Smithsonian Institution Archives

Administrative Records, 1993-2013

Finding aid prepared by Smithsonian Institution Archives
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Collection Overview

Repository: Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title: Administrative Records
Identifier: Accession 15-256
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Extent: 9 cu. ft. (9 record storage boxes)
Creator: Smithsonian Institution. Office of the Under Secretary for Finance and Administration
Language: Language of Materials: English

Administrative Information

Preferred Citation
Smithsonian Institution Archives, Accession 15-256, Smithsonian Institution. Office of the Under Secretary for Finance and Administration, Administrative Records

Use Restriction
Restricted for 15 years; until Jan-01-2029. Box 9 contains materials restricted indefinitely; see finding aid. Transferring office; 11/19/2002 memorandum, Johnstone to Brown; Contact reference staff for details.

Descriptive Entry
This accession consists of records created and maintained by Albert G. Horvath, Under Secretary for Finance and Administration, 2011-. Materials predating his tenure as Under Secretary were created and maintained by Alison McNally, Under Secretary for Finance and Administration, 2007-2010, or were compiled for background and reference purposes. These records relate to budgets, facilities, personnel, and program planning. Materials include correspondence, reports, meeting minutes, agendas, notes, brochures, and floor plans. Some materials are in electronic format.

Names and Subject Terms
This collection is indexed in the online catalog of the Smithsonian Institution under the following terms:

Subjects:
- Budget process
- Buildings -- Repair and reconstruction
Museum buildings
Museum finance
Museums -- Administration.
Museums -- Employees
Smithsonian buildings.

Types of Materials:
   Brochures
   Compact discs
   Electronic records
   Floor plans
   Manuscripts

Names:
   Horvath, Albert G.
   McNally, Alison.
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