



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
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Language:	English

Administrative Information

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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

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