



Smithsonian Institution Archives

Records, 1990-1993

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Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title:	Records
Identifier:	Accession 94-066
Date:	1990-1993
Extent:	6 cu. ft. (6 record storage boxes)
Creator::	Smithsonian Institution. Assistant Secretary for Finance and Administration
Language:	English

Administrative Information

Preferred Citation

Smithsonian Institution Archives, Accession 94-066, Smithsonian Institution, Assistant Secretary for Finance and Administration, Records

Descriptive Entry

This accession consists of the files of the Assistant Secretary for Finance and Administration, Nancy D. Suttentfield, for FY 1992, although documents in the files date from 1990 through 1993. The files document the administration of bureaus and activities of the Smithsonian Institution of which the Assistant Secretary had oversight or interest. The records also contain several files on the Business Management Office dating from FY 1991.

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
Manuscripts

Names:

Smithsonian Institution. Business Management Office
Suttenfield, Nancy D.

Container Listing

Box 1

Box 1 of 6	Assistant Secretary for Arts and Humanities
Box 1 of 6	Associates (Resident Associates Program/Smithsonian National Associates Program)
Box 1 of 6	Audit & Review
Box 1 of 6	Accessibility Program
Box 1 of 6	Accounting Services (3 folders)
Box 1 of 6	New Accounting System
Box 1 of 6	American Indian (2 folders)
Box 1 of 6	American History
Box 1 of 6	Administrative Service Center
Box 1 of 6	African American
Box 1 of 6	American Art
Box 1 of 6	African Art
Box 1 of 6	Banks
Box 1 of 6	Brooks Award
Box 1 of 6	Budget Hearings
Box 1 of 6	Building Manager, Office of
Box 1 of 6	Business Management, Office of (Folders 1-5 of 6)

Box 2

Box 2 of 6	Business Management, Office of (Folder 6 of 6)
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- Box 2 of 6 Business Management, Food Service (7 folders)
- Box 2 of 6 Business Management, Mail Order (3 folders)
- Box 2 of 6 BMO, Marketing Database
- Box 2 of 6 Business Management, Museum Shops (3 folders)
- Box 2 of 6 Business Management, Product Development (4 folders)

Box 3

- Box 3 of 6 BMO, Springfield Warehouse (2 folders)
- Box 3 of 6 Office of Comptroller
- Box 3 of 6 Contracting and Property Management
- Box 3 of 6 Cooper-Hewitt Museum
- Box 3 of 6 Coopers and Lybrand
- Box 3 of 6 Councils, CIED, COBD, COAO
- Box 3 of 6 Design and Construction (2 folders)
- Box 3 of 6 Development
- Box 3 of 6 Education and Public Service, Office of
- Box 3 of 6 Elementary and Secondary Education
- Box 3 of 6 Endowment Funds
- Box 3 of 6 Environmental Management and Safety
- Box 3 of 6 Equal Employment and Minority Affairs
- Box 3 of 6 Equal Opportunity Affirmative Actions
- Box 3 of 6 External Affairs, Office of

Box 3 of 6 Facilities Services

Box 3 of 6 Fellowships and Grants

Box 4

Box 4 of 6 Finance and Administration (3 folders)

Box 4 of 6 Financial Management and Analysis

Box 4 of 6 F&A Advisory Panel (2 folders)

Box 4 of 6 Deputy for Finance

Box 4 of 6 Deputy for Administration

Box 4 of 6 F&A Finance Unit Heads Meeting

Box 4 of 6 F&A Administration Unit Heads Meeting

Box 4 of 6 F&A Private Sector Council

Box 4 of 6 Folklife

Box 4 of 6 Freer/Sackler Galleries

Box 4 of 6 Fundraising Task Force

Box 4 of 6 General Services Administration

Box 4 of 6 General Counsel, Office of

Box 4 of 6 Government Relations

Box 4 of 6 Human Resources - Benefits

Box 4 of 6 Human Resources - Public Services Recognition Week

Box 5

Box 5 of 6 Human Resources (4 folders)

Box 5 of 6 Indirect Cost

Box 5 of 6	Information Resource Management
Box 5 of 6	Inspector General
Box 5 of 6	Institutional Initiatives, Assistant Secretary
Box 5 of 6	Interdisciplinary Studies
Box 5 of 6	International Relations
Box 5 of 6	Investment
Box 5 of 6	Investment Managers
Box 5 of 6	Magazine
Box 5 of 6	NACUBO
Box 5 of 6	Natural History (2 folders)
Box 5 of 6	OMB Circular
Box 5 of 6	Ombudsman
Box 5 of 6	Parking (2 folders)
Box 5 of 6	PCPS
Box 5 of 6	Personnel Management, U. S.
Box 5 of 6	Planning and Budget (2 folders)
Box 5 of 6	OPlantS (2 folders)
Box 5 of 6	Policy and Program Development
Box 5 of 6	Pooled Benefits Fund
Box 5 of 6	Portrait Gallery Trust Fund Allocation
Box 5 of 6	Portrait Gallery

Box 5 of 6 Postal Museum
Box 5 of 6 Press
Box 5 of 6 Printing and Photographic Services

Box 6

Box 6 of 6 Protection Services (4 folders)
Box 6 of 6 Public Affairs
Box 6 of 6 Quincentenary Programs
Box 6 of 6 Quilts
Box 6 of 6 Ramsey Fund - Clint Dewitt Ramsey
Box 6 of 6 Recycling
Box 6 of 6 Registrar
Box 6 of 6 Revenue Sharing
Box 6 of 6 Ripley, Dillon
Box 6 of 6 Risk Management
Box 6 of 6 Science, Assistant Secretary
Box 6 of 6 Regents
Box 6 of 6 Regents Meeting, September 17, 1990
Box 6 of 6 Regents Meeting, February 4, 1991
Box 6 of 6 Regents Meeting, May 6, 1991
Box 6 of 6 Secretary
Box 6 of 6 Smithsonian Astrophysical Observatory
Box 6 of 6 Smithsonian Traveling Exhibition Service

Box 6 of 6	Smithsonian Environmental Research Center
Box 6 of 6	Smithsonian Tropical Research Institute
Box 6 of 6	Space
Box 6 of 6	Special Events
Box 6 of 6	Sponsored Projects
Box 6 of 6	Tax Seminar
Box 6 of 6	Telecommunications
Box 6 of 6	Total Quality Management (3 folders)
Box 6 of 6	Travel
Box 6 of 6	Treasurer
Box 6 of 6	Union Matters
Box 6 of 6	Under Secretary, Office of
Box 6 of 6	Woodrow Wilson International Center for Scholars (WWICS)
Box 6 of 6	Women's Committee
Box 6 of 6	Women's Council
Box 6 of 6	Zoo, National