



Smithsonian

Institution Archives

Chair Records, 1988-2013

Finding aid prepared by Smithsonian Institution Archives

Smithsonian Institution Archives
Washington, D.C.
Contact us at osiaref@si.edu

Table of Contents

| | |
|----------------------------------|---|
| Collection Overview | 1 |
| Administrative Information | 1 |
| Descriptive Entry..... | 1 |
| Names and Subjects | 1 |
| Container Listing | 3 |

Collection Overview

| | |
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| Repository: | Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu |
| Title: | Chair Records |
| Date: | 1988-2013 |
| Identifier: | Accession 14-247 |
| Creator:: | National Museum of American History. Archives Center |
| Extent: | 2 cu. ft. (2 record storage boxes) |
| Language: | English |

Administrative Information

Preferred Citation

Smithsonian Institution Archives, Accession 14-247, National Museum of American History. Archives Center, Chair Records

Use Restriction

Restricted for 15 years, until Jan-01-2029; Transferring office; 07/18/2014 memorandum, Toda to Richardson; Contact reference staff for details.

Descriptive Entry

This accession consists of the records of Deborra A. Richardson, Chair and Curator, and documents her work managing the Archives Center's programs, acquisitions, staff, and practices. The Scurlock Studio Records are documented in this accession as well. Materials include correspondence, memoranda, meeting minutes, newsletters, policy manuals, notebooks, grant records, presentations, reports, collections management records, brochures, newsletters, images, and other related materials. 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:

Archives -- Administration
Archives -- Collection management
Museum archives

Types of Materials:

Brochures
Color photographs
Electronic records

Floppy disks
Manuscripts
Newsletters

Names:

Richardson, Deborra A.
Scurlock Studio (Washington, D.C.)

Container Listing

| | |
|------------|---|
| | Box 1 |
| | Administration Summary: Administration |
| Box 1 of 2 | Staff handbook, 1988-2003 (2 folders) (includes electronic records) |
| Box 1 of 2 | Howard University intern program, 1991 |
| Box 1 of 2 | Ellington Advisory Board, 1992-1994 |
| Box 1 of 2 | Orientation handbook, 1995 |
| Box 1 of 2 | Orientation handbook, 1996 |
| Box 1 of 2 | Orientation handbook, 1998 |
| Box 1 of 2 | Orientation handbook, 1999 |
| Box 1 of 2 | Orientation handbook, 2000 |
| Box 1 of 2 | Civil Liberties Public Education Fund - Grant Proposal - The Coram Nobis Papers, 1998 |
| Box 1 of 2 | AC goals, 2000 |
| Box 1 of 2 | Report on the Programs of the Archives Center (AC), National Museum of American History (NMAH), August 24, 2000 |
| Box 1 of 2 | Collections management, 2000 |
| Box 1 of 2 | AC Retreat, 2001 |
| Box 1 of 2 | Notebooks, 2001, 2007-2013 (2 folders) |
| Box 1 of 2 | AC policy manual outline, 2004 |
| Box 1 of 2 | Policy - Food, 2004 |
| Box 1 of 2 | Staff thoughts on priorities for AC, 2004-2010 |
| Box 1 of 2 | John Fleckner's remarks at Marlboro luncheon, February 5, 2005 |
| Box 1 of 2 | AC administration, 2005 |

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| Box 1 of 2 | Staff meetings, 2005-2007 |
| Box 1 of 2 | Staff meetings, 2008 |
| Box 1 of 2 | Staff meetings, 2009 |
| Box 1 of 2 | Staff meetings, 2010 |
| Box 1 of 2 | Staff meetings, 2011 |
| Box 1 of 2 | Staff meetings, 2012 |
| Box 1 of 2 | Staff meetings, 2013 |
| Box 1 of 2 | AC processing meeting, 2005, 2009-2010 |
| Box 1 of 2 | Department of History - Strategic planning, 2005 |
| Box 1 of 2 | AC website redesign - Smithsonian Institution Women's Committee grant proposal, 2006 |
| Box 1 of 2 | AC environment, 2006 |
| Box 1 of 2 | Smithsonian On Demand, 2006 |
| Box 1 of 2 | J & J Lubrano - Ellington manuscripts, 2006 |
| Box 1 of 2 | Acquisitions, 2007 |
| Box 1 of 2 | Strategic planning for AC - 10 things, 2008 |
| Box 1 of 2 | Donating collections to AC, 2008 |
| Box 1 of 2 | AC regroup, October 2008 |
| Box 1 of 2 | Office of Curatorial Affairs (OCA) - Chairs, 2008 |
| Box 1 of 2 | OCA meetings, 2009 |
| Box 1 of 2 | OCA meetings, 2010 |
| Box 1 of 2 | OCA meetings, 2011 |
| | Box 2 |
| Box 2 of 2 | OCA meetings, 2012 (2 folders) |
| Box 2 of 2 | OCA meetings, 2013 |

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| Box 2 of 2 | AC administration, 2008-2009 |
| Box 2 of 2 | Collections management and analysis, December 2009 |
| Box 2 of 2 | AC staff list, August 19, 2009 |
| Box 2 of 2 | Strategic planning, 2009 |
| Box 2 of 2 | AC goals, September 2010 |
| Box 2 of 2 | Smithsonian Leadership Development Program, 2010 |
| Box 2 of 2 | Impact on AC of losing back storage room, 2010 |
| Box 2 of 2 | AC display case schedule, 2010 |
| Box 2 of 2 | Jazz Appreciation Month - Cathy Hughes, 2010 |
| Box 2 of 2 | I.C.E. Integrated Circuit Collection processing, 2010 |
| Box 2 of 2 | Steinway - June 2011 meeting |
| Box 2 of 2 | Strategic planning, 2011 |
| Box 2 of 2 | Collections planning, 2011 |
| Box 2 of 2 | New director, 2011 |
| Box 2 of 2 | Committee on Exhibitions and Programs (CEP) - Exhibitions program review, 2011 |
| Box 2 of 2 | Exhibition - Confederate Sheet Music, March 2012 |
| Box 2 of 2 | AC and SI offsite memo, May 23, 2012 |
| Box 2 of 2 | Arena Stage - World AIDS/HIV conference, 2012 |
| Box 2 of 2 | AC and social media, 2012 |
| Box 2 of 2 | Exploring mission/vision/values - AC goals, 2013 |
| Box 2 of 2 | Visioning AC, 2013 |
| Box 2 of 2 | Grants - Plans, 2013 |
| Box 2 of 2 | DC Africana Archives Project (DCAAP) - Proposal, 2013 |

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| Box 2 of 2 | National Museum of American History (NMAH) - Jazz 5-Year Strategic Planning, 2013 |
| | Scurlock Photographic Studio Records Summary: Scurlock Photographic Studio Records |
| Box 2 of 2 | Scurlock - Collection history, 1995-2007 |
| Box 2 of 2 | Scurlock - Preliminary preservation plan, 1996 |
| Box 2 of 2 | Scurlock - General information, 2000-2009 |
| Box 2 of 2 | Scurlock Photographic Studio Records - National Park Service grant, 2002 |
| Box 2 of 2 | Scurlock - Grant proposal - Save America's Treasures, 2002 |
| Box 2 of 2 | Scurlock - Save America's Treasures - Final report, 2008 |
| Box 2 of 2 | Scurlock project handbook, 2005, 2008 |
| Box 2 of 2 | Scurlock - Collecting, 2007 |
| Box 2 of 2 | Scurlock - Four Rivers Heritage Awards, 2007 |
| Box 2 of 2 | Scurlock Collection - Administration and outreach, 2007-2008 |
| Box 2 of 2 | Scurlock - Big Read DC, 2008 |
| Box 2 of 2 | Scurlock - National Archives and Records Administration presentation, 2008 |
| Box 2 of 2 | Scurlock - Grant proposals, 2008-2010 |
| Box 2 of 2 | "The Scurlock Studio and Black Washington: Picturing the Promise" - Exhibition public programming, 2007-2008 |
| Box 2 of 2 | "The Scurlock Studio and Black Washington: Picturing the Promise," exhibition opening, 2009 |
| Box 2 of 2 | "The Scurlock Studio and Black Washington: Picturing the Promise" - Exhibition brochure, 2009 |
| Box 2 of 2 | Scurlock - Outreach - Preserving scrapbooks, 2009 |
| Box 2 of 2 | Scurlock - Outreach - Senior centers, 2009 |
| Box 2 of 2 | Scurlock negative rehousing project, 2009-2011 |

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| Box 2 of 2 | Scurlock Studio rehousing and cataloging project request for funding |
| Box 2 of 2 | Scurlock and Flickr, 2009 |
| Box 2 of 2 | Scurlock - Freezer project, 2009 |
| Box 2 of 2 | Scurlock - Thank you's, 2009 |
| Box 2 of 2 | Scurlock - Outreach presentation kit, 2009 |
| Box 2 of 2 | Scurlock - Fund raising, 2010 |
| Box 2 of 2 | Scurlock grant proposal - Smithsonian Institution Women's Committee, 2010 |
| Box 2 of 2 | Scurlock - Negro League Legends Hall of Fame, 2010 |
| Box 2 of 2 | Scurlock - Book proposal, 2011 |
| | Volunteers Summary: Volunteers |
| Box 2 of 2 | Volunteer appreciation, 1996-1999 |
| Box 2 of 2 | Volunteer appreciation day, 1997 |
| Box 2 of 2 | The Pathfinder - AC newsletter, 1997-2001 |
| Box 2 of 2 | Volunteer - Seiko Green, 2000 |
| Box 2 of 2 | Volunteer appreciation day, 2000 |
| Box 2 of 2 | AC volunteers and new space, 2004 |
| Box 2 of 2 | Images - Celebration in honor of AC volunteers, September 14, 2012 |
| | Presentations Summary: Presentations |
| Box 2 of 2 | Presentation - "Three Ladies of Song, Visual Virtuosity: Celebrating African American Music," 2001 |
| Box 2 of 2 | Presentation on Treasures at the Museum, November 1, 2011 |
| Box 2 of 2 | Delta Kappa Gamma Presentation, May 2013 |