



Smithsonian Institution Archives

Administrative Records, 2006

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., <i>osiaref@si.edu</i>
Creator:	Smithsonian Institution, Office of the Secretary
Title:	Administrative Records
Dates:	2006
Quantity:	9 cu. ft. (9 record storage boxes)

Administrative Information

Preferred Citation

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Use Restriction

Restricted for 15 years, until Jan-01-2022; Transferring office; 3/19/1970 memorandum, Lytle to Ripley; Contact reference staff for details.

Descriptive Entry

This accession consists of records documenting the administrative activities of Lawrence M. Small during his seventh 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; conference information; budget summaries; lecture papers; Smithsonian Channel/Showtime controversy information; reports; interview transcripts; 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.

Types of Materials:

Compact discs
Electronic records
Manuscripts

Names:

Small, Lawrence M.
Smithsonian Institution -- Administration.
Smithsonian Networks (Firm)

Container Listing

Box 1

Awards

Awards: National Design Award

Awards: Peck, Paul Presidential Awards

Awards: Smithson, James Order of

Awards: Secretary's Distinguished Lecture Award

Committees

Committees: Advisory Groups (SI Boards, Councils, Commissions)

Committees: Smithsonian Community Committee

Conference

Symposium

Conservation

Conservation: Endangered Species

Development of the Mall

Parking (Issues on the Mall)

Exhibits

Exhibits: American on the Move

Exhibits: American Presidency: A Glorious Burden

Exhibits: Brown v. Board of Education: A landmark in American Justice

Exhibits: Price of Freedom

Exhibits: September 11, 2001: Bearing Witness to History

Lectures

Museums, A-Z (empty: EGJKQRUVXYZ)

Publications

Publications: Directory

Publications, A-Z (empty: KQRXYZ)

Publications: Smithsonian Year

Office of the Secretary

Office of the Secretary: Advisor to the Secretary with Special Focus on the Patent Office Bldg (Robert Kogod)

Office of the Secretary: Building Director (SI)

Office of the Secretary: Inspector General, Office of

Office of the Secretary: Search Committee

Office of the Secretary: General Counsel, Office of

Office of the Secretary: Policy & Analysis, Director of

Office of the Secretary: Secretariat - Directors of Museums & Research Institutes (Centers)

Office of the Secretary: Secretariat - Smithsonian Forum on Material Culture

Box 2

Office of the Secretary: Secretariat - Smithsonian Congress of Scholars

Office of the Secretary: Secretariat - Smithsonian Council of Education Directors

Office of the Secretary: Smithsonian Center for Education and Museum Studies

Office of the Secretary: Office of External Affairs

Office of the Secretary: Office of External Affairs/Institutional Advancement - Corporate Relations

Office of the Secretary: Office of External Affairs/Institutional Advancement - Foundation Relations

Office of the Secretary: Office of External Affairs/Institutional Advancement - Leadership Gifts

Office of the Secretary: Office of External Affairs/Office of Development

Office of the Secretary: Office of External Affairs/Office of Development - Smithsonian Gifts (3 folders)

Office of the Secretary: Office of External Affairs/Office of Planned Giving

Office of the Secretary: Office of External Affairs/Office of Planned Giving - Smithsonian Legacy Society

Office of the Secretary: Office of External Affairs/Contributing Membership Program

Office of the Secretary: Office of External Affairs/Contributing Membership Program - Smithsonian, James Society

Office of the Secretary: Office of External Affairs/Donor Constituency

Office of the Secretary: Office of External Affairs/Donor Constituency - Board Annual Giving Fund

Office of the Secretary: Office of External Affairs/Donor Constituency - Smithsonian National Board

Office of the Secretary: Office of External Affairs/Donor Constituency - Women's Committee (SI)

Office of the Secretary: Sponsored Projects, Office of

Office of the Secretary: Business Activities/Smithsonian Business Ventures

Office of the Secretary: Business Activities/Smithsonian Business Ventures - Board of Directors

Office of the Secretary: Business Activities/Smithsonian Books

Office of the Secretary: Business Activities/Smithsonian Museum Stores

Office of the Secretary: Business Activities/Smithsonian Museum Stores- Product Development & Licensing

Office of the Secretary: Business Activities/Smithsonian Museum Stores - Smithsonian Catalogue

Office of the Secretary: Business Activities/Smithsonian Journeys

Office of the Secretary: Business Activities/Smithsonian Magazine

Office of the Secretary: Business Activities/Smithsonian Magazine - Article

Office of the Secretary: Business Activities/Smithsonian Magazine - Smithsonian Magazine Group

Box 3

Office of the Secretary: Business Activities/Membership, A-Z (empty: ACEIJLOQSUVXYZ)

Office of the Secretary: Business Activities/From the Secretary

Office of the Secretary: Business Activities/Air & Space Magazine

Office of the Secretary: Business Activities/Smithsonian Networks

Office of the Secretary: Business Activities/Smithsonian Networks - Showtime Deal

Office of the Secretary (Interim Reorganization)/Admission Charge (Donations)

Office of the Secretary (Interim Reorganization)/Airplane

Office of the Secretary (Interim Reorganization)/Allocation of Space

Office of the Secretary (Interim Reorganization)/Allocation of Space - Patent Office Building (Renovations)

Office of the Secretary (Interim Reorganization)/Announcements

Office of the Secretary (Interim Reorganization)/Auto

Office of the Secretary (Interim Reorganization)/Delegation of Authority

Deputy Secretary and Chief Operating Officer

Deputy Secretary and Chief Operating Officer: Accessibility Coordinator

Deputy Secretary and Chief Operating Officer: Anacostia Museum

Deputy Secretary and Chief Operating Officer: Arts & Industries Building

Deputy Secretary and Chief Operating Officer: Center for Folklife & Cultural Heritage

Deputy Secretary and Chief Operating Officer: Center for Folklife & Cultural Heritage - Smithsonian Folklife Festival

Deputy Secretary and Chief Operating Officer: Center for Folklife & Cultural Heritage - Folkways Collection

Deputy Secretary and Chief Operating Officer: Office of Chief the Information Officer

Deputy Secretary and Chief Operating Officer: Office of Chief the Information Officer - Search Committee

Deputy Secretary and Chief Operating Officer: Office of Chief the Information Officer - Streaming Media Access Committee

Deputy Secretary and Chief Operating Officer: Office of Chief Financial Officer (2 folders)

Deputy Secretary and Chief Operating Officer: Office of Chief Financial Officer - Comptroller, Office of the

Deputy Secretary and Chief Operating Officer: Contracting, Office of

Deputy Secretary and Chief Operating Officer: Office of Planning, Management & Budget

Deputy Secretary and Chief Operating Officer: Office of Planning, Management & Budget - Smithsonian Directives

Deputy Secretary and Chief Operating Officer: Office of Planning, Management & Budget - Fiscal Year 2005

Deputy Secretary and Chief Operating Officer: Office of Planning, Management & Budget - Fiscal Year 2006

Deputy Secretary and Chief Operating Officer: Office of Planning,
Management & Budget - Fiscal Year 2007

Box 4

Deputy Secretary and Chief Operating Officer: Office of the Treasurer

Deputy Secretary and Chief Operating Officer: Office of the Treasurer -
Funds/General

Deputy Secretary and Chief Operating Officer: Office of the Treasurer -
Latino Pool

Deputy Secretary and Chief Operating Officer: Office of the Treasurer -
Secretary's Special Fund

Deputy Secretary and Chief Operating Officer: Office of the Treasurer - Trust
Funds

Deputy Secretary and Chief Operating Officer: Office of Communications

Deputy Secretary and Chief Operating Officer: Office of Communications -
Blue Bulletin

Deputy Secretary and Chief Operating Officer: Office of Communications -
Smithsonian Photographic Services

Deputy Secretary and Chief Operating Officer: Office of Communications -
Torch

Deputy Secretary and Chief Operating Officer: Visitors Information &
Associates Reception Center

Deputy Secretary and Chief Operating Officer: Visitors Information &
Associates Reception Center - Docents (Volunteers)

Deputy Secretary and Chief Operating Officer: Office of Facilities Engineering
& Operations

Deputy Secretary and Chief Operating Officer: Office of Facilities Engineering
& Operations - Office of Architectural History & Historic Preservation

Deputy Secretary and Chief Operating Officer: Office of Facilities Engineering
& Operations - Office of Facilities Management

Deputy Secretary and Chief Operating Officer: Office of Facilities Engineering
& Operations - Office of Protection Services

Deputy Secretary and Chief Operating Officer: Office of Facilities Engineering
& Operations - Office of Safety, Health, Environmental Management

Deputy Secretary and Chief Operating Officer: Office of Facilities Engineering
& Operations - Real Estate

Deputy Secretary and Chief Operating Officer: Office of Facilities Engineering
& Operations - Smithsonian Parking Lot

Deputy Secretary and Chief Operating Officer: Office of Government Relations (3 folders)

Deputy Secretary and Chief Operating Officer: Office of Government Relations - Congressional General

Deputy Secretary and Chief Operating Officer: Office of Human Resources

Deputy Secretary and Chief Operating Officer: Office of Human Resources - Combined Federal Campaign

Deputy Secretary and Chief Operating Officer: Office of Human Resources - Office of Employee Benefits

Deputy Secretary and Chief Operating Officer: Office of Equal Employment & Minority Affairs

Deputy Secretary and Chief Operating Officer: Office of Equal Employment & Minority Affairs - American Indian Heritage Month Planning Committee

Deputy Secretary and Chief Operating Officer: Office of Equal Employment & Minority Affairs - Asian & Pacific American Heritage Committee

Deputy Secretary and Chief Operating Officer: Office of Equal Employment & Minority Affairs - Black History Month Planning Committee

Deputy Secretary and Chief Operating Officer: Office of Equal Employment & Minority Affairs - Hispanic Heritage Planning Committee

Deputy Secretary and Chief Operating Officer: Office of Equal Employment & Minority Affairs - Women's History Month Planning Committee

Deputy Secretary and Chief Operating Officer: Government Employees Union (Credit Union)

Deputy Secretary and Chief Operating Officer: Government Employees Union (Credit Union) - Leave

Deputy Secretary and Chief Operating Officer: Government Employees Union (Credit Union) - Pay & Tenure

Deputy Secretary and Chief Operating Officer: Government Employees Union (Credit Union) - Performance Appraisals/Assessments

Deputy Secretary and Chief Operating Officer: Recruiting

Deputy Secretary and Chief Operating Officer: Recruiting - Senior Level

Deputy Secretary and Chief Operating Officer: Recruiting - Personnel, A-H (empty: E,I)

Box 5

Deputy Secretary and Chief Operating Officer: Recruiting - Personnel, J-Z (empty: U)

Deputy Secretary and Chief Operating Officer: National Museum of African American History & Culture

Deputy Secretary and Chief Operating Officer: National Museum of African American History & Culture - Advisory (Founding) Council

Deputy Secretary and Chief Operating Officer: National Museum of African American History & Culture - Building Plans (site search)

Deputy Secretary and Chief Operating Officer: National Museum of African American History & Culture - Commission

Deputy Secretary and Chief Operating Officer: National Museum of African American History & Culture - Scholarly Advisory Committee

Deputy Secretary and Chief Operating Officer: National Museum of American History (NMAH)

Deputy Secretary and Chief Operating Officer: National Museum of American History (NMAH) - Advisory Board

Deputy Secretary and Chief Operating Officer: National Museum of American History (NMAH) - Behring Center

Deputy Secretary and Chief Operating Officer: National Museum of American History (NMAH) - Lemelson, Jerome & Dorothy Center

Deputy Secretary and Chief Operating Officer: National Museum of American History (NMAH) - Home and Community Life, Division of

Deputy Secretary and Chief Operating Officer: National Museum of American History (NMAH) - Information Technology & Communications, Division of

Deputy Secretary and Chief Operating Officer: National Museum of American History (NMAH) - Electricity, Division of

Deputy Secretary and Chief Operating Officer: National Museum of American History (NMAH) - Numismatics, Division of

Deputy Secretary and Chief Operating Officer: National Museum of American History (NMAH) - Military History & Diplomacy, Division of

Deputy Secretary and Chief Operating Officer: National Museum of American History (NMAH) - Music, Sports & Entertainment, Division of

Deputy Secretary and Chief Operating Officer: National Museum of American History (NMAH) - Politics and Reform, Division of

Deputy Secretary and Chief Operating Officer: National Museum of American History (NMAH) - Politics and Reform, Division of/Star-Spangled Banner

Deputy Secretary and Chief Operating Officer: National Museum of American History (NMAH) - Work and Industry, Division of

Deputy Secretary and Chief Operating Officer: National Museum of American History (NMAH) - Work and Industry, Division of/Transportation

Deputy Secretary and Chief Operating Officer: National Museum of American Indian (NMAI)

Deputy Secretary and Chief Operating Officer: National Museum of American Indian (NMAI) - Board of Trustees

Deputy Secretary and Chief Operating Officer: National Museum of American Indian (NMAI) - Publications

Deputy Secretary and Chief Operating Officer: National Postal Museum (NPM)

Deputy Secretary and Chief Operating Officer: National Postal Museum (NPM) - Advisory Commission

Deputy Secretary and Chief Operating Officer: National Postal Museum (NPM) - Council of Philatelists

Deputy Secretary and Chief Operating Officer: Ripley, S. Dillon Center

Deputy Secretary and Chief Operating Officer: Smithsonian Institution Archives

Deputy Secretary and Chief Operating Officer: Smithsonian Institution Archives - Joseph Henry Papers

Deputy Secretary and Chief Operating Officer: Smithsonian Institution Archives - National Collection Program

Deputy Secretary and Chief Operating Officer: Smithsonian Latino Center

Deputy Secretary and Chief Operating Officer: Smithsonian Latino Center - Smithsonian Center for Latino Initiatives

Deputy Secretary and Chief Operating Officer: Office of National Programs - Affiliations Program

Deputy Secretary and Chief Operating Officer: Office of National Programs - Smithsonian Center for Education & Museum Studies

Deputy Secretary and Chief Operating Officer: Office of National Programs - Smithsonian Institution Traveling Exhibition Service

Deputy Secretary and Chief Operating Officer: The Smithsonian Associates

Deputy Secretary and Chief Operating Officer: The Smithsonian Associates - Resident Associate Program

Deputy Secretary and Chief Operating Officer: Smithsonian Libraries

Deputy Secretary and Chief Operating Officer: Smithsonian Libraries - Board

Deputy Secretary and Chief Operating Officer: Special Events & Protocol

Deputy Secretary and Chief Operating Officer: Special Events & Protocol - Use of Facilities

Under Secretary for Art

Under Secretary for Art: Archives of American Art

Under Secretary for Art: National Museum of African Art

Under Secretary for Art: National Museum of African Art - Board

Under Secretary for Art: Cooper Hewitt National Design Museum

Under Secretary for Art: Cooper Hewitt National Design Museum - Board of Trustees

Box 6

Under Secretary for Art: Freer Gallery of Art

Under Secretary for Art: Sackler, Arthur M Gallery

Under Secretary for Art: Hirshhorn, Joseph Museum & Sculpture Garden

Under Secretary for Art: National Portrait Gallery (NPG)

Under Secretary for Art: National Portrait Gallery (NPG) - Commission

Under Secretary for Art: Smithsonian American Art Museum

Under Secretary for Art: Smithsonian American Art Museum - Commission

Under Secretary for Art: Smithsonian American Art Museum - Kogod Courtyard

Under Secretary for Art: Smithsonian American Art Museum - Lunder Conservation Center

Under Secretary for Art: Smithsonian American Art Museum - Renwick Gallery

Under Secretary for Art: Smithsonian American Art Museum - Reynolds Center for American Art & Portraiture

Under Secretary for Art: Smithsonian Center for Photography

Under Secretary for Science

Under Secretary for Science: Office of International Relations

Under Secretary for Science: Office of International Relations - Countries (located under issue code 69)

Under Secretary for Science: Office of International Relations - Dazzler

Under Secretary for Science: National Air & Space Museum (NASM)

Under Secretary for Science: National Air & Space Museum (NASM) - Advisory Board

Under Secretary for Science: National Air & Space Museum (NASM) - Udvar-Hazy, Steven F. Center

Under Secretary for Science: National Museum of Natural History (NMNH)

Under Secretary for Science: National Museum of Natural History (NMNH) - Board

Under Secretary for Science: National Museum of Natural History (NMNH) - Anthropology, Department of (SOA)

Under Secretary for Science: National Museum of Natural History (NMNH) - Anthropology, Department of (SOA)/Repatriation Review Committee

Under Secretary for Science: National Museum of Natural History (NMNH) - Behring, Kenneth

Under Secretary for Science: National Museum of Natural History (NMNH) - Entomology, Department of

Under Secretary for Science: National Museum of Natural History (NMNH) - Exhibiting

Under Secretary for Science: National Museum of Natural History (NMNH) - IMAX Theater

Under Secretary for Science: National Museum of Natural History (NMNH) - Mineral Sciences, Department of (includes electronic records)

Under Secretary for Science: National Museum of Natural History (NMNH) - Ocean Science Initiative

Under Secretary for Science: National Museum of Natural History (NMNH) - Senate of Scientists

Under Secretary for Science: National Museum of Natural History (NMNH) - Zoology, Dept of

Under Secretary for Science: National Zoological Park (NZIP)

Under Secretary for Science: National Zoological Park (NZIP) - Elephant Sanctuary

Under Secretary for Science: National Zoological Park (NZIP) - Friends of (FONZ)

Under Secretary for Science: National Zoological Park (NZIP) - Panda

Under Secretary for Science: National Science Resources Center

Under Secretary for Science: Office of Research Training and Services

Under Secretary for Science: Secretary's Distinguished Science Research Fellowship

Under Secretary for Science: Smithsonian Astrophysical Observatory

Under Secretary for Science: Smithsonian Center for Materials Research & Education

Under Secretary for Science: Museum Conservation Institute

Under Secretary for Science: Smithsonian Environmental Research Center

Under Secretary for Science: Smithsonian Environmental Research Center - Advisory Board

Under Secretary for Science: Smithsonian Tropical Research Institute

Educational and Cultural Programs: Smithsonian Council

Educational and Cultural Programs: Universities, A-Z (empty: EJKOQTV)

Educational and Cultural Programs: Smithsonian Early Enrichment Center

Box 7

Smithsonian Secretaries

Smithsonian Secretaries: Secretary, Lawrence M. Small

Smithsonian Secretaries: Secretary, Lawrence M. Small - Clippings

Smithsonian Secretaries: Secretary, Lawrence M. Small - Clubs & Associations

Smithsonian Secretaries: Secretary, Lawrence M. Small - Congratulatory Letters

Smithsonian Secretaries: Secretary, Lawrence M. Small - Gift

Smithsonian Secretaries: Secretary, Lawrence M. Small - Invitations

Smithsonian Secretaries: Secretary, Lawrence M. Small - Personal

Smithsonian Secretaries: Secretary, Lawrence M. Small - Condolences

Smithsonian Secretaries: Secretary, Lawrence M. Small - Trip

National Gallery of Art

National Gallery of Art: Board of Trustees

John F. Kennedy Center for the Performing Arts

John F. Kennedy Center for the Performing Arts: Board of Trustees

Federal Agencies, Commissions & Departments

Federal Agencies, Commissions & Departments: Agriculture, Department of

Federal Agencies, Commissions & Departments: Commerce, Department of

Federal Agencies, Commissions & Departments: Commission of Fine Arts

Federal Agencies, Commissions & Departments: DC Government

Federal Agencies, Commissions & Departments: Education, Department of

Federal Agencies, Commissions & Departments: Equal Employment
Opportunity Commission

Federal Agencies, Commissions & Departments: Federal City Council

Federal Agencies, Commissions & Departments: General Accounting Office

Federal Agencies, Commissions & Departments: General Services
Administration

Federal Agencies, Commissions & Departments: Health & Human Services,
Department of

Federal Agencies, Commissions & Departments: Interior, Department of

Federal Agencies, Commissions & Departments: Interior, Department of -
National Park Service

Federal Agencies, Commissions & Departments: Labor, Department of

Federal Agencies, Commissions & Departments: Librarian of Congress

Federal Agencies, Commissions & Departments: Merit System Protection
Board

Federal Agencies, Commissions & Departments: National Aeronautics &
Space Administration

Federal Agencies, Commissions & Departments: National Capital Planning
Commission

Federal Agencies, Commissions & Departments: National Endowment for the
Arts

Federal Agencies, Commissions & Departments: Office of Management &
Budget

Federal Agencies, Commissions & Departments: Office of Personnel
Management

Federal Agencies, Commissions & Departments: State, Department of

Federal Agencies, Commissions & Departments: United States Postal
Service

Federal Agencies, Commissions & Departments: White House

Federal Agencies, Commissions & Departments: White House - Committee
for the Preservation of the White House

Federal Agencies, Commissions & Departments: White House - President
Committee on the Arts & Humanities

Federal Agencies, Commissions & Departments: White House - White House
Historical Association

Federal Agencies, Commissions & Departments: Woodrow Wilson
International Commission for Scholars

Box 8

Private Organizations

Private Organizations: American Association of Museums

Private Organizations: American Council of Learned Societies

Private Organizations: American Historical Association

Private Organizations: American Research Institute in Turkey

Private Organizations: Brookings Institution

Private Organizations: Carnegie Institution

Private Organizations: Council on Foreign Relations

Private Organizations: Dumbarton Oaks

Private Organizations: Foundations, A-Z (empty: Q XYZ)

Private Organizations: Greater Washington Board of Trade

Private Organizations: National Geographic Society

Countries (Office of International Relations)

Countries (Office of International Relations): Bhutan

Countries (Office of International Relations): Canada

Countries (Office of International Relations): China

Countries (Office of International Relations): England

Countries (Office of International Relations): India

Countries (Office of International Relations): Panama

Countries (Office of International Relations): Puerto Rico

Miscellaneous, A-Z (empty: Q)

Regents (2 folders)

Box 9

Regents: Audit & Review Committee

Regents: Compensation and Human Resources Committee

Regents: Congressional Hispanic Caucus

Regents: Congressional Committee

Regents: Dinner

Regents: Executive Committee

Regents: Finance & Investment Committee

Regents: Meetings (by date) - January 30, 2006

Regents: Meetings (by date) - May 8, 2006

Regents: Meetings (by date) - June 12, 2006

Regents: Meetings (by date) - September 18, 2006

Regents: Membership

Regents: Naming

Regents: Nominating Committee

Lawrence M. Small: Reading Files, 2006 (18 Folders)