



Smithsonian

Institution Archives

Director's Records, 1973-1979

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Washington, D.C.
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Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title:	Director's Records
Date:	1973-1979
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Administrative Information

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Descriptive Entry

This accession consists of records documenting the concerns of the Director of the Office of Plant Services (OPlantS). Records pertain to a variety of topics including repairs, renovations, restorations, safety, and general staffing issues. Materials include memoranda, reports, floor plans, clippings, black and white photographs, and related materials.

Museums, buildings and events documented in this collection include: the National Collection of Fine Arts, the National Portrait Gallery, the Renwick Gallery, the Smithsonian Institution Building, the Arts and Industries Building, the National Museum of Natural History, the National Museum of History and Technology, the Hirshhorn Museum and Sculpture Garden, the Barney Studio House, the National Air and Space Museum, the Freer Gallery of Art, L'Enfant Plaza offices, the Smithsonian Institution Service Center, the National Mall (for the Folklife Festival), the Silver Hill Facility, the Museum Support Center, the National Museum of African Art, the Anacostia Museum, the Belmont Conference Center, the Cooper-Hewitt Museum, Hillwood, the Chesapeake Bay Center for Environmental Studies, and miscellaneous locations.

Names and Subject Terms

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

Subjects:

- Architectural design
- Buildings -- Maintenance
- Buildings -- Repair and reconstruction
- Museum buildings
- Museums -- Employees
- Smithsonian buildings

Types of Materials:

Black-and-white photographs
Clippings
Floor plans
Manuscripts

Names:

Anacostia Museum
Arts and Industries Building (Washington, D.C.)
Barney Studio House (Washington, D.C.)
Belmont Conference Center (Elk Ridge, Md.)
Chesapeake Bay Center for Environmental Studies
Cooper-Hewitt Museum
Festival of American Folklife
Freer Gallery of Art
Hillwood Museum (Washington, D.C.)
Hirshhorn Museum and Sculpture Garden
L'Enfant Plaza (Washington, D.C.)
National Air and Space Museum (U.S.)
National Air and Space Museum (U.S.). Silver Hill Facility
National Collection of Fine Arts (U.S.)
National Museum of African Art (U.S.)
National Museum of History and Technology (U.S.)
National Museum of Natural History (U.S.)
National Portrait Gallery (Smithsonian Institution)
Renwick Gallery
Smithsonian Institution Building (Washington, D.C.)
Smithsonian Institution Service Center (Washington, D.C.)
Smithsonian Institution. Museum Support Center

Places:

Mall, The (Washington, D.C.)

Container Listing

Box 1	
Box 1 of 6	1000 General, 1974
Box 1 of 6	Suggestions, 1974
Box 1 of 6	1402 Work Services Division, Employee of Month, 1974
Box 1 of 6	1403 Commendations, 1974
Box 1 of 6	1700 Grievances, 1974
Box 1 of 6	1800 Union Affairs, 1974
Box 1 of 6	4200 Crafts, 1974
Box 1 of 6	Chief, Management Services Division, Correspondence, 1974
Box 1 of 6	2100 General, 1974
Box 1 of 6	2601 System 7, 1974
Box 1 of 6	4300 General, 1974
Box 1 of 6	4400 Horticulture Services Division, 1974
Box 1 of 6	4500 Warehouse Services Division, 1974
Box 1 of 6	4502 Building #3, Alexandria
Box 1 of 6	4600 Transportation, 1974
Box 1 of 6	4700 Communications, 1974
Box 1 of 6	4701 Mail and Messenger Service, 1974
Box 1 of 6	5407 National Collection of Fine Arts and National Portrait Gallery/ Renwick
Box 1 of 6	5200 Plans, 1974
Box 1 of 6	5301 South Yard Development, 1974
Box 1 of 6	5302 Commons, 1974

Box 1 of 6	5400 Facilities Repairs/Improvements, 1974
Box 1 of 6	5403 SI (Smithsonian Institution) Building, 1974
Box 1 of 6	5402 A&I (Arts and Industries) Building, 1974
Box 1 of 6	5404 Museum of History and Technology, 1974
Box 1 of 6	5405 Museum of Natural History, 1974
Box 1 of 6	Air Vents Natural History Building
Box 1 of 6	5406 Hirshhorn Museum and Sculpture Garden, 1974
Box 1 of 6	5408 Barney House, 1974
Box 1 of 6	5409 NASM (National Air and Space Museum), 1974
Box 1 of 6	5410 Freer Gallery, 1974
Box 1 of 6	L'Enfant Plaza, 1974
Box 1 of 6	1111 N. Capitol (Smithsonian Institution Service Center - SISC), 1974
Box 1 of 6	Folklife Festival, 1974
Box 1 of 6	5502 Bicentennial Exhibition, 1974
Box 1 of 6	Electric Shop, 1974
Box 1 of 6	Mechanical Services, 1974
Box 1 of 6	Work Control, 1974
Box 1 of 6	Conference of Administrative Officers
Box 1 of 6	Moves/Relocations, 1974
Box 1 of 6	Safety, 1974
Box 1 of 6	Health Care
Box 1 of 6	Employee of Month
Box 1 of 6	Director's Correspondence
Box 1 of 6	Facilities for Handicapped

Box 1 of 6	Budget FY 1975
Box 1 of 6	Director's Correspondence
Box 1 of 6	General Correspondence
Box 1 of 6	1003 Awards
Box 1 of 6	1004 Suggestions
Box 1 of 6	1008 Audit reports
Box 2	
Box 2 of 6	1011 Minutes of Executive Committee Meetings
Box 2 of 6	2001 Ripley Correspondence
Box 2 of 6	2002 OPLANTS Monthly Reports
Box 2 of 6	2002 OPLANTS Monthly Status Reports
Box 2 of 6	2004 IBM System 7
Box 2 of 6	2007 Conference of Administrative Officers
Box 2 of 6	2110 Restoration and Renovation (R&R)
Box 2 of 6	2012 Computer Systems
Box 2 of 6	2111 Protection Division Blotters
Box 2 of 6	2114 SI Year
Box 2 of 6	2117 Management by Objective
Box 2 of 6	2118 Leases
Box 2 of 6	2020 Requests for Project Grant
Box 2 of 6	2115 Folk Festival
Box 2 of 6	4000 Craft Services Division
Box 2 of 6	4001 Elevators
Box 2 of 6	Steam Outage

Box 2 of 6	4003 Utilities
Box 2 of 6	4300 Communications and Transportation Services Division
Box 2 of 6	4301 Transportation
Box 2 of 6	4302 Parking
Box 2 of 6	4303 Mail and Messenger

Box 3

Box 3 of 6	4304 Audio Visual
Box 3 of 6	4305 SI Directory
Box 3 of 6	4100 Warehousing Services Division
Box 3 of 6	4200 Planning and Support Division
Box 3 of 6	Management Services Division
Box 3 of 6	4202 Relamping
Box 3 of 6	2021 OPLANTS Exhibits Support
Box 3 of 6	2025 Leases
Box 3 of 6	Method of Packing/Handling Museum Objects
Box 3 of 6	2501 Shipping and Receiving
Box 3 of 6	2800 Security and Safety
Box 3 of 6	2801 Emergency Evaluation of Collections
Box 3 of 6	2900 OPLANTS Exhibit Support
Box 3 of 6	5000 Natural History Building (2 folders)
Box 3 of 6	5001 History and Technology Building (2 folders)

Box 4

Box 4 of 6	5002 SI Building
Box 4 of 6	5003 A&I Building (2 folders)

Box 4 of 6	5004 Hirshhorn Building
Box 4 of 6	5005 National Air and Space Museum Building (3 folders)
Box 4 of 6	5006 Museum Support Facility
Box 4 of 6	5007 Barney House
Box 4 of 6	5009 Silver Hill
Box 5	
Box 5 of 6	5010 National Collection of Fine Arts and National Portrait Gallery/ Renwick
Box 5 of 6	5011 Freer Gallery
Box 5 of 6	5012 Museum of African Art
Box 5 of 6	5013 Anacostia Museum
Box 5 of 6	5014 Pension Building
Box 5 of 6	5015 Belmont
Box 5 of 6	5016 Cooper-Hewitt
Box 5 of 6	5413 Hillwood, 1974-1976
Box 5 of 6	5017 Tariff/Trade Commission Building
Box 5 of 6	2019 Reports Required of OPLANTS
Box 5 of 6	Fort Belvoir Support Agreement
Box 5 of 6	5421 CBCES (Chesapeake Bay Center for Environmental Studies), 1975-1976
Box 5 of 6	5414 L'Enfant Plaza, 1975
Box 5 of 6	SISC, 1979
Box 5 of 6	5415 1111 N. Capitol St. (SISC), 1976
Box 5 of 6	5415 1111 N. Capitol St. (SISC), 1974-1975
Box 5 of 6	5600 Special Events

Box 5 of 6 Personnel Manual, 1977

Box 6

Box 6 of 6 4400 Horticultural Services

Box 6 of 6 Energy Conservation, 1974

Box 6 of 6 4301 Energy Conservation

Box 6 of 6 4004 Energy Conservation

Box 6 of 6 4402 Rodent/Vector Control

Box 6 of 6 5001 Unit Relocations

Box 6 of 6 4801 Inspections/Reports

Box 6 of 6 5002 Space Needs

Box 6 of 6 5100 General

Box 6 of 6 5203 Fire Protection

Box 6 of 6 5400 Facility Repairs Improvements

Box 6 of 6 5502 Bicentennial

Box 6 of 6 5418 Fire Protection Equipment, Front Royal, 1976

Box 6 of 6 5419 Water Emerging Air-Diffusers in Conservation Analytical Laboratory, 1976

Box 6 of 6 5501 Folklife Festival

Box 6 of 6 Emperor's Visit

Box 6 of 6 5402 Restoration and Renovation

Box 6 of 6 2020 Security/Safety

Box 6 of 6 4100 General

Box 6 of 6 4201 Tunnels

Box 6 of 6 4302 Preventive Maintenance

Box 6 of 6 2101 Goals