



# Smithsonian

## *Institution Archives*

### Administrative Records, 1999-2011

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## 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>Date:</b>	1999-2011
<b>Identifier:</b>	Accession 15-150
<b>Creator::</b>	Smithsonian Institution. Office of the Under Secretary for Finance and Administration
<b>Extent:</b>	2 cu. ft. (2 record storage boxes)
<b>Language:</b>	English

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## Administrative Information

### Preferred Citation

Smithsonian Institution Archives, Accession 15-150, Smithsonian Institution. Office of the Under Secretary for Finance and Administration, Administrative Records

### Use Restriction

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

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## 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.

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## 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

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## 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