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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
Dates: 1990-1993
Quantity: 6 cu. ft. (6 record storage boxes)

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. Suttenfield, 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:
Museums -- Administration.

Types of Materials:
Brochures
Clippings
Manuscripts

Names:
Suttenfield, Nancy D.
Container Listing

Box 1

Assistant Secretary for Arts and Humanities

Associates (Resident Associates Program/Smithsonian National Associates Program)

Audit & Review

Accessibility Program

Accounting Services (3 folders)

New Accounting System

American Indian (2 folders)

American History

Administrative Service Center

African American

American Art

African Art

Banks

Brooks Award

Budget Hearings

Building Manager, Office of

Business Management, Office of (Folders 1-5 of 6)

Box 2

Business Management, Office of (Folder 6 of 6)

Business Management, Food Service (7 folders)

Business Management, Mail Order (3 folders)

BMO, Marketing Database

Business Management, Museum Shops (3 folders)

Business Management, Product Development (4 folders)

Box 3

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

Box 4
Finance and Administration (3 folders)
Financial Management and Analysis
F&A Advisory Panel (2 folders)
Deputy for Finance
Deputy for Administration
F&A Finance Unit Heads Meeting
F&A Administration Unit Heads Meeting
F&A Private Sector Council
Folklife
Freer/Sackler Galleries
Fundraising Task Force
General Services Administration
General Counsel, Office of
Government Relations
Human Resources - Benefits
Human Resources - Public Services Recognition Week

Box 5

Human Resources (4 folders)
Indirect Cost
Information Resource Management
Inspector General
Institutional Initiatives, Assistant Secretary
Interdisciplinary Studies
International Relations
Investment
Investment Managers
Magazine
NACUBO
Natural History (2 folders)
OMB Circular
Ombudsman
Parking (2 folders)
PCPS
Personnel Management, U. S.
Planning and Budget (2 folders)
OPlants (2 folders)
Policy and Program Development
Pooled Benefits Fund
Portrait Gallery Trust Fund Allocation
Portrait Gallery
Postal Museum
Press
Printing and Photographic Services

Box 6
Protection Services (4 folders)
Public Affairs
Quincentenary Programs
Quilts
Ramsey Fund - Clint Dewitt Ramsey
Recycling
Registrar
Revenue Sharing
Ripley, Dillon
Risk Management
Science, Assistant Secretary
Regents
Regents Meeting, 9/17/1990
Regents Meeting, 2/4/1991
Regents Meeting, 5/6/1991
Secretary
Smithsonian Astrophysical Observatory
Smithsonian Traveling Exhibition Service
Smithsonian Environmental Research Center
Smithsonian Tropical Research Institute
Space
Special Events
Sponsored Projects
Tax Seminar
Telecommunications
Total Quality Management (3 folders)
Travel
Treasurer
Union Matters
Under Secretary, Office of
Woodrow Wilson International Center for Scholars (WWICS)
Women's Committee
Women's Council
Zoo, National