



Smithsonian Institution Archives

## Administrative Records, 2011

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Smithsonian Institution Archives  
Washington, D.C.  
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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>
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## Administrative Information

### Preferred Citation

Smithsonian Institution Archives, Accession 15-174, Smithsonian Institution. Office of the Secretary, Administrative Records

### Use Restriction

Restricted for 15 years. until Jan-01-2027; Transferring office; 3/19/1970 memorandum, Lytle to Ripley; Contact reference staff for details.

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## Descriptive Entry

This accession consists of records documenting the administrative activities of G. Wayne Clough during his fourth year as Secretary of the Smithsonian Institution (SI). The records document issues with regard to the Institution's museums, exhibitions, research, fund raising, programs, and special events. Materials include correspondence, memoranda, and notes; reports; meeting agents and minutes; agreements; speech papers; budget summaries; policies and guidelines; brochures; information about gifts, awards, committees, symposiums, publications, Board of Regents, and members of Congress; invitations; and articles.

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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
- Committees
- Fund raising

Gifts  
Museum buildings  
Museum exhibits  
Museum finance  
Museums -- Employees  
Museums -- Public relations  
Personnel management  
Smithsonian buildings  
Speeches, addresses, etc.

Types of Materials:

Brochures  
Manuscripts

Names:

Clough, G. Wayne  
Smithsonian Institution  
Smithsonian Institution -- Administration  
Smithsonian Institution. Board of Regents  
United States. Congress

Preferred Titles:

*Smithsonian Directives (Administrative issuances)*

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