



Smithsonian Institution Archives

Special Assistant Project Files, 1989-1995

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Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title:	Special Assistant Project Files
Identifier:	Accession 95-147
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Administrative Information

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Descriptive Entry

This accession consists of records created and maintained by Suzanne Pender, Special Assistant to the Assistant Secretary for Research and, beginning in 1994, the Provost. The records document Pender's activities in regard to assisting visiting researchers at the Smithsonian; editing "Insider's View" (formerly known as "Bulletin Board"), a publication that informs Smithsonian research staff of scholarly events, publications, and projects; and serving as a liaison to scholarly focus groups such as the Smithsonian Forum on Material Culture and the first science and humanities dialogue conference, "What About Increase?", chaired by David H. DeVorkin. Materials include correspondence, memoranda, and notes; proposals; budget summaries; contracts; meeting agendas; applications for the Regents Publication Program; information pertaining to the Research Policy Committee, seminars, and special events; evaluations; researcher questionnaires; brochures; planning information and a video script for the Smithsonian Visitor Information and Associates' Reception Center research kiosk, which highlights scientific research at the Smithsonian Tropical Research Institute, the Smithsonian Environmental Research Center, and the Smithsonian Astrophysical Observatory; photographs and negatives; and drawings.

Names and Subject Terms

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

Subjects:
Contracts

Museums -- Administration

Types of Materials:

Black-and-white photographs
Brochures
Color negatives
Color photographs
Drawings
Manuscripts
Serials (publications)

Names:

DeVorkin, David H., 1944-
Hoffmann, Robert S.
Pender, Suzanne
Smithsonian Astrophysical Observatory
Smithsonian Environmental Research Center
Smithsonian Forum on Material Culture
Smithsonian Institution. Assistant Secretary for Research
Smithsonian Institution. Assistant Secretary for Research. Research Policy Committee
Smithsonian Institution. Regents Publications Committee
Smithsonian Institution. Visitor Information and Associates' Reception Center
Smithsonian Tropical Research Institute
What About Increase? (Conference) (1995: Washington, D.C.)

Preferred Titles:

Bulletin Board (Serial)
Insider's View (Serial)

Container Listing

Box 1

Box 1 of 1	Office of the Provost Reorganization Information, 1994-1995
Box 1 of 1	Assistant Secretary for Research - New Researcher Welcome Materials, 1990
Box 1 of 1	EMAIL Calendar of Events, 1991-1995
Box 1 of 1	Yale/Smithsonian Seminar on Material Culture, 1994
Box 1 of 1	Smithsonian Institution (SI) Forum on Material Culture, 1992-1995
Box 1 of 1	Research Policy Committee (RPC), 1992-1995
Box 1 of 1	Regents Publication Program, 1993-1994 (3 folders)
Box 1 of 1	Science/Humanities Dialogue concerning "What About Increase?" Conference Chronological 1, 1995
Box 1 of 1	Science/Humanities Dialogue concerning "What About Increase?" Conference Chronological 2, 1995
Box 1 of 1	Science/Humanities Dialogue concerning "What About Increase?" Conference, 1995
Box 1 of 1	Science/Humanities Dialogue concerning "What About Increase?" Conference: Posters, Breakouts, Checks, 1995
Box 1 of 1	Science/Humanities Dialogue concerning "What About Increase?" Conference: Participants, 1995
Box 1 of 1	Science/Humanities Dialogue concerning "What About Increase?" Conference: Registration and Confirmation, 1995
Box 1 of 1	Science/Humanities Dialogue concerning "What About Increase?" Conference: Materials, 1995
Box 1 of 1	SI Year Bibliography Addendum Project, 1994
Box 1 of 1	Events Contracts - Researcher Mailing
Box 1 of 1	"Insider's View," 1991-1995
Box 1 of 1	Calendar of Scholarly Events, 1991-1992
Box 1 of 1	Researcher Mailing, 1991-1995
Box 1 of 1	Campus on the Mall Questionnaire, 1991

Box 1 of 1	Researcher Mailing Questionnaire, 1991
Box 1 of 1	Analysis of Researcher Questionnaire, 1989
Box 1 of 1	SI Scholarly Events Leaflet, 1991
Box 1 of 1	Chronological - Research Kiosk in the Information Center, 1990-1995
Box 1 of 1	Kiosk - Video
Box 1 of 1	Kiosk - Backlit Panels