



# Smithsonian Institution Archives

## Records, 1972-1989

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## Collection Overview

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|--------------------|--|
| <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 91-034   |
| <b>Date:</b>       | 1972-1989  |
| <b>Extent:</b>     | 16 cu. ft. (16 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 91-034, Smithsonian Institution, Assistant Secretary for Administration, Records

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## Descriptive Entry

This accession consists of records that document the operations of the Office of the Assistant Secretary for Administration during the tenure of John F. Jameson, including his time as Acting Treasurer in 1983.

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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:

Museum finance  
Museums -- Administration

### Types of Materials:

Books  
Brochures  
Clippings  
Manuscripts

### Names:

Jameson, John F.  
Smithsonian Institution. Office of the Treasurer

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## Container Listing

### Box 1

- Box 1 of 16 Budget, Federal, FY 1988
- Box 1 of 16 Executive Salaries - 1972-1987 (2 folders)
- Box 1 of 16 Executive Positions - 1970-1985
- Box 1 of 16 Grant and Fellowship Office (Establishment of) - 1977
- Box 1 of 16 Publishing and Revenue Producing Activities - 1977-1978
- Box 1 of 16 Photographs - (Jameson)
- Box 1 of 16 Personnel (Confidential) - 1973-1985 (3 folders)
- Box 1 of 16 Protection Services Survey - 1978-1986 (5 folders)
- Box 1 of 16 Reorganization (SI) - 1985 (2 folders)
- Box 1 of 16 Brooks, Robert A. - Retirement and Death Benefit Agreement - 1976

### Box 2

- Box 2 of 16 Treasurer's Briefing (and other papers pertaining to Treasurer's Office while Jameson was Acting Treasurer), 1983 (3 folders)
- Box 2 of 16 Budget, Federal (3 folders) - FY 1988
- Box 2 of 16 Budget, GRH - FY 1988
- Box 2 of 16 Budget Matters - General - FY 1988
- Box 2 of 16 Budget, Trust, FY 1988
- Box 2 of 16 Budget Trust - FY 1990-FY 1993
- Box 2 of 16 Budget, Priority Call - FY 1990-FY 1994

Box 2 of 16                      Budget, Base Resources Report, National Air and Space Museum (NASM), National Museum of American History (NMAH), National Museum of Natural History (NMNH)

Box 2 of 16                      Budget, R&R and Construction, FY 1988

Box 3

Box 3 of 16                      Budget, R&R and Construction Planning, FY 1988-FY 1993

Box 3 of 16                      Budget Marks - FY 1988

Box 3 of 16                      Budget Hearings - FY 1988

Box 3 of 16                      Budget: Strategic Planning - FY 1988

Box 3 of 16                      Budget: Administrative & Facilities Status of S&E Funds - FY 1988-FY 1989 (2 folders)

Box 3 of 16                      Budget, S&E Year End - FY 1989

Box 3 of 16                      Budget, Trust - 1989

Box 3 of 16                      Budget 1988

Box 3 of 16                      Budget, Federal - 1989

Box 3 of 16                      Budget, Five Year Prospectus - FY 1990-FY 1994

Box 3 of 16                      Budget Formulation - FY 1989

Box 3 of 16                      Budget Matters (General) - FY 1989

Box 3 of 16                      Budget Office of Management and Budget (OMB) Request - FY 1989

Box 3 of 16                      Budget, Congressional - FY 1989

Box 3 of 16                      Budget, Hearing Materials (House & Senate) - FY 1989 (2 folders)

Box 4

Box 4 of 16                      Budget, Hearing Materials (House & Senate) - FY 1989

- Box 4 of 16 Budget, Development - FY 1990
- Box 4 of 16 Budget, R&R - FY 1989
- Box 4 of 16 Budget, Administrative Files, FY 1988 including A&I move, Travel, BPS, Trust Fund reports
- Box 4 of 16 Federal Accounting Reports, personnel, FY 1988 orders, SIFL 3727, SI-23 & 600s, SI 1435 (training) (4 folders)
- Box 4 of 16 Budget, Trust - FY 1988
- Box 4 of 16 Budget Process (Administrative Units and General) - FY 1990 (18 folders)
- Box 4 of 16 Budget Preparation - FY 1990

Box 5

- Box 5 of 16 Budget Preparation - FY 1990 (2 folders)
- Box 5 of 16 Budget - FY 1990
- Box 5 of 16 Budget Information And Year End Spending - FY 1987
- Box 5 of 16 Budget - FY 1987
- Box 5 of 16 Budget - FY 1987 (2 folders)
- Box 5 of 16 Budget - FY 1987 - Mr. Jameson (2 folders)
- Box 5 of 16 Jameson - Federal Budget
- Box 5 of 16 Jameson - Trust Budget
- Box 5 of 16 Jameson - Development Plan's budget
- Box 5 of 16 FY 1989 budget (data gathered in FY 1986, 1987, 1988)
- Box 5 of 16 Budget & Process (Administrative Units and General) - FY 1991 (13 folders)

Box 6

- Box 6 of 16 Budget Process (Administrative Units and General) - FY 1991 (11 folders)

Box 6 of 16 "Prep & Submission of Budget Estimates," 1989 - (Jameson's file)

Box 6 of 16 House hearing materials - March 16, 1989 (2 folders)

Box 6 of 16 Accessibility - 1989

Box 6 of 16 Administration, Assistant Secretary - 1989

Box 6 of 16 African-American Association - 1989

Box 6 of 16 Anacostia Museum - 1989

Box 6 of 16 Architectural History & Historic Preservation, Office of - 1989

Box 6 of 16 Arts and Industries Building - 1989

Box 6 of 16 Associates - 1989

Box 6 of 16 Audits and Investigations - 1989

Box 6 of 16 Budgets Office - 1989

Box 6 of 16 Building Managers - 1987 - 1989

Box 6 of 16 Business Management Office - 1989

Box 6 of 16 Child Care Center - 1989

Box 6 of 16 Collections Information System - 1989

Box 6 of 16 Combined Federal Campaign - 1986-1990

Box 6 of 16 Communications - 1989

Box 6 of 16 Commons Dining Room - 1989

Box 6 of 16 Conference Services, Office of - 1989

Box 6 of 16 Congressional Relations - 1989

Box 6 of 16 Cooper-Hewitt Museum - 1989

Box 6 of 16                      Councils: Bureau Directors and Information and Education Directors - 1989

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Box 7 of 16                      Credit Card - 1989

Box 7 of 16                      Design and Construction - 1989

Box 7 of 16                      Directory (Executive) - 1983, 1989

Box 7 of 16                      Employee Assistance Program - 1989

Box 7 of 16                      Environmental Management and Safety - 1989 (3 folders)

Box 7 of 16                      Environmental Management and Safety - Hazard Communication Program

Box 7 of 16                      Environmental Management and Safety - Radiation Safety

Box 7 of 16                      Environmental Research Center - 1989

Box 7 of 16                      Equal Opportunity (OEO) - 1989 (3 folders)

Box 7 of 16                      Workshop on Equal Opportunity for Executive Managers, 1989

Box 7 of 16                      Equal Opportunity: Affirmative Action - 1989 (3 folders)

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Box 8 of 16                      OEO: Affirmative Action (Administrative & Facility Units) - 1989

Box 8 of 16                      OEO: Affirmative Action (Collins Hearing) - 1989

Box 8 of 16                      OEO: Congressional Report - 1989

Box 8 of 16                      OEO: Ethnic Commemorative Events - 1989

Box 8 of 16                      OEO: MAO Study - December 1983; OEO: Affirmative Action and Recruitment Plans - April 1980

Box 8 of 16                      Executive Resource Board - 1989

Box 8 of 16                      External Affairs, Assistant Secretary for - 1989



- Box 8 of 16 External Audit Services - 1989
- Box 8 of 16 Facilities Committee - 1989
- Box 8 of 16 Facilities Services Office (OFS) - 1989
- Box 8 of 16 OFS: Construction - Major Project (20 Year Construction)
- Box 8 of 16 Federal Advisory Committee Act Amendments of 1989
- Box 8 of 16 Fellowships and Grants - 1989
- Box 8 of 16 Folklife Office - 1989
- Box 8 of 16 General Counsel - 1989
- Box 8 of 16 General Service Administration - 1989
- Box 8 of 16 Hirshhorn Museum and Sculpture Garden - 1989
- Box 8 of 16 Information Resource Management (OIRM) - 1989 (3 folders)
- Box 8 of 16 OIRM: Cost Centers - 1989
- Box 8 of 16 OIRM Community Meeting - August 15, 1989
- Box 8 of 16 OIRM: Planning Symposium - 1989
- Box 8 of 16 OIRM: McManis Study - 1989
- Box 9
- Box 9 of 16 OIRM: Newsletters 1989
- Box 9 of 16 Interdisciplinary Studies, Office of - 1989
- Box 9 of 16 Internal Controls (2 folders) - 1988
- Box 9 of 16 Internal Review Control (Administrative Units) - 1988 (2 folders)
- Box 9 of 16 Inspector General, Office of - 1989
- Box 9 of 16 Inspector General (Recruit) - 1989

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| Box 9 of 16  | Institutional Initiatives - 1989        |
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| Box 9 of 16  | Internal Controls - 1989                |
| Box 9 of 16  | International Activities Council - 1989 |
| Box 9 of 16  | International Relations, Office - 1989  |
| Box 9 of 16  | Internship Council - 1989               |
| Box 9 of 16  | Joint Committee on Printing - 1989      |
| Box 9 of 16  | Latino Working Committee - 1989         |
| Box 9 of 16  | Libraries (SI) - 1989                   |
| Box 9 of 16  | Management Analysis Office - 1989       |
| Box 9 of 16  | Management Committee - 1989             |
| Box 9 of 16  | Management Improvements - 1987-1988     |
| Box 9 of 16  | Management Structure - 1989             |
| Box 9 of 16  | Membership and Development (OMD) - 1989 |
| Box 9 of 16  | OMD: Women's Committee - 1989           |
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| Box 10 of 16 | Museums: Afro-American Program - 1989   |
| Box 10 of 16 | Museum Programs - 1989                  |

- Box 10 of 16                    Museum Support Center - 1989
- Box 10 of 16                    National Air and Space Museum (NASM) - 1989
- Box 10 of 16                    National Museum of African Art - 1989
- Box 10 of 16                    National Museum of American Art/National Portrait Gallery - 1989
- Box 10 of 16                    National Museum of American History - 1989
- Box 10 of 16                    National Museum of Natural History - 1989
- Box 10 of 16                    NMNH (Indian Remains/Skeletons) - 1989
- Box 10 of 16                    Office of Management and Budget (OMB) - 1989
- Box 10 of 16                    OMB: Contracting Out Services (Circular A-76) - 1989
- Box 10 of 16                    OMB: Lobbying - 1989
- Box 10 of 16                    Oversees Research Centers, Council of - 1989
- Box 10 of 16                    Patent Policy, 1989
- Box 10 of 16                    Payroll/Personnel System (PPS) - 1989
- Box 10 of 16                    Personnel: General - 1989
- Box 10 of 16                    Personnel: Applicants - 1989
- Box 10 of 16                    Personnel: Awards - 1989
- Box 10 of 16                    Personnel: Benefits - 1989
- Box 10 of 16                    Personnel: NAPA Study - 1989
- Box 10 of 16                    Personnel: PoliMatters - 1989

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- Box 11 of 16                    Personnel: Senior Pay - 1989
- Box 11 of 16                    Personnel: Tracking System - 1989

Box 11 of 16 Photo Services - 1989

Box 11 of 16 Plant Services, Office of (OPlantS) - 1989

Box 11 of 16 OPlantS: Workhours - FY 1989

Box 11 of 16 Postal Museum - 1989

Box 11 of 16 Procurement and Property Management - 1989

Box 11 of 16 Program Report - 1989

Box 11 of 16 Protection Services (OPS) - 1989

Box 11 of 16 OPS: Guard Salary Upgrade - 1989

Box 11 of 16 OPS: Parking - 1989

Box 11 of 16 OPS: Security Inspections - 1989

Box 11 of 16 Public Service, Assistant Secretary - 1989

Box 11 of 16 "Supertour" - Media Activities, Special Assistant - 1989

Box 11 of 16 Quadrangle - 1989

Box 11 of 16 Quadrangle - Haupt Garden - 1988-1989

Box 11 of 16 Recreation Association - 1989

Box 11 of 16 Recycling Program - 1989

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Box 11 of 16 Renwick Gallery - 1989

Box 11 of 16 Research, Assistant Secretary for - 1989

Box 11 of 16 Risk Management - 1989

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| Box 12 of 16 | Sackler/Freer - 1989  |
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| Box 12 of 16 | Smithsonian/Academe Relations - 1989                          |
| Box 12 of 16 | Smithsonian (150th Anniversary) - 1989                        |
| Box 12 of 16 | Smithsonian Archives - 1989                                   |
| Box 12 of 16 | Smithsonian Astrophysical Observatory - 1989                  |
| Box 12 of 16 | Smithsonian Council - 1989                                    |
| Box 12 of 16 | Smithsonian Year - 1989                                       |
| Box 12 of 16 | Smithsonian Institution Building - 1989                       |
| Box 12 of 16 | SI Building - Rules & Regulations (Free Speech Policy) - 1989 |
| Box 12 of 16 | SI Facilities: Combined Master Plan - 1989-1990               |
| Box 12 of 16 | Space (General) - 1989  |
| Box 12 of 16 | Space: A&I and SI Moves - 1989                                |
| Box 12 of 16 | Special Events - 1989   |
| Box 12 of 16 | Special Exhibition Fund - 1989                                |
| Box 12 of 16 | Theater (Proposed) - 1986-1989                                |
| Box 12 of 16 | Travel Services - 1989  |
| Box 12 of 16 | Treasure's Office - 1989                                      |
| Box 12 of 16 | Tropical Research Institute (STRI) - 1989                     |
| Box 12 of 16 | Management Evaluation/Technical Review (STRI) - January 1989  |
| Box 12 of 16 | Union Matters - 1989  |
| Box 12 of 16 | Visions - 1989  |

Box 13

- Box 13 of 16 Visitor Information and Associates' Reception Center (VIARC) - 1989
- Box 13 of 16 VIARC: Signage - 1989
- Box 13 of 16 Visitor/Hours - 1989
- Box 13 of 16 Visitors: Admission Study - 1989
- Box 13 of 16 Women's Council (SIWC) - 1988
- Box 13 of 16 SIWC: Mall Walkways - 1989
- Box 13 of 16 Woodrow Wilson Center - 1989
- Box 13 of 16 Yale School of Management - 1989
- Box 13 of 16 Zoological Park (National) - 1989
- Box 13 of 16 Appointment Book - 1989
- Box 13 of 16 Brooks (Robert A.) Memorial Award - 1977-1987
- Box 13 of 16 Civil Service Reform - 1978-1982
- Box 13 of 16 Columbus Quincentennial - 1984
- Box 13 of 16 Combined Federal Campaign - 1979-1986
- Box 13 of 16 Computer Purchases (Trust Fund) - 1984-1985
- Box 13 of 16 Constitution Bicentennial - 1983-1990
- Box 13 of 16 Contract Services - 1980-1980
- Box 13 of 16 Council - Bureau Directors - 1972-1984
- Box 13 of 16 Council - Information & Education Directors - 1985
- Box 13 of 16 Directives Management - 1978-1980

- Box 13 of 16            Executive Directors' Group - 1980
- Box 13 of 16            Forward Planning Study - 1980-1981
- Box 13 of 16            High Priority Programs (Planning) - 1981
- Box 13 of 16            Inventory Report - 1977-1978

Box 14

- Box 14 of 16            Managing Federal Programs - 1982
- Box 14 of 16            Management Problem Assessment - 1980-1981
- Box 14 of 16            National Archives - 1983
- Box 14 of 16            Papal Visit - 1979
- Box 14 of 16            Position Management System - 1983-1987
- Box 14 of 16            R&R (Guidelines for Authorization of Building Projects) - 1985-1986
- Box 14 of 16            Compensatory Time - 1984-1985
- Box 14 of 16            Personnel: Secretary's Review of Actions & Recruitment of Senior Staff - 1985-1987
- Box 14 of 16            Personnel Security (Clearances) - 1981-1982
- Box 14 of 16            Private Tours - 1983-1985
- Box 14 of 16            Productivity Measurement - 1980-1988
- Box 14 of 16            Reimbursements - 1976-1989
- Box 14 of 16            Research Award Program - 1977-1983
- Box 14 of 16            Special Foreign Currency Program - 1980-1985
- Box 14 of 16            Sabbatical Leave Policy - 1985-1987
- Box 14 of 16            Smithsonian Archives (Records Disposition) - 1985

- Box 14 of 16 Support Activities - 1980
- Box 14 of 16 Transition Planning - 1980
- Box 14 of 16 White House - 1977-1987
- Box 14 of 16 Videodiscs Study - 1985
- Box 14 of 16 Adams, Robert McC. - 1984-1985 (2 folders)
- Box 14 of 16 Health Safety in Surveys & Annual Reports - 1974-1979
- Box 14 of 16 Health Safety - 1975-1980

Box 15

- Box 15 of 16 General Accounting Office - FY 1975-FY 1977 (3 folders)
- Box 15 of 16 Reports to Congress on Financial Management of SI - 1970-1977
- Box 15 of 16 Federal Fund/Trust Fund Relationships - 1976-1978
- Box 15 of 16 Smithsonian Research Foundation - 1977
- Box 15 of 16 House Investigating Committee Review - 1977-1978 (2 folders)
- Box 15 of 16 Hughes Report - 1977
- Box 15 of 16 Inaugural File - 1972-1989
- Box 15 of 16 Inaugural (2 folders)
- Box 15 of 16 After Action Report on the 1981 Inaugural Ball
- Box 15 of 16 Schedule of 1985 Inaugural Festivities at Smithsonian Institution (Accession 09-142)

Box 16

- Box 16 of 16 The National Anthropological Film Center (A Report on its Beginnings and Programs) prepared by Richard Sorenson and Gay Newberger, 1979
- Box 16 of 16 NASM - A Plan for Research, 1983-1993



- Box 16 of 16                      SI International Center Briefing Book, April 1974
- Box 16 of 16                      Draft Functional Space Use Study and Recommended Conceptual Plan
- Box 16 of 16                      SI Use of the General Post Office Building, prepared by E. Verner Johnson and Associates, Inc., October 1983
- Box 16 of 16                      Quadrangle Development Reports (2 folders)
- Box 16 of 16                      Return Migration and Remittances: Developing a Caribbean Perspective, edited by Stiner, Albuquerque and Bryce-Laporte, 1962
- Box 16 of 16                      The Pause that Refreshes: A Study of Visitor Reactions to the Discovery Corners in the National Museum of History and Technology prepared by Wolf, Munley and Tymitz, August 1979
- Box 16 of 16                      "East Side, West Side, Straight Down The Middle: A Study of Visitor Perceptions of "Our Changing Land,"" By Wolf and Tymitz, April 1979
- Box 16 of 16                      Analysis of Mall Food Service Requirements, SI, November 1983
- Box 16 of 16                      Audit of Automated Data Processing at the Smithsonian, 1979-1981 (2 folders)