



Smithsonian Institution Archives

## Administrative Records, 2015

Finding aid prepared by Smithsonian Institution Archives

Smithsonian Institution Archives  
Washington, D.C.  
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## Collection Overview

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| <b>Repository:</b> | Smithsonian Institution Archives, Washington, D.C., <a href="mailto:osiaref@si.edu">osiaref@si.edu</a> |
| <b>Title:</b>      | Administrative Records   |
| <b>Identifier:</b> | Accession 18-089   |
| <b>Date:</b>       | 2015   |
| <b>Extent:</b>     | 3 cu. ft. (3 record storage boxes)   |
| <b>Creator::</b>   | Smithsonian Institution. Office of the Secretary   |
| <b>Language:</b>   | English  |

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## Administrative Information

### Preferred Citation

Smithsonian Institution Archives, Accession 18-089, Smithsonian Institution. Office of the Secretary, Administrative Records

### Use Restriction

Restricted for 15 years. until Jan-01-2031; 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 Albert G. Horvath during his tenure as Acting Secretary of the Smithsonian Institution (January-June 2015), and the records of David J. Skorton, Secretary (July-December 2015). The records document issues with regard to the Institution's museums, exhibitions, research, fundraising, programs, and special events. Materials include correspondence, memoranda, and notes; budget summaries; contracts; reports; meeting agendas and minutes; policies and guidelines; information about gifts, wills, awards, personnel management, committees, publications, corporate sponsorship, members of Congress, and the Board of Regents; event schedules; speech papers; invitations; photographs; brochures; articles; and newspaper clippings. Listings in bold indicate both the topic of folder contents and major subheadings from the Secretary's office file plan. Some materials are in electronic format.

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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:

Awards

Budget  
Committees  
Contracts  
Corporate sponsorship  
Fund raising  
Gifts  
Museum buildings  
Museum exhibits  
Museums -- Educational aspects  
Museums -- Employees  
Museums -- Public relations  
Personnel management  
Research grants  
Smithsonian buildings  
Special events  
Speeches, address, etc.  
Wills

Types of Materials:

Brochures  
Clippings  
Color photographs  
Compact discs  
Electronic records  
Manuscripts

Names:

Horvath, Albert G.  
Skorton, David J.  
Smithsonian Institution  
Smithsonian Institution -- Administration  
Smithsonian Institution. Board of Regents  
United States. Congress

Preferred Titles:

*Smithsonian Directives (Administrative issuances)*

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## Container Listing

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