



Smithsonian Institution Archives

Subject Files, 2000-2007

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Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title:	Subject Files
Identifier:	Accession 10-159
Date:	2000-2007
Extent:	4 cu. ft. (4 record storage boxes)
Creator::	Smithsonian Institution. Deputy Secretary and Chief Operating Officer
Language:	Language of Materials: English

Administrative Information

Preferred Citation

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Use Restriction

Restricted for 15 years, until Jan-01-2023; Director search records in boxes 1 and 2 are restricted for 25 years; Transferring office; 3/27/2007 memorandum, Peters to Winget; Contact reference staff for details.

Descriptive Entry

This accession consists of subject files documenting the tenure of Sheila P. Burke, Under Secretary for American Museums and National Programs, 2000-2004, and Deputy Secretary and Chief Operating Officer, 2004-2007. Materials include correspondence, minutes, reports, photographs, speeches, and presentations. 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:

Museums -- Administration
Smithsonian Institution -- Administration

Types of Materials:

Color photographs

Compact discs
Electronic records
Manuscripts

Names:

Burke, Sheila P.
Smithsonian Institution. Office of the Under Secretary for American Museums and National Programs

Container Listing

Box 1

	Office of the Secretary (OS)
Box 1 of 4	General
	OS/Board of Regents
Box 1 of 4	General
	OS/Board of Regents/Committees
Box 1 of 4	Governance Committee: General
	OS/Diversity Initiatives (DI)/Office of Equal Employment and Minority Affairs (OEEMA)
Box 1 of 4	General
	OS/External Affairs (EA)/Development
Box 1 of 4	General
Box 1 of 4	James Smithson Society
	OS/External Affairs/Development/Smithsonian National Board
Box 1 of 4	General
Box 1 of 4	Sheila's Presentations
	OS/Office of the General Counsel (OGC)
Box 1 of 4	General
	OS/Office of the Inspector General (OIG)
Box 1 of 4	General
Box 1 of 4	Open Audit Recommendations - General
	Office of the Deputy Secretary and Chief Operating Officer (DS&COO)
Box 1 of 4	Community Committee (includes electronic records)
Box 1 of 4	Exhibitions and Services for the Quadrangle and Arts and Industries

Box 1 of 4	Finance and Administration Working Group (FAWG) Meeting (Niedner)
Box 1 of 4	General
Box 1 of 4	General Correspondence (Burke)
Box 1 of 4	Kitchen Cabinet Advisory Group
Box 1 of 4	Monthly Directors' Meetings, 2007
Box 1 of 4	Monthly Directors' Meetings, 2006
Box 1 of 4	Monthly Directors' Meetings, 2005
Box 1 of 4	Monthly Directors' Meetings, 2004
Box 1 of 4	Research Equipment Pool, FY 2007
Box 1 of 4	Research Equipment Pool, FY 2006
Box 1 of 4	Research Equipment Pool, FY 2005
Box 1 of 4	Special Advisors Program
Box 1 of 4	Speeches (Burke)
	DS&COO/Museums/Anacostia
Box 1 of 4	Director Search [RESTRICTED for 25 years]
	Under Secretary for Art (USA)/Archives of American Art (AAA)
Box 1 of 4	Board of Trustees
Box 1 of 4	General
Box 1 of 4	Memorandum of Understanding (MOU) with The Fine Arts Museums of San Francisco
	DS&COO/Museums/National Museum of African American History and Culture (NMAAHC)
Box 1 of 4	Advisory Council
Box 1 of 4	Collections Review Steering Committee
Box 1 of 4	Director Search (2 folders) [RESTRICTED for 25 years]
Box 1 of 4	Fundraising

Box 1 of 4	General
	Box 2
Box 2 of 4	Site Evaluation #1
Box 2 of 4	Site Evaluation #2
Box 2 of 4	Site Evaluation #3
	DS&COO/Museums/National Museum of American History (NMAH)
Box 2 of 4	Board of Trustees
Box 2 of 4	Exhibition: Brown vs. Board of Education
Box 2 of 4	General
	DS&COO/Museums/National Museum of the American Indian (NMAI)
Box 2 of 4	Alliance Program
Box 2 of 4	Fundraising
Box 2 of 4	General
Box 2 of 4	George Gustav Heye Center (GGHC) - Board of Trustees
Box 2 of 4	GGHC - Bronx Property
	DS&COO/Museums/National Postal Museum (NPM)
Box 2 of 4	General
	DS&COO/Pan-Institutional Programs (P-I)/Center for Folklife and Cultural Heritage (CFCH)
Box 2 of 4	General
	DS&COO/Pan-Institutional Programs/National Collections Program (NCP)
Box 2 of 4	Collections Care and Preservation Fund, 2007
Box 2 of 4	Collections Care and Preservation Fund, 2006
Box 2 of 4	General
	DS&COO/Pan-Institutional Programs/Smithsonian Center for Latino Initiatives (SCLI)

Box 2 of 4	Board of Trustees
Box 2 of 4	Director Search, 2002 [RESTRICTED for 25 years]
Box 2 of 4	Director Search, 2005 [RESTRICTED for 25 years]
Box 2 of 4	Exhibition: Our Journeys/Our Stories
Box 2 of 4	General
Box 2 of 4	Latino Working Committee
	DS&COO/Pan-Institutional Programs/Smithsonian Institution Archives (SIA)
Box 2 of 4	Collections Advisory Committee
Box 2 of 4	General
	DS&COO/Pan-Institutional Programs/Smithsonian Institution Libraries (SIL)
Box 2 of 4	Fundraising
	DS&COO/National Programs (NP)/Director's Office
Box 2 of 4	General
	DS&COO/NP/Affiliations
Box 2 of 4	General
	DS&COO/NP/Smithsonian Center for Education and Museum Studies (SCEMS)
Box 2 of 4	General
Box 2 of 4	Smithsonian-CCSSO (Council of Chief State School Officers) Collaboration
	DS&COO/NP/Smithsonian Institution Traveling Exhibition Service (SITES)
Box 2 of 4	General
	DS&COO/NP/The Smithsonian Associates (TSA)
Box 2 of 4	Director Search [RESTRICTED for 25 years]
Box 2 of 4	General
	DS&COO/Accessibility Program
Box 2 of 4	General

	DS&COO/Chief Financial Officer (CFO)
Box 2 of 4	General
	DS&COO/CFO/Office of Contacting (OCON)
Box 2 of 4	General
Box 2 of 4	The Open Park Project
	DS&COO/CFO/Office of Planning Management and Budget (OPMB)
Box 2 of 4	Budget, FY 2006
	DS&COO/CFO/Office of the Treasurer (OT)
Box 2 of 4	Risk Management
	DS&COO/Chief Information Officer (CIO)
Box 2 of 4	Federal Information Security Management Act (FISMA)
Box 2 of 4	General
	DS&COO/CIO/Systems Modernization
Box 2 of 4	ERP - Human Resources
	DS&COO/Communications (COMM)
Box 2 of 4	General
Box 2 of 4	Strategic Plan
	DS&COO/COMM/Office of Public Affairs (OPA)
Box 2 of 4	General (includes LynxNet)
	DS&COO/Office of Facilities Engineering and Operations (OFEO)
Box 2 of 4	Collections Storage
Box 2 of 4	General
Box 2 of 4	Office Moves (General)
	DS&COO/OFEO/Engineering Design and Construction (EDC)

Box 2 of 4 NMAAHC Oversight Committee Meetings

Box 3

Box 3 of 4 NMAH Oversight Committee Meetings

Box 3 of 4 NMAH Renovation

Box 3 of 4 NMAH Renovation - Behring Correspondence

Box 3 of 4 NMAI Mall Museum

Box 3 of 4 NMAI - GGHC Pavilion Construction

Box 3 of 4 Patent Office Building (POB) Renovation/Courtyard Enclosure - General (2 folders)

Box 3 of 4 POB Renovation/Courtyard Enclosure - Kogod Gift

Box 3 of 4 POB Renovation/Space Plans

DS&COO/OFEO/Facilities Management

Box 3 of 4 Facilities Integration

Box 3 of 4 Victor Building

DS&COO/OFEO/Facilities Planning and Resources

Box 3 of 4 Mall-wide Exterior Signage

DS&COO/OFEO/Office of Protection Services (OPS)

Box 3 of 4 Disaster Management

Box 3 of 4 General

DS&COO/OFEO/Safety, Health and Environmental Management (OSHEM)

Box 3 of 4 Health Services

Box 4

DS&COO/Office of Government Relations (OGR)

Box 4 of 4 General

DS&COO/Office of Human Resources (OHR)

Box 4 of 4 General

Box 4 of 4	Human Resources Coordinating Committee
Box 4 of 4	Succession Management
Box 4 of 4	Workforce Hiring Action Plan
	DS&COO/Office of Special Events and Protocol (OSEP)
Box 4 of 4	Smithsonian Directive (SD) 401 (Special Events Guidelines)
	USA/Cooper-Hewitt, National Design Museum (CHNDM)
Box 4 of 4	General
	USA/Smithsonian American Art Museum (SAAM)
Box 4 of 4	General
Box 4 of 4	James Renwick Alliance
	Under Secretary for Science (USS)
Box 4 of 4	SI Science Commission
	USS/National Air and Space Museum (NASM)
Box 4 of 4	Udvar-Hazy Center
	USS/National Museum of Natural History (NMNH)
Box 4 of 4	Behring Gift (Rotunda and Mammal Hall)
Box 4 of 4	Butterfly Pavilion
Box 4 of 4	General
Box 4 of 4	Sternberg Incident
	Chief Executive Officer for Smithsonian Business Ventures (CEO SBV)
Box 4 of 4	General
	SBV/Direct Marketing
Box 4 of 4	Smithsonian Journeys
	SBV/Media
Box 4 of 4	General

Box 4 of 4	Smithsonian on Demand: General
Box 4 of 4	Smithsonian on Demand: Programming
Box 4 of 4	Smithsonian on Demand: Requests
	SBV/Retail Operations
Box 4 of 4	General
	SBV/Smithsonian Magazine
Box 4 of 4	General