



# Smithsonian

*Institution Archives*

## Administrative Records, 2017

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## Collection Overview

<b>Repository:</b>	Smithsonian Institution Archives, Washington, D.C., <a href="mailto:osiaref@si.edu">osiaref@si.edu</a>
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## Administrative Information

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### Use Restriction

Restricted for 15 years. until Jan-01-2033; 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 David J. Skorton during his third 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; press releases; information about speaking engagements, gifts, awards, meetings, museum advisory boards, publications, corporate sponsorship, personnel management, committees, Smithsonian Directives, government agencies, and the Board of Regents; photographs; invitations; brochures; newspapers; and articles. Listings in bold indicate both the topic of folder contents and major subheadings from the Secretary's office file plan.

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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  
Smithsonian buildings  
Special events  
Special events  
Speeches, addresses, etc.

Types of Materials:

Brochures  
Color photographs  
Manuscripts  
Newspapers

Names:

Skorton, David J.  
Smithsonian Institution  
Smithsonian Institution -- Administration  
Smithsonian Institution. Board of Regents

Preferred Titles:

*Smithsonian Directives (Administrative issuances)*

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