



# Smithsonian

*Institution Archives*

## Administrative Records, 1978-1987

Finding aid prepared by Smithsonian Institution Archives

Smithsonian Institution Archives  
Washington, D.C.  
Contact us at [osiaref@si.edu](mailto:osiaref@si.edu)

# Table of Contents

Collection Overview .....	1
Administrative Information .....	1
Descriptive Entry.....	1
Names and Subjects .....	1
Container Listing .....	2

## Collection Overview

<b>Repository:</b>	Smithsonian Institution Archives, Washington, D.C., <a href="mailto:osiaref@si.edu">osiaref@si.edu</a>
<b>Title:</b>	Administrative Records
<b>Date:</b>	1978-1987
<b>Identifier:</b>	Accession 89-131
<b>Creator::</b>	Smithsonian Institution. Office of Information Resource Management
<b>Extent:</b>	1 cu. ft. (1 record storage box)
<b>Language:</b>	English

---

## Administrative Information

### Preferred Citation

Smithsonian Institution Archives, Accession 89-131, Smithsonian Institution. Office of Information Resource Management, Administrative Records

---

## Descriptive Entry

This accession contains information on the Office of Information Resource Management's (OIRM) data base management system, GEAC proposal, budgetary information, Equal Employment Opportunity (EEO) needs for automation, and some general correspondence from the Director.

---

## Names and Subject Terms

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

### Subjects:

- Computer systems
- Geac Library Information System
- Information resources management
- Information storage and retrieval systems
- Information technology

### Types of Materials:

- Manuscripts

---

## Container Listing

Box 1	
Box 1 of 1	Smithsonian FY 1984 Budget
Box 1 of 1	FY 1988 Travel/Training
Box 1 of 1	OIRM (Director's File), 1985
Box 1 of 1	General, 1987 (Budget Items)
Box 1 of 1	Smithsonian Planning Process, 1986-1987
Box 1 of 1	Smithsonian FY 1987 Budget
Box 1 of 1	Status Reports
Box 1 of 1	OIRM, 1986-1987
Box 1 of 1	Administrative Support Division
Box 1 of 1	Management Information Systems
Box 1 of 1	Financial and Employment Division
Box 1 of 1	Auxiliary Activities Division
Box 1 of 1	General Correspondence (Director), 1982-1985
Box 1 of 1	Space
Box 1 of 1	Smithsonian (Director's File), 1982-1984
Box 1 of 1	Papers and Articles
Box 1 of 1	External (Director's File), 1985
Box 1 of 1	Lytle Chronologic File, 1983-1984
Box 1 of 1	External (Director's File), 1982-1984
Box 1 of 1	Miscellaneous Forms
Box 1 of 1	OIRM Library
Box 1 of 1	Proposal for a GEAC Library Information System

Box 1 of 1	Database Management
Box 1 of 1	Database Management System, 1982-1983
Box 1 of 1	Personnel - EEO, 1978-1985 (2 folders)