



Smithsonian Institution Archives

## Central Administrative Records, 1982-1988

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## Collection Overview

<b>Repository:</b>	Smithsonian Institution Archives, Washington, D.C., <a href="mailto:osiaref@si.edu">osiaref@si.edu</a>
<b>Title:</b>	Central Administrative Records
<b>Identifier:</b>	Accession 95-154
<b>Date:</b>	1982-1988
<b>Extent:</b>	0.5 cu. ft. (1 document box)
<b>Creator::</b>	National Portrait Gallery. Administrative Office
<b>Language:</b>	English

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## Administrative Information

### Preferred Citation

Smithsonian Institution Archives, Accession 95-154, National Portrait Gallery. Administrative Office, Central Administrative Records

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## Descriptive Entry

This accession consists of materials that were assembled by Barbara Hart, Executive Officer, and Eloise Harvey, Administrative Services Assistant, to document the administrative aspects of special initiatives undertaken by the National Portrait Gallery from 1982 to 1988. These initiatives include corporate sponsorship of special projects and events; a barter agreement; major purchases of artwork; grant applications; and loan exhibitions. Documentation of these initiatives consists of contracts; financial and narrative reports; budget estimates; correspondence and memoranda; appraisals; and financial forms such as invoices, requisitions, vouchers, and purchase orders.

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## Names and Subject Terms

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

### Subjects:

- Art museum
- Fund raising
- Museum exhibits
- Museums -- Acquisitions
- Museums -- Administration

### Types of Materials:

- Clippings

Manuscripts

Names:

Hart, Barbara A.

Harvey, Eloise

## Container Listing

### Box 1

Box 1 of 1	Collection Acquisition Program Fund and Cafritz Foundation
Box 1 of 1	CAP-National Survey Notes
Box 1 of 1	Lufthansa Airlines-Barter Agreement
Box 1 of 1	Meserve Contract
Box 1 of 1	Museo de Belles Artes Loan
Box 1 of 1	Pioneers of Broadcasting in America
Box 1 of 1	Plain Honest Men: Framers of the Constitution
Box 1 of 1	American Jazz Concert
Box 1 of 1	Children of Pride Program
Box 1 of 1	Thomas Jefferson Edgehill Portrait
Box 1 of 1	Versailles Guerlain Grant