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Administrative Records, 1954-2014

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Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title:	Administrative Records
Identifier:	Accession 14-310
Date:	1954-2014
Extent:	23 cu. ft. (23 record storage boxes)
Creator::	Smithsonian Institution. Office of International Relations
Language:	Language of Materials: English

Administrative Information

Preferred Citation

Smithsonian Institution Archives, Accession 14-310, Smithsonian Institution. Office of International Relations, Administrative Records

Use Restriction

Restricted for 15 years. until Jan-01-2030; Transferring office; 2/23/1993 memorandum, Kirby to Thomas; Contact reference staff for details.

Descriptive Entry

This accession consists of records documenting the administrative activities of the Office of International Relations and its predecessors, the Directorate of International Activities and the Office of International Activities, respectively, in regard to office budgetary matters and the coordinating of internationally-focused Smithsonian projects and initiatives such as grants, conferences, diplomatic visits, scientific research, and museum project management. Staff represented in these records include directors Kennedy B. Schmertz, John E. Reinhardt, and Francine C. Berkowitz; assistant director Brian Lemay; international liaison specialist Leonard P. Hirsch; and grants program specialist, Betty B. Epps. Materials include correspondence, memoranda, and notes; meeting agendas and minutes; budget summaries; contracts and agreements; reports; Smithsonian Foreign Currency Program information; grant proposals; fellowship and research program information; information about conferences, symposiums, workshops, and special events; guidelines and procedures; clippings; brochures; floor plans; photographs; and supporting documentation.

Names and Subject Terms

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

Subjects:

Budget process
Contracts
International relations
Research grants

Types of Materials:

Black-and-white photographs
Brochures
Clippings
Color photographs
Floor plans
Manuscripts

Names:

Berkowitz, Francine C.
Epps, Betty B.
Hirsch, Leonard P.
LeMay, Brian
Reinhardt, John E.
Schmertz, Kennedy B.
Smithsonian Foreign Currency Program
Smithsonian Institution. Directorate of International Activities
Smithsonian Institution. Office of International Activities

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