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Collection Overview

Repository: Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Creator: National Portrait Gallery, Administrative Office
Title: Central Administrative Records
Dates: 1982-1988
Quantity: 0.5 cu. ft. (1 document box)

Administrative Information

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

Descriptive Entry

These files 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.

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:
Clippings
Manuscripts
Names:
Hart, Barbara A.
Harvey, Eloise
Container Listing

Box 1

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