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Records, 1977-1991

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Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title:	Records
Identifier:	Accession 93-003
Date:	1977-1991
Extent:	3.5 cu. ft. (3 record storage boxes) (1 document box)
Creator::	Smithsonian Institution. Assistant Secretary for Finance and Administration
Language:	English

Administrative Information

Preferred Citation

Smithsonian Institution Archives, Accession 93-003, Smithsonian Institution, Assistant Secretary for Finance and Administration, Records

Descriptive Entry

This accession consists of reports, correspondence, and memoranda documenting the functions and projects of the Office of the Assistant Secretary for Finance and Administration, known before October 1990 as the Assistant Secretary for Administration. In addition to covering major Smithsonian Institution initiatives and management issues, the materials also document the primary administrative activities of individual Smithsonian Institution bureaus. 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:

Manuscripts

Names:

Jameson, John F.

Suttenfield, Nancy D.

Container Listing

Box 1

Box 1 of 4	Proceedings of the Board of Regents, 1986
Box 1 of 4	Proceedings of the Board of Regents, 1987-1988
Box 1 of 4	Proceedings of the Board of Regents, 1989
Box 1 of 4	Proceedings of the Board of Regents, 1990
Box 1 of 4	South Africa - Copy Files
Box 1 of 4	Board of Regents, 1978
Box 1 of 4	Board of Regents, 1987-1989
Box 1 of 4	Board of Regents, 1990
Box 1 of 4	Investment Policy Committee Reports, 1984-1989
Box 1 of 4	Investment Policy Committee Reports, 1990 (3 Folders)
Box 1 of 4	Audit & Review committee
Box 1 of 4	Minority Manual
Box 1 of 4	Affirmative Action Brochure
Box 1 of 4	Affirmative Action
Box 1 of 4	IRM (Information Resource Management) Planning
Box 1 of 4	Castle Move
Box 1 of 4	African/American Museum
Box 1 of 4	Administrative Calendar

Box 2

Box 2 of 4	FY 1990 Budget
Box 2 of 4	FY 1991 Budget
Box 2 of 4	SEEC (Smithsonian Early Enrichment Center)
Box 2 of 4	Cost Center
Box 2 of 4	Disaster Preparedness
Box 2 of 4	Facilities/Construction
Box 2 of 4	1111 North Capitol Replacement
Box 2 of 4	Indicia/Mail
Box 2 of 4	Administrative Review for CIED (Council of Institution Education Directors) and COBD (Council of Bureau Directors)
Box 2 of 4	Internal Controls
Box 2 of 4	Management Committee Meetings
Box 2 of 4	Multicultural Coordinating Committee
Box 2 of 4	NPS (National Park Service) - ELM Project
Box 2 of 4	OPlantS (Office of Plant Services) Workhours
Box 2 of 4	Personnel Action Tracking System
Box 2 of 4	Personnel Oversight Council
Box 2 of 4	Program Reviews, 1989
Box 2 of 4	Staff Meetings
Box 2 of 4	Staff Bulletins
Box 2 of 4	Management Committee Minutes & Program Reports
Box 2 of 4	FY 1992 Planning & Budget

- Box 2 of 4 Visions
- Box 2 of 4 Environmental Management & Safety, FY 1990
- Box 2 of 4 Reports to Management, 1979-1985
- Box 2 of 4 Financial Statements, 1977-1985 (2 Folders)
- Box 2 of 4 Office of Planning & Budget, 1990

Box 3

- Box 3 of 4 Collins Hearings (2 Folders)
- Box 3 of 4 National Museum of the American Indian (5 Folders)
- Box 3 of 4 Step-Up Program, 1990 (2 Folders)
- Box 3 of 4 Master Implementation Plan - National Museum of Natural History
- Box 3 of 4 Zoning and Development
- Box 3 of 4 Executive Information Systems
- Box 3 of 4 SIBIS (Smithsonian Institution Bibliographic Information System) Management Committee (2 Folders)

Box 4

- Box 4 of 4 FY 1989 Internship Council
- Box 4 of 4 NAPA Study
- Box 4 of 4 Black Collegian
- Box 4 of 4 FY 1991 Program Reports
- Box 4 of 4 Miscellaneous Reports & Publications