



Smithsonian Institution Archives

Smithsonian Issuances, 1962-2010

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Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
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Administrative Information

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Descriptive Entry

This accession consists of Smithsonian Directives (SD), Smithsonian Office Memoranda (OM), and Smithsonian Staff Handbooks (SSH) which detail Smithsonian Institution policies.

Names and Subject Terms

This collection is indexed in the online catalog of the Smithsonian Institution under the following terms:

Subjects:

Memorandums
Museums -- Administration

Types of Materials:

Manuscripts

Names:

Smithsonian Institution -- Handbooks, manuals, etc.

Preferred Titles:

Smithsonian Directives (Administrative issuances)
Smithsonian Office Memoranda (Administrative issuances)
Smithsonian Staff Handbooks (Administrative issuances)

Container Listing

Box 1

- Box 1 of 2 SD 100 - Smithsonian Directives, September 1983-March 1995 (formerly OM 355 - Smithsonian Administrative Issuances)
- Box 1 of 2 SD 100 Background
- Box 1 of 2 SD 102-SD 106:
 Note:
- SD 102 - Disclosing, Protecting, and Commercializing Inventions, May 2003 (formerly OM 597 - Inventions and Patents, February 1975)
 - SD 103 - Smithsonian Institution (SI) Standards of Conduct, February 2006 (formerly OM 688 - Standards of Conduct, March 1993)
 - SD 104 - Visual Identity Program, August 1994-June 1999 (formerly OM 693)
 - SD 105 - Naming Smithsonian Bureaus and Offices, Buildings, and Exhibit Areas, February 1995 (formerly OM 737, June 1984)
 - OM 741 - Smithsonian Institution Regulations Covering Claims, August 1969 (now SD 106)
- Box 1 of 2 SD 107-SD 117:
 Note:
- SD 107 - Office of the Inspector General, December 2005-October 2008 (formerly OM 752, July 1991)
 - SD 108 - Insurance and Risk Management, May 1992-April 2001 (formerly OM 774, April 1974)
 - SD 109 - Disaster Management Program, February 2005 (formerly OM 839 - Disaster Preparedness, February 1987-December 1991)
 - SD 110 - Smithsonian Online Employee Phone Book, December 2004-December 2007 (formerly OM 784 - Directory and Locator System, November 1993)
 - SD 111 - Metrication, October 2003-March 2008 (formerly OM 795, October 1982-November 1991)
 - SD 112 (Canceled) - Review of Awards for Propriety, June 2002 (formerly OM 801, June 1978-June 1992) [Note: After SD 112 was canceled in June 2002, the number became "available" and was assigned to an active SD 112 - Internal SI Announcements in June 2011.]

- SD 113 - Paper Forms Management and Related Services, canceled October 1995 (formerly OM 811, May 1993)
- OM 822 - Management of the Smithsonian's Museum Support Center (MSC), February 1982
- SD 115 - Internal Controls, February-December 1992 (formerly OM 823)
- SD 116 - Claims Against Employee Wages, July 1984-May 2002 (formerly OM 831)
- OM 854 - Holiday Staff Parties, November 1992 (now SD 117)

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SD 118-SD 120:

Note:

- OM 856 - Office of Policy and Program Development, November 1992-March 1995 [Note: When OMs were renumbered to SDs, this was numbered as SD 118. After it was canceled in November 2009, that number became "available" and has since been reassigned to an active SD 118 - Privacy Policy.]
- SSH 210 - Correspondence Handbook, Third Edition, December 1992 [Note: When OMs were renumbered to SDs, this Handbook was numbered as SD 119. That number is now assigned to the active Privacy Breach Notification Policy.]
- SD 120 - Scientific Diving Policy, November 2006 (formerly SSH 1400 - Scientific Diving Safety, First Edition, September 1990, and SSH 1400 - Scientific Diving Safety, Second Edition, February 1993)

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SD 121-SD 205:

Note:

- SD 121 (Canceled) - SI Employee Business Cards, April 2003-July 2008 (formerly OM 860 - SI Business Cards, July 1993)
- SD 122 - Acquiring Medicine, August 1995 [Note: Canceled; information incorporated into SD 221, April 1999. SD 221 canceled; incorporated into SD 222 - SI Health and Wellness Services, January 2011.]
- SD 123 - Regent's Guidelines for Smithsonian Advisory Boards, October 1995
- SD 150 - SI Origins, Governance and Relationship to the Federal Government, April 1996 [Note: Canceled at January 6, 2010, meeting of the Directives Review Council.]
- SD 200 - Nondiscrimination in Events that Involve Smithsonian Officials, November 2005 (formerly OM 533, circa February 1971-September 1982)

- OM 628 - Sabbatical Year Program, March 1965-May 1972 (current) (now SD 201)
- SD 202 - Exit Clearance, July 2009 (formerly OM 674, January 1989-September 1993)
- SD 203 - Teaching at Universities, December 1995 (current)
- SD 204 - Evaluation Guidelines for Professional Accomplishments, July 1982-November 2006 (current) (formerly OM 695)
- SD 205 - Research Associates, June 2001 (formerly OM 715 - Titles for Professional Research Staff and Honorary Appointees, December 1966-March 1983)

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SD 207-SD 212 Chapter 335:

Note:

- SD 207 - Federal and Trust Fund Employment Opportunities, May 1978-August 2005 (current) (formerly OM 799)
- OM 827 - Ethical Standards for SI Volunteers, June 1983 (now SD 208)
- SD 209 - Smoke-Free Environment, November 1997-November 2005 (formerly OM 840 - Smithsonian Smoking Policy, November 1987-December 1992)
- SD 211 - Early Dismissal of Employees for Holidays, November 1992 (current) (formerly OM 855)
- SD 212 - Federal Personnel Handbook: Introduction, April 2000 (current)
- SD 212 Chapter 310 Employment of Relatives, October 1994 (current)
- SD 212 Chapter 312 Position Management, June 1978-May 2002 (current)
- SD 212 Chapter 335 Merit Promotion and Placement Program, December 1979-December 2000

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SD 212 Chapter 351-SD 212 Chapter 451:

Note:

- SD 212 Chapter 351 Reduction in Force, August 1987-July 2004
- SD 212 Chapter 430 Performance Appraisal System, August 1987-September 2006
- SD 212 Chapter 451 Awards and Honors, August 1987-June 1994, with Appendix for Time Off as Incentive, July 1994

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SD 212 Chapter 531-SD 212 Chapter 793:

Note:

- SD 212 Chapter 531 Setting Pay under the General Schedule, August 1987-October 1994

- SD 212 Chapter 572 Travel Expenses for Interviews and Payments for the New Appointees, July 1993 (current)
- SD 212 Chapter 575 Recruitment and Relocation Bonuses and Retention Allowances, October 1996
- SD 212 Chapter 630 Leave Administration, December 1980-June 1994
- SD 212 Chapter 771 Employee Grievances, March 1993 (current)
- SD 212 Chapter 792 Employee Assistance Program, August 1989-October 1996 (current)
- SD 212 Chapter 793 Policy on AIDS in the Workplace for Federal Employees, March 1995 [Note: Canceled at the 10/7/2015 meeting of the Directives Review Council.]

Box 1 of 2 SSH 1100 - Federal Personnel Handbook, December 31, 1991 (now SD 212)

Box 1 of 2 OM 736 - Ill or Injured Employees and Visitors and Medical Service for Employees, March 1969

Box 1 of 2 SSH 1200 - Trust Fund Personnel Handbook, January 1981 (now SD 213)

Box 1 of 2 SSH 1200 - Trust Fund Personnel Handbook, December 31, 1991 (now SD 213)

Box 1 of 2 SD 213 Letter No. 6 - Employee Identification Credentials, March 1984

Box 1 of 2 SD 213 Revisions to Chapters 300, 316, 351, 630, 752, and 772, May 1988

Box 1 of 2 SD 213 - Trust Fund Personnel Handbook: Introduction-Chapter 550:

Note:

- SD 213 Introduction, April 2000 (current)
- SD 213 Chapter 301 Special Employment Provisions, January 1981
- SD 213 Chapter 305 Executive Resources Board, March 1981 [Note: Canceled 9/2/2015 by Directives Review Council.]
- SD 213 Chapter 310 Employment of Relatives, October 1994 (current)
- SD 213 Chapter 351 Staff Reductions, November 1999 (current)
- SD 213 Chapter 430 Performance Appraisal System, February 1981-September 2006
- SD 213 Chapter 451 Awards and Honors, January 1981-June 1994, with Appendix for Time Off as Incentive, July 1994
- SD 213 Chapter 511 Position Classification, January-October 1981 (current)
- SD 213 Chapter 550 Pay, January 1981-August 1993

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SD 213 Chapter 572-SD 213 Chapter 890:

Note:

- SD 213 Chapter 572 Travel Expenses for Interviews and Payments for the New Appointees, July 1993
- SD 213 Chapter 575 Recruitment and Relocation Bonuses and Retention Allowances, October 1996
- SD 213 Chapter 630 Leave Administration, September 1994
- SD 213 Chapter 732 Personnel Security (now Chapter 731), November 1983
- SD 213 Chapter 792 Employee Assistance Program, August 1989
- SD 213 Chapter 793 Policy on AIDS in the Workplace for Trust Fund Employees, March 1995 [Note: Canceled at the 10/7/2015 meeting of the Directives Review Council.]
- SD 213 Chapter 800 Trust Benefits Program, June 2000
- SD 213 Chapter 831 Trust Retirement, December 1990-June 2000 (current)
- SD 213 Chapter 832 Tax Deferred Annuity Plan, June 2000 (current)
- SD 213 Chapter 870 Group Life Insurance, December 1990 (current)
- SD 213 Chapter 872 Group Total Disability Benefits Plan, December 1990
- SD 213 Chapter 890 Health Benefits, January 1989-December 1990 (current)

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SD 214 - Equal Opportunity, March 1989, September 1991-January 2004 (formerly SSH 1300 - Equal Opportunity Handbook)

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SD 215-SD 218:

Note:

- SD 215 - Accessibility for People with Disabilities, May 1994
- SD 216 - Supplier Diversity Program, November 1994-August 2005 (current)
- SD 217 - Violence in the Workplace, April 1996
- SD 218 - Drug and Alcohol Testing and Medical Examinations for Commercial Drivers, October 1996-March 2007

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SD 219-SD 221:

Note:

- SD 219 - Travel Immunizations, November 1997-January 2007 [Note: Canceled by SD 222 at 1/7/2011 meeting of the Directives Review Council.]
- SD 220 - Occupational Health Services, April 1998-January 2007 [Note: Canceled by SD

222 at 1/7/2011 meeting of the Directives Review Council.]

- SD 221 - Exposure Control for Bloodborne Pathogens, December 1993-January 2007 [Note: Canceled by SD 222 at 1/7/2011 meeting of the Directives Review Council.]

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SD 223-SD 301:

Note:

- SD 223 - Drug Testing for Designated Security Employees, October 1996-April 2006 (current)
- SD 300 - Use of Appropriated Funds for Lobbying Purposes, October 2002-April 2004 (formerly OM 425 - Use of Appropriated Funds for Lobbying Purposes, November 1962)
- SD 301 - Financial Management Accounting Policies and Procedures, April 1994-June 2005 (formerly OM 721, May 1988-March 1993)

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SD 302-SD 307:

Note:

- SD 302 - Financial Management Payment Policies, Systems, and Procedures, August 1996-May 2005 (formerly OM 786, April 1992)
- OM 798 - Interest Payments to Specified Trust Funds, October 1988-January 1992 (now SD 303)
- SD 304 - Guidelines for Administering Indirect Cost (Overhead) Rates and Charges, February 1997-April 2006 (formerly OM 817 - Guidelines for Administering Overhead Rates and Charges, May 1981-January 1990)
- SD 306 - Reporting Requirements for Live Musical Performances, April 2003-January 2006 (formerly OM 830 - Licensing Fees for Musical Performances, November 1989)
- OM 836 - Reimbursable Trust Fund Cost Center Operations, October 1985 (now SD 307)

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SD 309-SD 311:

Note:

- SD 309 - Merchant Credit Cards, October 1997-January 2006 (formerly OM 847 - Smithsonian Credit Card Policy, February 1991)
- SD 311 - Time and Attendance, May 2005-October 2007 (formerly SSH 310 - Time and Attendance Reporting, Third Edition, August 1990-August 1991)

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- Box 2 of 2 SD 312 - Travel, March 1994-July 1996 (formerly SSH 320 - Travel Handbook, Second Edition, May 1988-September 1993) (2 folders)
- Box 2 of 2 SD 314 - Contracting, June 2008 (current) (formerly SSH 510 - Requisitioning Handbook, April 1991)
- Box 2 of 2 SD 315-SD 316:
Note:
- SD 315 - Personal Property Management, July 2008 (formerly SSH 530 - Property Management, Second Edition, September 1985-June 1987)
 - SD 316 - Supplies and Forms, October 2003-January 2008 (formerly SSH 540 - Stack Catalog, September 1992)
- Box 2 of 2 SD 318-SD 321:
Note:
- SD 318 - Externally Funded Grants and Sponsored-Project Contracts, February 1994-May 2006
 - SD 319 - Interagency Transfers, July 1998-October 2006
 - SD 320 - Cost-Sharing on United States Government-Funded Sponsored Projects, May 2001
 - SD 321 - Review and Submission of Proposals for Sponsored Projects, February 2005
- Box 2 of 2 SD 400-SD 401:
Note:
- OM 405 - Handling Museum Objects in Public Areas, January 1975 (Canceled)
 - SD 401 - Use of Facilities for Special Events and Public Programs, March 1995-August 2006 (current) (formerly OM 724 - Use of Smithsonian Facilities for Special Events, December 1986)
 - SD 401 Appendix H - Support Services Rate Schedule, February 1997-October 2010
- Box 2 of 2 SD 402-SD 410:
Note:
- SD 402 - Mail Management, July 1992-November 2005 (formerly OM 725)
 - SD 403 - Transportation Services, August 1991-August 2005 (formerly OM 765)
 - SD 404 - Facilities Management, May 1992-November 2006 (formerly OM 771 - Building Services Operations)
 - SD 406 - Property Pass System, September 1994-January 2008 [Note: Canceled at 11/7/2012 meeting of the Directives Review

Council. Superseded by OPS-39 internal guidance.]

- OM 781 - Printing, Duplicating and Photographic Services, April 1992 [Note: Canceled by the Directives Review Council on 2/4/2015.]
- SD 408 - Telephone, Telegraph, Data and Radio Communications and Directory/Locator Services, August 1992-July 1994 (formerly OM 782 - Telephone, Telegraph, Data and Radio Communications Service)
- OM 788 - Relocation of Smithsonian Offices and Activities, April 1992 [Note: Canceled by SD 404 on 11/4/2006.]
- SD 410 - Facility Construction and Improvement Projects, March 1994-April 2005 (current) (formerly OM 789 - Physical Plant Construction and Improvement Projects, October 1991-March 1993)

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SD 411-SD 416:

Note:

- SD 411 - Smithsonian Institution Parking Program, June 1994-January 2005 (formerly OM 791, May 1987-November 1993)
- OM 792 - Industrial Security Clearances, February 1977
- SD 413 - Physical Fitness Facility, March 1998 [Note: Canceled by Directives Review Council on 4/5/2017.] (formerly OM 796, February 1978-August 1980)
- SD 414 - SI Energy Management Program and Water Supply Emergency Plan, July 2005 (current) (formerly OM 810 - SI Energy Management, May 1992, and OM 814 - Water Supply Emergency Plan, October 1980)
- SD 416 - Real Estate Asset Management, December 1991-September 2008 (current) (formerly OM 850 - Leased Space Management Program)
- OM 851 - Smithsonian Recycling Program for Reusable Materials, May 1992

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SD 418-SD 420:

Note:

- SD 418 - Smithsonian Institution Historic Preservation Policy, March 1993-April 2005 (current) (formerly OM 852)
- SD 419 - SI Safety and Health Program, August 2004-October 2006 (formerly SSH 620 - Safety Handbook, October 1991-June 1993)

- SD 420 - Security Operations and Policies, April 1986-June 2006 (formerly SSH 640 - Security)

Box 2 of 2 SSH 620 - Safety Handbook, October 1991-June 1993 (now SD 419) (2 folders)

Box 2 of 2 SD 421-SD 505:

Note:

- SD 421 - Motor Vehicle Management, September 1992-October 2008 (formerly SSH 1500 - Vehicle Management)
- SD 422 - Sustainable Design of Smithsonian Facilities, November 2006
- SD 500 - Smithsonian Institution Libraries, August 1968-June 2007 (formerly OM 733)
- SD 501 - Archives and Records of the Smithsonian Institution, August 1985 (current) (formerly OM 766)
- SD 502 - Cellulose Nitrate Still Picture and Motion Picture Film, July 1993-April 2009 (formerly OM 821 - Cellulose Nitrate Negatives and Film)
- SD 503 - Management of Archives and Document Collections in the Smithsonian Institution, September 1990 (current) (formerly OM 844)
- SD 504 - Procurement and Use of Archival Quality Alkaline Paper for Permanent Records, October 1990 (current) (formerly OM 845)
- SSH 910 - Smithsonian General Records Disposition Schedules, November 1985 (now SD 505)

Box 2 of 2 SSH 1600 - Computer Security Manual, September 1993

Box 2 of 2 SD 600-SD 602:

Note:

- SD 600 - Collections Management, January 1987-October 2001 (formerly OM 808 - Collections Management Policy)
- OM 824 - Smithsonian Institution Registrars and Bureau Registrars, August 1982 (now SD 601)
- OM 777 - Office of Elementary and Secondary Education, December 1982 (current) (now SD 602)

Box 2 of 2 SD 603-OM 802:

Note:

- SD 603 - Exhibition Planning, December 1991-November 2003 (current) (formerly OM 848 - Exhibition Planning, Design and Construction)

- SD 604 - Misconduct in Research, December 1998-September 2006
- SD 605 - Animal Care and Use, March 2006
- SD 606 - Research Involving Human Subjects, June 2009
- OM 706 - Smithsonian Foreign Currency Program Awards and Grants, March 1990 (current)
- SD 701 - Smithsonian Institution Academic Appointments with Stipend, December 1983-July 2005 (formerly OM 734 - Smithsonian Institution Academic Programs)
- OM 800 - Educational Outreach Program, December 1982
- OM 802 - Scholarly Studies Program, March 1983-May 1992

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OM 803-OM 837:

Note:

- OM 803 - Collections Acquisition Program, April 1988
- OM 807 - Atherton Seidell Endowment Fund, December 1979
- SD 709 - Smithsonian Institution Internships, March 1988-March 2006 (current) (formerly OM 820)
- OM 833 - Special Exhibition Fund, April 1987
- OM 705 - Smithsonian Institution Research Awards Program, January 1973-March 1982 (Canceled)
- OM 736 - 1974 Amendments to the Federal Employees' Compensation Act, November 1974
- OM 828 - Office of Smithsonian Symposia and Seminars, July 1983
- OM 837 - Regents' Publication Program, January 1993

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SD 804-SD 813:

Note:

- SD 804 - Protocols and Other Agreements with Foreign Governments and Institutions, September 1990 (formerly OM 671)
- SD 805 - Handling Outside Permission Requests to Use Smithsonian Images, July 1985-April 1992 (formerly OM 707 - Guidelines for Handling Permission Requests from Outside Publishers) [Note: Canceled by the Directives Review Council on 2/4/2015.]
- SD 806 - Smithsonian Policies on Publishing by the Institution and by Individual Staff Members, May 1986 (current) (formerly OM 719)
- SD 807 - Requests for Smithsonian Institution Records, November 2007

- SD 809 - Private Financial Support, September 1986-December 2005 (formerly OM 722 - Financial Support from Outside the Smithsonian)
- SD 812 - Government Relations, October 1991-September 2003 (formerly OM 729 - Expert Advice and Institution Views on Proposed Legislation, March 1975-August 1982)
- SD 813 - Public Information Programs, July 1986 (current) (formerly OM 735)

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SD 815-SD 971:

Note:

- SD 815 - Policies and Procedures Covering Office of Printing and Photographic Services (OPPS) Photographic Sales and the Processing of Permission Requests by OPPS, May 1992
- SD 819 - Advertising, July 1986 (formerly OM 816) (Canceled)
- SD 826 - Office of Telecommunications, January 1983-November 1984 (formerly OM 825)
- SD 828 - Visitor Information and Associates' Reception Center, October 1984-March 1995 (formerly OM 832)
- SD 829 - Smithsonian Resident Associate Program, March 1986 (formerly OM 838) [Note: Canceled at 6/7/2017 meeting of the Directives Review Council.]
- OM 841 - Recognition of Financial Donations, August 1991
- OM 846 - Office of Conference Services, October 1990 (later SD 842)
- SD 848 - Visas for Foreign Visitors, May 1991-October 1994 (formerly OM 849)
- OM 834 - Copying Computer Software, December 1984
- SD 910 - Information Technology Planning, August 2002
- SD 920 - Life Cycle Management, August 2002
- SD 931 - Use of Computers and Electronic Communications, December 1997-August 2002
- SD 940 - Acquisition of Information Technology Products, September 2002
- SD 971 - Smithsonian-wide Email Announcements, June 2002 [Note: Canceled by SD 112 on 6/22/2011.]