



Smithsonian Institution Archives

Administrative Records, 1967-1986

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Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title:	Administrative Records
Identifier:	Accession 87-122
Date:	1967-1986
Extent:	7 cu. ft. (7 record storage boxes)
Creator::	Smithsonian Institution. Business Management Office
Language:	English

Administrative Information

Preferred Citation

Smithsonian Institution Archives, Accession 87-122, Smithsonian Institution, Business Management Office, Administrative Records

Descriptive Entry

This accession consists of correspondence and memoranda concerning the offices administered by the Business Management Office.

Names and Subject Terms

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

Subjects:

Museum finance
Museums -- Administration

Types of Materials:

Brochures
Manuscripts

Container Listing

Box 1

Belmont Conference Center, 1967-1983:

- Box 1 of 7 Audit, 1973
- Box 1 of 7 Easement and Contract Samples
- Box 1 of 7 General Inquiries
- Box 1 of 7 Inventory
- Box 1 of 7 Land
- Box 1 of 7 Maps and Appraisals
- Box 1 of 7 Prospective Buyers and Other Contracts
- Box 1 of 7 Refurbishing
- Box 1 of 7 Belmont Conference Center and Regents
- Box 1 of 7 Sale to American Chemical Society
- Box 1 of 7 Sale to State
- Box 1 of 7 Serious Bidders
- Box 1 of 7 Time Analysis (2 folders)
- Box 1 of 7 Zoning
- Box 1 of 7 Belmont Conference Center, 1977-1983 (5 folders)

Box 2

- Box 2 of 7 Belmont Conference Center, 1967-1976 (4 folders)
- Box 2 of 7 McGraw-Hill Bookstore, Royalties (2 folders)

Box 2 of 7 McGraw-Hill Bookstore General, 1971-1981 (8 folders)

Museum Shops, 1971-1981:

Box 2 of 7 Advisory Committee

Box 2 of 7 Computerization, 1975-1979 (3 folders)

Box 2 of 7 Concessions and Museum Shops Distribution

Box 2 of 7 Museum Shops General, 1981-1982 (2 folders)

Box 3

Box 3 of 7 Museum Shops General, 1974-1980 (10 folders)

Box 3 of 7 FAPG (Fine Arts & Portrait Gallery)

Box 3 of 7 Hirshhorn

Box 3 of 7 Museum of History and Technology (MHT)/Museum of American History (MAH), 1971-1982 (3 folders)

Box 3 of 7 MHT Crafts Boutique

Box 4

Box 4 of 7 National Air and Space Museum (NASM)

Box 4 of 7 Natural History Building (NHB)

Box 4 of 7 Rosenblatt-Tillet

Box 4 of 7 Space and Remodeling

Box 4 of 7 Workshops

Parking Office, 1976-1986:

Box 4 of 7 Parking Committee/Policy, 1983

Box 4 of 7 Parking Committee Requests and Dispositions

Box 4 of 7 Parking General, 1979-1980 (7 folders)

Box 5

Box 5 of 7 Parking General, 1979-1980 (2 folders)

Box 5 of 7 Revenues

Box 5 of 7 NASM Garage - \$4/Day Staff Parking

Box 5 of 7 NASM Public Garage Reports, 1981-1982

Box 5 of 7 NASM Garage, General

Box 5 of 7 Mall Parking Project

Box 5 of 7 Vacant Parking Reports, 1982

Box 5 of 7 Parking Reports, 1979-1983

Box 5 of 7 Weekend Paid Parking, General

Box 5 of 7 Weekend Paid Parking Reports

Box 5 of 7 Parking - Miscellaneous and Old OJB Files

Box 5 of 7 Colonial Parking Royalties

Business Management Office (BMO):

Box 5 of 7 BMO General, 1975-1977 (3 folders)

Box 6

Box 6 of 7 BMO General, 1978-1980 (2 folders)

Box 6 of 7 Secretarial Correspondence, 1981

Box 6 of 7 SI General, 1975-1979

Box 6 of 7 Internal Accounting Control

Box 6 of 7 Smithsonian Exhibition Books, 1981-1982

Box 6 of 7 SI Guidebook, 1979-1980

Box 6 of 7 Smithsonian Magazine, 1976-1982 (2 folders)

Box 6 of 7 SI Press, 1969-1981 (2 folders)

Box 6 of 7 Smithsonian Institution Traveling Exhibition Service (SITES), 1972-1984

Box 6 of 7 Automatic Data Processing (ADP), 1979

Box 6 of 7 Anthropological Archives, 1973

Box 6 of 7 Audio-Visual, 1975-1977

Box 6 of 7 Smithsonian Astrophysical Observatory (SAO), 1976

Box 6 of 7 Smithsonian Associates, 1970-1977

Box 6 of 7 Auxiliary Activities Council, 1979-1982 (2 folders)

Box 7

Box 7 of 7 Benefits Committee, 1983-1985

Box 7 of 7 Boston Properties (expired lease), 1983

Box 7 of 7 Business Advisory Council, 1980-1982

Box 7 of 7 Division of Performing Arts, 1981-1982

Box 7 of 7 Energy Conservation, 1980-1982

Box 7 of 7 Equal Employment Opportunity (EEO), 1981-1982

Box 7 of 7 Harvard Business School Project, 1972

Box 7 of 7 IBM, 1977-1978

Box 7 of 7 1876 Orchestration (?), 1977

Box 7 of 7 Mr. Ormeland, Consultant, 1976

Box 7 of 7	Publications Review Board, 1973-1976
Box 7 of 7	Publications, Special (Russell Bourne), 1971-1976
Box 7 of 7	Treasurer's Staff Meetings, 1973-1980
Box 7 of 7	Unrelated Business Income Tax, 1982-1983
Box 7 of 7	Unrelated Business Income Tax, Museum Shops
Box 7 of 7	Unrelated Business Income Tax, Product Development
Box 7 of 7	Unrelated Business Income Tax, 1976 Audit
Box 7 of 7	Unrelated Business Income Tax, Miscellaneous Backup Materials (4 folders)