Table of Contents

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

Repository: Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
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Administrative Information

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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.

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
Minorities -- Employment
Personnel management
Types of Materials:
Manuscripts
Container Listing

Box 1

Office of Equal Opportunity (OEO) Policy Items
Staff Interoffice Memoranda/Notes
OEO Delegation of Authority
Director's Working File
Budget Correspondence
Permanent
Office Space
Employee Assistance
Smithsonian Institution Organizational Chart
Pay Tables
United States Commission on Civil Rights
Position Descriptions
Diane Cook-Lee - Position Description
Will Douglas - Position Description
Ellen Gee - Position Description
Carol Gover - Position Description
McKinley Harris - Position Description
Toni Keene-Manago - Position Description
Joyce McCoy - Position Description
Robert Osborne - Position Description
Zufan Yohannes - Position Description
Kathleen Habeger - Position Description
Claudine Massih - Position Description
Adrian Baine - Position Description
Karen Pierson - Position Description
Recruitment
Lorna Morris - Position Description
Leave Calendar
Payroll/Personnel Data Access
Diane Cook-Lee - Work Plans
Carol Gover - Work Plans
Robert Osborne - Work Plans
Weekly Work Plan - Ellen Gee (2 folders)
Weekly Work Plan - Diane Cook-Lee
Weekly Work Plan - John Taylor
Weekly Work Plan - Carol Gover
Performance Appraisal
Joyce McCoy - Performance Plan
Robert Osborne - Performance Plan
Zufan Yohannes - Performance Plan
Diane Cook-Lee - Performance Plan
Will Douglas - Performance Plan
Ellen Gee - Performance Plan
Claudine Massih - Performance Plan
Applicant File
Minority Hires
PMRS Performance Awards
Annual or Biennial Affirmative Action Plan
Affirmative Action (AA) Correspondence
FY 1991 Affirmative Action Plan and FY 1990 Accomplishment for Minorities and Women
Annual or Biennial Affirmative Action Plan - Disabled
AA - Disabled Employees Correspondence
Complaints of Discrimination
Case Law
Outreach
Women's Program
Smithsonian Institution African American Caucus
Smithsonian Institution American Indian Caucus
Smithsonian Institution Asian American Caucus
Smithsonian Institution Hispanic Caucus
Smithsonian Institution Women's Caucus
African American Museum Project
American Association of Museums (AAM) - ICOM
Federal Personnel Manual
Council of Administrative Service Directors (CASD)
Executive Resources Board (ERB)
Management Committee
Museum of the American Indian
Office of Federal Contract Compliance Programs (OFCC)
Smithsonian Year
SAS
Fair Search
Comments from Certifications
Smithsonian Employment Concerns

Box 2
Personnel Pay Oversight Committee
Smithsonian Institution Sequestration
Smithsonian Council
Situation Analysis Group
Resources Allocation
EO Management Training
Sexual Harassment Training
Human Resources Director Selection
Council of Bureau Directors
Facilities Services Group
Management Improvements
Counting Minorities
RIFs
Abstract and Situation Analysis
Iota Telescope
Exhibition Development
Application Tracking System
Office of Personnel Administration Organizational Listing
Office of Congressional Liaison (Correspondence)
EO Panel Deliberations
Newspaper Clippings
Statistical Data
Supergrades
Title VII Coverage
American Federation of Government Employees
Management Council
House Appropriations
Round Table Discussions
Special Exhibition Fund
Cultural Diversity
John Kinnard Memorial
Areas of Emphasis
Cardiss Collins
Institutional Studies Correspondence
EEOC Correspondence
EO Training Courses
Certificates of Appreciation
Smithsonian Institution Gay/Lesbian Issues
RSVP (WD)
Office of Finance and Administration (3 folders)
Office of Secretary Correspondence
Record of Retreat
Office of Human Resources Correspondence
Staff Meetings (F&A)
Finance and Advisory Panel Meetings
Union Correspondence
Planning Advisory Group (PAG)
Open Audit Recommendations
Smithsonian Institution Contacts
Accessibility
Reports to Congress
Reports to Regents
EO Reporting Format
OEO Monthly Management Report
OEO Activities Report
Finance and Administration Management Report (2 folders)
Smithsonian Institution Activities Report
Smithsonian Institution Management Report
Smithsonian Institution Activities Report
Lesbian/Gay Issues
OEO Quarterly Report
OEO Semi-Annual Congressional Report
OEEMA Correspondence
Performance Plan (SI-778)
Performance Plan Appraisal
Box 3
Merchandise Manager
Architect - Engineer Federal Contracts (2 folders)

Equal Opportunity Report, September 1990

JM's Work Folder - WD's Office

Annual Report to Congress on FEORP

American Association of Museum 1989 Conference

African American Museum Association 1990 Conference

Director's Suspense/Mail Log

Issues/Questions Memoranda - Nancy Suttenfield

Receipts