



Smithsonian Institution Archives

Administrative Records, 1999-2011

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Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title:	Administrative Records
Identifier:	Accession 15-150
Date:	1999-2011
Extent:	2 cu. ft. (2 record storage boxes)
Creator::	Smithsonian Institution. Office of the Under Secretary for Finance and Administration
Language:	Language of Materials: English

Administrative Information

Preferred Citation

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Use Restriction

Restricted for 15 years, until Jan-01-2027; Transferring office; 11/19/2002 memorandum, Johnstone to Brown; Contact reference staff for details.

Descriptive Entry

This accession consists of the records of Pherabe Kolb and documents her work for Alison McNally, Under Secretary for Finance and Administration. Some of these materials predate the tenure of Kolb who began working for the Office of the Under Secretary for Finance and Administration in 2007. Materials include correspondence, memoranda, policy records, notes, budget records, project records, reports, governance reform records, presentations, and financial records.

Names and Subject Terms

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

Subjects:

Budget process
Museum finance
Museums -- Administration

Types of Materials:

Manuscripts

Names:

Kolb, Pherabe

McNally, Alison

Container Listing

Box 1

- Box 1 of 2 Arts and Industries Building (AIB) - Background materials, 2003-2008 (3 folders)
- Box 1 of 2 Smithsonian homepage refresh project, 2009-2010 (3 folders)
- Box 1 of 2 Overhead recovery, 2008-2010 (3 folders)
- Box 1 of 2 Revenue Generation Ideas Team - Final Report, June 18, 2009 (2 folders)
- Box 1 of 2 Senior level performance management policy, 2008-2009

Box 2

- Box 2 of 2 Smithsonian Arts - Read-ahead materials - Meeting with Anthony Knerr, September 24, 2008 (2 folders)
- Box 2 of 2 Zero Base Central Trust Budget Review - Final Report, June 18, 2009
- Box 2 of 2 LynxNet and SI Guide, 2006-2007
- Box 2 of 2 Governance reform, 2007
- Box 2 of 2 Smithsonian Marine Science Network - Capital plan, 2008
- Box 2 of 2 National Zoological Park and George Mason University - Memorandum of Understanding, 2007-2008
- Box 2 of 2 Senior Executive Service (SES) certification, 2008
- Box 2 of 2 Smithsonian On Demand (SOD), 2006-2008
- Box 2 of 2 National Geographic/SOD, 2007
- Box 2 of 2 SOD advertising, 2007-2008
- Box 2 of 2 SOD - Talking points and background, 2005-2007
- Box 2 of 2 National Museum of American History (NMAH) - Shortfall, 2008 (2 folders)
- Box 2 of 2 Behring gift - NMAH, 2007 (2 folders)
- Box 2 of 2 Kenneth E. Behring, 1999-2001
- Box 2 of 2 Purchase cards, 2008
- Box 2 of 2 Gift agreement rules, 2007

Box 2 of 2	Smithsonian Institution performance management, 2006
Box 2 of 2	Smithsonian Enterprises - Revenue sharing - Small museums, 2009
Box 2 of 2	Museum Support Center (MSC) renovation, 2009
Box 2 of 2	Inauguration, 2009
Box 2 of 2	Travel Advisory Group, 2009 (2 folders)
Box 2 of 2	National Museum of African American History and Culture (NMAAHC) - Retreat, 2009
Box 2 of 2	OUSFA - Customer service metrics, 2011
Box 2 of 2	Marine fleet management, 2010-2011
Box 2 of 2	Review of the Office of Exhibits Central, 2009-2010
Box 2 of 2	Information Technology (IT) consolidation, 2010
Box 2 of 2	Improving Smithsonian Collaborations - Report, April 2009
Box 2 of 2	National Campaign, 2010
Box 2 of 2	Agriculture Federal Credit Union, 2009-2010
Box 2 of 2	Statutory authority of the Smithsonian Institution
Box 2 of 2	Fractional gifts of art/new law, 2006
Box 2 of 2	Unrelated business income tax, 2008
Box 2 of 2	Accessibility pool, 2008
Box 2 of 2	DC sales tax, 2005
Box 2 of 2	Valuation of gifts, 2004
Box 2 of 2	Smithsonian 2.0, 2008
Box 2 of 2	Smithsonian American Art Museum (SAAM) and National Portrait Gallery (NPG) funding, 2007-2008
Box 2 of 2	Buy American Act, 2006
Box 2 of 2	Special events policy, 2009
Box 2 of 2	Transition meeting with Secretary Clough, 2008