



Smithsonian Institution Archives

Administrative Records, 1975-1988

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Smithsonian Institution Archives
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Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title:	Administrative Records
Identifier:	Accession 90-005
Date:	1975-1988
Extent:	7 cu. ft. (7 record storage boxes)
Creator::	Smithsonian Institution. Business Management Office
Language:	English

Administrative Information

Preferred Citation

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Descriptive Entry

This accession consists of trust fund payroll cost reports, visitor expenditures and count statistics, blueprints, construction agreements, financial investment analyses, articles, inventory listings, requisition forms for supply or services, protection blotters, sales budget reports, payroll estimates for food service proposals, report of audits and investigations for parking, and photographs. Also includes memoranda and correspondence pertaining to personal inquiries, donations, business matters, and building renovation plans.

Names and Subject Terms

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

Subjects:

- Buildings -- Repair and reconstruction
- Museum buildings
- Museum finance
- Personnel management

Types of Materials:

- Architectural drawings
- Black-and-white photographs
- Books

Brochures
Clippings
Drawings
Manuscripts

Names:

Smithsonian Institution -- Administration

Container Listing

Box 1

- Box 1 of 7 Building Management Office (BMO) - General, April 1983
- Box 1 of 7 BMO - General, 1982-1983
- Box 1 of 7 BMO - General, 1982 (2 folders)
- Box 1 of 7 BMO - General, 1981-1982
- Box 1 of 7 BMO Management Monthly Reports, 1981-1983
- Box 1 of 7 BMO Management Monthly Reports, 1979-1980
- Box 1 of 7 BMO - General, January-June 1984
- Box 1 of 7 BMO - General, July-September 1984

Box 2

- Box 2 of 7 BMO - General, October-December 1984
- Box 2 of 7 Mail Order Division (MOD) - General, 1984
- Box 2 of 7 MOD Check Limitations
- Box 2 of 7 MOD - General, 1983
- Box 2 of 7 MOD - General, 1982
- Box 2 of 7 MOD - General, 1981-1982
- Box 2 of 7 MOD Product Ideas, 1981-1982
- Box 2 of 7 MOD - General, 1981
- Box 2 of 7 MOD Catalogue, Fall 1981
- Box 2 of 7 MOD - General, 1979-1980

Box 2 of 7	Cafeterias
Box 2 of 7	Acoustiguide, 1982
Box 3	
Box 3 of 7	By-Word Corporation, 1979-1980
Box 3 of 7	By-Word Corporation, 1978
Box 3 of 7	By-Word Corporation, 1976-1977
Box 3 of 7	By-Word Corporation, 1975
Box 3 of 7	Calliope Corporation, 1982
Box 3 of 7	Calliope Musical Corporation
Box 3 of 7	Carousel Project
Box 3 of 7	Lance Inc.
Box 3 of 7	Proposal to Operate Food Services at the Smithsonian Institution - Marriott
Box 3 of 7	Potential Restaurant Bidders
Box 3 of 7	Q&I Statements: National Air and Space Museum (NASM) and Other Restaurants
Box 3 of 7	Restaurant Solicitation Process, 1983-1984
Box 3 of 7	Food Services Comparison, January 1983
Box 3 of 7	Food Services Decision and Restaurant Evaluation Committee, 1983
Box 4	
Box 4 of 7	Feasibility Study: NASM and Other Restaurants, 1983
Box 4 of 7	NASM Restaurant - Solicitation for Proposal
Box 4 of 7	Restaurant Selection Committee, 1983-1984

Box 4 of 7 Final Bidders and Proposal Analyses

Box 4 of 7 Marriott Boiler Room Deli bar, 1979-1984

Box 4 of 7 Marriott Commons, 1984-1986

Box 4 of 7 Hirshhorn Museum and Sculpture Garden (HMSG) Plaza Cafe - General Information, 1982

Box 4 of 7 HMSG, 1980-1982

Box 4 of 7 Marriott - National Museum of American History (NMAH), 1984-1986

Box 4 of 7 Ice Cream Parlor, 1981-1983

Box 4 of 7 NMAH Restaurant Renovation, 1983-1984

Box 4 of 7 Marriott - NASM, 1986

Box 4 of 7 Marriott - NASM, 1985

Box 4 of 7 Marriott - Natural History Building, 1984-1986

Box 4 of 7 Marriott - National Museum of American Art/National Portrait Gallery, 1981

Box 5

Box 5 of 7 Marriott Vending, 1982

Box 5 of 7 All Food Services - Sales Budget Report, March-September 1983

Box 5 of 7 All Food Services - Sales Budget Report, October 1982-March 1983

Box 5 of 7 Marriott/Leroy Contract Negotiations, January 1985

Box 5 of 7 Marriott/Leroy Contract Negotiations, June-December 1984

Box 5 of 7 Marriott - General, 1986

Box 5 of 7 Marriott - General, 1985

Box 5 of 7 Marriott Construction Agreement

Box 5 of 7 Marriott Natural History Building Operating Contract, 1975-1985

Box 5 of 7 Fine Arts and Portrait Gallery Food Service Contracts, 1976-1984

Box 5 of 7 African Art Museum Shop

Box 5 of 7 1876 Museum Shop - Arts and Industries Building

Box 6

Box 6 of 7 Feasibility Studies - NMAH Shop, 1982

Box 6 of 7 Museum Shops - General, July-December 1984

Box 6 of 7 Museum Shops - General, January-June 1984

Box 6 of 7 NMAH - New Shop, 1983-1984

Box 6 of 7 Museum Shops - NASM, 1982

Box 6 of 7 Museum Shops - General, 1983

Box 6 of 7 Museum Shops - General, 1982

Box 6 of 7 American Association of Museums

Box 6 of 7 Air and Space Souvenir Book

Box 6 of 7 Andrew J. Jirmasek

Box 6 of 7 Air and Space Museum

Box 7

Box 7 of 7 NASM, 1976-1978

Box 7 of 7 Fine Arts and Portrait Gallery, 1980-1983

Box 7 of 7 American History Museum, 1981

Box 7 of 7 Arts and Industries Building - 1876 Centennial

Box 7 of 7 Cooper-Hewitt Museum, 1983

Box 7 of 7	Cooper-Hewitt - Lee Nordness
Box 7 of 7	Cooper-Hewitt, 1973
Box 7 of 7	Cooper-Hewitt through 1976
Box 7 of 7	Hirshhorn Guidebook
Box 7 of 7	Natural History - Educational Guidebook
Box 7 of 7	Smithsonian - General, 1980-1981
Box 7 of 7	National Zoological Park, 1981-1982
Box 7 of 7	Zoological Park