



Smithsonian Institution Archives

## Administrative Records, 1997-2013

Finding aid prepared by Smithsonian Institution Archives

Smithsonian Institution Archives  
Washington, D.C.  
Contact us at [osiaref@si.edu](mailto:osiaref@si.edu)

## Table of Contents

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

---

## Collection Overview

<b>Repository:</b>	Smithsonian Institution Archives, Washington, D.C., <a href="mailto:osiaref@si.edu">osiaref@si.edu</a>
<b>Title:</b>	Administrative Records
<b>Identifier:</b>	Accession 15-096
<b>Date:</b>	1997-2013
<b>Extent:</b>	4.5 cu. ft. (4 record storage boxes) (1 document box)
<b>Creator::</b>	Smithsonian Institution. Office of the Under Secretary for Finance and Administration
<b>Language:</b>	Language of Materials: English

---

## Administrative Information

### Preferred Citation

Smithsonian Institution Archives, Accession 15-096, Smithsonian Institution. Office of the Under Secretary for Finance and Administration, Administrative Records

### Use Restriction

Restricted for 15 years, until Jan-01-2029; Transferring office; 11/19/02 memorandum, Johnstone to Brown; Contact reference staff for details.

---

## Descriptive Entry

This accession consists of records created and maintained by Alison McNally, Under Secretary for Finance and Administration, 2007-2010. McNally remained at the Smithsonian Institution after her tenure as Under Secretary to serve as an advisor to the Secretary on Smithsonian-wide financial projects. Materials predating her tenure as Under Secretary were compiled for background and reference purposes. These records relate to budgets, facilities, and program planning. Materials include correspondence, reports, meeting minutes, notes, brochures, news clippings, floor plans, and photographs. 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:

Budget process  
Buildings -- Repair and reconstruction

Museum buildings  
Museums -- Administration  
Smithsonian buildings

Types of Materials:

Brochures  
Clippings  
Color photographs  
Compact discs  
Electronic records  
Floor plans  
Manuscripts

Names:

McNally, Alison

---

## Container Listing

### Box 1

- Box 1 of 5 Treasures in Trouble: The Decay in Smithsonian Facilities - Volume I, Arts and Industries Building, September 2003
- Box 1 of 5 Treasures in Trouble: The Decay in Smithsonian Facilities - Volume II, National Zoological Park, September 2003
- Box 1 of 5 Treasures in Trouble: The Decay in Smithsonian Facilities - Volume III, National Museum of American History, Behring Center, April 2004
- Box 1 of 5 Treasures in Trouble: The Decay in Smithsonian Facilities - Volume IV, National Museum of Natural History, February 2005
- Box 1 of 5 Treasures in Trouble: The Decay in Smithsonian Facilities - Volume V, National Air and Space Museum, November 2005
- Box 1 of 5 Trust Finance Teams Decision Papers, 2010 (2 folders)
- Box 1 of 5 Smithsonian Web Monetization, 2010
- Box 1 of 5 Semiannual Report to Congress, October 1, 2007-March 31, 2008 (by Office of the Inspector General [OIG]), 2008
- Box 1 of 5 Museums and Facilities: Critical Assessment and Improvement Objectives (by Office of Facilities Engineering and Operations [OFEO]), September 28, 2001
- Box 1 of 5 2030 Vision: Anticipating the Needs and Expectations of Museum Visitors of the Future (by Office of Policy and Analysis [OP&A]), July 2007
- Box 1 of 5 Smithsonian Advisory Boards as an Instrument of Governance (by OP&A), September 2007
- Box 1 of 5 Smithsonian Advisory Boards: An Underutilized Asset (by OP&A), January 2002
- Box 1 of 5 Privacy Information, 2009-2011
- Box 1 of 5 Office of the Under Secretary for Finance and Administration (OUSFA) Employee Survey Results, 2010
- Box 1 of 5 Revenue Generation Ideas Team Final Report, June 18, 2009 (2 folders)
- Box 1 of 5 Zero Base Central Trust Budget Review Final Report, June 18, 2009
- Box 1 of 5 2010 Early Outs/Buyouts, 2009-2010
- Box 1 of 5 Buyout Deferral Requests, 2009

- Box 1 of 5            Smithsonian Channel Business Review and Smithsonian Networks  
Investment Update, December 2011
- Box 1 of 5            FY 2011 Budget Summary Justification to Office of Management and Budget  
(OMB), September 2009
- Box 1 of 5            FY 2010 Budget Submitted to the Committees on Appropriations, Congress  
of the United States (2 folders)
- Box 1 of 5            FY 2009 Budget Justification to OMB, September 2007 (2 folders)
- Box 1 of 5            FY 2009 Budget Submitted to the Committees on Appropriations, Congress  
of the United States (2 folders)
- Box 1 of 5            Budget Decisions - FY 2008 Trust Fund (3 folders)
- Box 1 of 5            SNI/SI (Showtime Networks, Inc./Smithsonian Institution) Networks LLC  
Entity, 2011 (3 folders)
- Box 2
- Box 2 of 5            Smithsonian Institution Phase 2 - Redesign Task Force Final Deliverables,  
June 11, 2010 (5 folders)
- Box 2 of 5            SI Unrestricted Trust Spending (Funds 401 and 402), FY 2000-FY 2008
- Box 2 of 5            FY 2007 Trust Budget Decisions, October 13, 2006 (7 folders)
- Box 2 of 5            FY 2009 Trust Budget Decisions (2 folders)
- Box 2 of 5            FY 2010 House Appropriations Subcommittee Hearing Briefing Book, May 7,  
2009 (4 folders)
- Box 2 of 5            SI Investment Committee Meeting, June 21, 2011 (2 folders)
- Box 2 of 5            SI Investment Committee Meeting, September 8, 2010
- Box 2 of 5            Arts and Industries Building Program Ideas, October 31, 2011
- Box 2 of 5            Leases, 2011
- Box 2 of 5            Benefactors, 2012
- Box 2 of 5            Donor Options, 2012
- Box 2 of 5            Castle Children's Room, 2013
- Box 2 of 5            Schermer Hall, 2013
- Box 2 of 5            Bi-Weeklies, 2012-2013

Box 2 of 5                      Rose Bond

Box 2 of 5                      Offsite U-H, 2011-2012

Box 2 of 5                      Visitors Desk Handouts, Teachers Packets

Box 2 of 5                      Visitors Information - Final, 2012

Box 2 of 5                      Arts and Industries Building Partnerships, 2008-2013

Box 2 of 5                      One Drop, 2012

Box 2 of 5                      Facility Project Plan, 2011-2013

Box 2 of 5                      A Needs Assessment of Physical Space and Technological Resources to Support Educational Programming (by OP&A), March 2012

Box 2 of 5                      Auditoria and Meeting Spaces, 2010-2011

Box 2 of 5                      Haupt Garden, 2008

Box 2 of 5                      Floor Plans, 2012

Box 2 of 5                      Facility Capacity, 2012

Box 2 of 5                      Event Infrastructure, 2012

Box 2 of 5                      Facilities, 2008-2012

Box 2 of 5                      Facility Master Plan (FMP) Preliminary Thoughts, 2010-2012

Box 2 of 5                      Master Plan (MP) Reference, 2000-2012

Box 2 of 5                      20 Year FMP, 2011-2012

Box 3

Box 3 of 5                      Smithsonian American Latino Museum (SALM), 2008-2011

Box 3 of 5                      Program Plan (Arts and Industries [A&I]/Castle), 2012

Box 3 of 5                      Castle Food and Beverage Review, 2012

Box 3 of 5                      Retail and Food (A&I/Castle), 2012

Box 3 of 5                      Finances (A&I/Castle), 2011-2012

Box 3 of 5                      Visitor Information, 2004-2012

Box 3 of 5                      Arts and Industries Building Preliminary Private Sector Redevelopment Assessment, January 18, 2006

Box 3 of 5	A&I Exhibition Halls Concept, 1997-2000
Box 3 of 5	Castle Master Plan, 2008
Box 3 of 5	Request for Quotation (RFQ) and Employee Survey for A&I Building, 2008
Box 3 of 5	Arts and Industries Building: Possibilities Study, 2008
Box 3 of 5	A&I Building Infrastructure, 2009
Box 3 of 5	Campaign Needs with Central Physical Space Flavor, October 31, 2011
Box 3 of 5	A&I Building Program (Koshalek/Kolasinski), 2009-2010
Box 3 of 5	A&I Building Legacy Fund, 2010
Box 3 of 5	Libraries
Box 3 of 5	A&I Building/Castle/Quad Workshops, 2010-2011
Box 3 of 5	Federal Needs
Box 3 of 5	Unfunded Capital Projects
Box 3 of 5	Facilities Revitalization Committee, 2007
Box 3 of 5	Board of Regents Facilities Revitalization Committee, 2007-2009
Box 3 of 5	Board of Regents Facilities Committee, 2010-2011
Box 3 of 5	Board of Regents Facilities Committee, 2009
Box 3 of 5	Board of Regents Strategic Planning and Programs Committee, June 8, 2010
Box 3 of 5	Smithsonian-Mason Global Conservation Studies Program - Concept Design, 2009
Box 3 of 5	Earthquake/Hurricane, 2011
Box 3 of 5	Insurance Program Overview, 2011
Box 3 of 5	Smithsonian Enterprises Outsourcing, 2007-2011
Box 3 of 5	Lemelson, 2008-2009
Box 3 of 5	Behring, 2007-2008
Box 3 of 5	Behring, National Museum of American History (NMAH), 2011
Box 3 of 5	2010 Audit, 2010-2011
Box 3 of 5	Proposed KPMG Audit Deliverable Schedule, 2011



Box 3 of 5	Renwick Gallery, 2009-2011
Box 3 of 5	Digital Asset Use, 2008-2011
Box 3 of 5	Digital Assets in Public Domain, 2011
Box 3 of 5	FY 2012 Budget Justification to Congress, 2010-2011
Box 4	
Box 4 of 5	FY 2012 Budget Submitted to the Committees on Appropriations, Congress of the United States
Box 4 of 5	FY 2011 Budget Justification to Congress, 2009-2010
Box 4 of 5	FY 2011 Budget Submitted to the Committees on Appropriations, Congress of the United States
Box 4 of 5	FY 2012 Budget Summary Justification to OMB, September 2010
Box 4 of 5	Real Estate - Cinder Bed Road, 2004-2005
Box 4 of 5	Real Estate - Cooper-Hewitt, 2005
Box 4 of 5	Real Estate - Victor Building, 2004-2005
Box 4 of 5	Real Estate - Renwick Gallery
Box 4 of 5	Real Estate - 1111 North Capitol Street, 2004-2005
Box 4 of 5	Real Estate - Udvar-Hazy Center, 2004-2005
Box 4 of 5	Real Estate - National Museum of the American Indian (NMAI) Bronx Facility, 2004-2005
Box 4 of 5	Real Estate - Herndon, 2004
Box 4 of 5	Real Estate - NMAI Mall Facility, 2004
Box 4 of 5	Real Estate - NMAH and Smithsonian Business Ventures
Box 4 of 5	Real Estate - Smithsonian Facilities Capital Program, 2005
Box 4 of 5	Patent Office Building - Dome Gift, 2004
Box 4 of 5	Patent Office Building - Courtyard Information, 2004-2005
Box 4 of 5	Patent Office Building, 2002
Box 4 of 5	Patent Office Building, January 2005

Box 4 of 5 Patent Office Building, February 2005

Box 4 of 5 Patent Office Building, March 2005

Box 4 of 5 Arts and Industries Building Units Move to Quad, 2005

Box 4 of 5 Victor Building, 2005

Box 4 of 5 Smithsonian Institution Building Existing Conditions Report, April 2009 (2 folders) (includes electronic records)

Box 4 of 5 Smithsonian Institution Building Existing Conditions Report Draft, February 2009 (2 folders)

Box 4 of 5 Smithsonian Institution Building Great Hall Revitalization Project Design Development Submission, 2007 (2 folders)

Box 4 of 5 Capital Planning Summaries, 2010

Box 4 of 5 Federal Facilities Capital Program - Detail of FY 2012-FY 2016 Program, September 2010 (by OFEO)

Box 4 of 5 Federal Facilities Capital Program - Detail of FY 2008-FY 2013 Program with Estimates through FY 2017, January 2008 (by OFEO)

Box 4 of 5 Federal Facilities Capital Program - Detail of FY 2010-FY 2014 Program, September 2008 (by OFEO)

Box 4 of 5 Capital Planning Board, 2008

Box 4 of 5 Capital Planning Board, 2009

Box 4 of 5 Capital Planning Board, 2010

Box 4 of 5 Capital Planning Board, 2011

Box 4 of 5 Overview of a Plan for a Smithsonian-wide Comprehensive Campaign, 2008

Box 4 of 5 Capital Maintenance Requirements, October 2007

Box 4 of 5 Smithsonian Information Technology Plan Development, 2010

Box 4 of 5 Arts and Industries Building/Castle Five Year Plan, 2008

Box 4 of 5 Roger Sant, 2007-2008

Box 4 of 5 APPA Award for Excellence in Facilities Management - 2006 National Award Winner

Box 4 of 5 Scientific Collections: Mission-Critical Infrastructure for Federal Science Agencies (A Report of the Interagency Working Group on Scientific Collections), 2009

Box 4 of 5                      To Illuminate the American Story for All: Final Report to the President and Congress of the United States (National Museum of the American Latino Commission), 2011

Box 5

Box 5 of 5                      Scientific Research at the Smithsonian Institution (National Academy of Public Administration), October 2002

Box 5 of 5                      A Study of the Smithsonian Institution's Repair, Restoration and Alteration of Facilities Program (National Academy of Public Administration), July 2001

Box 5 of 5                      Smithsonian Institution: Funding Challenges Affect Facilities' Conditions and Security, Endangering Collections (Government Accountability Office GAO-07-1127), September 2007

Box 5 of 5                      Smithsonian Institution: Facilities Management Reorganization Is Progressing, but Funding Remains a Challenge (Government Accountability Office GAO-05-369), April 2005