



Smithsonian Institution Archives

Administrative Records, 2016

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Collection Overview

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Restricted for 15 years. until Jan-01-2032; Transferring office; 3/19/1970 memorandum, Lytle to Ripley; Contact reference staff for details.

Descriptive Entry

This accession consists of records documenting the administrative activities of David J. Skorton during his second year as Secretary of the Smithsonian Institution. 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; agreements; policies and guidelines; reports; proposals; meeting agendas and minutes; information about gifts, awards, committees, corporate sponsorship, personnel management, publications, government agencies, speaking engagements, professional societies, members of Congress, and the Board of Regents; invitations; newspaper clippings; photographs; articles; and brochures. Listings in bold indicate both the topic of folder contents and major subheadings from the Secretary's office file plan.

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
Smithsonian buildings
Special events
Speeches, addresses, etc.

Types of Materials:

Black-and-white photographs
Brochures
Clippings
Color photographs
Manuscripts

Names:

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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