



Smithsonian Institution Archives

Administrative Records, 1962-1994

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Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title:	Administrative Records
Identifier:	Accession 11-063
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Creator::	National Museum of American History. Office of the Registrar
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Administrative Information

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Office of the Registrar, Administrative Records

Descriptive Entry

This accession consists of records that document the administrative and professional activities of Virginia Beets, Registrar, 1973-1983; Martha Morris, Assistant Registrar, 1973-1983, Registrar, 1984-1990, and Assistant Director for Collections Management, 1990-1993; and Katherine P. Spiess, Deputy Registrar, 1985-1992, and Acting Assistant Director for Collections Management, 1993-. Materials include correspondence, memoranda, and notes; meeting agendas and minutes; budget summaries; collections management inventory and shelf survey agreements, guidelines, and statistics; lecture papers presented at workshops, conferences, and professional society annual meetings; reports; collections management policies and procedures for acquisitions, loans, exhibitions, and facilities; seminar evaluations; and supporting documentation.

Names and Subject Terms

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

Subjects:

- Committees
- Loans
- Museum exhibits
- Museum registrars
- Museums -- Collection management

Types of Materials:

Black-and-white negatives
Black-and-white photographs
Clippings
Color photographs
Manuscripts

Names:

Beets, Virginia
Morris, Martha
National Museum of American History (U.S.). Collection Management Policy
Spiess, Katherine P.

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Box 14 of 14 Virginia Beets: Administrative Correspondence, 1972

Box 14 of 14 Office of the Registrar: Correspondence, 1973-1985 (8 folders)

Box 14 of 14 Office of the Registrar: Correspondence, 1989-1990