Smithsonian Institution Archives

Administrative Records, 1972-2012

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Collection Overview

Repository: Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title: Administrative Records
Identifier: Accession 15-181
Date: 1972-2012
Extent: 2 cu. ft. (2 record storage boxes)
Creator: Smithsonian Institution. Office of the Secretary
Language: Language of Materials: English

Administrative Information

Prefered Citation
Smithsonian Institution Archives, Accession 15-181, Smithsonian Institution. Office of the Secretary, Administrative Records

Use Restriction
Restricted for 15 years. until Jan-01-2028; Transferring office; 3/19/1970 memorandum, Lytle to Ripley; Contact reference staff for details.

Descriptive Entry

This accession includes records documenting the administrative activities of S. Dillon Ripley, Robert McCormick Adams, Ira Michael Heyman, Lawrence M. Small, and G. Wayne Clough during their tenures as Secretary of the Smithsonian Institution. The records pertain to legal issues such as deeds, leases, wills, and agreements in regard to the Institution's museums, properties, exhibitions, research initiatives, fund raising, special programs, personnel, and marketing partnerships. Materials include correspondence, memoranda, and notes; contracts and agreements; account summaries; reports; policies and guidelines; meeting agendas; speech papers; floor plans; property appraisals; estate inventory lists; copies of wills; and supporting documentation.

Names and Subject Terms

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

Subjects:
Contracts
Estates (Law)
Fund raising
Gifts
Museum buildings
Museum exhibits
Personnel management
Product management
Real property
Research grants
Smithsonian buildings
Speeches, addresses, etc.
Trusts and trustees

Types of Materials:
Floor plans
Manuscripts

Names:
Adams, Robert McC. (Robert McCormick), 1926-
Clough, G. Wayne
Heyman, Ira Michael, 1930-2011
Ripley, S. Dillon (Sidney Dillon), 1913-2001
Small, Lawrence M.
Smithsonian Institution -- Administration
## Container Listing

**Box 1**

<table>
<thead>
<tr>
<th>Description</th>
<th>Year</th>
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<tr>
<td>Indices for Wills, Deeds, Leases and Agreements</td>
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<td>2012</td>
</tr>
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Box 1 of 2  Wills, 2003, 29-WILLS
Box 1 of 2  Wills, 2002, 29-WILLS
Box 1 of 2  Wills, 2001, 41-WILLS
Box 1 of 2  Agreements, 2012, 29-AGREE
Box 1 of 2  Agreements, 2011, 29-AGREE
Box 1 of 2  Agreements, 2010, 29-AGREE
Box 1 of 2  Agreements, 2009, 29-AGREE
Box 1 of 2  Agreements, 2008, 29-AGREE
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Box 1 of 2  Agreements, 2006, 29-AGREE
Box 1 of 2  Agreements, 2005 (2 folders), 29-AGREE
Box 1 of 2  Agreements, 2004 (2 folders), 29-AGREE

Box 2
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Box 2 of 2  Agreements, 2002 (2 folders), 29-AGREE
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Box 2 of 2  Agreements, 2000, 41-AGREE
Box 2 of 2  Agreements, 1999, 31-AGREE
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