



Smithsonian Institution Archives

Administrative Files, 1993-1994

Finding aid prepared by Smithsonian Institution Archives

Smithsonian Institution Archives
Washington, D.C.
Contact us at osiaref@si.edu

Table of Contents

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

Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title:	Administrative Files
Identifier:	Accession 95-087
Date:	1993-1994
Extent:	1 cu. ft. (1 record storage box)
Creator:::	Smithsonian Institution. Office of Equal Employment and Minority Affairs
Language:	English

Administrative Information

Preferred Citation

Smithsonian Institution Archives, Accession 95-087, Smithsonian Institution, Office of Equal Employment and Minority Affairs, Administrative Files

Access Restriction

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

Descriptive Entry

This accession consists of records that document the program and administrative activities of the Office of Equal Employment and Minority Affairs (OEEMA) for fiscal year 1993. They include documentation of all stages of complaint resolution, from the initial complaint forms to the final mediation agreements and counselor reports. The files also contain routine administrative correspondence and memoranda, work plans, and position descriptions.

Names and Subject Terms

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

Subjects:

- Discrimination in employment
- Minorities -- Employment
- Museums -- Employees
- Museums and minorities
- Personnel management

Types of Materials:

Manuscripts

Container Listing

Box 1

Box 1 of 1	130-35 Correspondence, general - 1993-1994
Box 1 of 1	RESTRICTED FOLDERS - Non-Circulating (7 folders)
Box 1 of 1	93-202 Transitory Correspondence
Box 1 of 1	93-203 General Correspondence
Box 1 of 1	93-204 EO Counselors/Officers Listing/Announcements
Box 1 of 1	93-205 EO Counselors/Officers Training
Box 1 of 1	93-207 Counselors Initial Interview Forms
Box 1 of 1	93-208 Final Interview Forms
Box 1 of 1	93-210 Complaint Form
Box 1 of 1	93-211 Designation of Representative
Box 1 of 1	93-212A Extended Counseling
Box 1 of 1	93-212B Final EO Counseling Report
Box 1 of 1	93-215 SI-4/Authorization for Investigative Funds
Box 1 of 1	93-217 Investigative Invoices
Box 1 of 1	93-218 Authorization Hearing Funds
Box 1 of 1	93-219 Hearing Invoices
Box 1 of 1	93-221 Completed Counselors Initial Interview
Box 1 of 1	93-223 Monthly Status Report
Box 1 of 1	93-224 Monthly Status Report Complaint Processing

- Box 1 of 1 93-231 Work Plans
- Box 1 of 1 RESTRICTED FOLDERS - Non-Circulating (2 folders)
- Box 1 of 1 93-250 Congressional Correspondence
- Box 1 of 1 RESTRICTED FOLDER - Non-Circulating
- Box 1 of 1 93-281 Contracts, Small, Disadvantaged and Women's Business
- Box 1 of 1 93-282 Equal Opportunity Training Correspondence
- Box 1 of 1 93-284 Monthly Management Report
- Box 1 of 1 93-285 Bi-Monthly Activity Report
- Box 1 of 1 93-286 Quarterly Management Report
- Box 1 of 1 93-287 Staff Meetings
- Box 1 of 1 93-288 Weekly OEEMA Activities Update
- Box 1 of 1 93-289 OEEMA Policy Items
- Box 1 of 1 93-290 Quarterly ASFA Major Projects (Two weeks after close of quarter)
- Box 1 of 1 93-291 Intra-office Correspondence
- Box 1 of 1 93-293 Five Year Plan
- Box 1 of 1 93-294 Miscellaneous Reports and Projects
- Box 1 of 1 93-1201-9 Contractor's Invoice Forms
- Box 1 of 1 Outgoing Accountable Mail List, 1993
- Box 1 of 1 305.2 EO Training Participant Lists
- Box 1 of 1 RESTRICTED FOLDERS - Non-Circulating (3 folders)