



Smithsonian Institution Archives

Exhibition and Program Records, 1983-2014

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Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title:	Exhibition and Program Records
Identifier:	Accession 14-272
Date:	1983-2014
Extent:	2.5 cu. ft. (2 record storage boxes) (1 document box)
Creator::	National Museum of American History. Office of Curatorial Affairs
Language:	Language of Materials: English

Administrative Information

Preferred Citation

Smithsonian Institution Archives, Accession 14-272, National Museum of American History.
Office of Curatorial Affairs, Exhibition and Program Records

Use Restriction

Restricted for 15 years, until Jan-01-2030; Transferring office; 05/30/2013 memorandum, Toda to Henderson; Contact reference staff for details.

Descriptive Entry

nsists of records that document the work of the Office of Curatorial Affairs (OCA) in coordinating and planning exhibitions and programs. A program documented was the colloquium co-sponsored by the National Museum of American History and the American Association of Museums (now American Alliance of Museums) on collections planning. The colloquium was a forum for representatives from a variety of museums to come together to discuss a profession-wide set of standards and best practices for collections planning. A group of 35 museums were selected from across the United States, representing both large and small institutions, with different governing authorities, at different stages in the planning process, and represented history, art, natural science, and other disciplines.

Also documented are the exhibition review process, including records from the Committee on Exhibitions and Programs (CEP), Project Review Committee (PRC), and Focus Forward. Additionally, there are records documenting the collecting plans from various departments and divisions under the purview of the Office of Curatorial Affairs. Lastly, included are the records of James B. Gardner, Associate Director of Curatorial Affairs, which document his work on exhibitions, collecting, and management.

Materials include correspondence, memoranda, policies, collection plans, meeting agendas and notes, and proposals. 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:

- Committees
- Congresses and conventions
- Museum exhibits
- Museums -- Acquisitions
- Museums -- Collection management
- Museums -- Management

Types of Materials:

- Compact discs
- Electronic records
- Manuscripts

Names:

- American Alliance of Museums
- Gardner, James B., 1950-
- National Museum of American History (U.S.)
- National Museum of American History (U.S.). Committee on Exhibitions and Programs
- National Museum of American History (U.S.). Focus Forward
- National Museum of American History (U.S.). Office of Curatorial Affairs. Associate Director for Curatorial Affairs
- National Museum of American History (U.S.). Project Review Committee

Geographic Names:

- United States -- History

Container Listing

Box 1

Smithsonian Institution and American Association of Museums Collections
Planning Colloquium - November 15-16, 2002

- Box 1 of 3 Accepted Applications, 2002 (4 folders)
- Box 1 of 3 Agenda, 2002
- Box 1 of 3 Correspondence, 2002
- Box 1 of 3 Collections Conversation, 2002
- Box 1 of 3 Collections Planning Initiative, 2001-2002
- Box 1 of 3 Collections Planning Next Steps, October 2005
- Box 1 of 3 Collections Planning Initiative - Jim Gardner, 2002
- Box 1 of 3 Collections Planning Process, 2005-2006
- Box 1 of 3 Collections Planning Return, 2005-2009
- Box 1 of 3 Collections Policies, 1983-1990
- Box 1 of 3 Collections Assessment - Stacey Kluck, 2003
- Box 1 of 3 Cross Unit Collecting - Peter Liebhold, 2003
- Box 1 of 3 Intellectual Framework - John Fleckner, 2003
- Box 1 of 3 Planning Process - David K. Allison, 2003
- Box 1 of 3 Collections Planning - Steering Committee, 2003-2004
- Box 1 of 3 Colloquium Content/Agenda/Facilitators, 2001-2002
- Box 1 of 3 Colloquium Invitation Letter, 2002
- Box 1 of 3 Colloquium Participants from all museums and NMAH and facilitators, 2002
- Box 1 of 3 Colloquium Task Force, 2002
- Box 1 of 3 Part One - Transcript Summaries, Creating an Intellectual Framework for Collections Planning, Collections Planning: Strategies for Planning and Implementation, Outline for a Collections Plan, 2002
- Box 1 of 3 Part Two - Transcript, Seating Charts and Plans Discussed, 2002

- Box 1 of 3 Evaluations, 2002
- Box 1 of 3 Jim Gardner - American Association of Museums (AAM) article - Crossroads, 2002
- Box 1 of 3 Office of Policy and Analysis, 2002
- Box 1 of 3 Participant letters, 2002
- Box 1 of 3 Planning notes, 2002
- Box 1 of 3 Promotional Materials - Application and Web, 2002
- Box 1 of 3 Thematic Framework Document, 2002
- Exhibitions
- Box 1 of 3 Concept Statements for exhibits in Transforming the National Museum of American History, 2001
- Box 1 of 3 Exhibition concepts, 2001
- Box 1 of 3 The Blueprint Plan
- Box 1 of 3 Exhibition Concepts and Ideas, 2001 (2 folders)
- Box 1 of 3 Exhibit Review Process, 1998
- Box 1 of 3 Committee on Exhibitions and Programs (CEP) - Agendas and Notes, 2011
- Box 1 of 3 Project Review Committee (PRC) - Agendas and Notes, 2011
- Box 1 of 3 CEP, PRC, and Focus Forward - Agendas, minutes, proposals, notes, and charts, 2011-2014 (electronic records)
- Collecting Plans
- Box 1 of 3 Division of Computers, Information and Society Collections Policy Statement, 1988
- Box 1 of 3 Museum of American History (MAH) - Collecting Profile
- Box 1 of 3 Policy and Procedure for Collecting Plans, 1990
- Box 1 of 3 Division of Cultural History - Collecting plans - Musical History, 1991; Community Life, 1987; and Musical Instruments, 1984
- Box 1 of 3 Division of Social History - Collecting plan - Costume, 1991
- Box 1 of 3 Division of Social History - Collecting plan - Ceramics & Glass, 1992

- Box 1 of 3 Division of Social History - Collecting plan - Domestic Life, 1992
- Box 2
- Box 2 of 3 Division of Social History - Collecting plan - Political History, 1992
- Box 2 of 3 Division of Social History - Collecting plan - Textiles, 1992
- Box 2 of 3 Archives Center - Collections Development Statement Draft, 1997
- Box 2 of 3 Department of the History of Science and Technology - Collecting Plans, 1991 - 1993
- Box 2 of 3 Division of Agriculture and Natural Resources - Collection plan, 1991
- Box 2 of 3 Division of Armed Forces - Collection plan, 1993; National Firearms Collection - Collecting plan, 1985
- Box 2 of 3 Division of Biological Sciences - Collecting plan, 1990
- Box 2 of 3 Division of Computers, Information and Society - Collecting plan, 1992
- Box 2 of 3 Division of Electricity and Modern Physics - Collecting plan, 1991
- Box 2 of 3 Division of Engineering and Industry - Civil and Mechanical Engineering collecting plan, 1991
- Box 2 of 3 Division of Medical Sciences - Collecting plan, 1990
- Box 2 of 3 Division of Physical Sciences - Collecting plan
- Box 2 of 3 Division of Transportation - Collecting plans - Road (includes Motorsports and Firefighting), Maritime, Rail, 1991
- Box 2 of 3 Division of Computers, Information and Society - Collecting plan, 1995
- Box 2 of 3 Division of Engineering and Industry - Civil and Mechanical Engineering Section - Collecting plan, 1991
- Box 2 of 3 Division of Engineering and Industry - Collections Policy Summary; Production Section, 1991
- Box 2 of 3 Division of Transportation - Competition Automobiles, Competition Motorcycles, Experimental Automobiles Post-1950, Competition Auto/Motorcycle Clothing and Protective Equipment - Collecting plans, 1991
- Box 2 of 3 Division of Transportation - Firefighting Equipment, Road Transportation: Animal-drawn vehicles; Passenger automobiles; Trucks; Buses, Cycles; Motorcycles - Collecting plans, 1991

- Box 2 of 3 Division of Transportation - Roads: Pavement Samples; Signs; Tollbooth; Vehicle Parts and Accessories (see categories); Models; Railroad Structures; Right-of-Way; Labor; Travel/Passenger - Collecting plans, 1991
- Box 2 of 3 Division of Transportation - Illustrative Materials, Archival, and Reference - Collecting plans, 1991
- Box 2 of 3 Division of Transportation - Maritime history: Seamen's crafts, small craft, patent models, the National Watercraft Collection, ship carvings, lifesaving, and navigation - Collecting plans, 1991
- Box 2 of 3 Division of Transportation - Maritime history: Tableware, whaling, maritime paintings, design plans - Merchant ships - Collecting plans, 1991
- Box 2 of 3 Division of Transportation - Maritime history: Archival materials, prints and photographs, machinery, furniture and furnishings, tools, propellers, souvenirs, rigging, ship architectural component parts - Collecting plans, 1991
- Box 2 of 3 Division of Transportation - Locomotives, railroad cars - Collecting plans, 1991
- Box 2 of 3 Ordinance collecting plan for the Military History Collection of the Division of Technology, 1995
- Box 2 of 3 Division of Armed Forces History - Collecting plans, 1993
- Box 2 of 3 Division of the History of Technology (Mechanisms) - Timekeepers, Mechanical, American; Timekeepers, electric and other miscellaneous types, American; Timekeepers, Non-American; Non-mechanical Timekeepers; Miscellaneous Mechanisms - Time Related - Collecting plans, 1991
- Box 2 of 3 Division of the History of Technology (Mechanisms) - Hand Tools, Machinery and Material; Patent Models; For the Business Office; Watches and Watch Related; Phonographs and Phonograph Records; Locks and Related Security Devices - Collecting plans,
- Box 2 of 3 Collecting Plans Steering Group, 1990 (2 folders)
- James B. Gardner, Associate Director of Curatorial Affairs - Records
- Box 2 of 3 Proposed exhibition - American Dreams, 2006-2008 (3 folders)
- Box 2 of 3 Department of History, 2005-2009 (3 folders)
- Box 2 of 3 Video documentation of exhibitions, 2002-2003
- Box 2 of 3 Explore American History - Introductory exhibition to NMAH, 2006-2008
- Box 2 of 3 NMAH Sessions at Professional Meetings, 2003
- Box 2 of 3 Object of History project, 2006-2007

Box 2 of 3 OCA Senior Managers Meetings, 1999-2004

Box 3

Box 3 of 3 Professional Accomplishments Evaluation Committee (PAEC) administration,
1989-2009

Box 3 of 3 Rosa Parks Collection, 2009

Box 3 of 3 Interpretive exhibitions workshop, 2004