



Smithsonian Institution Archives

Administrative Records, 2005

Finding aid prepared by Smithsonian Institution Archives

Smithsonian Institution Archives
Washington, D.C.
Contact us at osiaref@si.edu

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Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title:	Administrative Records
Identifier:	Accession 11-018
Date:	2005
Extent:	10 cu. ft. (10 record storage boxes)
Creator::	Smithsonian Institution. Office of the Secretary
Language:	English

Administrative Information

Preferred Citation

Smithsonian Institution Archives, Accession 11-018, Smithsonian Institution, Office of the Secretary, Administrative Records

Use Restriction

Restricted for 15 years, until Jan-01-2021; 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 Lawrence M. Small during his sixth year as Secretary of the Smithsonian Institution. The records document issues with regard to the Institution's museums, exhibitions, research, fundraising, programs, and special events. Materials include correspondence, memoranda, and notes; meeting schedules and minutes; policies; agreements; invitations; reports; conference information; budget summaries; lecture papers; and articles. 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:

Compact discs
Electronic records
Manuscripts

Names:

Small, Lawrence M.

Container Listing

Box 1

Box 1 of 10	Awards
Box 1 of 10	National Design Award
Box 1 of 10	Peck, Paul Presidential Awards
Box 1 of 10	Secretary's Distinguished Lecture Award
Box 1 of 10	Smithson, James Bicentennial Medal
Box 1 of 10	Advisory Groups (SI Boards, Councils, Commissions)
Box 1 of 10	Smithsonian Community Committee
Box 1 of 10	Conference
Box 1 of 10	Symposium
Box 1 of 10	Conservation
Box 1 of 10	Endangered Species
Box 1 of 10	Marine Mammal Commission
Box 1 of 10	Development of the Mall - Parking
Box 1 of 10	Exhibits
Box 1 of 10	American on the Move
Box 1 of 10	American Presidency: A Glorious Burden
Box 1 of 10	Barn Again! Celebrating an American Icon
Box 1 of 10	Brown v. Board of Education: A landmark in American Justice
Box 1 of 10	Price of Freedom

Box 1 of 10	September 11, 2001: Bearing Witness to History
Box 1 of 10	Yesterday's Tomorrow: Past Visions of the American Future
Box 1 of 10	Lectures
Box 1 of 10	Museums, A-Z (empty: KPQUWXYZ)
Box 1 of 10	Regional Museums
Box 1 of 10	Projects - Reading Is Fundamental, Inc
Box 1 of 10	Publications
Box 1 of 10	Publications, A-Z (empty: KQS)
Box 1 of 10	Smithsonian Year
Box 1 of 10	Office of the Secretary
Box 1 of 10	Advisor to the Secretary with Special Focus on the Patent Office Bldg (Robert Kogod)
Box 1 of 10	Building Director (SI)
Box 1 of 10	Inspector General, Office of
Box 1 of 10	General Counsel, Office of the (Agreements, Deeds, Leases, Wills remain in the files)
Box 1 of 10	Policy & Analysis, Director of
Box 1 of 10	Secretariat - Direct Reports
Box 1 of 10	Secretariat - Directors of Museums & Research Institutes (Centers)
Box 2	
Box 2 of 10	Secretariat - Smithsonian Forum on Material Culture
Box 2 of 10	Secretariat - Smithsonian Congress of Scholars
Box 2 of 10	Secretariat - Smithsonian Council of Education Directors

Box 2 of 10	Speech Writer
Box 2 of 10	Office of External Affairs (2 folders)
Box 2 of 10	Development, Office of
Box 2 of 10	Foundation Relations
Box 2 of 10	Planned Giving, Office of
Box 2 of 10	Contributing Membership Program
Box 2 of 10	Smithson, James Society
Box 2 of 10	Smithsonian Corporate Membership Program
Box 2 of 10	Smithsonian Gifts (3 folders)
Box 2 of 10	Smithsonian Legacy Society
Box 2 of 10	Smithsonian Luncheon Group
Box 2 of 10	Smithsonian National Board
Box 2 of 10	Sponsored Projects, Office of
Box 2 of 10	Women's Committee (SI)
Box 2 of 10	Smithsonian Business Ventures
Box 2 of 10	Board of Directors
Box 2 of 10	Recruiting
Box 2 of 10	Smithsonian Books
Box 2 of 10	Smithsonian Museum Stores
Box 2 of 10	Product Development & Licensing
Box 2 of 10	Smithsonian Catalogue

Box 2 of 10	Restaurant Concessions
Box 2 of 10	Smithsonian Magazine Group
Box 2 of 10	Smithsonian Magazine
Box 2 of 10	Smithsonian Magazine Article
Box 2 of 10	Membership
Box 2 of 10	Membership, A-Z (empty: AFIQUXYZ)
Box 2 of 10	From the Secretary
Box 2 of 10	Air & Space Magazine
Box 3	
Box 3 of 10	Airplane
Box 3 of 10	Allocation of Space
Box 3 of 10	Patent Office Building (2 folder)
Box 3 of 10	Center for American Art and Portraiture (D. W. Reynolds)
Box 3 of 10	Robert and Arlene Kogod
Box 3 of 10	Lunder Conservation Center
Box 3 of 10	Announcements
Box 3 of 10	Automobile
Box 3 of 10	Delegation of Authority
Box 3 of 10	Letterhead/Stationery
Box 3 of 10	Parking
Box 3 of 10	Deputy Secretary & Chief Operating Officer (2 folders)
Box 3 of 10	Accessibility Coordinator

Box 3 of 10	Arts & Industries Building
Box 3 of 10	Anacostia Museum
Box 3 of 10	Center for African American History & Culture
Box 3 of 10	Center for Folklife & Cultural Heritage
Box 3 of 10	Smithsonian Folklife Festival
Box 3 of 10	Folkways Collection
Box 3 of 10	Office of the Chief Information Officer
Box 3 of 10	Smithsonian Photographic Services
Box 3 of 10	Office of the Chief Financial Officer (3 folders)
Box 3 of 10	Comptroller, Office of the
Box 3 of 10	Contracting, Office of
Box 3 of 10	Travel Services Office
Box 3 of 10	Planning, Management & Budget, Office of

Box 4

Box 4 of 10	Fiscal Year 2004
Box 4 of 10	Fiscal Year 2005
Box 4 of 10	Fiscal Year 2006
Box 4 of 10	Fiscal Year 2007
Box 4 of 10	Treasurer, Office of the
Box 4 of 10	Funds/General
Box 4 of 10	Board Annual Giving Fund

Box 4 of 10	Secretary's Special Fund
Box 4 of 10	Trust Funds
Box 4 of 10	Communications, Office of
Box 4 of 10	Public Affairs, Office
Box 4 of 10	Blue Bulletin
Box 4 of 10	Torch
Box 4 of 10	Visitors Information & Associates Reception Center (electronic records)
Box 4 of 10	Docents (volunteers)
Box 4 of 10	Facilities Engineering & Operations, Office of (2 folders)
Box 4 of 10	Architectural History & Historic Preservation, Office of
Box 4 of 10	Facilities Management, Office of
Box 4 of 10	Protection Services, Office of
Box 4 of 10	Office of Safety and Environmental Management
Box 4 of 10	Government Relations, Office of (3 folders)
Box 4 of 10	Congressional Humanities Caucus
Box 4 of 10	Hearings
Box 4 of 10	Senate Cultural Caucus
Box 4 of 10	Human Resources, Office of
Box 4 of 10	Combined Federal Campaign
Box 4 of 10	Office of Employee Benefits
Box 4 of 10	Equal Employment & Minority Affairs, Office of
Box 4 of 10	Report on Workforce Diversity and EEO Compliance (see Box 10)

Box 4 of 10 American Indian Heritage Month Planning Committee

Box 4 of 10 Black History Month Planning Committee

Box 4 of 10 Grievances and Complaints

Box 4 of 10 Women's History Month Planning Committee

Box 5

Box 5 of 10 Health Insurance

Box 5 of 10 Leave

Box 5 of 10 Pay & Tenure

Box 5 of 10 Performance Appraisals/Assessments

Box 5 of 10 Personnel, A-Z (empty: IQWXYZ)

Box 5 of 10 Recruiting

Box 5 of 10 Reduction in Force

Box 5 of 10 Senior Level

Box 5 of 10 Training

Box 5 of 10 National Museum of African American History & Culture (NMAAHC)

Box 5 of 10 NMAAHC Advisory (Founding) Council

Box 5 of 10 NMAAHC Building Plans (site search)

Box 5 of 10 NMAAHC Commission

Box 5 of 10 NMAAHC Scholarly Advisory Committee

Box 5 of 10 National Museum of American History (NMAH)

Box 5 of 10 NMAH Advisory Board

Box 5 of 10	Armed Forces History, Division of
Box 5 of 10	Behring Center
Box 5 of 10	Costumes, Division of
Box 5 of 10	Cultural History, Division of
Box 5 of 10	Domestic Life, Division of
Box 5 of 10	Electricity, Division of
Box 5 of 10	Engineering & Environmental History, Division of
Box 5 of 10	Exhibiting
Box 5 of 10	Lemelson, Jerome & Dorothy Center
Box 5 of 10	Medical Sciences, Division of
Box 5 of 10	Musical History, Division of
Box 5 of 10	Numismatics, Division of
Box 5 of 10	Political History, Division of
Box 5 of 10	Star-Spangled Banner
Box 5 of 10	Transportation, Division of
Box 5 of 10	National Museum of American Indian (NMAI)
Box 5 of 10	NMAI Board of Trustees
Box 5 of 10	NMAI Building Plans
Box 5 of 10	NMAI Exhibiting
Box 5 of 10	NMAI Publications
Box 5 of 10	National Postal Museum (NPM)
Box 5 of 10	NPM Advisory Commission

Box 5 of 10 Smithsonian Institution Archives

Box 5 of 10 National Collection Program

Box 5 of 10 Smithsonian Center for Latino Initiatives

Box 5 of 10 National Programs, Office of

Box 5 of 10 Affiliations Program

Box 5 of 10 Smithsonian Center for Education & Museum Studies

Box 5 of 10 Smithsonian Institution Traveling Exhibition Service

Box 5 of 10 The Smithsonian Associates

Box 5 of 10 Resident Associate Program

Box 5 of 10 Smithsonian Journeys

Box 6

Box 6 of 10 Smithsonian Institution Libraries

Box 6 of 10 SIL Board

Box 6 of 10 Special Events & Protocol

Box 6 of 10 Form 600

Box 6 of 10 Under Secretary for Art

Box 6 of 10 Archives of American Art (AAA)

Box 6 of 10 AAA Board of Trustees

Box 6 of 10 National Museum of African Art (NMAA)

Box 6 of 10 NMAA Board

Box 6 of 10 Cooper Hewitt National Design Museum (CHNDM)

Box 6 of 10	CHNDM Board of Trustees
Box 6 of 10	Freer Gallery of Art
Box 6 of 10	Freer & Sackler Galleries Board
Box 6 of 10	Sackler, Arthur M Gallery
Box 6 of 10	Hirshhorn, Joseph Museum & Sculpture Garden (HMSG)
Box 6 of 10	HMSG Board of Trustees
Box 6 of 10	National Portrait Gallery (NPG)
Box 6 of 10	NPG Commission
Box 6 of 10	Smithsonian American Art Museum (SAAM)
Box 6 of 10	SAAM Commission
Box 6 of 10	Renwick Gallery
Box 6 of 10	Under Secretary for Science
Box 6 of 10	Office of International Relations
Box 6 of 10	Dazzler
Box 6 of 10	Senior Scholar Emeritus (W. Dillon)
Box 6 of 10	National Air & Space Museum (NASM)
Box 6 of 10	NASM Advisory Board
Box 6 of 10	NASM Exhibiting
Box 6 of 10	Udvar-Hazy, Steven F. Center
Box 6 of 10	National Museum of Natural History (NMNH) (2 folders)
Box 6 of 10	Anthropology, Dept of (SOA)
Box 6 of 10	Indians

Box 6 of 10 Repatriation Review Committee

Box 6 of 10 NMNH Board

Box 6 of 10 NMNH Exhibiting

Box 6 of 10 IMAX Theater

Box 6 of 10 Mineral Sciences, Department of

Box 6 of 10 Ocean Science Initiative

Box 6 of 10 Vertebrate Zoology, Department of

Box 6 of 10 National Zoological Park (NZP)

Box 7

Box 7 of 10 Elephant Sanctuary

Box 7 of 10 Friends of the National Zoo (FONZ)

Box 7 of 10 Panda

Box 7 of 10 National Science Resources Center

Box 7 of 10 Office of Fellowships & Grants

Box 7 of 10 Smithsonian Astrophysical Observatory

Box 7 of 10 Smithsonian Center for Materials Research & Education

Box 7 of 10 Smithsonian Environmental Research Center (SERC)

Box 7 of 10 SERC Advisory Board

Box 7 of 10 Smithsonian Institution Scholarly Press (January-August)

Box 7 of 10 Smithsonian Press (January-March)

Box 7 of 10 Smithsonian Tropical Research Institute

Box 7 of 10	Smithsonian Council
Box 7 of 10	Universities/General, A-Z (empty: EIJKLQRXYZ)
Box 7 of 10	Smithsonian Secretaries
Box 7 of 10	Secretary, Lawrence M. Small (LMS)
Box 7 of 10	LMS Clippings
Box 7 of 10	LMS Clubs & Associations
Box 7 of 10	LMS Gift
Box 7 of 10	LMS Interview
Box 7 of 10	LMS Invitations (2 folders)
Box 7 of 10	LMS Personal (2 folders)
Box 7 of 10	LMS Speech
Box 7 of 10	LMS Trip
Box 7 of 10	LMS Written Article
Box 7 of 10	National Gallery of Art (NGA)
Box 7 of 10	NGA Board of Trustees
Box 7 of 10	John F Kennedy Center for the Performing Arts (JFKC)
Box 7 of 10	JFKC Board of Trustees
Box 7 of 10	Federal Agencies, Commissions & Departments
Box 7 of 10	Agriculture, Department of
Box 7 of 10	Commerce, Department of
Box 7 of 10	Commission of Fine Arts
Box 7 of 10	DC Government

Box 7 of 10 Defense, Army & Air Force, Department of
Box 7 of 10 Department of Homeland Security
Box 7 of 10 Education, Department of
Box 7 of 10 Equal Employment Opportunity Commission
Box 7 of 10 Federal City Council
Box 7 of 10 General Accounting Office

Box 8

Box 8 of 10 General Services Administration
Box 8 of 10 Health & Human Services, Department of
Box 8 of 10 Interior, Department of
Box 8 of 10 National Park Service
Box 8 of 10 Labor, Department of
Box 8 of 10 Librarian of Congress
Box 8 of 10 Merit System Protection Board
Box 8 of 10 National Archives
Box 8 of 10 National Capital Planning Commission
Box 8 of 10 National Endowment for the Arts
Box 8 of 10 National Endowment for the Humanities
Box 8 of 10 Office of Management & Budget (2 folders)
Box 8 of 10 Office of Personnel Management
Box 8 of 10 State, Department of

Box 8 of 10	White House
Box 8 of 10	Committee for the Preservation of the White House
Box 8 of 10	White House Historical Association
Box 8 of 10	Woodrow Wilson International Commission for Scholars
Box 8 of 10	Private Organizations
Box 8 of 10	American Academy of Arts & Sciences
Box 8 of 10	American Association of Museums
Box 8 of 10	American Research Institute in Turkey
Box 8 of 10	Brookings Institution
Box 8 of 10	Carnegie Institution
Box 8 of 10	Council on Foreign Relations
Box 8 of 10	Cultural Alliance of Greater Washington
Box 8 of 10	Dumbarton Oaks
Box 8 of 10	Foundations, A-Z (empty: QXYZ)
Box 8 of 10	Greater Washington Board of Trade
Box 8 of 10	Greater Washington Initiative
Box 8 of 10	National Geographic Society
Box 8 of 10	International Organizations
Box 8 of 10	Countries (Office of International Relations)
Box 8 of 10	Africa
Box 8 of 10	Arabia
Box 8 of 10	Australia

Box 8 of 10	Brazil
Box 8 of 10	China
Box 8 of 10	Cuba
Box 8 of 10	Czechoslovakia

Box 9

Box 9 of 10	Egypt
Box 9 of 10	Germany
Box 9 of 10	Greece
Box 9 of 10	India
Box 9 of 10	Iran
Box 9 of 10	Iraq
Box 9 of 10	Israel
Box 9 of 10	Japan
Box 9 of 10	Liechtenstein
Box 9 of 10	Norway
Box 9 of 10	Oman
Box 9 of 10	Panama
Box 9 of 10	Puerto Rico
Box 9 of 10	Miscellaneous, A-Z (empty: Q XYZ)
Box 9 of 10	Regents (2 folders)
Box 9 of 10	Regents Ad Hoc Committee on Facilities

Box 9 of 10	Regents Audit and Review Committee
Box 9 of 10	Regents Congressional Hispanic Caucus
Box 9 of 10	Regents Congressional Regents
Box 9 of 10	Regents Dinner
Box 9 of 10	Regents Emeritus
Box 9 of 10	Regents Executive Committee
Box 9 of 10	Regents Finance
Box 9 of 10	Regents Meeting January 24, 2005
Box 9 of 10	Regents Meeting May 9, 2005
Box 9 of 10	Regents Meeting June 13, 2005
Box 9 of 10	Regents Meeting September 9, 2005
Box 9 of 10	Regents Meeting September 19, 2005
Box 9 of 10	Membership
Box 9 of 10	Control Correspondence: Overdue and Signature Reports (2 folders)
Box 9 of 10	Report on Workforce Diversity and EEO Compliance, 2005 (2 folders)
Box 10	
Box 10 of 10	Lawrence M. Small: Read Files, 2005 (14 folders)