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Collection Overview

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

Creator: Smithsonian Institution, Office of Equal Employment and Minority Affairs

Title: Administrative Files

Dates: 1993-1994

Quantity: 1 cu. ft. (1 record storage box)

Administrative Information

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

Use Restriction
Restricted for 15 years, until Jan-01-2010; Transferring office; Contact reference staff for details.

Descriptive Entry

These records 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:
Personnel management

Types of Materials:
Manuscripts
Container Listing

Box 1

130-35 Correspondence, general - 1993-1994
FY 1993 Counselor Reports: Terrones, Abbie
FY 1993 Counselor Reports: Kecskes, Lily
FY 1993 Counselor Reports: Robinson, Ernest
FY 1993 Counselor Reports: Bauer, Cheryl
FY 1993 Counselor Reports: Rubinstein, Jim
Informal Complaints Resolved
93-201 EEOC Reports
93-202 Transitory Correspondence
93-203 General Correspondence
93-204 EO Counselors/Officers Listing/Announcements
93-205 EO Counselors/Officers Training
93-207 Counselors Initial Interview Forms
93-208 Final Interview Forms
93-210 Complaint Form
93-211 Designation of Representative
93-212A Extended Counseling
93-212B Final EO Counseling Report
93-215 SI-4/Authorization for Investigative Funds
93-217 Investigative Invoices
93-218 Authorization Hearing Funds
93-219 Hearing Invoices
93-221 Completed Counselors Initial Interview
93-223 Monthly Status Report
93-224 Monthly Status Report Complaint Processing
93-231 Work Plans
Regina Taylor

93-234 FY Potential Case Files
93-250 Congressional Correspondence
93-280 Complaint of Discrimination Files (Inactive)
93-281 Contracts, Small, Disadvantaged and Women's Business
93-282 Equal Opportunity Training Correspondence
93-284 Monthly Management Report
93-285 Bi-Monthly Activity Report
93-286 Quarterly Management Report
93-287 Staff Meetings
93-288 Weekly OEEMA Activities Update
93-289 OEEMA Policy Items
93-290 Quarterly ASFA Major Projects (Two weeks after close of quarter)
93-291 Intra-office Correspondence
93-293 Five Year Plan
93-294 Miscellaneous Reports and Projects
93-1201-9 Contractor's Invoice Forms
Outgoing Accountable Mail List, 1993
305.2 EO Training Participant Lists

FOIA Request
1993 Zoo Issues

Verification of Action Taken