



# Smithsonian Institution Archives

## Subject Files, 2000-2008

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## Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., <i>osiaref@si.edu</i>
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## Administrative Information

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### Use Restriction

Restricted for 15 years, until Jan-01-2016; Transferring office; 6/23/2010 memoranda, Wright to Cavanagh; Contact reference staff for details.

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## Descriptive Entry

This accession consists of records documenting the activities of the Office of the Under Secretary for Art, previously the International Art Museums Division. Thomas W. Lentz served as the Director of the International Art Museums Division from 2000 through 2003 and Ned Rifkin served as the Under Secretary for Art from 2004 through 2008. Subjects documented in this accession include strategic planning, budget, committees, collaborative activities, marketing, websites, and external reviews. Materials include correspondence, reports, budget materials, meeting minutes, notes, informational files, audio recordings, books, and related materials. Some materials are in electronic format.

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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:

- Art museum directors
- Art museums.
- Budget.
- Committees
- Marketing

Museums -- Administration.  
Strategic planning  
Web sites

Types of Materials:

Audiotapes  
Books  
Compact discs  
Electronic records  
Manuscripts

Names:

Lentz, Thomas W.  
Rifkin, Ned  
Smithsonian Institution. International Art Museums Division.

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## Container Listing

### Box 1

Board Meeting Talking Points, 2002-2006

Scholarly Publications, 2006

Smithsonian Council of Education Directors, 2004-2006

Smithsonian Institution Council, 2002-2003

Signage Project, 2003-2004

Smithsonian Annals Submission, 2002-2004

International Art Museums Division Staff Information, 2003-2005

Smithsonian Institution Website - Art and Design Redesign Project, 2004-2006

National Air and Space Museum Objects - Rights Research, 2004

Hirshhorn Museum and Sculpture Garden, 2007

Regents Reports, July 2006

Regents Reports, March 2006

Regents Reports, November 2005

Regents Reports, July 2005

Regents Reports, 2004

Regents Reports, March 2004

Regents Reports, May 2003 (includes electronic records)

Regents Reports, 2002 (includes electronic records)

Smithsonian Institution Visitors, 2002-2005

Smithsonian Institution Website Visitation, 2003

Digitization, 2004-2005

Reporting Templates, 2004-2005

Museum Standards and Metrics, 2003

Individual Standards Metrics, 2003

Exhibits Standards, 2003

Curator Standards, 2005

Regents to Carole Neves, 2003

General Budget Information, 2003

Pod 3 - Background, 2006

Pod 3 - Committee, 2006

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2002-2006

Collections Information Systems Management Committee Pool Guidelines,  
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Collections Information Systems Management Committee Pool Allocations,  
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## Box 2

ArtCIS Quarterly Reports and OMB 300s, 2005-2006

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Smithsonian Institution Information Technology Plan, 2004-2009 (2004)

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Smithsonian Institution Digital Initiative, 2003-2006

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Distance Learning, 2005

Art Directors Meetings, 2004-2005

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Collaboration - Getty Grant, 2003

Collaboration - Smithsonian Institution Funds, 2003

Smithsonian Collections Advisory Committee - General, 2006

Smithsonian Collections Advisory Committee - Collections Care and  
Preservation Fund, 2003-2006

Smithsonian Collections Advisory Committee - Charter and Membership,  
2005

Smithsonian Collections Advisory Committee - All Directors Meeting, 2005

Smithsonian Collections Advisory Committee - Background Documents, 2005-2006

Smithsonian Collections Advisory Committee - Record, 2005-2006

Smithsonian Institution Collections Policy - Nazi-Era Cultural Property, 2003-2006

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Collaboration - Revenue Streams, 2002-2003

Collaboration - General, 2002-2003

Collaboration - Ideas

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Collaboration - Artists-in-Residence Working Group Meetings

Collaboration - Ford Multicultural Exhibit, 2005

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Collaboration - International Exhibitions, 2005

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Selected Readings on Generation X

Selected Reading on Diversifying Museum Audiences

Exhibitions and Their Audiences: Actual and Potential, 2002

Exhibition Concept Models, 2002

The Making of Exhibitions: Purpose, Structure, Roles, and Process, 2002

A Study of Visitors to Smithsonian International Art Museums, 2001

Audience Building: Marketing Art Museums, 2001

Selected Readings on Museum Marketing

Art Museums and the Public, 2001

Smithsonian Institution Council Reports, 2001

Increasing Museum Visitation by Under Represented Audiences, An Exploratory Study of Art Museum Practices, 2001

Twenty-first Century Roles of National Museums: A Conversation in Progress, 2002

The Costs and Funding of Exhibitions, 2002

Results of the 2004 Smithsonian-wide Survey of Museum Visitors

Art Night on the Mall Visitor Study, 2001

A Survey of Visitors to the Freer Gallery of Art and Arthur M. Sackler Gallery's Return of Buddha Exhibition, 2004

Interviews with Visitors to the Gyroscope Exhibition at the Hirshhorn Museum and Sculpture Garden, 2004

Budget - Trust, FY 2006

Budget - Trust, FY 2005

### Box 3

Smithsonian Institution Performance Plan, FY 2007

Smithsonian Institution Performance Plan, FY 2005

Smithsonian Institution Performance Plan, FY 2004

Smithsonian Institution Performance Plan, FY 2003

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Globalization Context  
E-Metrics: Business Metrics for the New Economy  
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Guide to a Balanced Scorecard: Performance Management Methodology  
Scoring a Concept: A Public Center for American Art and Culture, 1999  
Gifts of the Muse: Reframing the Debate About the Benefits of the Arts  
Reframing the debate About the Value of the Arts  
Arts Research Monitor  
A Portrait of the Visual Arts: Meeting the Challenges of a New Era  
America's Cultural Capital: Recommendations for Structuring the Federal  
Role, 2001  
Cultural Diplomacy: The Linchpin of Public Diplomacy, 2005  
Smithsonian Institution: Facilities Management Reorganization is Progressing  
But Funding Remains a Challenge, 2005  
Collections for the Future  
Board Chair - Director's Meeting Input, 2006  
Comments on Draft Strategic Plan, 2006  
Mission and Vision Statements, 2004-2005

Archives of American Art Strategic Plan and Mission, 2004

Cooper-Hewitt Strategic Plan and Capital Campaign, 2005

Freer Gallery of Art and Arthur M. Sackler Gallery Long-Range Planning, 2003

Hirshhorn Museum and Sculpture Garden Vision and Planning, 2005

National Portrait Gallery Mission and Strategic Plan, 2002

National Museum of African Art - Strategic Plan and Mission, 2005

Smithsonian American Art Museum Strategic Plan, 2002

Smithsonian Photography Initiative Business Proposal

Board Chair - Directors Meeting Input, 2006

Directors Input, 2005

Directors Mission/Vision, 2005

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Employee Input Package, 2005

Smithsonian Arts Strategic Planning, 2005

Smithsonian Arts Strategy Team Meeting, October 6, 2003

Smithsonian Arts Strategic Planning Employee Input Meeting, November 3, 2005

Smithsonian Arts Strategic Plan, 2005

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All Employees Meeting - Strategic Planning, October 17, 2005  
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Under Secretary for Art Directors Retreat - The Advance, 2004

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International Art Museum Directors Retreat, 2000

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Web Content - General Audience Interests, 2002  
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Web Content - Public Access Brief, 2001  
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The Association of Art Museum Directors 1995 Statistics Survey

Report on the Blue Ribbon Commission on the National Museum of  
American History, 2002

Report of the Smithsonian Institution Science Commission, 2002

Smithsonian Arts Strategy Team Meeting, November 2005

International Art Museums Division Marketing Audit, 2000

The Association of Art Museum Directors 1990 Statistical Survey

External Review Committee Report, 2005-2006

Smithsonian Arts External Review Committee Read-Ahead Materials, 2006

Museum Strategy and Marketing