



Smithsonian Institution Archives

Departmental Records, 1962-2005

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Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title:	Departmental Records
Identifier:	Accession 12-555
Date:	1962-2005
Extent:	3 cu. ft. (3 record storage boxes)
Creator::	National Museum of Natural History. Department of Invertebrate Zoology
Language:	English

Administrative Information

Preferred Citation

Smithsonian Institution Archives, Accession 12-555, National Museum of Natural History.
Department of Invertebrate Zoology, Departmental Records

Descriptive Entry

This accession consists of administrative subject files primarily documenting the operation of the Department of Invertebrate Zoology. Records predating the establishment of the Department in 1964 were created by its predecessor, the Department of Zoology. Subjects include collections management, strategic planning, projects, committees, and general department information. Materials include correspondence, memoranda, budgets, reports, clippings, photographs, and drawings. 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:

- Invertebrate zoology
- Invertebrates
- Marine invertebrates
- Natural history museums -- Collection management
- Strategic planning
- Zoology

Types of Materials:

Clippings
Color photographs
Compact discs
Drawings
Electronic records
Manuscripts

Names:

National Museum of Natural History (U.S.). Department of Zoology

Container Listing

Box 1

- Box 1 of 3 Invertebrate Zoology (IZ) Brochure, 1981-1984
- Box 1 of 3 Caribbean Coral Reef Ecosystems (CCRE), 1986-1994
- Box 1 of 3 Zoology Collection Management Task Force Report, 2004 (includes electronic records)
- Box 1 of 3 IZ Strategic Planning, 1990-1999
- Box 1 of 3 Collections Advisory Committee, 1996-1998
- Box 1 of 3 Collections Management, 1980-1998
- Box 1 of 3 Collections Management, 2002
- Box 1 of 3 Collections Policy Statement, 1982-1994
- Box 1 of 3 IZ Website Development, 2000-2001
- Box 1 of 3 IZ Department Information, 1962-2004 (4 folders)
- Box 1 of 3 IZ Chairman Search, 1990-1991
- Box 1 of 3 IZ Chairman Search, 1995

Box 2

- Box 2 of 3 Departmental Review, 1967, 1982 (2 folders)
- Box 2 of 3 Funding Request, 1996-1997
- Box 2 of 3 IZ Eclecticisms: Order of the Lobster, *Plasticus elongatus*, etc., 1965
- Box 2 of 3 IZ Newsletter, 2000
- Box 2 of 3 Laboratory of Molecular Systematics, 1989-1997
- Box 2 of 3 McKinsey Study, 1986-1987

- Box 2 of 3 National Museum of Natural History (NMNH) Management Retreat, 1990
- Box 2 of 3 Department Information, 2003-2004
- Box 2 of 3 Mollusks, 1981-1994 (2 folders)
- Box 2 of 3 Museum Support Center, 1983-2005 (2 folders)
- Box 2 of 3 Research Associates, 1991-2005 (3 folders)

Box 3

- Box 3 of 3 Publications Committee, 1982-1992
- Box 3 of 3 Smithsonian Institution (SI) Research Reports, 1993
- Box 3 of 3 Registrar's Office, 1974-1998
- Box 3 of 3 Smithsonian Oceanographic Sorting Center (SOSC), 1985-2004
- Box 3 of 3 Smithsonian Institution Traveling Exhibition Service (SITES), 1980
- Box 3 of 3 Summer Gerard Foundation, 1984-1993
- Box 3 of 3 Smithsonian Western Atlantic Mangrove Program (SWAMP), 1988-1991
- Box 3 of 3 Guide to Rights, Responsibilities, and Privileges for the Scientific Support Staff, 1985
- Box 3 of 3 Registry of Tumors in Lower Animals, 1988-1997 (3 folders)