Records, 1984-1991

by Smithsonian Institution Archives
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Collection Overview

Repository: Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Creator: Smithsonian Institution, Assistant Secretary for Finance and Administration
Title: Records
Quantity: 2.5 cu. ft. (2 record storage boxes) (1 document box)

Administrative Information

Preferred Citation
Smithsonian Institution Archives, Accession 93-046, Smithsonian Institution, Assistant Secretary for Finance and Administration, Records

Descriptive Entry

These records document activities of Nancy D. Suttenfield, the Assistant Secretary for Finance and Administration, for 1991 fiscal year. Before October 1990 the office was known as the Office of the Assistant Secretary for Administration, headed by John F. Jameson.

Although most records are for the calendar year 1991, interspersed among them are documents that date back to 1984 and forward to 1992. The records contain correspondence and memoranda concerning financial aspects of major projects and functions as well as administrative activities of the Smithsonian museums, bureaus and programs. Most of the correspondence is between the Assistant Secretary and Secretary Robert McC. Adams, other Assistant Secretaries and museum, bureau and program directors and managers.

Other correspondence and memoranda with the Assistant Secretary are from the Departments of Treasury and Internal Revenue Service regarding disbursement costs and workload information; Office of Management and Budget, requesting information such as financial recommendations for fiscal year 1993; Office of Management Analysis; independent auditors concerning audit recommendations; correspondence with contractors concerning contracting procedures and policies; and correspondence with Congressman Sidney R. Yates, Chairman, House Representatives Subcommittee on Interior and Related Agencies Committee on Appropriations concerning budget hearings.

Included are agenda, minutes and reports of and by Management Committee, Council of Administrative Officers and Council of Bureau Directors concerning Federal and Trust budgets; reports from museum directors concerning policies, product development and licensing, and budget. There are also newspaper clippings, computer printouts and drawings and sketches.
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:
Brochures
Clippings
Drawings
Manuscripts

Names:
Adams, Robert McCormick, 1926-
Jameson, John F.
Smithsonian Institution. Council of Bureau Directors.
Smithsonian Institution. Management Analysis Office.
Smithsonian Institution. Management Committee.
Smithsonian Institution. Office of the Assistant Secretary for Finance and Administration. Council of Administrative Officers.
Suttenfield, Nancy D.
United States. Dept. of the Treasury
United States. Internal Revenue Service
United States. Office of Management and Budget.
Yates, Sidney Richard, 1909-
Container Listing

Box 1

Accounting & Financial Services (OAFS)
Administrative Service Center
Administration, Survival
Air and Space
American Art
American History
American Indian
Architectural History & Historic Preservation
Associates
Banks
Budget
Budget Hearings
Building Manager, Office of
Chief Information Officer
Child Care Center
Conservation Analytical Lab
Contracting & Property Management
Cooper-Hewitt
Fox House Cooper-Hewitt
Cooper-Hewitt
Coopers & Lybrand
Councils
Design & Construction
Development
Elementary & Secondary Education
Endowment Funds
Environmental Management & Safety
Equal Opportunity, Office of
External Affairs, Office of
Facilities Services
Fellowships & Grants
Finance & Administration (F&A) January - June
Finance & Administration July - December
F&A - Deputy Assistant Secretary for Administration
F&A - Deputy Assistant Secretary for Finance

Box 2
F&A - Directors
F&A - Retreat 1991
Finance & Advisory Panel
Financial & Management Analysis Office
Financial Management & Planning
Folklife
General Counsel
Government Relations, Office of
Horticulture
Human Resources, Office of
Human Resources, Benefits
Human Resources, Policy & Programs
Human Resources, Salaries
Information Resource Management
Inspector General, Office of
Institutional Initiatives
Institutional Studies
Internal Controls
IBM Project
Libraries (Smithsonian)

Libraries (SIBIS - Smithsonian Institution Bibliographic Information System Contract)

Smithsonian Magazine

Management Analysis Office

Management & Budget, Office of

Museums, Office of

Natural History

Overhead

Parking

Planning Advisory Committee

Planning & Budget

Plant Services, Office of

Portrait Gallery

Printing & Photographic Services, Office of

Protection Services

Protection Services (Health Services)

Public Service, Office of

Publications (outside)

Quincentenary Programs

Ramsey Fund - Clinton Dewitt Ramsey

Regents, Investment Policy Committee

Regents, Minutes - Reports

Reorganization

Research, Assistant Secretary (Office of)

Risk Management

Sackler Gallery/Freer

Secretary's Office

Small Agency Council

Smithson, James Society
Smithsonian Astrophysical Observatory

Smithsonian Environmental Research Center (SERC)

Smithsonian Institution Traveling Exhibition Service (SITES)

Smithsonian Tropical Research Institute (STRI)

Box 3

Smithsonian Year

Space (General)

Sponsored Projects

Taxes

Telecommunications, Office of

Training

Travel

Treasurers Office

Under Secretary's Office

Visitors Information and Associates' Reception Center (VIARC)

Women's Committee

Woodrow Wilson Center for Scholars (WWICS)

Zoo, National