
by Smithsonian Institution Archives
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Collection Overview

Repository: Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title: Records
Quantity: 3.5 cu. ft. (3 record storage boxes) (1 document box)

Administrative Information

Preferred Citation
Smithsonian Institution Archives, Accession 94-130, National Museum of American Art, Administrative Office, Records

Descriptive Entry

This accession consists of records documenting the administration of the National Museum of American Art (NMAA), through the Administrative Office of NMAA. Most of the records predate October 1989, when the Administrative Office was known as the Office of Administrative Services. These records consist of correspondence and memoranda pertaining to NMAA facility management; art work acquisitions (loans, gifts, and purchases); minutes of meetings; accounting and budget; grants; Congressional hearings and appropriations; exhibition maintenance; and planning for special events at NMAA.

Names and Subject Terms

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

Subjects:
Art museums.
Museums -- Administration.

Types of Materials:
Manuscripts

Names:
Container Listing

Box 1

Black History month, 1984

Reinstallation, 1984

Streets for the people, 1977-1982

Barney Studio House, 1979-1980 (2 folders)

Office of Contracts - Appointing principal investigator of National Collection of Fine Arts (NCFA) contracts, 1975

Correspondence and documentation regarding claims and federal tort claims act, 1982

Exit clearances, 1975-1976

Correspondence regarding salary information for various positions, 1983

List of staff members with foreign language proficiency for receptionists, 1978

Correspondence regarding incentive awards, 1969-1977

Services provided to non-SI individuals/organizations by NCFA, 1971

Memoranda - NCFA staff, 1969-1983 (2 folders)

Internal transfers, FY 1985

Unit Fund Reports, 3rd quarter, FY 1985

Unit Fund Reports, 1st quarter, FY 1985

Batch reports, FY 1985

Batch sheets, FY 1984

Concession and Museum shop program distribution, 1978-1980

American Art directory, 1978

American Studies, 1978-1979

Complaint to Architectural and Transportation Barriers Compliance Board against NMAA, 1977

Memoranda/Notes regarding us of Associates lounge, 1982

Correspondence regarding F and G St. malls, development, 1983

Minutes of business council, 1978-1979
Council of Business Representatives - Minutes and correspondence, 1980-1982

NCFA organizational chart to include in publication summary of SI activities, 1979

Space/function breakdown, 1971

Safety Committee, 1980-1985

Security (Wood Dowlings files), 1983-1987 (2 folders)

Office of Building Management, 1979-1980

Office of Building Management, 1983-1984

Office of Building Management, 1985-1986 (2 folders)

Air conditioning, 1973

Daily attendance figures - NCFA, 1980-1983 (4 folders)

Box 2

Accident reports, 1973-1983

American Art/Portrait Gallery (AAPG) Building - Floor plan, correspondence regarding building exterior, and hazardous conditions, 1974-1976

Correspondence regarding hearing test, protection, and exposure, 1977

Emergency self-protection plan - Bomb emergency, etc., 1974

NCFA smoking policy, 1980

Self-protection plans for using elevators to evacuate handicapped, 1977

Management of information resources, 1981

Metro - Dioramas, damage, reopening entrance after Metro work, etc., 1977

Energy conservation - Reports, correspondence, committee reports, and statistics, 1981

ODC project submitted requests, 1983

Artworks - Gifts, 1977-1979

Artworks - Gifts, 1973-1979

Artworks - Gifts and bequests (March, Felicia Meyer), 1979

Loans - Works of art, 1972-1979

Purchases - Works of art, 1975

Acquisitions, 1974-1979
Acquisitions, 1976
Acquisitions, 1977
Acquisitions, 1978
Acquisitions, 1979
Correspondence regarding insurance of government loans, 1977
Dunlap Society - Vedder slide set agreement, 1979
Academic programs - Guidelines, funding, lists of fellows and subjects, standards, educational steering committee, 1980
American Arts Alliance, Inc., 1982
American Venus Agency Symposium at NMAA, 1977
Art Dealers Association of America, 1972
Request list of artists' names from Artists Equity Association, 1983
Correspondence regarding Artist Documentary Program, 1983
Anacostia Trainee Program curriculum, 1977
Association of Art Museum Directors, 1982
Family Day Arts Festival, 1981
Engine Co. #2: An Education Organization, Inc. (program for inner city youths)
International year of disabled persons - Minutes of Meetings, 1980
Cornell Study Center, 1979-1981
Children's Day Festival, 1980-1982 (2 folders)
Proposal to Scholarly Studies Program regarding cooperative fellowship, 1980
Delaware Symposia - Joint with University of Delaware, 1974
Docents, 1970-1984
Discover Graphics workshop, 1981
Division of Performing Arts, 1981-1983
Purchase Serials review list, 1978
ICOM, 1971-1974
NCFA Archives, 1975-1979
Archives of American Art, 1968-1976
American Association of Museums, 1971-1976
Art Quarterly magazine, 1968-1975
Joshua Taylor Fellowship Fund, 1981-1984
Symposium on American Renaissance, 1978-1981
International Foundation for Art Research questionnaire regarding stolen art
Juley Fundraising, 1981
Lighting Miniature gallery, 1978
New lighting plans for room 333, 1977
Kainen, Jacob - Film
Kaleidoscope Day, 1978
List of NMAA professional memberships
Questionnaires and/or surveys, 1973
Postal Service Agreement with SI regarding fine arts
SI Arts Commission, 1970
Storage - Memoranda regarding frame storage and storage at the Renwick, 1977
Street Museum Project, 1979
Spotlight (CSC Publications), 1982
Documents regarding establishing/funding Education Outreach program, 1978

Box 3
Accounting Division, 1970-1979 (2 folders)
Budget, FY 1985-FY 1988 (4 folders)
House Budget Hearings, December 1987
Budget, 1986 (2 folders)
Budget, 1987
Federal Budget, FY 1988 (2 folders)
Budget files, FY 1988-FY 1989
House Budget Hearings, March 1988

Box 4

Congressional Hearings for FY 1990 budget, March 1989

Congressional Hearings for FY 1991 budget

Budget, FY 1990 (2 folders)