



Smithsonian Institution Archives

**Program Records, 1979-1985**

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## Table of Contents

Collection Overview .....	1
Administrative Information .....	1
Descriptive Entry.....	1
Names and Subjects .....	1
Container Listing .....	3

## Collection Overview

<b>Repository:</b>	Smithsonian Institution Archives, Washington, D.C., <a href="mailto:osiaref@si.edu">osiaref@si.edu</a>
<b>Title:</b>	Program Records
<b>Identifier:</b>	Accession 88-172
<b>Date:</b>	1979-1985
<b>Extent:</b>	3 cu. ft. (3 record storage boxes)
<b>Creator::</b>	Smithsonian Institution. Office of Museum Programs
<b>Language:</b>	English

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## Administrative Information

### Preferred Citation

Smithsonian Institution Archives, Accession 88-172, Smithsonian Institution, Office of Museum Programs, Program Records

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## Descriptive Entry

This accession consists of records that document museum education and administration programs co-sponsored by the Office of Museum Programs (OMP) and the United States International Communication Agency; and by OMP and the United States Information Agency (USIA). The records include correspondence and memoranda documenting activities for the programs "Education in Museums," "Seminar for International Museum Educators," "Museum Administration Project," and "Collections: Management, Preventive Care and Conservation Awareness." Also includes program summaries, announcements, tour schedules, proposals, and reports; budgetary information; participant listings; and evaluation forms.

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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:

Museums -- Educational aspects

### Types of Materials:

Black-and-white photographs  
Books  
Brochures  
Manuscripts

Names:

United States Information Agency  
United States. International Communication Agency

Preferred Titles:

*Collections: Management, Preventive Care and Conservation Awareness (Education program)*  
*Education in Museums (Education program)*  
*Museum Administration Project (Education program)*  
*Seminar for International Museum Educators (Education program)*

## Container Listing

### Box 1

	OMP/United States International Communication Agency (USICA)
Box 1 of 3	Smithsonian Seminar Evaluation, 1982
Box 1 of 3	"Education in Museums" Seminar, 1982
Box 1 of 3	Museum Educators Tour, 1982
Box 1 of 3	"Education in Museums" Seminar: Participants, 1982
Box 1 of 3	"Education in Museums" Seminar: New York Schedule, 1982 (2 folders)
Box 1 of 3	USICA Proposal, 1982
Box 1 of 3	Program Evaluations, 1982
Box 1 of 3	Tour and Project Costs, 1981-1982 (2 folders)
Box 1 of 3	Final Evaluations, 1982
Box 1 of 3	"Education in Museums" Seminar: Smithsonian/ICA, 1982
Box 1 of 3	Correspondence and Memoranda, 1982
Box 1 of 3	Education in Museums Program, 1982
Box 1 of 3	Education in Museums Program: Final Report, 1982
Box 1 of 3	International Visitors, 1981
Box 1 of 3	USICA Tour Mid-Term Evaluation, 1981
Box 1 of 3	USICA Tour Final Evaluation, 1981
Box 1 of 3	USICA Tour Participants: Correspondence, 1981
Box 1 of 3	USICA Tour Itinerary, 1980-1981

- Box 1 of 3                    Museum Administrators, 1981
- Box 1 of 3                    USICA Tour Participants, 1979 (2 folders)
- Box 1 of 3                    USICA Tour Responses, 1979
- Seminar for International Museum Educators
- Box 1 of 3                    Correspondence and Memoranda, 1981
- Box 1 of 3                    Seminar Handouts, 1981
- Box 1 of 3                    Evaluations, 1981
- OMP/United States Information Agency (USIA)
- Box 1 of 3                    Education in Museums Program: Participant Information, 1983
- Box 1 of 3                    Education in Museums Program: Outgoing Correspondence, 1983
- Box 1 of 3                    Education in Museums Program: Administrative and Financial, 1983
- Box 1 of 3                    Group Photograph, 1983
- Box 1 of 3                    Education in Museums Program: Mid-Term and Final Reports, 1983
- Box 2
- Box 2 of 3                    Education in Museums Program: Evaluations, 1983
- Box 2 of 3                    Education in Museums Program: Proposal and Schedule, 1983
- Box 2 of 3                    Museum Administration Project:: Administrative and Financial, 1983
- Box 2 of 3                    Museum Administration Project: Evaluation and Final Report, 1983
- Box 2 of 3                    Museum Administration Project: Participation Information, 1983
- Box 2 of 3                    Museum Administration Project: Incoming Correspondence, 1983
- Box 2 of 3                    Museum Administration Project: Proposal and Program Schedule, 1983

Box 2 of 3                    Museum Administration Project: Outgoing Correspondence, 1983

Box 2 of 3                    Education in Museums Program: Evaluations and Final Report, 1984

Box 2 of 3                    Education in Museums Program: Administrative and Financial, 1984

Box 2 of 3                    Education in Museums Program: Incoming Correspondence, 1984

Box 2 of 3                    Education in Museums Program: Outgoing Correspondence, 1984

Box 2 of 3                    Education in Museums Program: Participant Information, 1984

Box 2 of 3                    Education in Museums Program: Proposal and Program Schedule, 1984

Box 2 of 3                    Museum Administration Project: Final Report, 1984

Box 2 of 3                    Museum Administration Project: Thank You Letters, 1984

Box 2 of 3                    Museum Administration Project: Finances, 1984

Box 2 of 3                    Museum Administration Project: Announcement Letter, 1984

Box 2 of 3                    Museum Administration Project: Confirmation Letter, 1984

Box 2 of 3                    Museum Administration Project: Participants and Correspondence, 1984

Box 2 of 3                    Museum Administration Project: Follow-up Letters, 1984

Box 2 of 3                    Museum Administration Project: Agreement, 1984

Box 2 of 3                    Museum Administration Project: Project Summary, 1984

Box 2 of 3                    Museum Administration Project: Itinerary (Outside Washington, D.C.), 1984

Box 2 of 3                    Museum Administration Project: Seminar, 1984

Box 2 of 3                    Education in Museums Program: Correspondence, 1985

Box 2 of 3                    Education in Museums Program: Confirmation Letter, 1985

Box 2 of 3                    Education in Museums Program: Participants List, 1985

Box 2 of 3                    Education in Museums Program: Thank You Letters, 1985

- Box 2 of 3 Education in Museums Program: Announcement Letter, 1985
- Box 2 of 3 Education in Museums Program: Proposal, 1985
- Box 2 of 3 Education in Museums Program: Finances, 1985
- Box 2 of 3 Education in Museums Program: Itinerary (outside Washington, D.C.), 1985
- Box 2 of 3 Education in Museums Program: Seminar, 1985

Box 3

OMP/United States Information Agency (USIA) - "Collections: Management, Preventive Care and Conservation Awareness" Program

- Box 3 of 3 USIA Collections Program: Miscellaneous, 1985
- Box 3 of 3 USIA Collections Program: Announcement Letter, 1985
- Box 3 of 3 USIA Collections Program: Seminar, 1985
- Box 3 of 3 USIA Collections Program: Itinerary (outside of Washington DC), 1985
- Box 3 of 3 USIA Collections Program: Thank You Letter, 1985
- Box 3 of 3 USIA Collections Program: Sponsors, 1985
- Box 3 of 3 USIA Collections Program: Correspondence, 1985
- Box 3 of 3 USIA Collections Program: Confirmation Letter, 1985
- Box 3 of 3 USIA Collections Program: Miscellaneous, 1985
- Box 3 of 3 USIA Collections Program: Final Report, 1985
- Box 3 of 3 USIA Collections Program: Finances, 1985
- Box 3 of 3 USIA Collections Program: Participants, 1985
- Box 3 of 3 USIA Collections Program: Group Project Agreement, 1985
- Box 3 of 3 USIA Collections Program: Schedules, 1985



