



Smithsonian Institution Archives

Administration Files, 1990-2006

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Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title:	Administration Files
Identifier:	Accession 12-085
Date:	1990-2006
Extent:	0.5 cu. ft. (1 document box)
Creator::	National Museum of the American Indian. Office of the Director
Language:	English

Administrative Information

Preferred Citation

Smithsonian Institution Archives, Accession 12-085, National Museum of the American Indian. Office of the Director, Administration Files

Use Restriction

Restricted for 15 years, until Jan-01-2022; Transferring office; 11/21/2011 memorandum, Toda to Helms; Contact reference staff for details.

Descriptive Entry

This accession consists of records that document the administration of the National Museum of the American Indian (NMAI) during the tenure of W. Richard West, 1990-2007. Subjects covered include charters pertaining to NMAI, NMAI units, and projects; organizational charts; policies and procedures; and reorganizations. Materials include correspondence, memoranda, organizational charts, and charters.

Names and Subject Terms

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

Subjects:

- Charters
- Indians of North America -- Museums
- Museum directors
- Museums -- Management

Types of Materials:

Manuscripts

Names:

West, W. Richard

Container Listing

Box 1

Box 1 of 1	Conveners and Staff Meetings, 1990
Box 1 of 1	Contracts - Documents, 1990-1991
Box 1 of 1	Operations Plan, 1992
Box 1 of 1	Rick Hill, 1993-1995
Box 1 of 1	Museum Organizational Charts, 1990
Box 1 of 1	Charter Letters - Vol. 1, 1993-2005 (3 folders)
Box 1 of 1	Reorganization - Vol. 1, 2006