



Smithsonian Institution Archives

## Central Files, 1988-1991

Finding aid prepared by Smithsonian Institution Archives

Smithsonian Institution Archives  
Washington, D.C.  
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## Collection Overview

<b>Repository:</b>	Smithsonian Institution Archives, Washington, D.C., <a href="mailto:osiaref@si.edu">osiaref@si.edu</a>
<b>Title:</b>	Central Files
<b>Identifier:</b>	Accession 94-047
<b>Date:</b>	1988-1991
<b>Extent:</b>	2.5 cu. ft. (2 record storage box) (1 document box)
<b>Creator::</b>	Smithsonian Institution. Office of Equal Employment and Minority Affairs
<b>Language:</b>	English

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## Administrative Information

### Preferred Citation

Smithsonian Institution Archives, Accession 94-047, Smithsonian Institution, Office of Equal Employment and Minority Affairs, Central Files

### Access Restriction

Box 1 contains materials restricted indefinitely; see finding aid. Contact reference staff for details.

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## Descriptive Entry

This accession consists of the central files of the Office of Equal Employment and Minority Affairs (OEEMA) for fiscal years 1990 and 1991, although some records date from 1988. They include correspondence and memoranda exchanged between the OEEMA director and staff and Smithsonian Institution (SI) management and bureaus, other government agencies, and private individuals regarding equal employment issues and personnel policies. Records also contain discrimination complaint files; SI audience and staff profiles; and OEEMA office staff work plans and position descriptions. Files also document to some extent the development of the concept of the African-American Museum project. In addition, records contain affirmative action employment plans and accomplishment reports submitted to OEEMA by different SI offices and bureaus; and EEO reports submitted by OEEMA to Congress and SI management.

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## Names and Subject Terms

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

Subjects:

Affirmative action programs  
African American museums  
Discrimination in employment  
Minorities -- Employment  
Museums -- Employees  
Museums and minorities  
Personnel management

Types of Materials:

Manuscripts

## Container Listing

### Box 1

Box 1 of 3	Office of Equal Opportunity (OEO) Policy Items
Box 1 of 3	Staff Interoffice Memoranda/Notes
Box 1 of 3	OEO Delegation of Authority
Box 1 of 3	Director's Working File
Box 1 of 3	Budget Correspondence
Box 1 of 3	Permanent
Box 1 of 3	Office Space
Box 1 of 3	Employee Assistance
Box 1 of 3	Smithsonian Institution Organizational Chart
Box 1 of 3	Pay Tables
Box 1 of 3	United States Commission on Civil Rights
Box 1 of 3	RESTRICTED FOLDERS - Non-Circulating (16 folders)
Box 1 of 3	Leave Calendar
Box 1 of 3	Payroll/Personnel Data Access
Box 1 of 3	RESTRICTED FOLDERS - Non-Circulating (17 folders)
Box 1 of 3	Minority Hires
Box 1 of 3	PMRS Performance Awards
Box 1 of 3	Annual or Biennial Affirmative Action Plan
Box 1 of 3	Affirmative Action (AA) Correspondence

Box 1 of 3	FY 1991 Affirmative Action Plan and FY 1990 Accomplishment for Minorities and Women
Box 1 of 3	Annual or Biennial Affirmative Action Plan - Disabled
Box 1 of 3	AA - Disabled Employees Correspondence
Box 1 of 3	RESTRICTED FOLDER - Non-Circulating
Box 1 of 3	Case Law
Box 1 of 3	Outreach
Box 1 of 3	Women's Program
Box 1 of 3	Smithsonian Institution African American Caucus
Box 1 of 3	Smithsonian Institution American Indian Caucus
Box 1 of 3	Smithsonian Institution Asian American Caucus
Box 1 of 3	Smithsonian Institution Hispanic Caucus
Box 1 of 3	Smithsonian Institution Women's Caucus
Box 1 of 3	African American Museum Project
Box 1 of 3	American Association of Museums (AAM) - ICOM
Box 1 of 3	Federal Personnel Manual
Box 1 of 3	Council of Administrative Service Directors (CASD)
Box 1 of 3	Executive Resources Board (ERB)
Box 1 of 3	Management Committee
Box 1 of 3	Museum of the American Indian
Box 1 of 3	Office of Federal Contract Compliance Programs (OFCC)
Box 1 of 3	Smithsonian Year

Box 1 of 3 SAS  
Box 1 of 3 Fair Search  
Box 1 of 3 Comments from Certifications  
Box 1 of 3 Smithsonian Employment Concerns

Box 2

Box 2 of 3 Personnel Pay Oversight Committee  
Box 2 of 3 Smithsonian Institution Sequestration  
Box 2 of 3 Smithsonian Council  
Box 2 of 3 Situation Analysis Group  
Box 2 of 3 Resources Allocation  
Box 2 of 3 EO Management Training  
Box 2 of 3 Sexual Harassment Training  
Box 2 of 3 Human Resources Director Selection  
Box 2 of 3 Council of Bureau Directors  
Box 2 of 3 Facilities Services Group  
Box 2 of 3 Management Improvements  
Box 2 of 3 Counting Minorities  
Box 2 of 3 RIFs  
Box 2 of 3 Abstract and Situation Analysis  
Box 2 of 3 Iota Telescope  
Box 2 of 3 Exhibition Development  
Box 2 of 3 Application Tracking System

Box 2 of 3	Office of Personnel Administration Organizational Listing
Box 2 of 3	Office of Congressional Liaison (Correspondence)
Box 2 of 3	EO Panel Deliberations
Box 2 of 3	Newspaper Clippings
Box 2 of 3	Statistical Data
Box 2 of 3	Supergrades
Box 2 of 3	Title VII Coverage
Box 2 of 3	American Federation of Government Employees
Box 2 of 3	Management Council
Box 2 of 3	House Appropriations
Box 2 of 3	Round Table Discussions
Box 2 of 3	Special Exhibition Fund
Box 2 of 3	Cultural Diversity
Box 2 of 3	John Kinnard Memorial
Box 2 of 3	Areas of Emphasis
Box 2 of 3	Cardiss Collins
Box 2 of 3	Institutional Studies Correspondence
Box 2 of 3	EEOC Correspondence
Box 2 of 3	EO Training Courses
Box 2 of 3	Certificates of Appreciation
Box 2 of 3	Smithsonian Institution Gay/Lesbian Issues



Box 2 of 3	RSVP (WD)
Box 2 of 3	Office of Finance and Administration (3 folders)
Box 2 of 3	Office of Secretary Correspondence
Box 2 of 3	Record of Retreat
Box 2 of 3	Office of Human Resources Correspondence
Box 2 of 3	Staff Meetings (F&A)
Box 2 of 3	Finance and Advisory Panel Meetings
Box 2 of 3	Union Correspondence
Box 2 of 3	Planning Advisory Group (PAG)
Box 2 of 3	Open Audit Recommendations
Box 2 of 3	Smithsonian Institution Contacts
Box 2 of 3	Accessibility
Box 2 of 3	Reports to Congress
Box 2 of 3	Reports to Regents
Box 2 of 3	EO Reporting Format
Box 2 of 3	OEO Monthly Management Report
Box 2 of 3	OEO Activities Report
Box 2 of 3	Finance and Administration Management Report (2 folders)
Box 2 of 3	Smithsonian Institution Activities Report
Box 2 of 3	Smithsonian Institution Management Report
Box 2 of 3	Smithsonian Institution Activities Report
Box 2 of 3	Lesbian/Gay Issues

- Box 2 of 3 OEO Quarterly Report
- Box 2 of 3 OEO Semi-Annual Congressional Report
- Box 2 of 3 OEEMA Correspondence
- Box 2 of 3 Performance Plan (SI-778)
- Box 2 of 3 Performance Plan Appraisal

Box 3

- Box 3 of 3 Merchandise Manager
- Box 3 of 3 Architect - Engineer Federal Contracts (2 folders)
- Box 3 of 3 Equal Opportunity Report, September 1990
- Box 3 of 3 JM's Work Folder - WD's Office
- Box 3 of 3 Annual Report to Congress on FEORP
- Box 3 of 3 American Association of Museum 1989 Conference
- Box 3 of 3 African American Museum Association 1990 Conference
- Box 3 of 3 Director's Suspense/Mail Log
- Box 3 of 3 Issues/Questions Memoranda - Nancy Suttentfield
- Box 3 of 3 Receipts