



Smithsonian Institution Archives

Topical Files, 1965-2016

Finding aid prepared by Smithsonian Institution Archives

Smithsonian Institution Archives
Washington, D.C.
Contact us at osiaref@si.edu

Table of Contents

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

Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title:	Topical Files
Identifier:	Accession 18-031
Date:	1965-2016
Extent:	9 cu. ft. (9 record storage boxes)
Creator::	Smithsonian Institution. Office of Planning, Management and Budget
Language:	English

Administrative Information

Preferred Citation

Smithsonian Institution Archives, Accession 18-031, Smithsonian Institution. Office of Planning, Management and Budget, Topical Files

Use Restriction

Restricted for 15 years, until Jan-01-2032; Transferring office; 5/6/2012 memorandum, Yowell to File; Contact reference staff for details.

Descriptive Entry

This accession consists of records documenting communications and meetings with external organizations and government bureaus as well as internal offices and museums concerning budgets, policies, and facilities. Materials include correspondence, memoranda, notes, reports, budgets, brochures, newsletters, photographs and transparencies. 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
- Budget process
- Legislative hearings -- United States
- Museum finance
- Museums -- Administration

Types of Materials:

Black-and-white photographs
Black-and-white transparencies
Brochures
Color photographs
Compact discs
Digital images
Electronic records
Floppy disks
Manuscripts
Newsletters

Container Listing

Box 1

- Box 1 of 9 Y2K (Year 2000), 1997-May 1998
- Box 1 of 9 Y2K, June-October 1998
- Box 1 of 9 Y2K, November-December 1998
- Box 1 of 9 Y2K, January-June 1999
- Box 1 of 9 Y2K, July 1999
- Box 1 of 9 Y2K, August-December 1999
- Box 1 of 9 Hearings: Commission on Transportation and Infrastructure, 1994-1995
- Box 1 of 9 Closedown 1, 1981-1995
- Box 1 of 9 Closedown 2, 1995-1996
- Box 1 of 9 Closedown 3, 1995-1996
- Box 1 of 9 Chargebacks, 1993-1994
- Box 1 of 9 Capital Campaign, 1998-1999
- Box 1 of 9 African American Museum, 2001-2005
- Box 1 of 9 Admission Charges, 1995-2006
- Box 1 of 9 Enola Gay, 1995-1998
- Box 1 of 9 Donation Boxes, 1992-2005
- Box 1 of 9 Downsizing, 1992-2001
- Box 1 of 9 Early Out Program, 1995-1998
- Box 1 of 9 National Performance Review (NPR), 1994-1996
- Box 1 of 9 Mitchell Case, 1990-1992

Box 2

- Box 2 of 9 Management Analysis Office (MAO) - Survey of Continuing Education Programs, 1988
- Box 2 of 9 MAO - Study of Workload and Productivity of the Office of Design and Construction (ODC), 1985

- Box 2 of 9 MAO - Study of the Smithsonian Institution's (SI) Use of Videodiscs, 1985
- Box 2 of 9 MAO - Study of Safety Division, Office of Protection Services (OPS), 1983
- Box 2 of 9 MAO - Study of Quadrangle Building Support Services, 1989
- Box 2 of 9 MAO - Study of Office of Protection Services (OPS) Overtime Policy, 1984
- Box 2 of 9 MAO - Study of National Museum of American History (NMAH) Loading Dock, 1990
- Box 2 of 9 MAO - Study of the Interactions between the Office of Supply Services (OSS) and ODC, 1984
- Box 2 of 9 MAO - Study of Duplicating Services, 1990
- Box 2 of 9 MAO - Study of Authentications/Appraisals/Conservation at the National Portrait Gallery (NPG)/National Museum of American Art (NMAA), 1983
- Box 2 of 9 MAO - Study of the Role of the Parking Office, 1991
- Box 2 of 9 MAO - Review of the Facilities Program of the Smithsonian Tropical Research Institute (STRI), 1984
- Box 2 of 9 MAO - Review of Staffing Requirements of the National Numismatic and Philatelic Collections, NMAH, 1984
- Box 2 of 9 MAO - Review of Quadrangle Support, 1982-1986
- Box 2 of 9 MAO - Review of Reimbursement for Services Provided by the Office of Plant Services (OPlantS) and the Office of Exhibits Central (OEC), 1982-1983
- Box 2 of 9 MAO - Review of the Duplicating Branch, 1981
- Box 2 of 9 MAO - Review of Delegations of Authority, 1990
- Box 2 of 9 MAO - A-76 Review of Contracting for Elevator and Escalator Maintenance and Repair, 1986
- Box 2 of 9 MAO - Review of Centralized Personal Computer Maintenance Capability, 1988
- Box 2 of 9 MAO - Report of Photographic Sales Program and Central Photographic Support, 1974-1980
- Box 2 of 9 MAO - Report on OPlantS Paint Shop, 1989-1990
- Box 2 of 9 MAO - Report and Recommendations on Consolidation of the Resident Associate Program (RAP) and the Smithsonian National Associate Program (SNAP), 1987

- Box 2 of 9 MAO - Relations between the Smithsonian Institution Libraries (SIL) and the Libraries of the Freer Gallery of Art (FGA), the Hirshhorn Museum and Sculpture Garden (HMSG), and the American Art and Portrait Gallery (AA&PG), 1981
- Box 2 of 9 MAO - Managing Out-of-Town Museums, 1988
- Box 2 of 9 MAO - Interim Report of A-76 Study of the Office of Information Resource Management (OIRM) Computer Operations, 1990
- Box 2 of 9 MAO - Future Role of the Contracts Office, 1988
- Box 2 of 9 MAO - Feasibility of Increasing OPlantS Capability for Design Work, 1986
- Box 2 of 9 MAO - Review of NPG Activities
- Box 2 of 9 MAO - Review of Overhead Departments and Relationships, 1984
- Box 2 of 9 MAO - A-76 Review of the National Museum of Natural History (NMNH) Custodial Services, 1988
- Box 2 of 9 MAO - Review of NMAA Activities, 1981
- Box 2 of 9 MAO - Review of Museum Admission Charges, 1984-1986
- Box 2 of 9 MAO - Review of Mail Services, 1990
- Box 2 of 9 MAO - Review of Guard Services, 1989
- Box 2 of 9 MAO - Review of Physical Plant Maintenance and Related Services, 1982
- Box 2 of 9 MAO - Cold Storage Facilities for Photographic Material, 1982
- Box 2 of 9 MAO - Contracting for Certain OPlantS Functions, 1982-1990
- Box 2 of 9 MAO - Control of Expendable Supplies, NMNH, 1989
- Box 2 of 9 MAO - Contracting Out of Commercial Activities, 1985
- Box 2 of 9 FY 2007 Congressional Hearing Briefing
- Box 2 of 9 FY 2007 Congressional Actions
- Box 2 of 9 FY 2007 Continuing Resolutions
- Box 2 of 9 FY 2008 Congressional Hearings
- Box 2 of 9 Office of Planning, Management and Budget (OPMB), 2000
- Box 2 of 9 FY 1994 Restructuring
- Box 2 of 9 Antiterrorism/Counterterrorism, 1996-2001

- Box 2 of 9 Historical SI Data, 1986-2005
- Box 2 of 9 Federalization, 1992-1993
- Box 2 of 9 150th Anniversary - America's Smithsonian, 1995-1999
- Box 2 of 9 150th Anniversary, 1993-2000 (2 folders)

Box 3

- Box 3 of 9 Organizational Charts - SI, 1994-2000
- Box 3 of 9 Organization Codes, 1996-2000
- Box 3 of 9 Overhead, 1981-2001
- Box 3 of 9 Planning and Budget Process, 1992-1993
- Box 3 of 9 Planning Studies, 1995
- Box 3 of 9 Planning Studies, 1995-1997
- Box 3 of 9 Washington Post/Star Building, 1990-1998
- Box 3 of 9 Private Sector Council, 1992-1993
- Box 3 of 9 Quarterly Finance Review, Second Quarter FY 1999
- Box 3 of 9 Rate Committee, 1996
- Box 3 of 9 Congressional Reprogramming, 1992-2003
- Box 3 of 9 Reprogramming Requests, FY 2007
- Box 3 of 9 Reprogramming, 1990-2010 (2 folders)
- Box 3 of 9 Capability Statements, 1985-2005
- Box 3 of 9 Office of Information Technology, 1993-2005 (2 folders)
- Box 3 of 9 OPMB Response to Senator Grassley's Letter (5/2007), 2007 (folder 1 of 2)

Box 4

- Box 4 of 9 OPMB Response to Senator Grassley's Letter (5/2007), 2007 (folder 2 of 2)
- Box 4 of 9 National Museum of African Art (NMAfA), 1992-1998
- Box 4 of 9 NMAH, 1991-2002 (2 folders)
- Box 4 of 9 NMAH, FY 1999-FY 2001

Box 4 of 9 Transit Benefits, 2000-2003

Box 4 of 9 Secretary Lawrence Small - Financial Briefings, 1999-2000

Box 4 of 9 Trust Budget Reductions, 2001-2002

Box 4 of 9 Transition Briefing for Under Secretary Bailey, 2000

Box 4 of 9 Audit Reports - Report of Outstanding Audit Recommendations, 1994-2003

Box 4 of 9 Audit Reports, 1993-2003

Box 4 of 9 National Academy of Public Administration (NAPA) Reports, 2001-2003

Box 4 of 9 NAPA Study - Repair, Restoration and Alteration Account, 2000-2001

Box 4 of 9 Materials Provided to NAPA - Book One (folders 1-4 of 6) (includes electronic records)

Box 5

Box 5 of 9 Materials Provided to NAPA - Book Two (folder 5 of 6)

Box 5 of 9 Materials Provided to NAPA - Phase III (folder 6 of 6)

Box 5 of 9 Smithsonian Institution Hearing before the Senate Committee on Rules and Administration, April 11, 2007

Box 5 of 9 Smithsonian Institution Hearing before the House Subcommittee on Public Building, June 15, 2007

Box 5 of 9 Smithsonian Institution Hearing before the Senate Committee on Rules and Administration, June 26, 2007

Box 5 of 9 Committee on House Administration Hearing on "The Smithsonian in Transition," August 1, 2007

Box 5 of 9 STRI, 1982-2009 (folders 1-8 of 9)

Box 6

Box 6 of 9 STRI, 1982-2009 (folder 9 of 9) (includes electronic records)

Box 6 of 9 Barro Colorado Island Fund, 1996-2010

Box 6 of 9 International Environmental Science Program, 1993

Box 6 of 9 Smithsonian Environmental Research Center (SERC), 1986-2008 (2 folders)

Box 6 of 9 Office of Fellowships and Grants (OFG), 1995-2002

Box 6 of 9 Special Foreign Currency Program, 1983-1984

Box 6 of 9 NMAA, 1965-2016

Box 6 of 9 Smithsonian American Art Museum (SAAM), 1989-2016

Box 6 of 9 HMSG, 1992-2000

Box 6 of 9 Cooper-Hewitt, National Design Museum (CHNDM), 1967-2008

Box 6 of 9 International Art Museums Division (IAMD), 1999-2005

Box 6 of 9 Center for Folklife Programs and Cultural Studies (CFPCS)/Center for Folklife and Cultural Heritage (CFCH), 1992-2014 (folder 1 of 6)

Box 7

Box 7 of 9 CFPCS/CFCH, 1992-2014 (folders 2-6 of 6)

Box 7 of 9 NMAI Budget Formulation, FY 1995

Box 7 of 9 NMAI Budget Formulation, FY 1996

Box 7 of 9 NMAI Budget Formulation, FY 1997

Box 7 of 9 NMAI Budget Formulation, FY 1999

Box 7 of 9 NMAI Budget Formulation, FY 2001

Box 7 of 9 NMAI Cultural Resources Center (CRC), 1986-2011

Box 7 of 9 NMAI Oversight for Mall Construction, 1989-2002

Box 7 of 9 Native American Program Funding, 1994-2009

Box 7 of 9 Corporate Membership, 1993-1995 (includes electronic records)

Box 7 of 9 Contributing Membership, 1995-1999

Box 7 of 9 Office of Contracting and Property Management, 1966-2004

Box 7 of 9 Smithsonian Office of Education, 1992-2005

Box 7 of 9 Office of Environmental Management and Safety, 1989-2005

Box 7 of 9 Office of the Executive Director for Development, 1997-1999

Box 7 of 9 Office of Equal Employment and Minority Affairs, 1992-2001

Box 7 of 9 Office of Exhibits Central, 1992-2000

Box 7 of 9 Office of Facilities Engineering and Operations (OFEO), 1992-2006 (folder 1 of 2)

Box 8

Box 8 of 9 OFEO, 1992-2006 (folder 2 of 2)

Box 8 of 9 Office for the Under Secretary for Finance and Administration, 2000-2001

Box 8 of 9 Fundraising Allotments, 1999

Box 8 of 9 Office of General Counsel, 1992-2001

Box 8 of 9 Office of Human Resources, 1992-2011

Box 8 of 9 Organization Charts, 1980-1999 (2 folders)

Box 8 of 9 Institutional Advancement, 1995-1996

Box 8 of 9 Investments, 1991-1993 (includes electronic records)

Box 8 of 9 Office of International Relations, 1993

Box 8 of 9 Office of the Inspector General, 1992-2006

Box 8 of 9 OPMB Analyses of OMB Circulars, Executive Orders, and Memoranda, 1980s-1990s [Analyses done by a predecessor office to OPMB to determine whether or not a particular circular, executive order, or memorandum applied to the Smithsonian, or whether a particular request from OMB required a Smithsonian response.] (folders 1-4 of 10)

Box 9

Box 9 of 9 OPMB Analyses of OMB Circulars, Executive Orders, and Memoranda, 1980s-1990s [Analyses done by a predecessor office to OPMB to determine whether or not a particular circular, executive order, or memorandum applied to the Smithsonian, or whether a particular request from OMB required a Smithsonian response.] (folders 5-10 of 10)