



# Smithsonian

*Institution Archives*

## Administrative Records, 2013

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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

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### Use Restriction

Restricted for 15 years. until Jan-01-2029; 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 sixth year as Secretary of the Smithsonian Institution. The records document issues with regard to the Institution's museums, exhibitions, research, fundraising, programs, and special events. Materials include correspondence, memoranda, and notes; meeting agendas and minutes; speech papers; policies and guidelines; agreements; budget summaries; information about gifts, awards, committees, symposiums, publications, Board of Regents, and members of Congress; brochures; books; articles; and invitations. Listings in bold indicate both the topic of folder contents and major subheadings from the Secretary's office file plan.

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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  
Special events  
Speeches, addresses, etc.

Types of Materials:

Books  
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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