



# Smithsonian

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## Accreditation Files, 2005-2008, 2011

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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>
<b>Title:</b>	Accreditation Files
<b>Date:</b>	2005-2008, 2011
<b>Identifier:</b>	Accession 17-065
<b>Creator::</b>	Smithsonian American Art Museum. Exhibitions Office
<b>Extent:</b>	1 cu. ft. (1 record storage box)
<b>Language:</b>	English

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## Administrative Information

### Preferred Citation

Smithsonian Institution Archives, Accession 17-065, Smithsonian American Art Museum. Exhibitions Office, Accreditation Files

### Use Restriction

Restricted for 15 years, until Jan-01-2027; Transferring office; 11/25/2008 memorandum, Toda to Lee; Contact reference staff for details.

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## Descriptive Entry

This accession consists of accreditation files of the Exhibitions Office of the Smithsonian American Art Museum (SAAM) and include a self-study questionnaire and other documentation submitted to the American Association of Museums (AAM) for reaccreditation of SAAM. Materials include correspondence, memoranda, collecting plans, bylaws, organizational charts, forms, floor plans, publications, staff information, and other related materials.

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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:

Art museums  
Museums -- Accreditation

### Types of Materials:

Brochures  
Manuscripts

### Names:

American Association of Museums

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## Container Listing

Box 1	
Box 1 of 1	AAM correspondence, 2006, 2011
Box 1 of 1	AAM Visiting Committee, July 2008
Box 1 of 1	AAM Accreditation Award and related documents, December 2008
Box 1 of 1	Accreditation Self-Study Questionnaire, 2007 (2 folders)
Box 1 of 1	Accreditation Attachment 1 - SAAM Institutional Code of Ethics, Approved June 2005
Box 1 of 1	Accreditation Attachment 2 - Museum Mission Statement, Approved March 2007
Box 1 of 1	Accreditation Attachment 3 - Museum Vision Statements, Approved March 2007
Box 1 of 1	Accreditation Attachment 4 - Institutional Plan, Approved March 2007
Box 1 of 1	Accreditation Attachment 5 - Goal Assessment Tools
Box 1 of 1	Accreditation Attachment 6 - Enabling Legislation
Box 1 of 1	Accreditation Attachment 7 - Bylaws of the Board of Regents, 2004
Box 1 of 1	Accreditation Attachment 8 - IRS Letter Regarding tax-exempt status, 2006
Box 1 of 1	Accreditation Attachment 9 - Resolution of Permanence Passed by Parent Organization
Box 1 of 1	Accreditation Attachment 10 - Documentation of Operational Relationships, August 2007
Box 1 of 1	Accreditation Attachment 11 - Members of the Governing Authority
Box 1 of 1	Accreditation Attachment 12 - Governance Manual Table of Contents
Box 1 of 1	Accreditation Attachment 13 - Evidence of Delegation of Authority to the Museum Director
Box 1 of 1	Accreditation Attachment 14 - Organizational Charts

Box 1 of 1	Accreditation Attachment 15 - By-laws of the SAAM Board of Commissioners, January 2006
Box 1 of 1	Accreditation Attachment 16 - Resumes for Principal Professional and Administrative Staff Positions, cross section of 39 staff
Box 1 of 1	Accreditation Attachment 17 - Position Descriptions for Principal Professional and Administrative Staff Positions, cross section of 39 staff [On Site in Administration Office]
Box 1 of 1	Accreditation Attachment 18 - Staffing levels
Box 1 of 1	Accreditation Attachment 19 - Personnel Policies Manual [On Site in Administration Office]
Box 1 of 1	Accreditation Attachment 20 - Volunteer Manuals
Box 1 of 1	Accreditation Attachment 21 - Management Agreement for Collections Cared for by the Museum - Not applicable
Box 1 of 1	Accreditation Attachment 22 - Collections Plan, Approved Draft July 2007
Box 1 of 1	Accreditation Attachment 23 - Collections Management Policy, Approved Draft August 2007
Box 1 of 1	Accreditation Attachment 24 - Collections Documentation Records Set
Box 1 of 1	Accreditation Attachment 25 - Deaccession Form
Box 1 of 1	Accreditation Attachment 26 - Outgoing Loan Agreement Forms
Box 1 of 1	Accreditation Attachment 27 - Incoming Loan Agreement Forms
Box 1 of 1	Accreditation Attachment 28 - Condition Reports
Box 1 of 1	Accreditation Attachment 29 - Conservation Plan - Not applicable
Box 1 of 1	Accreditation Attachment 30 - Interpretive Plan
Box 1 of 1	Accreditation Attachment 31 - Museum's Exhibits for Three Years
Box 1 of 1	Accreditation Attachment 33 - Museum's Publications for Three Years
Box 1 of 1	Accreditation Attachment 34 - Museum's Original Research for Three Years
Box 1 of 1	Accreditation Attachment 35 - Current Museum Program Calendar

Box 1 of 1	Accreditation Attachment 36A-C - Promotional Materials, Education Programs, Museum Publications or Non-Print Media
Box 1 of 1	Accreditation Attachment 37 - Fiscal 2007 Budget
Box 1 of 1	Accreditation Attachment 38 - Financial Statements for FY 2005 and FY 2006
Box 1 of 1	Accreditation Attachment 39 - Investment Policy
Box 1 of 1	Accreditation Attachment 40 - Annual Reports for Three Years [empty]
Box 1 of 1	Accreditation Attachment 41 - Membership Materials
Box 1 of 1	Accreditation Attachment 42/43 - Individual Donor Support Policy, Business Support Policy
Box 1 of 1	Accreditation Attachment 44 - Floor plans
Box 1 of 1	Accreditation Attachment 45 - Facilities Reports
Box 1 of 1	Accreditation Attachment 46 - Disaster Management Plans, July 2007 [empty]
Box 1 of 1	Accreditation Attachment 47A-D - Images of Collections, Images of Exhibits, Images of Public Programs, Images of Facilities