



Smithsonian Institution Archives

Administrative Files, 1963, 1977-1981

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Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title:	Administrative Files
Identifier:	Accession 84-009
Date:	1963, 1977-1981
Extent:	4 cu. ft. (4 record storage boxes)
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Administrative Information

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Descriptive Entry

This accession consists of miscellaneous administrative files containing statistical information, usually on minorities within the Smithsonian Institution; memoranda; correspondence; reports; and photographs taken at seminars and conferences.

Names and Subject Terms

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

Subjects:

- Minorities
- Minorities -- Employment
- Museums -- Employees
- Personnel management

Types of Materials:

- Black-and-white photographs
- Books
- Brochures
- Manuscripts

Container Listing

Box 1

Box 1 of 4	Smithsonian Guard Force Study, 1963
Box 1 of 4	Automatic Data Processing (ADP) Priorities Group
Box 1 of 4	ADP Priorities Group Meeting, 1979
Box 1 of 4	Will Douglas, Jr. (2 folders)
Box 1 of 4	Equal Employment Opportunity Commission
Box 1 of 4	054 Training
Box 1 of 4	061 Regents' Reports
Box 1 of 4	060 Reports
Box 1 of 4	Office of Personnel Management Reports, 1980
Box 1 of 4	Read File, 1979
Box 1 of 4	Paula Cardwell
Box 1 of 4	Computer Services
Box 1 of 4	Smithsonian Performance Appraisal System
Box 1 of 4	Interdepartmental Task Force on Women, 1980
Box 1 of 4	Equal Employment Commission Directives, Memos, 1980
Box 1 of 4	Equal Employment Opportunity Employer Information Report, 1979
Box 1 of 4	Merit Systems Protection Board
Box 1 of 4	Small Business
Box 1 of 4	National Zoological Park Progress Report, 1975

Box 1 of 4 Equal Employment Opportunity Union Meeting, 1979

Box 1 of 4 Evaluation of Executive Resources Board Operations, c. 1979-1983

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Box 2 of 4	000 General (2 folders)
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Box 3 of 4	Doll Display for Women's Week, 1975
Box 3 of 4	Women's Week, 1975
Box 3 of 4	Support Activities Organization, Function, Objectives
Box 3 of 4	Certificate of Appreciation, 1975
Box 3 of 4	Work Folder, Women's Week, 1976
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Box 3 of 4	Smithsonian Bureaus & Museums Objectives and Program Planning
Box 3 of 4	Unit IV Performance Evaluation (2 folders)
Box 3 of 4	Unit III Merit Promotion Program
Box 3 of 4	Unit I Average Grade Ceiling (2 folders)
Box 3 of 4	Unit V Labor-Management Relations
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Box 3 of 4	Explanation of Workforce
Box 3 of 4	Federal Equal Opportunity and Civil Rights Activities
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