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Collection Overview

Repository: Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu

Creator: Smithsonian Institution, Visitor Information and Associates' Reception Center

Title: Monthly Reports

Dates: FY 1999-FY 2008

Quantity: 5 cu. ft. (5 record storage boxes)

Administrative Information

Preferred Citation

Smithsonian Institution Archives, Accession 13-201, Smithsonian Institution, Visitor Information and Associates' Reception Center, Monthly Reports

Use Restriction

Restricted for 15 years, until Oct-01-2023; Transferring office; 1/6/2008 memorandum, Wright to Lemon; Contact reference staff for details.

Descriptive Entry

This accession consists of monthly reports created by programs and divisions within the Visitor Information and Associates' Reception Center, providing narrative and statistical information about activities. Materials also include a small amount of annual reports and reports created by the Director.

Names and Subject Terms

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

Subjects:
Visitors' centers

Types of Materials:
Manuscripts
Container Listing

Box 1

RS-1 Annual Reports from Visitor Information and Associates' Reception Center (VIARC) Managers, FY 1999

RS-5 Monthly Reports - Behind-the-Scenes Volunteer Program (BVP), FY 1999 (3 folders)

RS-6 Monthly Reports - Public Inquiry Mail and Telephone Services (PIMATS), FY 1999

RS-7 Monthly Reports - Visitor Information Unit (VIU), FY 1999

RS-8 Monthly Reports - Information Resources Division (IRD), FY 1999

RS-9 Monthly Reports - Administrative Services Division (ASD), FY 1999

RS-12 Monthly Reports - Other Reports/Surveys, FY 1999

RS-1 Annual Reports from VIARC Managers, FY 2000

RS-6 Monthly Reports - PIMATS, FY 2000

RS-7 Monthly Reports - VIU, FY 2000 (2 folders)

RS-8 Monthly Reports - IRD, FY 2000

RS-9 Monthly Reports - ASD, FY 2000

RS-12 Monthly Reports - Other Reports/Surveys, FY 2000

Monthly Reports - Castle Docent Program, FY 2000

Monthly Reports - BVP, FY 2000 (3 folders)

RS-1 Annual Reports from VIARC Managers, FY 2001

Box 2

RS-5 Monthly Reports - BVP, FY 2001 (4 folders)

RS-6 Monthly Reports - PIMATS, FY 2001

RS-7 Monthly Reports - VIU, FY 2001

RS-8 Monthly Reports - IRD, FY 2001

RS-9 Monthly Reports - ASD, FY 2001

RS-12 Other Reports, FY 2001

RS-13 VIARC Statistics, FY 2001

RS-1 Annual Reports from VIARC Managers, FY 2002
RS-5 Monthly Reports - BVP, FY 2002 (3 folders)
RS-6 Monthly Reports - IRD, FY 2002
RS-7 Monthly Reports - On-site Services and Training (OSST), FY 2002
Monthly Reports - Central Services, FY 2002
Monthly Reports - Public Inquiry Mail Services (PIMS), FY 2002

Box 3
Monthly Reports - Telephone Information Services (TIS), FY 2002
Monthly Reports - Training Coordinator, FY 2002
RS-1 Annual Reports from VIARC Managers, FY 2003
Monthly Reports - Docent Program, FY 2003
Monthly Reports - Central Services, FY 2003
Monthly Reports - Training Coordinator, FY 2003
Monthly Reports - ASD, FY 2003
Monthly Reports - TIS, FY 2003
Monthly Reports - PIMS, FY 2003
Monthly Reports - IRD, FY 2003
Monthly Reports - Information Desk Services (IDS), FY 2003
Monthly Reports - BVP, FY 2003 (2 folders)
Monthly Reports - PIMS, FY 2004
Monthly Reports - TIS, FY 2004
Monthly Reports - BVP, FY 2004 (2 folders)
Monthly Reports - Castle Docents, FY 2004
Monthly Reports - Central Services, FY 2004
Monthly Reports - IDS, FY 2004
Monthly Reports - Information Technology (IT), FY 2004
Annual Reports - FY 2004
Annual Reports - FY 2005

Box 4
Monthly Reports - BVP, FY 2005 (2 folders)
Monthly Reports - Central Services, FY 2005
Monthly Reports - Castle Docent Program, FY 2005
Monthly Reports - IDS, FY 2005
Monthly Reports - IT, FY 2005
Monthly Reports - IRD, FY 2005
Monthly Reports - PIMS, FY 2005
Monthly Reports - TIS, FY 2005
Annual Reports, FY 2006
Monthly Reports - BVP, FY 2006
Monthly Reports - Castle Docent Program, FY 2006
Monthly Reports - Central Services, FY 2006
Monthly Reports - IDS, FY 2006
Monthly Reports - IRD, FY 2006
Monthly Reports - PIMS, FY 2006

Box 5
Monthly Reports - TIS, FY 2006
Annual Reports, FY 2007
Monthly Reports - ASD, FY 2007
Monthly Reports - BVP, FY 2007
Monthly Reports - Castle Docent Program, FY 2007
Monthly Reports - IDS, FY 2007
Monthly Reports - IRD, FY 2007
Monthly Reports - TIS, FY 2007
Monthly Reports - PIMS, FY 2007
Monthly Reports - IDS, FY 2008
Monthly Reports - BVP, FY 2008
Monthly Reports - PIMS, FY 2008
Monthly Reports - IRD, FY 2008
Monthly Reports - Central Services, FY 2008
Monthly Reports - Castle Docent Program, FY 2008

Monthly Reports - ASD, FY 2008

Monthly Reports - TIS, FY 2008