



Smithsonian Institution Archives

Records, 1981-1991

Finding aid prepared by Smithsonian Institution Archives

Smithsonian Institution Archives
Washington, D.C.
Contact us at osiaref@si.edu

Table of Contents

Collection Overview	1
Administrative Information	1
Descriptive Entry.....	1
Names and Subjects	1
Container Listing	3

Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title:	Records
Identifier:	Accession 92-123
Date:	1981-1991
Extent:	10 cu. ft. (10 record storage boxes)
Creator::	Smithsonian Institution. Assistant Secretary for Finance and Administration
Language:	English

Administrative Information

Preferred Citation

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

Descriptive Entry

This accession consists of records that document 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 Institution 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. These records cover the tenures of John F. Jameson (Assistant Secretary for Administration, 1976-1990) and Nancy D. Suttentfield (Assistant Secretary for Finance and Administration, 1990-1996).

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

Box 1 of 10	Accessibility Program
Box 1 of 10	Accounting and Financial Services
Box 1 of 10	Administration, Office of Secretary Treasurer
Box 1 of 10	Administration Office of the Assistant Secretary
Box 1 of 10	Accounting, Office of, CY 1990
Box 1 of 10	Administrative Fee
Box 1 of 10	Administrative Problems Study
Box 1 of 10	Affirmative Action
Box 1 of 10	African Art Treasurer
Box 1 of 10	Air and Space Treasurer
Box 1 of 10	Air and Space Extension (2 folders)
Box 1 of 10	American Art Treasurer
Box 1 of 10	American History Treasurer
Box 1 of 10	American History, National Museum of, CY 1990
Box 1 of 10	American Indian
Box 1 of 10	Anacostia
Box 1 of 10	Annual Report
Box 1 of 10	Archives
Box 1 of 10	Archives of American Art

Box 1 of 10 Arts & Industries, CY 1990

Box 1 of 10 Asian Art

Box 1 of 10 Associates (Resident/National)

Box 1 of 10 Audit and Review Committee

Box 1 of 10 Banks

Box 1 of 10 Budget, Office of Planning and

Box 2

Box 2 of 10 Budget: Personnel Cost Projection System (PCPS)

Box 2 of 10 Budget Transmittals, FY 1990

Box 2 of 10 Budget Hearings

Box 2 of 10 Building Management Department

Box 2 of 10 Building Manager (2 folders)

Box 2 of 10 Business Management Office (BMO)

Box 2 of 10 BMO - Food Service

Box 2 of 10 BMO - Museum Shops

Box 2 of 10 BMO - Product Development

Box 2 of 10 Concession Agreement: GSI & Smithsonian

Box 2 of 10 Database Analysis Reports

Box 2 of 10 Mokrynski & Associates, Inc.

Box 2 of 10 Smithsonian Revised Food Service Proposal

Box 2 of 10 Documentation and Evaluation of Concessionaire Performance

Box 2 of 10 Relocation of Mail Order Center

Box 2 of 10 Cash Management

Box 2 of 10 Central Service Customer Relations

Box 2 of 10 Child Care Center (Early Enrichment Center)

Box 2 of 10 Collection Information Systems

Box 2 of 10 Conference Services

Box 2 of 10 Congressional Office

Box 2 of 10 Consulting Services

Box 3

Box 3 of 10 Cooper Hewitt Museum (2 folders)

Box 3 of 10 Coopers & Lybrand

Box 3 of 10 Councils (CIED, COBD, CASD, COAO)

Box 3 of 10 Cultural Diversity

Box 3 of 10 Design and Construction

Box 3 of 10 Docents

Box 3 of 10 Douglas, Frederick Museum

Box 3 of 10 Drug Exhibition

Box 3 of 10 Education Council of Museums

Box 3 of 10 Electronic Forms Design Committee

Box 3 of 10 Employee Emergency Assistance Fund

Box 3 of 10 Endowment Funds

Box 3 of 10 Environmental Awareness Office

Box 3 of 10 Environmental Management and Safety (2 folders)

Box 3 of 10 Equal Opportunity, Office of (2 folders)

Box 3 of 10 Equal Employment and Minority Affairs (EEMA) - Affirmative Action

Box 3 of 10 Equal Opportunity, Office of - Affirmative Action (2 folders)

Box 3 of 10 Equal Opportunity Report, CY 1990

Box 4

Box 4 of 10 Equal Opportunity Reports

Box 4 of 10 Environmental Management and Safety: Hazardous Waste

Box 4 of 10 Environmental Management and Safety: Safety

Box 4 of 10 Ethnic Advisory Groups

Box 4 of 10 Executive Resources Board

Box 4 of 10 External Affairs (Assistant Secretary)

Box 4 of 10 Facilities Services (2 folders)

Box 4 of 10 Fellowships and Grants

Box 4 of 10 Finance and Administration (Assistant Secretary)

Box 4 of 10 Financial Management and Planning

Box 4 of 10 Folklife

Box 4 of 10 Freer/Sackler Galleries

Box 4 of 10 General Accounting Office

Box 4 of 10 General Counsel

Box 4 of 10 General Counsel: Meredith Relocation

Box 4 of 10 General Services Administration

Box 4 of 10 Government Relations

Box 4 of 10 Hirshhorn Bequest

Box 4 of 10 Horticulture, CY 1990

Box 4 of 10 Information Resource Management (OIRM) (2 folders)

Box 4 of 10 OIRM: Cost Center

Box 4 of 10 OIRM: Budget, FY 1990

Box 4 of 10 OIRM: Communications

Box 5

Box 5 of 10 OIRM: Lorch Group

Box 5 of 10 OIRM: Resident Associates Program/Smithsonian National Associates
Program System Development

Box 5 of 10 OIRM: Newsletter

Box 5 of 10 Inspector General

Box 5 of 10 Institutional Initiatives (Assistant Secretary)

Box 5 of 10 Institutional Studies

Box 5 of 10 Interdisciplinary Studies

Box 5 of 10 Internal Controls

Box 5 of 10 International Center

Box 5 of 10 International Relations

Box 5 of 10 Investments

Box 5 of 10 Investments - Managers (2 folders)

Box 5 of 10 Investment - Policy Committee (2 folders)

Box 5 of 10	Libraries
Box 5 of 10	Libraries - Smithsonian Institution Bibliographic Information System (SIBIS) Contract
Box 5 of 10	Logos
Box 5 of 10	Management Analysis Office
Box 5 of 10	Management Committee
Box 5 of 10	Management Committee: Management Structure Study
Box 5 of 10	Management Improvement
Box 5 of 10	Media Matters
Box 5 of 10	Membership and Development Office (2 folders)
Box 5 of 10	Miscellaneous
Box 5 of 10	Museum: Afro-American
Box 5 of 10	Museums, Assistant Secretary for Museums

Box 6

Box 6 of 10	Office of Museums
Box 6 of 10	Museum Support Center
Box 6 of 10	Office of Management and Budget, CY 1990
Box 6 of 10	National Air and Space Museum
Box 6 of 10	Natural History
Box 6 of 10	Natural History, CY 1990
Box 6 of 10	Natural History (Indian Remains/Skeletal), CY 1990
Box 6 of 10	Ombudsman

Box 6 of 10	Overhead
Box 6 of 10	Personnel
Box 6 of 10	Personnel Administration, Office (OPerSA)
Box 6 of 10	Electronic Forms Task Force
Box 6 of 10	OPerSA: Alternate Work Schedules
Box 6 of 10	OPerSA: Awards
Box 6 of 10	Personnel: Applicants
Box 6 of 10	Personnel: Benefits Office
Box 6 of 10	Personnel Cost Savings
Box 6 of 10	Personnel: Flexible Workplace Pilot
Box 6 of 10	OPerSA (NFC Problems)
Box 6 of 10	Personnel Payroll
Box 6 of 10	Personnel Pay Systems
Box 6 of 10	Oversight Committee

Box 7

Box 7 of 10	Personnel: Performance Standards
Box 7 of 10	Personnel: Policy and Programs
Box 7 of 10	Personnel: Senior Staff Pay
Box 7 of 10	Personnel: Salaries and Benefits
Box 7 of 10	Photographic and Printing Services
Box 7 of 10	Planning and Advisory Committee

Box 7 of 10	Plant Services (OPlantS)
Box 7 of 10	OPlantS - PCB Transformer Contract
Box 7 of 10	OPlantS - Work Hours
Box 7 of 10	Policy Statements
Box 7 of 10	Pooled Benefits Fund
Box 7 of 10	Portrait Gallery
Box 7 of 10	Press, Smithsonian
Box 7 of 10	Procurement and Property Management
Box 7 of 10	Program Report
Box 7 of 10	Protection Services (OPS)
Box 7 of 10	OPS - Health Services
Box 7 of 10	OPS - Investigations
Box 7 of 10	OPS - Parking
Box 7 of 10	OPS - Security Clearance

Box 8

Box 8 of 10	Public Affairs
Box 8 of 10	Public Service, Assistant Secretary
Box 8 of 10	Quadrangle
Box 8 of 10	Quincentenary Programs
Box 8 of 10	Ramsey Fund
Box 8 of 10	Reading Is Fundamental
Box 8 of 10	Recreation Association

Box 8 of 10	Recycling
Box 8 of 10	Regents
Box 8 of 10	Research, Assistant Secretary (2 folders)
Box 8 of 10	Revenue Sharing
Box 8 of 10	Risk Management
Box 8 of 10	Secretary, The
Box 8 of 10	Budget: Sequestration, FY 1991 - Administrative Units
Box 8 of 10	Budget: Sequestration, FY 1991 - October 1990
Box 8 of 10	Budget: Sequestration, FY 1991 - September 1990
Box 8 of 10	Budget: Sequestration, FY 1991 - August 1990
Box 8 of 10	Budget: Sequestration, FY 1990

Box 9

Box 9 of 10	Budget: Sequestration, FY 1990
Box 9 of 10	Contingency Plans
Box 9 of 10	Small Agency Council
Box 9 of 10	Smithson Society
Box 9 of 10	Smithsonian Archives
Box 9 of 10	Smithsonian Astrophysical Observatory
Box 9 of 10	Smithsonian Bylaws
Box 9 of 10	Smithsonian Council
Box 9 of 10	Smithsonian Environmental Research Center

Box 9 of 10	Smithsonian Institution Facility West Virginia
Box 9 of 10	Smithsonian Institution Building
Box 9 of 10	Smithsonian Institution Traveling Exhibition Service
Box 9 of 10	Smithsonian Kaleidoscope
Box 9 of 10	Smithsonian Institution Service Center, 1111 North Capitol
Box 9 of 10	Smithsonian Tropical Research Institute
Box 9 of 10	Smithsonian Year
Box 9 of 10	Space (General)
Box 9 of 10	Space (Smithsonian and Art & Industries)
Box 9 of 10	Space, Suitland Collections Research Center
Box 9 of 10	Special Events
Box 9 of 10	Sponsored Projects
Box 9 of 10	Staff Bulletin, 1990

Box 10

Box 10 of 10	Telecommunications
Box 10 of 10	Television
Box 10 of 10	Travel
Box 10 of 10	Treasurer
Box 10 of 10	Under Secretary
Box 10 of 10	Vision Foundation
Box 10 of 10	Visitors Hours
Box 10 of 10	Visitors Information and Reception Center

Box 10 of 10	Webb Fellowship, James
Box 10 of 10	Wilson Center for Scholars
Box 10 of 10	Women's Committee
Box 10 of 10	Women's Council
Box 10 of 10	Zoo, National (2 folders)
Box 10 of 10	Lead-in-Drinking Water Survey at Smithsonian Facilities