



Smithsonian Institution Archives

Records, 1984-1991

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Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title:	Records
Identifier:	Accession 93-046
Date:	1984-1991
Extent:	2.5 cu. ft. (2 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 93-046, Smithsonian Institution, Assistant Secretary for Finance and Administration, Records

Descriptive Entry

This accession consists of records that document the activities of Nancy D. Sutfenfield, 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 of 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:

Museums -- Administration

Types of Materials:

Brochures
Clippings
Drawings
Manuscripts

Names:

Adams, Robert McC. (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. Congress. House
United States. Congress. House. Committee on Appropriations. Subcommittee on Department of the Interior and Related Agencies
United States. Department of the Treasury
United States. Internal Revenue Service
United States. Office of Management and Budget
Yates, Sidney Richard, 1909-

Container Listing

Box 1

Box 1 of 3	Accounting & Financial Services (OAFS)
Box 1 of 3	Administrative Service Center
Box 1 of 3	Administration, Survival
Box 1 of 3	Air and Space
Box 1 of 3	American Art
Box 1 of 3	American History
Box 1 of 3	American Indian
Box 1 of 3	Architectural History & Historic Preservation
Box 1 of 3	Associates
Box 1 of 3	Banks
Box 1 of 3	Budget
Box 1 of 3	Budget Hearings
Box 1 of 3	Building Manager, Office of
Box 1 of 3	Chief Information Officer
Box 1 of 3	Child Care Center
Box 1 of 3	Conservation Analytical Lab
Box 1 of 3	Contracting & Property Management
Box 1 of 3	Cooper-Hewitt
Box 1 of 3	Fox House Cooper-Hewitt

Box 1 of 3	Cooper-Hewitt
Box 1 of 3	Coopers & Lybrand
Box 1 of 3	Councils
Box 1 of 3	Design & Construction
Box 1 of 3	Development
Box 1 of 3	Elementary & Secondary Education
Box 1 of 3	Endowment Funds
Box 1 of 3	Environmental Management & Safety
Box 1 of 3	Equal Opportunity, Office of
Box 1 of 3	External Affairs, Office of
Box 1 of 3	Facilities Services
Box 1 of 3	Fellowships & Grants
Box 1 of 3	Finance & Administration (F&A), January - June
Box 1 of 3	Finance & Administration, July - December
Box 1 of 3	F&A - Deputy Assistant Secretary for Administration
Box 1 of 3	F&A - Deputy Assistant Secretary for Finance

Box 2

Box 2 of 3	F&A - Directors
Box 2 of 3	F&A - Retreat, 1991
Box 2 of 3	Finance & Advisory Panel
Box 2 of 3	Financial & Management Analysis Office
Box 2 of 3	Financial Management & Planning

Box 2 of 3	Folklife
Box 2 of 3	General Counsel
Box 2 of 3	Government Relations, Office of
Box 2 of 3	Horticulture
Box 2 of 3	Human Resources, Office of
Box 2 of 3	Human Resources, Benefits
Box 2 of 3	Human Resources, Policy & Programs
Box 2 of 3	Human Resources, Salaries
Box 2 of 3	Information Resource Management
Box 2 of 3	Inspector General, Office of
Box 2 of 3	Institutional Initiatives
Box 2 of 3	Institutional Studies
Box 2 of 3	Internal Controls
Box 2 of 3	IBM Project
Box 2 of 3	Libraries (Smithsonian)
Box 2 of 3	Libraries (SIBIS - Smithsonian Institution Bibliographic Information System Contract)
Box 2 of 3	Smithsonian Magazine
Box 2 of 3	Management Analysis Office
Box 2 of 3	Management & Budget, Office of
Box 2 of 3	Museums, Office of
Box 2 of 3	Natural History

Box 2 of 3	Overhead
Box 2 of 3	Parking
Box 2 of 3	Planning Advisory Committee
Box 2 of 3	Planning & Budget
Box 2 of 3	Plant Services, Office of
Box 2 of 3	Portrait Gallery
Box 2 of 3	Printing & Photographic Services, Office of
Box 2 of 3	Protection Services
Box 2 of 3	Protection Services (Health Services)
Box 2 of 3	Public Service, Office of
Box 2 of 3	Publications (outside)
Box 2 of 3	Quincentenary Programs
Box 2 of 3	Ramsey Fund - Clinton Dewitt Ramsey
Box 2 of 3	Regents, Investment Policy Committee
Box 2 of 3	Regents, Minutes - Reports
Box 2 of 3	Reorganization
Box 2 of 3	Research, Assistant Secretary (Office of)
Box 2 of 3	Risk Management
Box 2 of 3	Sackler Gallery/Freer
Box 2 of 3	Secretary's Office
Box 2 of 3	Small Agency Council

Box 2 of 3 Smithson, James Society

Box 2 of 3 Smithsonian Astrophysical Observatory

Box 2 of 3 Smithsonian Environmental Research Center (SERC)

Box 2 of 3 Smithsonian Institution Traveling Exhibition Service (SITES)

Box 2 of 3 Smithsonian Tropical Research Institute (STRI)

Box 3

Box 3 of 3 Smithsonian Year

Box 3 of 3 Space (General)

Box 3 of 3 Sponsored Projects

Box 3 of 3 Taxes

Box 3 of 3 Telecommunications, Office of

Box 3 of 3 Training

Box 3 of 3 Travel

Box 3 of 3 Treasurers Office

Box 3 of 3 Under Secretary's Office

Box 3 of 3 Visitors Information and Associates' Reception Center (VIARC)

Box 3 of 3 Women's Committee

Box 3 of 3 Woodrow Wilson Center for Scholars (WWICS)

Box 3 of 3 Zoo, National