



Smithsonian Institution Archives

Correspondence, 1972-2007

Finding aid prepared by Smithsonian Institution Archives

Smithsonian Institution Archives  
Washington, D.C.  
Contact us at [osiaref@si.edu](mailto:osiaref@si.edu)

## Table of Contents

Collection Overview .....	1
Administrative Information .....	1
Descriptive Entry.....	1
Names and Subjects .....	1
Container Listing .....	3

## Collection Overview

<b>Repository:</b>	Smithsonian Institution Archives, Washington, D.C., <a href="mailto:osiaref@si.edu">osiaref@si.edu</a>
<b>Title:</b>	Correspondence
<b>Identifier:</b>	Accession 10-155
<b>Date:</b>	1972-2007
<b>Extent:</b>	6 cu. ft. (6 record storage boxes)
<b>Creator::</b>	Smithsonian Institution. Office of the Secretary. Executive Assistant to the Secretary
<b>Language:</b>	English

---

## Administrative Information

### Preferred Citation

Smithsonian Institution Archives, Accession 10-155, Smithsonian Institution, Office of the Secretary, Executive Assistant to the Secretary, Correspondence

### Use Restriction

Restricted for 15 years, until Jan-01-2023; Transferring office; Contact reference staff for details.

---

## Descriptive Entry

This accession consists of the correspondence of James M. Hobbins, Executive Assistant to the Secretary, 1980-2007. Records document Smithsonian Institution administrative and managerial activities between the Office of the Secretary and the Board of Regents. Materials include correspondence, reports, notes, minutes and related information.

---

## Names and Subject Terms

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

### Subjects:

Museums -- Administration

### Types of Materials:

Manuscripts

Names:

Hobbins, James M.  
Smithsonian Institution -- Administration  
Smithsonian Institution. Board of Regents

## Container Listing

### Box 1

- Box 1 of 6 Carol Thomas and Various
- Box 1 of 6 University Benefits Information
- Box 1 of 6 Senior Level Appointments, Compensation, Resumes
- Box 1 of 6 Smithsonian Fundraising Campaign
- Box 1 of 6 Individual Museum Assessment
- Box 1 of 6 "Treasures in Trouble" Volumes One and Two
- Box 1 of 6 Senior Executive Compensation 2007; January 29, 2007 Regents Meeting
- Box 1 of 6 Senior Executive Compensation 2007; January 28, 2007 Regents Meeting Copy 2 Plus Notes
- Box 1 of 6 Board of Regents Nominees
- Box 1 of 6 Regents' ad hoc Committee on Business, 1998
- Box 1 of 6 Smithsonian Business Ventures, 1998
- Box 1 of 6 Regents' Committee on Business, September 14, 1998
- Box 1 of 6 1999 Directors' Meeting Minutes
- Box 1 of 6 1998 Directors' Meeting Minutes
- Box 1 of 6 1997 Directors' Meeting Minutes

### Box 2

- Box 2 of 6 1996 Directors' Meeting Minutes
- Box 2 of 6 Report on Patent Office Building, 1997
- Box 2 of 6 Hecht Building

- Box 2 of 6 Woodward and Lathrop Building Project
- Box 2 of 6 Resolution of Expiring Leases
- Box 2 of 6 United States Air Force History Program Review (3 folders)
- Box 2 of 6 Search for Senior Vice President for Development
- Box 2 of 6 Consultants
- Box 2 of 6 Development Consultant Meetings
- Box 2 of 6 1996 Development Leadership
- Box 2 of 6 James M. Hobbins (JMH) Correspondence, 1974 through August
- Box 2 of 6 Office Organization
- Box 2 of 6 Page Publishing
- Box 3
- Box 3 of 6 Office Position Descriptions
- Box 3 of 6 JMH Correspondence, 1972-1973
- Box 3 of 6 JMH Correspondence, pre 1972
- Box 3 of 6 JMH Correspondence, January 1975 - December 1975
- Box 3 of 6 JMH Correspondence, 1976
- Box 3 of 6 Presidential Commission on the National Museum of African American History and Culture
- Box 3 of 6 Smithsonian Institution Job Hiring, 2002
- Box 3 of 6 Staffing, Space, and Resource Allocation
- Box 3 of 6 Mail and Office Correspondence, January 2000
- Box 3 of 6 Staffing

Box 3 of 6                      Budgetary Information

Box 3 of 6                      Larry Small Correspondence

Box 3 of 6                      Smithsonian Institution Exhibitions Study

Box 3 of 6                      Scientific Research at Smithsonian Institution

Box 3 of 6                      Smithsonian Advisory Boards

Box 3 of 6                      Trust Fund Employee Benefits

Box 3 of 6                      Smithsonian Early Enrichment Center Planning Retreat

Box 3 of 6                      Smithsonian Institution Goals

Box 3 of 6                      Handwritten Notes

Box 4

Box 4 of 6                      Smithsonian Boards and Commissions

Box 4 of 6                      Miscellaneous Notes

Box 4 of 6                      Directors' Meeting Minutes, 1995-1996

Box 4 of 6                      Directors' Meetings, 1995

Box 4 of 6                      Draft Planning Materials

Box 4 of 6                      Strategic Planning Group, 1995

Box 4 of 6                      Secretary's Retreat, August 6, 1996

Box 4 of 6                      Strategic Planning Group

Box 4 of 6                      Secretary's Retreat, July 12, 1996

Box 4 of 6                      Smithsonian Information Publications

Box 4 of 6                      Authorities and Delegations (2 folders)

Box 4 of 6                    Museum of African Art

Box 4 of 6                    Smithsonian Institution South Garden Development

Box 4 of 6                    Smithsonian Institution Quadrangle Development

Box 4 of 6                    On Museum Objects, Truth, and Education

Box 4 of 6                    Dedication of the Museum of History and Technology

Box 4 of 6                    Bicentennial Celebration

Box 4 of 6                    Functional Space Allocation Survey

Box 4 of 6                    Report of SI Science Commission, December 2002

Box 5

Box 5 of 6                    Hayes, Seay, Mattern, & Mattern, Inc.

Box 5 of 6                    Polshek and Partners

Box 5 of 6                    Ehrenkrantz & Eckstut / Greenwell Goetz Architects

Box 5 of 6                    Designtech-East Ltd.

Box 5 of 6                    Leo A. Daly Architecture

Box 5 of 6                    Grieves Worrall Wright & O'Hatnick Inc.

Box 5 of 6                    Peck, Peck, & Associates, Inc.

Box 5 of 6                    Richter, Cornbrooks, Gribble, Inc.

Box 5 of 6                    Proposal for Museum of Physical Sciences, Texas

Box 5 of 6                    Arel Architects, Inc.

Box 5 of 6                    Swanke Hayden Connell Architects

Box 5 of 6                    Hilleir Group

Box 5 of 6                    Quinn Evans Architects



Box 5 of 6                      Keyes Condon Florance Architects

Box 5 of 6                      Sorg and Associates, Inc.

Box 5 of 6                      Skidmore, Owings, & Merrill LLP

Box 6

Box 6 of 6                      Einhorn Yaffee Prescott, Architecture and Engineering, P.C.

Box 6 of 6                      Shalom Baranes Associates, P.C.

Box 6 of 6                      Richter, Cornbrooks, Gribble Inc. - Supplemental Volume

Box 6 of 6                      Harry Weese Associates

Box 6 of 6                      RTKL Associates Inc.

Box 6 of 6                      Burt Hill Kosar Rittelmann Associates

Box 6 of 6                      Perry, Dean, Rogers & Partners Architects

Box 6 of 6                      National Air and Space Museum Extension Proposal

Box 6 of 6                      Smithsonian Institution Board of Regents

Box 6 of 6                      Proposal for the National Air and Space Museum Extension

Box 6 of 6                      Air and Space Museum Review of Organization and Management

Box 6 of 6                      Report for SI Recommended Senior Executive

Box 6 of 6                      Air and Space Museum Executive Summary

Box 6 of 6                      Planning for the Air and Space Museum

Box 6 of 6                      Air and Space Museum - Site Evaluation, Planning, and Phasing

Box 6 of 6                      Choosing the Future, FY 1992-FY 1996

Box 6 of 6                      Choosing the Future, FY 1993-FY 1997

- Box 6 of 6                      Choosing the Future, 1994-1998
- Box 6 of 6                      Suitland Collections Center - Master Development Plan
- Box 6 of 6                      Smithsonian Institution Survey of Buildings and Property - circa mid-1970s
- Box 6 of 6                      Smithsonian Institution Task on Latino Issues
- Box 6 of 6                      Air and Space Aircraft Care
- Box 6 of 6                      Presenting History: Museums in a Democratic Society
- Box 6 of 6                      "The Smithsonian in the Minds of Americans"
- Box 6 of 6                      Blue Ribbon Commission on the Museum of American History