



Smithsonian Institution Archives

## Administrative Records, 1997-2004

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Smithsonian Institution Archives  
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## 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>	Administrative Records
<b>Identifier:</b>	Accession 11-019
<b>Date:</b>	1997-2004
<b>Extent:</b>	5 cu. ft. (5 record storage boxes)
<b>Creator::</b>	Smithsonian Institution. Office of the Secretary
<b>Language:</b>	English

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## Administrative Information

### Preferred Citation

Smithsonian Institution Archives, Accession 11-019, Smithsonian Institution, Office of the Secretary, Administrative Records

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## Descriptive Entry

This accession consists of records that document the administrative activities of Ira Michael Heyman (IMH) and Lawrence M. Small (LMS) during their tenures as Secretary of the Smithsonian Institution. The records document issues with regard to the Institution's museums, staff, exhibitions, research, fundraising, programs, and special events. Materials include correspondence, mail count logs, workshop information, and reports.

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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:

- Budget
- Fund raising
- Museums -- Administration
- Smithsonian Institution -- Administration

### Types of Materials:

- Manuscripts
- Videotapes

Names:

Heyman, Ira Michael, 1930-2011  
Small, Lawrence M.

## Container Listing

### Box 1

- Box 1 of 5                      Mail Count Log, 1997-1999
- Box 1 of 5                      Letters Down for Signature, 1998
- Box 1 of 5                      Overdue: IMH Letters for Signature, 1998
- Box 1 of 5                      Overdue: Referred Action Letters, 1998
- Box 1 of 5                      Letters Down for Signature, 1999
- Box 1 of 5                      Overdue: LMS Letters for Signature, 1999
- Box 1 of 5                      Cancel (82-CANCEL), 2000
- Box 1 of 5                      Overdue: LMS Letters for Signature, 2000
- Box 1 of 5                      Overdue: Referred Action Letters, 2000
- Box 1 of 5                      Reading File (Lawrence M. Small): January-May, 2000 (9 folders)

### Box 2

- Box 2 of 5                      Reading File (Lawrence M. Small): June-December, 2000 (8 folders)
- Box 2 of 5                      Mail Count Log, 2001
- Box 2 of 5                      Overdue: LMS Letters for Signature, 2001
- Box 2 of 5                      Overdue: Referred Action Letters, 2001
- Box 2 of 5                      Reading File (Lawrence M. Small): January-April, 2001 (8 folders)

### Box 3

- Box 3 of 5                      Reading File (Lawrence M. Small): May-December, 2001 (16 folders)
- Box 3 of 5                      Egypt (69-EGYPT), 2001

- Box 3 of 5                    Mail Count Log, 2002 (2 folders)
- Box 3 of 5                    Overdue: LMS Letters for Signature, 2002
- Box 3 of 5                    Overdue: Referred Action Letters, 2002
- Box 3 of 5                    Reading File (Lawrence M. Small): January-May, 2002 (9 folders)
  
- Box 4
- Box 4 of 5                    Reading File (Lawrence M. Small): May-December, 2002 (15 folders)
- Box 4 of 5                    Mail Count Log, 2003
- Box 4 of 5                    Overdue: LMS Letters for Signature, 2003
- Box 4 of 5                    Overdue: Referred Action Letters, 2003
- Box 4 of 5                    Reading File (Lawrence M. Small): January-September, 2003 (18 folders)
  
- Box 5
- Box 5 of 5                    Reading File (Lawrence M. Small): October-December, 2003 (18 folders)
- Box 5 of 5                    Mail Count Log, 2004
- Box 5 of 5                    Overdue: LMS Letters for Signature, 2004
- Box 5 of 5                    Overdue: Referred Action Letters, 2004
- Box 5 of 5                    Reading File (Lawrence M. Small): January-December, 2004 (12 folders)
- Box 5 of 5                    The Qingzhou Discoveries (13-BUDDHA), 2004
- Box 5 of 5                    Projects (21-PROJECTS), 2004
- Box 5 of 5                    Office of Development (29-OD), 2004
- Box 5 of 5                    Master-Art Works (NMAH - National Museum of American History), 2004
- Box 5 of 5                    Report on Workforce Diversity and EEO Compliance, 2004

Box 5 of 5

Coral Cryopreservation Workshop (Coconut Island, Hawaii), 2004  
(videotape)