Collection Overview

Repository: Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu

Creator: Smithsonian Institution, Assistant Secretary for Finance and Administration

Title: Records


Quantity: 10 cu. ft. (10 record storage boxes)

Administrative Information

Preferred Citation
Smithsonian Institution Archives, Accession 92-123, Smithsonian Institution, Assistant Secretary for Finance and Administration, Records

Descriptive Entry

This collection documents the activities of the Assistant Secretary for Finance and Administration, known before October 1990 as the Assistant Secretary for Administration. Most of the records are from calendar year 1990, although some individual files contain records that date back to 1981 and forward to 1991. The records contain reports, correspondence, and memoranda concerning major functions and projects of the office, as well as the major administrative activities of Smithsonian bureaus. Also included are materials created by or for the Smithsonian Treasurer and Deputy Treasurer. A significant portion of the collection consists of carbon copies of material not directly concerning the Assistant Secretary but forwarded to the office for informational purposes.

Names and Subject Terms

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

Subjects:
Museums -- Administration.

Types of Materials:
Architectural drawings
Brochures
Clippings
Manuscripts
Names:

Jameson, John F.
Smithsonian Institution. Assistant Secretary for Administration
Smithsonian Institution. Office of the Deputy Treasurer.
Smithsonian Institution. Office of the Treasurer.
Suttenfield, Nancy D.
Container Listing

Box 1

Accessibility Program
Accounting and Financial Services
Administration, Office of Secretary Treasurer
Administration Office of the Assistant Secretary
Accounting, Office of, CY 1990
Administrative Fee
Administrative Problems Study
Affirmative Action
African Art Treasurer
Air and Space Treasurer
Air and Space Extension (2 folders)
American Art Treasurer
American History Treasurer
American History, National Museum of, CY 1990
American Indian
Anacostia
Annual Report
Archives
Archives of American Art
Arts & Industries, CY 1990
Asian Art
Associates (Resident/National)
Audit and Review Committee
Banks
Budget, Office of Planning and

Box 2
Budget: Personnel Cost Projection System (PCPS)
Budget Transmittals, FY 1990
Budget Hearings
Building Management Department
Building Manager (2 folders)
Business Management Office (BMO)
BMO - Food Service
BMO - Museum Shops
BMO - Product Development
Concession Agreement: GSI & Smithsonian
Database Analysis Reports
Mokrynski & Associates, Inc.
Smithsonian Revised Food Service Proposal
Documentation and Evaluation of Concessionaire Performance
Relocation of Mail Order Center
Cash Management
Central Service Customer Relations
Child Care Center (Early Enrichment Center)
Collection Information Systems
Conference Services
Congressional Office
Consulting Services

Box 3

Cooper Hewitt Museum (2 folders)
Coopers & Lybrand
Councils (CIED, COBD, CASD, COAO)
Cultural Diversity
Design and Construction
Docents
Douglas, Frederick Museum
Drug Exhibition
Education Council of Museums
Electronic Forms Design Committee
Employee Emergency Assistance Fund
Endowment Funds
Environmental Awareness Office
Environmental Management and Safety (2 folders)
Equal Opportunity, Office of (2 folders)
Equal Employment and Minority Affairs (EEMA) - Affirmative Action
Equal Opportunity, Office of - Affirmative Action (2 folders)
Equal Opportunity Report, CY 1990

Box 4

Equal Opportunity Reports
Environmental Management and Safety: Hazardous Waste
Environmental Management and Safety: Safety
Ethnic Advisory Groups
Executive Resources Board
External Affairs (Assistant Secretary)
Facilities Services (2 folders)
Fellowships and Grants
Finance and Administration (Assistant Secretary)
Financial Management and Planning
Folklife
Freer/Sackler Galleries
General Accounting Office
General Counsel
General Counsel: Meredith Relocation
General Services Administration
Government Relations
Hirshhorn Bequest
Horticulture, CY 1990
Information Resource Management (OIRM) (2 folders)
OIRM: Cost Center
OIRM: Budget, FY 1990
OIRM: Communications

Box 5
OIRM: Lorch Group
OIRM: Resident Associates Program/Smithsonian National Associates
Program System Development
OIRM: Newsletter
Inspector General
Institutional Initiatives (Assistant Secretary)
Institutional Studies
Interdisciplinary Studies
Internal Controls
International Center
International Relations
Investments
Investments - Managers (2 folders)
Investment - Policy Committee (2 folders)
Libraries
Libraries - Smithsonian Institution Bibliographic Information System (SIBIS)
Contract
Logos
Management Analysis Office
Management Committee
Management Committee: Management Structure Study
Management Improvement
Media Matters
Membership and Development Office (2 folders)
Miscellaneous
Museum: Afro-American
Museums, Assistant Secretary for Museums

Box 6
Office of Museums
Museum Support Center
Office of Management and Budget, CY 1990
National Air and Space Museum
Natural History
Natural History, CY 1990
Natural History (Indian Remains/Skeletal), CY 1990
Ombudsman
Overhead
Personnel
Personnel Administration, Office (OPerSA)
Electronic Forms Task Force
OPerSA: Alternate Work Schedules
OPerSA: Awards
Personnel: Applicants
Personnel: Benefits Office
Personnel Cost Savings
Personnel: Flexible Workplace Pilot
OPerSA (NFC Problems)
Personnel Payroll
Personnel Pay Systems
Oversight Committee

Box 7
Personnel: Performance Standards
Personnel: Policy and Programs
Personnel: Senior Staff Pay
Personnel: Salaries and Benefits
Photographic and Printing Services
Planning and Advisory Committee
Plant Services (OPlantS)
OPlantS - PCB Transformer Contract
OPlantS - Work Hours
Policy Statements
Pooled Benefits Fund
Portrait Gallery
Press, Smithsonian
Procurement and Property Management
Program Report
Protection Services (OPS)
OPS - Health Services
OPS - Investigations
OPS - Parking
OPS - Security Clearance

Box 8

Public Affairs
Public Service, Assistant Secretary
Quadrangle
Quincentenary Programs
Ramsey Fund
Reading Is Fundamental
Recreation Association
Recycling
Regents

Research, Assistant Secretary (2 folders)

Revenue Sharing

Risk Management

Secretary, The

Budget: Sequestration, FY 1991 - Administrative Units

Budget: Sequestration, FY 1991 - October 1990

Budget: Sequestration, FY 1991 - September 1990

Budget: Sequestration, FY 1991 - August 1990

Budget: Sequestration, FY 1990

Box 9

Budget: Sequestration, FY 1990

Contingency Plans

Small Agency Council

Smithson Society

Smithsonian Archives

Smithsonian Astrophysical Observatory

Smithsonian Bylaws

Smithsonian Council

Smithsonian Environmental Research Center

Smithsonian Institution Facility West Virginia

Smithsonian Institution Building

Smithsonian Institution Traveling Exhibition Service

Smithsonian Kaleidoscope

Smithsonian Institution Service Center, 1111 North Capitol

Smithsonian Tropical Research Institute

Smithsonian Year

Space (General)

Space (Smithsonian and Art & Industries)
Space, Suitland Collections Research Center
Special Events
Sponsored Projects
Staff Bulletin, 1990

Box 10
Telecommunications
Television
Travel
Treasurer
Under Secretary
Vision Foundation
Visitors Hours
Visitors Information and Reception Center
Webb Fellowship, James
Wilson Center for Scholars
Women's Committee
Women's Council
Zoo, National (2 folders)

Lead-in-Drinking Water Survey at Smithsonian Facilities