



# Smithsonian Institution Archives

## Records, circa 1973-1989

Finding aid prepared by Smithsonian Institution Archives

Smithsonian Institution Archives  
Washington, D.C.  
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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 91-019
<b>Date:</b>	circa 1973-1989
<b>Extent:</b>	10 cu. ft. (10 record storage boxes)
<b>Creator::</b>	Smithsonian Institution. Office of Service and Protocol
<b>Language:</b>	English

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## Administrative Information

### Preferred Citation

Smithsonian Institution Archives, Accession 91-019, Smithsonian Institution, Office of Service and Protocol, Records

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## Descriptive Entry

This accession consists of subject files of the Office of Service and Protocol (OSP) which document budgetary agendas, support for exhibition programs, interaction with various offices/departments within the Smithsonian Institution, and contacts with outside organizations and individuals interested in activities of OSP. Materials include correspondence and memoranda pertaining to conferences, foreign delegations, deed of gifts, congressional issues, educational matters, exhibits, internships, travel grants, and involvement with government and private agencies (such as the National Endowment for the Arts, and the Agency for International Development). Furthermore, these records include brochures, presentation scripts for lectures, embassy telegrams, volunteer information, photocopies of articles, newspaper clippings, arrival lists of international visitors, exhibit contract agreements, information on the "Wilkes Expedition" exhibition, and biographical information for participants in the International Visitor Program of the United States Information Agency.

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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:

- International relations
- Museum exhibits
- Museums -- Educational aspects

Types of Materials:

Brochures  
Clippings  
Manuscripts

Names:

National Endowment for the Arts  
United States Exploring Expedition (1838-1842)  
United States Information Agency. International Visitor Program  
United States. Agency for International Development

## Container Listing

### Box 1

Box 1 of 10	Adams, Robert McCormick
Box 1 of 10	Agents of Foreign Nations
Box 1 of 10	Agency for International Development
Box 1 of 10	Ambassadors List
Box 1 of 10	African Studies Program
Box 1 of 10	AAAS - American Academy of Arts & Sciences
Box 1 of 10	American Council on Education
Box 1 of 10	American Federation of Arts
Box 1 of 10	American Center for Technology
Box 1 of 10	Associates (RAP)
Box 1 of 10	Art Museum Association of America
Box 1 of 10	Arts International
Box 1 of 10	Belmont Conference Center
Box 1 of 10	Bicentennial
Box 1 of 10	Budget - OSP (3 folders)
Box 1 of 10	Caribbean Festival
Box 1 of 10	Challinor
Box 1 of 10	Children in Museums
Box 1 of 10	Committee on International Environmental Affairs

Box 1 of 10	Colombo Plan
Box 1 of 10	Federal Coordinating Council for Science, Engineering and Technology (FCCSET)
Box 1 of 10	FCCSET (CISSET)
Box 1 of 10	Computers (2 folders)
Box 1 of 10	Communications Council
Box 1 of 10	Conference Center
Box 1 of 10	Cooper-Hewitt Museum
Box 1 of 10	Council on Foundations
Box 1 of 10	Cultural Parks
Box 1 of 10	Customs (Zoll/Douane)
Box 1 of 10	Dazzlers
Box 1 of 10	De Tocqueville
Box 1 of 10	Debt Swap
Box 1 of 10	Directorate of International Activities (DIA) (1985)
Box 1 of 10	Dip Day
Box 1 of 10	Docents/Volunteers
Box 1 of 10	Domesday Disk
Box 1 of 10	Education
Box 1 of 10	Eisenhower Institute
Box 1 of 10	Notes on DIA Staff Meetings

Box 2

Box 2 of 10	Employment Inquiries
Box 2 of 10	Man and the Biosphere
Box 2 of 10	Environment
Box 2 of 10	Ethics
Box 2 of 10	Evans Hall
Box 2 of 10	Executive Committee Meeting Minutes
Box 2 of 10	Experiment in International Living
Box 2 of 10	FAR
Box 2 of 10	Folklife Festival
Box 2 of 10	Foreign Area Access
Box 2 of 10	Foreign Government Exhibitions SI Board
Box 2 of 10	Foreign Language and International Studies
Box 2 of 10	Free Film Theater
Box 2 of 10	Freudenheim - Assistant Secretary
Box 2 of 10	Gallaudet College
Box 2 of 10	GATT
Box 2 of 10	Getty Trust (2 folders)
Box 2 of 10	Guest Lists (see also Invitation Lists) (2 folders)
Box 2 of 10	Gulf States Living Cultures Project
Box 2 of 10	Handbook
Box 2 of 10	Health, Education & Welfare, Department of
Box 2 of 10	Helsinki Accords (2 folders)

Box 2 of 10	Historic Preservation
Box 2 of 10	Housing & Urban Development, Department of
Box 2 of 10	Hughes, Philip S.
Box 2 of 10	ICWA
Box 2 of 10	1984 - Secretary
Box 2 of 10	Information Systems
Box 2 of 10	Migratory Bird Policy - Arctic & Subarctic
Box 2 of 10	International Council for Bird Preservation
Box 3	
Box 3 of 10	ICOM (5 folders)
Box 3 of 10	International Center for Study of Preservation & Restoration of Cultural Property (ICCROM)
Box 3 of 10	International Institute for Conservation
Box 3 of 10	Institute of Museum Services
Box 3 of 10	Interior, Department of the
Box 3 of 10	Intergovernmental Oceanographic Commission Regional Association for the Caribbean and Adjacent Regions (IOCARIBE)
Box 3 of 10	Internal Control Review (2 folders)
Box 3 of 10	International Committee for Conservation of the Industrial Heritage
Box 3 of 10	International Development of 1978
Box 3 of 10	International Education Activities
Box 3 of 10	International Visitor Information Service (IVIS)



Box 3 of 10	International Union for Conservation of Nature and Natural Resources (IUNC)
Box 3 of 10	International Whaling Commission
Box 3 of 10	Internships (2 folders)
Box 3 of 10	Invitation Lists (see also Guest Lists) (2 folders)
Box 3 of 10	Islam - 14th centennial
Box 3 of 10	Institute for Scientific and Technical Cooperation
Box 3 of 10	Joint Commission for Educational & Cultural Affairs
Box 3 of 10	Kennedy Center
Box 3 of 10	Language Classes
Box 3 of 10	Legislation
Box 3 of 10	Liaison Group for International Educational Exchange
Box 3 of 10	Library of Congress
Box 3 of 10	Lists
Box 3 of 10	Local Currency Options - Citibank
Box 3 of 10	Marine Mammals (including seals)
Box 3 of 10	Marine Systems Laboratory
Box 3 of 10	R/V Marsys Resolute
Box 3 of 10	Mediterranean Marine Sorting Center
Box 3 of 10	Meridian House
Box 3 of 10	Mount Hopkins Observatory
Box 3 of 10	Museum Assistance (3 folders)

Box 4

Box 4 of 10	National Advisory
Box 4 of 10	National Academy of Sciences
Box 4 of 10	National Aeronautics and Space Administration (NASA)
Box 4 of 10	National Building Museum
Box 4 of 10	National Council for International Visitors
Box 4 of 10	National Endowment for the Arts
Box 4 of 10	National Endowment for the Humanities
Box 4 of 10	National Human Studies Film Center
Box 4 of 10	National Research Film Center
Box 4 of 10	National Park Service
Box 4 of 10	National Trust
Box 4 of 10	Nile Festival Foundation
Box 4 of 10	Notary Public
Box 4 of 10	OASES
Box 4 of 10	Office of International Activities (OIA) - International Docents
Box 4 of 10	OIA - Slide Project Letters
Box 4 of 10	OIA
Box 4 of 10	Office of Service and Protocol
Box 4 of 10	Office of Information Resource Management (OIRM)
Box 4 of 10	Office of Management and Budget (OMB)
Box 4 of 10	Office Memoranda

Box 5

Box 5 of 10	Office of Museum Programs
Box 5 of 10	Office of Public Service
Box 5 of 10	Office of Seminars
Box 5 of 10	Office of Symposiums and Seminars
Box 5 of 10	Office of Interdisciplinary Studies
Box 5 of 10	Office of American Studies (OAS)
Box 5 of 10	Orientation Manual
Box 5 of 10	Parking
Box 5 of 10	Peace Corps
Box 5 of 10	Peace Museum
Box 5 of 10	Per diem rates
Box 5 of 10	SI Personnel Overseas - OPRED
Box 5 of 10	Port Clearances
Box 5 of 10	Press Coverage
Box 5 of 10	SI Priorities Conference
Box 5 of 10	Property Passes
Box 5 of 10	Property Management Regulations
Box 5 of 10	Public Inquiries
Box 5 of 10	Quadrangle - International Center

Box 6

- Box 6 of 10            Quadrangle - International Center (9 folders)
- Box 6 of 10            Rinzler
- Box 6 of 10            Quincentennial (2 folders)
- Box 6 of 10            SI Regents
- Box 6 of 10            Renwick (2 folders)
- Box 6 of 10            Reports - General
- Box 6 of 10            Research Access Conference (RAC)
- Box 6 of 10            Research Permits
- Box 6 of 10            Research Opportunities Fund

Box 7

- Box 7 of 10            Ripley, S. D. (international travels, etc) (25 folders)
- Box 7 of 10            Rock Art
- Box 7 of 10            Rome Center
- Box 7 of 10            Science Advisory Committee
- Box 7 of 10            SFCP
- Box 7 of 10            Standardized Travel Regulations
- Box 7 of 10            Signings, Dinners, Receptions, etc.
- Box 7 of 10            Smithsonian Background Info
- Box 7 of 10            Smithsonian Council (3 folders)
- Box 7 of 10            SI Biographical & Curriculum vitae

Box 8

- Box 8 of 10            Smithsonian Institution Traveling Exhibition Services (SITES) (10 folders)

Box 8 of 10	Smithsonian Archives
Box 8 of 10	Smithsonian Libraries
Box 8 of 10	Smithsonian Magazine
Box 8 of 10	Smithsonian News Services
Box 8 of 10	Smithsonian Institution Press
Box 8 of 10	SI Staff Handbook
Box 8 of 10	Smithsonian World (2 folders)
Box 8 of 10	Smithsonian Year (office submissions to) (7 folders)
Box 8 of 10	Special Events
Box 8 of 10	Smithsonian Science Information Exchange
Box 8 of 10	Smithsonian Agenda
Box 8 of 10	Smithsonian Research Foundation
Box 9	
Box 9 of 10	Foreign Service Institute - Senior Seminar (Special Events)
Box 9 of 10	State Department (6 folders)
Box 9 of 10	State Visits (2 folders)
Box 9 of 10	Southeastern Consortium of International Development
Box 9 of 10	STRIDE
Box 9 of 10	Terrorism
Box 9 of 10	Taxes
Box 9 of 10	Third World Prize

Box 9 of 10	Travel Grants
Box 9 of 10	Trilateral Commission (2 folders)
Box 9 of 10	UNEP (2 folders)
Box 9 of 10	Unidentified Flying Objects
Box 9 of 10	UNESCO (4 folders)
Box 9 of 10	United Nations
Box 9 of 10	USIA/ICA (8 folders)
Box 10	
Box 10 of 10	USIA/ICA (2 folders)
Box 10 of 10	Visitors (4 folders)
Box 10 of 10	Volunteers/Visitor Information and Associates' Reception Center (VIARC)
Box 10 of 10	Whales
Box 10 of 10	Wilkes Exhibition (2 folders)
Box 10 of 10	Wildlife Conservation
Box 10 of 10	Woodrow Wilson Center (2 folders)
Box 10 of 10	Women's Council
Box 10 of 10	World Conference on Decertification
Box 10 of 10	World Puppetry Festival
Box 10 of 10	World Resources Institute
Box 10 of 10	World Wildlife Fund