996
- Box 11 of 11 Smithsonian Planning Workshops, c. 2000