



Smithsonian Institution Archives

Departmental Files, 1982-2015

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## Table of Contents

Collection Overview .....	1
Administrative Information .....	1
Descriptive Entry.....	1
Names and Subjects .....	1
Container Listing .....	3

## Collection Overview

<b>Repository:</b>	Smithsonian Institution Archives, Washington, D.C., <a href="mailto:osiaref@si.edu">osiaref@si.edu</a>
<b>Title:</b>	Departmental Files
<b>Identifier:</b>	Accession 17-301
<b>Date:</b>	1982-2015
<b>Extent:</b>	1.5 cu. ft. (1 record storage box) (1 document box)
<b>Creator::</b>	National Air and Space Museum. Archives Department
<b>Language:</b>	English

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## Administrative Information

### Preferred Citation

Smithsonian Institution Archives, Accession 17-301, National Air and Space Museum. Archives Department, Departmental Files

### Use Restriction

Restricted for 15 years, until Jan-01-2031; Transferring office; 7/10/2017 memorandum, Wright to Graskowiak; Contact reference staff for details.

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## Descriptive Entry

This accession consists of records documenting the administration of the National Air and Space Museum, Archives Department (formerly the Archives Division) as well as its involvement in projects and programs. The bulk of these files were created and maintained by Thomas F. Soapes, Chair, 1990-2005, and Marilyn F. Graskowiak, Chair, 2005- . Materials include correspondence, memoranda, reports, policies, program information, planning documents, publishing agreements, photographs, and 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:

Aeronautical museums  
Astronautical museums  
Museum archives  
Museums -- Administration

Types of Materials:

Color photographs  
Color transparencies  
Manuscripts

Names:

Graskowiak, Marilyn F.  
National Air and Space Museum (U.S.). Archives Division  
Soapes, Thomas F.

## Container Listing

### Box 1

- Box 1 of 2                      Collection Planning and Policy, 1991-1992
- Box 1 of 2                      Archives Advisory Committee, 1987-1993 (2 folders)
- Box 1 of 2                      Glennan-Webb-Seamans Project for Research in Space History, 1989-1990
- Box 1 of 2                      Fees for Service, 1991-1997
- Box 1 of 2                      Collections Management-Research Advisory Committee Report, 1994
- Box 1 of 2                      Space Science Department Archival Activities prior to the Establishment of the Archives Division, 1982-1986
- Box 1 of 2                      Extension Planning, 1990-1995 (2 folders)
- Box 1 of 2                      Udvar-Hazy Center Phase II, 2005-2007 (2 folders)
- Box 1 of 2                      Archives Shelving Program, 1997
- Box 1 of 2                      Society of American Archivists Article on the National Air and Space Museum (NASM) Smithsonian National Associates Program (SNAP) Special Project Staffing, 1990-1991
- Box 1 of 2                      SNAP Research Expedition, July 2007
- Box 1 of 2                      SNAP Research Expedition, 2006
- Box 1 of 2                      SNAP Research Expedition, 2005
- Box 1 of 2                      SNAP Research Expedition, 2004
- Box 1 of 2                      SNAP Research Expedition, 2003
- Box 1 of 2                      SNAP Research Expedition, 2001
- Box 1 of 2                      SNAP Research Expedition, 1997
- Box 1 of 2                      SNAP Research Expedition, 1996
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- Box 1 of 2                      SNAP Research Expedition, 1994
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- Box 1 of 2 SNAP Research Expedition, 1991
- Box 1 of 2 SNAP Research Expedition, 1990
- Box 1 of 2 SNAP Research Expedition, 1989
- Box 1 of 2 SNAP Research Expedition, 1988
- Box 1 of 2 Disc Distribution - Voyager, 1991-2001
- Box 1 of 2 Videodisc 7B, 1993-2007
- Box 2
- Box 2 of 2 Videodisc History, 1990-1993
- Box 2 of 2 Archival Videodisc Project, 1989-1993
- Box 2 of 2 Videodisc Automation, 1991-1993
- Box 2 of 2 Videodisc 8, 1996-2002
- Box 2 of 2 National Academy of Public Administration Review of NASM, 1995
- Box 2 of 2 General Accounting Office Report on Better Care Needed for NASM Aircraft, October 1995
- Box 2 of 2 NASM Strategic Plan, FY 2013-FY 2017 (undated)
- Box 2 of 2 Archival Photograph Collection, 1991-1993
- Box 2 of 2 Conquistadores of the Sky - Publishing Agreement and Related Documents, 2006
- Box 2 of 2 NASM Archives Exhibit, 1991-1996
- Box 2 of 2 Best of NASM Publishing Agreement, 2002
- Box 2 of 2 Dorling Kindersley NASM Book, 2001
- Box 2 of 2 Legacy of Flight/100 Years of Flight Publishing Agreement, 2009
- Box 2 of 2 Field Guide to American Missiles Publishing Agreement and Related Documents, 2003-2007
- Box 2 of 2 Sun West Media Group Contract, 1992
- Box 2 of 2 Smithsonian and Harper Collins, 2001-2005
- Box 2 of 2 Publications (Aeronautics and Space History) - Smithsonian Enterprises and Others, 2013-2015