



Smithsonian Institution Archives

Administrative Records, 1985-1988

by Smithsonian Institution Archives

Smithsonian Institution Archives
Washington, D.C.
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Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., <i>osiaref@si.edu</i>
Creator:	Smithsonian Institution, Office of the Secretary
Title:	Administrative Records
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Administrative Information

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Descriptive Entry

This accession consists of correspondence, photographs, memoranda, and other material documenting the activities of the Secretary of the Smithsonian Institution, Robert McCormick Adams, primarily for FY 1986.

Listings in bold and capital letters indicate both the topic of folder contents and major subheadings from the Secretary's Office file plan.

Names and Subject Terms

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

Subjects:

Museums -- Administration.

Types of Materials:

Black-and-white photographs
Books
Brochures
Clippings
Manuscripts

Names:

Adams, Robert McCormick, 1926-
Smithsonian Institution -- Administration.

Container Listing

Box 1

AWARDS: General (2 folders)

Brooks, Robert A.

Career service

Exceptional service

Fleming, Arthur S.

Getty prize

Henry Medal

Langley Medal

Marconi prize

National Air & Space Museum Trophy

National Medal of Science

Smithson, James (medal)

Smithson, James (Order of)

Sustained superior performance

Tyler

World Food Prize

COMMITTEES

Research Policy Committee

COMMUNICATIONS

CONFERENCE (2 folders)

Symposium/general

Women's Changing Roles in Museums

Canvas of Culture

Constitutional Roots, Rights & Responsibilities

Grass systematics and evolution

History of Information in American Society

Man and Beast Revisited

USA-USSR archaeological (1986) (2 folders)

CONSERVATION

Aldabra

Endangered species

Box 2

Endangered species/Marine Mammal Commission

Energy crisis

Galapagos Island

Tiger project

DEVELOPMENT OF THE MALL

Parking

EXHIBITS

After the Revolution: Everyday life in America, 1780-1800

Crossroads of continents

Field to Factory: Afro-American Migration, 1915-1940

Her Own Proper Sphere: In the Progressive Era, 1890-1925

Information Revolution (IBM) (3 folders)

Insect Zoo

Made in America

Man Makes Culture Makes Man

Manhattan Project

Men and Women: Dressing the Part

United States Exploring Expedition, 1838-1842

Vatican

LECTURES

MUSEUMS (A-O)

Box 3

Museums (P-Z)

Regional museums

PROJECTS: Reading is Fundamental (RIF)

PUBLICATIONS

Directories

Publications (A-Z)

Publication distribution

Smithsonian Publications Council (SPC)

Smithsonian Year (SI annual report)

RESEARCH

VISITORS CENTER

OFFICE OF THE SECRETARY

Executive Director (Hobbins)

Special Assistant to the Secretary (Couden)

UNDER SECRETARY

Audits and Investigations, Office of (2 folders)

ASSISTANT SECRETARY FOR ADMINISTRATION

Admission charge

Box 4

Airplane

Allocation of Space

Allocation of Space - Post Office/Trade Commission (International Trade Commission)

Announcements

Auto

Congressional Liaison, Office of (2 folders)

Congressional Liaison - Hearings (5 folders)

Contracts-grants-proposals

Grants (2 folders)

Proposals (3 folders)

Proposals - National Aeronautics and Space Administration (NASA)

Proposals - National Science Foundation (NSF) (2 folders)

Delegation of authority

Facilities Services, Office of (OFS)

Box 5

OFS Architectural History and Historic Preservation

OFS Design and Construction, Office of (ODC)

OFS ODC Quadrangle (5 folders)

OFS ODC Quadrangle/Haupt Garden

OFS Protection Services (Office of) OPS

OFS OPS emergency manual, Guidelines - National Museum of Natural History

OFS OPS emergency manual, Guidelines - National Museum of American History - Renwick Gallery

OFS OPS emergency manual, Guidelines - National Museum of American Art - Silver Hill

OFS OPS emergency manual, Guidelines - Smithsonian Environmental Research Center - Smithsonian Tropical Research Institute

OFS Building plans/general

OFS Building plans/A&I Building

OFS Plant Services, Office of (OPLANTS)

OFS Horticulture, Office of

OFS Letterhead-stationery

OFS Management Analysis, Office of (MAO)

OFS Memorandums/heads of organizational units

OFS Office of Information Resource Management, OIRM (2 folders)

OFS Parking (2 folders)

Personnel Administration, Office of (2 folders)

Box 6

Personnel - American Federation of Government Employees (AFGE)

Personnel - Combined Federal Campaign

Personnel - Consultant

Personnel - Employee Benefits, Office of
Personnel - Equal Employment Opportunity, EEO (5 folders)
Personnel - Women's Council
Personnel - Grievances and complaints
Personnel - Health and insurance
Personnel - Honorary appointments
Personnel - Honorary Appointments - Research associate (3 folders)
Personnel - Honorary Appointments - Senate of Scientists
Personnel - Leave (sabbatical)
Personnel - Pay & tenure
Personnel - Recruiting (3 folders)

Box 7

Personnel - Announcements (3 folders)
Personnel - Retirement (TIAA) plan
Personnel - Savings bonds
Senior Candidates
Personnel - Senior Candidates - Curator of Computers, Information and Society
Personnel - Senior Candidates - Director, Product Development and Licensing
Personnel - Senior Candidates - Director of Facility Services
Personnel - Senior Candidates - Senior Survey researcher
Personnel - Summer employment
Personnel - Supergrade
Personnel - Trust fund employees (private roll)
Personnel 201 (A to Z) (24 folders)

Box 8

Printing and Photographic Services, Office of (OPPS)
Procurement and Property Management, Office of (OPPM)
Programming and Budget Office (OPB)

FY 1986 (3 folders)

FY 1987 (3 folders)

FY 1988 (5 folders)

Hearings 1986 (2 folders)

Budget justifications to Office of Management and Budget (OMB), FY 1987

Budget justifications to Appropriations Committee, FY 1987

Box 9

OPB Hearings, 1987 (4 folders)

Safety program (2 folders)

SI seal

Staff bulletins

Travel Services, Office of

ASSISTANT SECRETARY FOR MUSEUMS (3 folders)

ASSISTANT SECRETARY FOR HISTORY AND ART

Anacostia Neighborhood Museum

Archives of American Art (AAA) (3 folders)

AAA Board of Trustees

Bicentennial of the Constitution

Center for Asian Art

Freer Gallery of Art

Freer - Visiting Committee

Box 10

Sackler Gallery of Art

Sackler - Visiting Committee

Conservation Analytical Lab (CAL) (2 folders)

Cooper-Hewitt Museum of Design & Decorative Arts (2 folders)

Cooper-Hewitt - Advisory Board

Cooper-Hewitt - Search committee

Exhibits Central, Office of (OEC)

Hirshhorn, Joseph Museum and Sculpture Garden (HMSG)

HMSG Board of Trustees

HMSG Nominating committee

Museum Support Center

National Air & Space Museum (NASM) (4 folders)

Box 11

NASM Children's Challenge Center for Space Science Education (2 folders)

NASM general (4 folders)

NASM Director search committee (2 folders)

NASM Dulles (2 folders)

NASM Enterprise

NASM Magazine

NASM Restaurant

NASM Special Events calendar

Box 12

NASM Visiting Committee

National Museum Act

National Museum of African Art (NMAfA) (3 folders)

Commission on the NMAfA

National Armed Forces Museum Advisory Board (NAFMAB)

National Museum of American Art (NMAA) (2 folders)

NMAA Commission

NMAA Renwick Gallery

NMAA - Renwick - Visiting craft committee

National Museum of American History (NMAH) (4 folders)

NMAH Advertising

NMAH Agriculture & Mining, Department of

NMAH Armed Forces History, Division of

NMAH Building plans

NMAH Cafeteria

Box 13

NMAH Community Life, Division of
NMAH Costumes and Furnishings, Division of
NMAH Domestic Life, Division of
NMAH Electricity and Nuclear Energy, Division of
NMAH Engineering and Industry, Division of
NMAH Exhibiting
NMAH Mechanisms, Division of
NMAH Medical Sciences, Division of
NMAH Musical Instruments, Division of
NMAH Numismatics, Division of
NMAH Photographic History, Division of
NMAH Political History, Division of
NMAH Philatelic Collection (Postal History, Division of)
NMAH Textiles, Division of
NMAH Transportation, Division of
National Museum of Natural History (NMNH)
NMNH Anthropology, Department of (SOA) (5 folders)
NMNH SOA Film archives
NMNH SOA Indians (folder and book)
NMNH SOA Indian reburial issue, briefing notebook (2 folders)

Box 14

NMNH SOA International Programs of the National Human Studies
NMNH Botany, Department of
NMNH Cafeteria (Associates Court)
NMNH Calendar
NMNH Entomology, Department of
NMNH Exhibiting

NMNH Invertebrate Zoology, Department of
NMNH Mineral Sciences, Department of
NMNH Paleobiology, Department of
NMNH Search committee
NMNH Vertebrate Zoology, Department of
NMNH Birds, Division of
National Portrait Gallery (NPG)
NPG Commission
Registrar's Office
Registrar's Office - Council
Smithsonian Institution Traveling Exhibition (SITES) (Folders 1-2 of 4)

Box 15

SITES (Folders 3-4 of 4)
SITES Advisory Board
SITES Statue of Liberty
ASSISTANT SECRETARY FOR RESEARCH (2 folders)
Columbus Quincentennial (3 folders)
Council of American Overseas (Research Centers)
Dazzler
Henry, Joseph Papers
Man and the Biosphere Program
Mathias, Charles McC. Lab for Environmental Research
National Zoological Park (NZIP) (3 folders)

Box 16

NZIP Building plans
NZIP Friends of (FONZ)
Office of Fellowships and Grants (OFG) (4 folders)
OFG Internship
OFG Search committee

Smithsonian Astrophysical Observatory (SAO)

Smithsonian Environmental Research Center (SERC) (Folders 1-3 of 4)

Box 17

SERC (Folder 4 of 4)

Smithsonian Institution Archives (SIA)

Smithsonian Institution Libraries (SIL) (2 folders)

SIL Dibner Library

SIL Smithsonian International Exchange Service

Smithsonian Marine Station at Link Port

Smithsonian Tropical Research Institute (STRI)

ASSISTANT SECRETARY FOR PUBLIC SERVICE

Office of the Committee for a Wider Audience (OCWA)

Academic Programs, Office of (OAP) - Docents

OAP Educational program

OAP Pan-institutional list

OAP Smithsonian Advisory Council on Education

OAP Universities/general (A-D)

Box 18

OAP Universities/general (E-Z)

OAP Elementary and Secondary Education (OESE)

OAP Folklife Programs, Office of

OAP Folklife Festival

Box 19

Office of Public Affairs (OPA)

OPA News clippings

OPA News service (2 folders)

OPA Press releases

OPA Research reports

OPA Science at the SI

OPA Search committee (OPA, director)
OPA Torch
Smithsonian Associates (SA)
SA Contributing membership (2 folders)
SA Donors
SA Patrons
SA Sponsoring
SA Supporting
SA Sustaining
SA Lecture and seminar program (2 folders)
SA Luncheon group

Box 20

SA Membership/general (A-Z)
SA Study tours
SA Women's Committee
SA Smithsonian Council (SI Council)
SA Smithsonian Press (SI Press) (2 folders)
SA Handbook of North American Birds
SA Handbook of North American Indians
SA Recordings
SA Regents Publication award program
Magazine/general (2 folders)

Box 21

Magazine - Article
Magazine - Horizons
Magazine - View from the Castle
Symposia and Seminars, Office of
Telecommunications, Office of (OTC)
OTC Center for Electronic & Film Media/search committee

OTC National Demonstration Lab for Interactive Educational Technologies
OTC Smithsonian World
OTC Buried Mirror
OTC University of the Air
OTC Visitors Information & Associates Reception Center (VIARC) (3 folders)
VIARC Visitors to the SI
VIARC Conducted tours
VIARC Surveys and reports

Box 22

TREASURER'S OFFICE (2 folders)

Accounting and Financial Services, Office of
Business Management, Office of
Business Management - Museum shops
Business Management - Restaurant concessions
Office of Facility Management and Planning
Financial System Functional Requirements Task Force
Funds - General
Funds - Angel, J. Lawrence Memorial Fund
Funds - Associates Exhibiting Fund
Funds - Erickson, Suzanne Liebers Memorial
Funds - Glennan-Webb-Seamans
Funds - Improvement of the Insect Collection
Funds - Korean Heritage
Funds - Latin American Archaeology
Funds - Pope, John A. (memorial)
Funds - Ramsey Fund
Funds - Research Opportunities Fund (ROF)
Funds - Rosewater, Joseph Fellowship
Funds - Seidell, Atherton Endowment

Funds - Silberglied, Robert E. Memorial

Funds - Smithson, James

Funds - Special Exhibition

Funds - Webb, James E.

Funds - Williston, Samuel Wendell Research Fund

Investment Policy Committee (Folders 1-3 of 5)

Box 23

Investment Policy Committee (Folders 4-5 of 5)

Office of Risk Management

South Africa Research Consortium

Scudder, Stevens & Clark

Trust funds - General

Collection Acquisition Program

Educational Outreach Program

Scholarly Studies Program

General Counsel (OGC)

OGC Agreements

OGC Smithsonian Gift (SI gift) (3 folders)

OGC Wills

Box 24

ASSISTANT SECRETARY FOR EXTERNAL AFFAIRS

Service and Protocol, Office of

Smithsonian Foreign Currency Program (2 folders)

SI Foreign Currency Program - Advisory Council

Special Events, Office of (3 folders)

Special Events - Invitation list (guest list)

Special Events - Menu

Special Events - Use of facilities

Office of Membership and Development (OMD) (2 folders)

OMD Credit cards
OMD Development Committee
OMD National Associates Board (3 folders)
OMD Smithsonian National Associates Program
OMD James Smithson Society (3 folders)

Box 25

OMD Smithsonian Resident Associates Program (2 folders)
Management Committee
Management Committee - Bureau Directors Meeting
Management Committee - Council of Education and Information Directors
Management Committee - Management Committee Meetings
Management Committee - Meeting Minutes
Management Committee - Science Bureau Directors' Meeting

SMITHSONIAN SECRETARIES

Secretary, Robert McCormick Adams (RMA)
Adams - Anthropology (4 folders)
Adams - Anthropology - SI Series in Archaeological Inquiry (2 folders)

Box 26

Adams - Appointments
Adams - Book
Adams - Book review
Adams - Clippings
Adams - Clubs and associations (A-Z)
Adams - Gifts
Adams - Honorary appointments and degrees
Adams - Interviews
Adams - Invitations (3 folders)
Adams - Meetings
Adams - Personnel

Adams - Christmas cards (2 folders)

Adams - Photos (2 folders)

Adams - Speech (3 folders)

Box 27

Adams - Trips

Adams - Written articles (2 folders)

Secretary Emeritus, S. Dillon Ripley (SDR)

Ripley - Book

Ripley - Honors

Ripley - Invitations

Ripley - Trips

Ripley - Trips - India

National Gallery of Art (NGA)

NGA Board of Trustees (3 folders)

NGA Finance Committee (2 folders)

NGA News release

John F. Kennedy Center for the Performing Arts

Box 28

Kennedy Center - Board of Trustees (5 folders)

Kennedy Center - Executive Committee

Kennedy Center - Fine Arts Accession Committee

Kennedy Center - Friends of

Kennedy Center - Nominating Committee

FEDERAL AGENCIES, COMMISSIONS, COUNCILS AND DEPARTMENTS

Agriculture, Department of

Commerce, Department of

Commission for the Bicentennial of the U.S. Constitution

Defense, Army & Air Force, Department of

DC Government

Education, Department of
Eisenhower, Dwight David, Commission
Energy, Department of
Environmental Protection Agency (EPA)
Federal City Council
Federal Council on the Arts and Humanities (FCAH)
General Accounting Office - Comptroller (GAO)
General Services Administration (GSA)
Health & Human Services, Department of (HHS)
National Institutes of Health
Interior, Department of
Interior - Advisory Council on Historical Preservation (Folders 1-2 of 7)

Box 29

Interior - Advisory Council on Historical Preservation (Folders 3-7 of 7)
National Park Service
Justice, Department of
King, Martin L. (Federal Holiday Commission)
Labor, Department of
Librarian of Congress
Merit System Protection Board
National Aeronautics and Space Administration (NASA)
National Archives
National Capital Planning Commission (NCPC)
National Endowment for the Arts (3 folders)
National Endowment for the Humanities
Office of Management and Budget (OMB)
OMB Bulletins
OMB Circulars
Office of Personnel Management

Box 30

Pennsylvania Avenue Development Corp.
State, Department of
United States Information Agency (USIA)
United States Postal Service
White House
White House - Peace Corps
White House - President's Commission on Arts and Humanities
White House Historical Association
Woodrow Wilson International Center for Scholars (WWICS) (5 folders)
WWICS Board of Trustees
WWICS Kennan Institute for Advanced Russian Studies

Box 31

PRIVATE ORGANIZATIONS

American Academy of Arts and Sciences
American Anthropological Association
American Association for the Advancement of Science (7 folders)
American Association of Museums (AAM)
American Council of Learned Societies
American Council for the Study of Islamic Societies
American Oriental Society
American Philosophical Society
American Research Center in Egypt
American School of Classical Studies at Athens
American Schools of Oriental Research
American Society for Information Science
American Studies Association
Archaeological Institute of America
Association of American Universities (3 folders)

Box 32

Association of Governing Boards of Universities and Colleges
Brookings Institution
Business Committee for the Arts Inc.
Center for Advanced Study in the Behavioral Sciences
Consortium of Social Science Associations
Council on Foreign Relations
Cultural Alliance of Greater Washington
Cultural Survival Inc.
DC Preservation League
Dumbarton Oaks
Foundations (A-H)

Box 33

Foundations (I-Z)
History of Science Society (HSS)
Incorporated Research Institutions of Seismology (IRIS)
Institute of Museum Services
International Research & Exchanges Board (Irex) (2 folders)

Box 34

Joint Center for Political Studies, Inc. (3 folders)
Middle East Institute
Middle East Studies Association (MESA)
National Academy of Sciences (NAS) (6 folders)
National Sciences Resources Center (NSRC)
NSRC Advisory Board

Box 35

National Geographic Society (NGS)
Santa Fe Institute (2 folders)
School of American Research

Sigma Xi, The Scientific Research Society (2 folders)
Social Science Research Council (SSRC) (2 folders)
Society for American Archaeology
Society for Cultural Anthropology
Society for History in the Federal Government
Society of Professional Archaeologists
United States Capitol Historical Society
Washington Association of Professional Anthropologists
Washington Consortium of Universities
World Resource Institute

INTERNATIONAL ORGANIZATIONS

American Center for Oriental Research (ACOR)
Commonwealth Science Council
International Council for Bird Preservation (ICBP)
International Council of Museums (ICOM)
International Council on Monuments and Sites (ICOMOS)
International Institute for Applied Systems Analysis
International Union for Conservation of Nature (IUCN)
International Wild Waterfowl Association Inc.
Sumerian Agriculture Group
UNESCO
United Nations
World Wildlife Fund
Directorate of International Activities (2 folders)

Box 36

COUNTRIES (BY NAME)

Africa
Algiers
Argentina

Australia
Austria
Bahrain
Bangladesh
Beirut
Belize
Bolivia
Botswana
Brazil
Burma
Cameroon
Canada
Central America
Ceylon
Chile
China
Colombia
Cook Islands
Costa Rica
Cuba
Denmark
Dominican Republic
Ecuador
Egypt
England
Ethiopia
France
Germany
Greece

Guatemala
Hong Kong
Hungary
Iceland
India (2 folders)
India - Festival of India
Indonesia
Iran
Iraq (2 folders)
Ireland
Israel
Italy
Japan
Jordan
Kenya
Korea
Kuwait

Box 37

Madagascar
Malaysia
Mexico
Monaco
Morocco
Nepal
New Zealand
Nigeria
Norway
Oman
Pakistan

Peru
Philippines
Poland
Puerto Rico
Saudi Arabia
Scotland
Siberia
Singapore
South Africa
Spain
Sweden
Switzerland
Taiwan
Thailand
Turkey
Uruguay
USSR
Venezuela
West Germany
Yemen
Yugoslavia
Miscellaneous (A-V)

Box 38

Miscellaneous (W-Z)

REGENTS

Ad hoc Committee on Museum Admissions

Audit & Review Committee

Dinner

Executive Committee

Meetings - January 27, 1986

Meetings - May 5, 1986

Meetings - September 15, 1986

Meetings - January 26, 1987

Membership

Newsletter

Nominating Committee

Personnel Committee

CONGRESSMEN - SENATORS (Not Re-elected to 101st Congress)

Chiles, Lawton

Evans, Daniel J.

Hecht, Chic

Jeffries, Jim

Melcher, John

Proxmire, William

Quayle, Dan

Stafford, Robert T.

Stennis, John C.

Trible, Paul S., Jr.

Weicker, Lowell P., Jr.

CONGRESSMEN - REPRESENTATIVES (Not Re-elected to 101st Congress)

Badham, Robert E.

Biaggi, Mario

Boland, Edward P.

Boner, William Hill

Bonker, Don

Burton, Sala

Chappell, Bill, Jr.

Daniel, Dan

Daub, Hal
Gray, Kenneth J.
Gregg, Judd
Jones, Ed
Kemp, Jack F.
Latta, Delbert L.
Lowry, Mike
Lujan, Daniel, Jr.

Box 39

Lungren, Dan
Mackay, Buddy
McKinney, Stewart B.
Mica, Dan
Nichols, Bill
Price, Melvin
Rodino, Peter W., Jr.
Roemer, Buddy
Rudge, Thomas J.
Stratton, Samuel S.
Sunia, Fofu I. F.
Swindall, Pat
Taylor, Gene
Wortley, George
Zorinsky, Edward

Box 40

Card index, 1986, AAL-BOY
Card index, 1986, BRA-DEX
Card index, 1986, DIA-GAV
Card index, 1986, GAY-HUM

Box 41

Card index, 1986, HUN-LEV

Card index, 1986, LEW-MYE

Card index, 1986, NAD-ROB

Card index, 1986, ROC-SPO

Box 42

Card index, 1986, SPR-WIB

Card index, 1986, WIC-ZWI

Box 43

Computer print-out index, 1986, 1-3664, A-Z

Computer index, 1986, alphanumeric, 9/15/1986 to 12/31/1986

Box 44

Computer index, 1986, alphabetic listing, 1/1/1987 to 12/31/1987

Computer index, 1986, numeric listing, 1/1/1987 to 12/31/1987