



# Smithsonian Institution Archives

## Records, circa 1976-1988

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## Collection Overview

|                    |  |
|--------------------|--|
| <b>Repository:</b> | Smithsonian Institution Archives, Washington, D.C., <a href="mailto:osiaref@si.edu">osiaref@si.edu</a> |
| <b>Title:</b>      | Records  |
| <b>Identifier:</b> | Accession 90-124   |
| <b>Date:</b>       | circa 1976-1988  |
| <b>Extent:</b>     | 13 cu. ft. (13 record storage boxes)   |
| <b>Creator::</b>   | Smithsonian Institution. Assistant Secretary for Administration  |
| <b>Language:</b>   | English  |

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## Administrative Information

### Preferred Citation

Smithsonian Institution Archives, Accession 90-124, Smithsonian Institution, Assistant Secretary for Administration, Records

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## Descriptive Entry

This accession consists of the administrative records of the Office of the Assistant Secretary for Administration during the tenure of John F. Jameson, also includes budget and fiscal records.

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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:

Budget  
Museum finance  
Museums -- Administration

### Types of Materials:

Books  
Manuscripts

### Names:

Jameson, John F.

## Container Listing

### Box 1

|             |   |
|-------------|---|
| Box 1 of 13 | Academic Hiring and Appraisal Committee, 1987       |
| Box 1 of 13 | Accounting, 1987                                    |
| Box 1 of 13 | Administration, Assistant Secretary, 1987           |
| Box 1 of 13 | Aircraft/Boat, 1987                                 |
| Box 1 of 13 | Anacostia Museum, 1987                              |
| Box 1 of 13 | Architectural History & Historic Preservation, 1987 |
| Box 1 of 13 | Archives (Smithsonian Institution), 1987            |
| Box 1 of 13 | Associates, 1987                                    |
| Box 1 of 13 | Audits & Investigations, 1987                       |
| Box 1 of 13 | Barney House, 1987                                  |
| Box 1 of 13 | Business Management, 1987                           |
| Box 1 of 13 | Child Care, 1987                                    |
| Box 1 of 13 | Collections, 1987                                   |
| Box 1 of 13 | Collections Information System, 1987                |
| Box 1 of 13 | Committee for a Wider Audience, 1987                |
| Box 1 of 13 | Computer Purchases (TF), 1987                       |
| Box 1 of 13 | Congressional Liaison, 1987                         |
| Box 1 of 13 | Conservation Analytical Laboratory, 1987            |
| Box 1 of 13 | Contracts (Office of), 1987                         |

Box 1 of 13 Cooper-Hewitt Museum, 1987

Box 1 of 13 Coopers & Lybrand, 1987

Box 1 of 13 Credit Card (Smithsonian), 1987

Box 1 of 13 Directorate of International Activities, 1987

Box 2

Box 2 of 13 Education (Advisory Council), 1987

Box 2 of 13 Employee Morale, 1987

Box 2 of 13 Environmental Management and Safety, 1987

Box 2 of 13 Environmental Research Center (Rockville), 1987

Box 2 of 13 Equal Opportunity, 1987

Box 2 of 13 Executive Resource Board, 1987

Box 2 of 13 Exhibitions, 1987

Box 2 of 13 External Affairs (Assistant Secretary), 1987

Box 2 of 13 Facilities Committee, 1987

Box 2 of 13 Facilities Services, 1987

Box 2 of 13 Federal City Council, 1987

Box 2 of 13 Fellowship & Grants, 1987

Box 2 of 13 Financial Planning & Management (Office of), 1987

Box 2 of 13 Financial Report, 1987

Box 3

Box 3 of 13 Five-Year Prospectus (FY 1988-FY 1992), 1987

Box 3 of 13 Folklife Programs, 1987

|             |   |
|-------------|---|
| Box 3 of 13 | Freer, 1987   |
| Box 3 of 13 | General Accounting Office, 1987                         |
| Box 3 of 13 | General Counsel, 1987                                   |
| Box 3 of 13 | General Services Administration, 1987                   |
| Box 3 of 13 | General Post Office Building, 1987                      |
| Box 3 of 13 | Henry (Joseph) Papers, 1987                             |
| Box 3 of 13 | Hirshhorn Museum, 1987                                  |
| Box 3 of 13 | Horticulture, 1987                                      |
| Box 3 of 13 | Human Studies Film Center, 1987                         |
| Box 3 of 13 | Information and Education Directors Council, 1987       |
| Box 3 of 13 | Information Resource Management, Office of (OIRM), 1987 |
| Box 3 of 13 | OIRM: Architecture Planning, 1987                       |
| Box 3 of 13 | OIRM: Automation, 1987                                  |
| Box 3 of 13 | OIRM: Annual Planning, 1987                             |
| Box 3 of 13 | OIRM: Budget  |
| Box 3 of 13 | OIRM: Communications, 1987                              |
| Box 3 of 13 | OIRM: Cost Center Advisory Board, 1987                  |
| Box 3 of 13 | OIRM: Mall Master Raceway, 1987                         |
| Box 3 of 13 | OIRM: Newsletter, 1987                                  |
| Box 3 of 13 | OIRM: Steering Committee, 1987                          |
| Box 3 of 13 | OIRM/OFMP Roles and Responsibility, 1987                |

Box 3 of 13 OIRM: Task Force on Budget Planning, 1986-1987

Box 3 of 13 Interdisciplinary Studies, 1987

Box 4

Box 4 of 13 Internal Controls, 1987

Box 4 of 13 Internship Program, 1987

Box 4 of 13 Joint Committee on Printing, 1987

Box 4 of 13 Libraries, 1987

Box 4 of 13 Louisville Group, 1987

Box 4 of 13 Mailing Lists, 1987

Box 4 of 13 Management Analysis Office, 1987

Box 4 of 13 Management Committee, 1987

Box 4 of 13 Membership and Development, 1987

Box 4 of 13 Miscellaneous, 1987

Box 4 of 13 Museums (Assistant Secretary for) 1987

Box 4 of 13 Museum Support Center, 1987

Box 4 of 13 National Air and Space Museum (NASM), 1987

Box 4 of 13 NASM: BWI Project, 1987

Box 4 of 13 NASM: Challenger Center, 1987

Box 4 of 13 NASM: Dulles Project, 1987

Box 5

Box 5 of 13 National Capital Planning Commission, 1987

Box 5 of 13 National Museum of African Art, 1987

Box 5 of 13 National Museum of American History, 1987

Box 5 of 13 National Museum of Natural History, 1987

Box 5 of 13 National Science Resource Center, 1987

Box 5 of 13 Office of Management and Budget, 1987

Box 5 of 13 Overseas Research Centers (CAORC), 1987

Box 5 of 13 Overtime and Compensatory, 1987

Box 5 of 13 Personnel/Payroll System, 1987

Box 5 of 13 Personnel Administration (Office of), 1987

Box 5 of 13 Personnel: Applicants, 1987

Box 5 of 13 Personnel: Awards, 1987

#### Box 6

Box 6 of 13 Personnel: Benefits Office, 1987

Box 6 of 13 Personnel: Federal Employees Retirement System (FERS), 1987

Box 6 of 13 Personnel: Policy and Programs, 1987

Box 6 of 13 Personnel: Training, 1987

Box 6 of 13 Photographic and Printing Services (Office of), 1987

Box 6 of 13 Plant Services, Office of (OPlantS), 1987

Box 6 of 13 OPlantS: Workhour Allocations, FY 1987

Box 6 of 13 Procurement and Property Management (Office of), 1987

Box 6 of 13 Productivity, 1987

Box 6 of 13 Program Report, 1987



Box 6 of 13                    Protection Services (Office of), 1987

Box 6 of 13                    Protection: Parking, 1987

Box 6 of 13                    Protection: Security Clearances, 1987

Box 6 of 13                    Public Affairs (Office of), 1987

Box 6 of 13                    Public Service (Assistant Secretary for), 1987

Box 7

Box 7 of 13                    Quadrangle, 1987

Box 7 of 13                    Quad: Garden, 1987

Box 7 of 13                    Quad: Opening, 1987

Box 7 of 13                    Quad: Progress Reports, 1987

Box 7 of 13                    Quincentenary Program, 1987

Box 7 of 13                    Reeves, J. David, 1987

Box 7 of 13                    Regents, 1987

Box 7 of 13                    Registrar (Office of), 1987

Box 7 of 13                    Research (Assistant Secretary for), 1987

Box 7 of 13                    Restoration and Renovation (R&R), FY 1987

Box 7 of 13                    R&R: Backlog of Essential Maintenance and Repairs, 1987

Box 7 of 13                    Risk Management, 1987

Box 7 of 13                    Scholarly Studies Program, 1987

Box 7 of 13                    Senior Survey Research Search

Box 8

Box 8 of 13                    Small Agency Council (SAC), 1987

Box 8 of 13 SAC: Executive Committee, 1987

Box 8 of 13 Smithsonian Astrophysical Observatory, 1987

Box 8 of 13 Smithsonian Council, 1987

Box 8 of 13 Smithsonian Institution Building (Building Director), 1987

Box 8 of 13 Smithsonian Institution Women's Council, 1987

Box 8 of 13 Smithsonian Tropical Research Institute (STRI), 1987

Box 8 of 13 STRI: Facilities Master Plan, August 1986

Box 8 of 13 STRI: Facilities Master Plan Appendices, December 1986

Box 8 of 13 Smithsonian Year, 1987

Box 8 of 13 Smoking Policy, 1986-1987

Box 8 of 13 South Africa, 1987

Box 8 of 13 Space (General), 1987

Box 8 of 13 Space (Rentals), 1987

Box 9

Box 9 of 13 Special Exhibition Program, 1987

Box 9 of 13 Special Events, 1987

Box 9 of 13 Special Events (Use of Smithsonian Facilities), 1986-1987

Box 9 of 13 Staff Bulletin, 1987

Box 9 of 13 Survey Research, 1987

Box 9 of 13 Telecommunications, 1987

Box 9 of 13 Traveling Exhibition Services, 1987

Box 9 of 13                    Travel Services, 1987

Box 9 of 13                    Treasurer's Office, 1987

Box 9 of 13                    Union Matters, 1987

Box 9 of 13                    USSR (Adams Visit), 1987

Box 9 of 13                    Visitor/Hours, 1987

Box 9 of 13                    Visitor Information and Associates Reception Center (VIARC), 1987

Box 9 of 13                    Visions, 1987

Box 9 of 13                    Woodrow Wilson International Center, 1987

Box 9 of 13                    Zoological Park, 1987

Box 9 of 13                    Calendar/Appointments - 1986

Box 9 of 13                    Chronologic File - 1986

Box 10

Budget

Box 10 of 13                    FY 1986 - Budget Matters

Box 10 of 13                    FY 1986 - Budget Trust Fund Matters

Box 10 of 13                    FY 1986 - Trust Fund

Box 10 of 13                    FY 1986 - GRH (4 Folders)

Box 10 of 13                    FY 1986/FY 1985- Federal and Trust OAS/Administration Records

Box 11

Box 11 of 13                    FY 1987 - Federal (3 Folders)

Box 11 of 13                    FY 1987 - Trust

Box 11 of 13                    Budget Matters (General) - FY 1987

- Box 11 of 13                    Budget - GRH - FY 1987
- Box 11 of 13                    FY 1987 Budget Formulation
- Box 11 of 13                    FY 1986-FY 1987 Budget Formulation Process
- Box 11 of 13                    Renovation and Construction, FY 1988
- Box 11 of 13                    SI Capital Improvement Needs - February 1987
  
- Box 12
- Box 12 of 13                    FY 1987 - Federal and Trust OAS/Administration Records
- Box 12 of 13                    FY 1987 - Administrative/Facilities Units Budget Plans
  
- Box 13
- Box 13 of 13                    Budget - FY 1982
- Box 13 of 13                    Planning for High Priority Programs, Self-Assessment and Base Reductions, etc.
- Box 13 of 13                    Contracts, Office of - 1983
- Box 13 of 13                    Employee Benefits Committee - 1980-1985
- Box 13 of 13                    Benefits, Sick Leave Policy and Retirement Program
- Box 13 of 13                    Equal Opportunity, Office of - 1984 (Proposals from Biddle and Associates and RBP Associates)
- Box 13 of 13                    Equal Opportunity - Proposed OM on EO Council, 1982
- Box 13 of 13                    GAO Review of SI - 1976
- Box 13 of 13                    OIRM - Contingency Plan, 1983
- Box 13 of 13                    OIRM - Mall Master Raceway, 1986
- Box 13 of 13                    Interns - Health Coverage - 1982

- Box 13 of 13                      Management Analysis, Office of - 1981 (Smithsonian Management Issuance)
- Box 13 of 13                      MAO Review - Workers and Unemployment Compensation Programs, 1983
- Box 13 of 13                      Severance Pay Policy for Trust Fund Employees - 1983-1986
- Box 13 of 13                      Service and Support Strengthening - Administrative Units, 1985
- Box 13 of 13                      Supply Services, Office of - 1979 (Revision of Property Management Handbook)
- Box 13 of 13                      Zoo - Security Survey, 1985