



Smithsonian Institution Archives

Administrative Records, FY 1993

by Smithsonian Institution Archives

Smithsonian Institution Archives
Washington, D.C.
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Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., <i>osiaref@si.edu</i>
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Title:	Administrative Records
Dates:	FY 1993
Quantity:	25 cu. ft. (25 record storage boxes)

Administrative Information

Preferred Citation

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Descriptive Entry

This accession consists of the administrative records and index from the Office of the Secretary, Robert McCormick Adams, for fiscal year 1993.

Listings in bold and capital letters indicate both the topic of folder contents and major subheadings from the Secretary's Office file plan.

Names and Subject Terms

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

Subjects:

Museums -- Administration.

Types of Materials:

Brochures
Clippings
Manuscripts

Names:

Adams, Robert McCormick, 1926-
Smithsonian Institution -- Administration.

Container Listing

Box 1

AWARDS

Brooks, Robert A.

Dana, Charles D.

Exceptional Service

Exhibition Award Program

Fleming, Arthur S.

Information Resource management

Langley Medal

Marconi Prize

McGovern, John P.

Museum Education Research

National Medal of Science

Nobel Peace Prize

Pew Scholars Program in Conservation & The Environment

Smithson, James (Medal)

Volvo Environment Prize

Waterman, Alan T.

COMMITTEES

Research Policy Committee

CONFERENCES (2 folders)

CIDOC

Symposium/general

Symposium/general - Symposium of the Americas

CONSERVATION

Galapagos Island

DEVELOPMENT OF THE MALL

Parking

Exhibits

Crossroads of Continents: Traditional Cultures of the Peoples of the North
Pacific Rim

Evolution

Insect Zoo

Japanese American Internment

Manhattan Project

Ocean Planet

Power of Maps

Seeds of Change

Topkapi Saray

MUSEUMS

Museums (A-W) (** E, F, G, O, Q, V, Z empty)

Regional museums

Box 2

Regional museums (X, Y, Z)

POLICY

Reading Is Fundamental (RIF)

PUBLICATIONS

Directories

Publications (A-Z) (** H, K, L, O, P, Q, V, Z empty)

Smithsonian Year (SI annual report)

RESEARCH

OFFICE OF THE SECRETARY

Search Committee

Inspector General, Office of (3 folders)

Secretariat

Secretariat - Council of Administrative & Service Directors

Secretariat - Council of Bureau Directors

Secretariat - Council of Information and Education Directors

Secretariat - Council of Museum Education Directors

Senior Advisor (Jameson, John)

Special Assistant to the Secretary (Boi, K.)

UNDER SECRETARY

Turner, Carmen

Chief Information Officer

General Counsel, Office of (OGC) (2 folders)

OGC - Agreements (2 folders)

OGC - Deeds

Box 3

OGC - Sheep (China hunt)

OGC - Wills

Government Relations, Office of (OGR) (2 folders)

OGR - Congressional (by name) (A-B)

OGR - Hearings

Policy and Program Development, Office of (OPPD)

OPPD - Smithsonian of the Future (2 folders)

Public Affairs, Office of (OPA) (2 folders)

OPA - Latino media advisory committee

OPA - News releases

OPA - News service

OPA - Search committee

OPA - Smithsonian Runner

OPA - Torch

Smithsonian Activities Report

Smithsonian Management Report

Smithsonian Task Force on Latino Issues

Box 4

**ASSISTANT SECRETARY FOR FINANCE AND ADMINISTRATION (2
folders)**

Admission charge (donations)

Aircraft

Allocation of Space

Allocation of Space - Administrative Service Center

Announcements

Auto

Business Management Office (BMO)

BMO - Income producing activities

BMO - Museum shops

BMO - Museum shops - Quilts

BMO - Museum shops - Smithsonian Quilt Advisory Panel

BMO - Restaurant concessions

Comptroller, Office of the

Contracting and Property Management, Office of (OCPM)

OCPM - Travel Services Office

Delegation of authority

Environmental Management and Safety, Office of

Facilities Services, Office of (OFS)

OFS - Architectural History & Historic Preservation, Office of

OFS - Design & Construction, Office of (ODC)

OFS - ODC - Haupt

Plant Services, Office of (OPlants)

OPlants - Horticulture Services Division

Protection Services, Office of (OPS)

OPS - Blotter (2 folders)

Surveys and reports (SI visitors)

Memos to heads of bureaus (2 folders)

Box 5

Office memorandum

Parking

Human Resources, Office of (OHR)

OHR - American Federation of Govt Employees

OHR - Combined Federal Campaign

OHR - Equal Employment and Minority Affairs (EEMA) (3 folders)

OHR - EEMA - American Indian Heritage Month, Planning Cmte

OHR - EEMA - Asian and Pacific America Heritage Committee

OHR - EEMA - Hispanic Heritage Planning Committee

OHR - EEMA - Latino Working Committee

OHR - EEMA - Smithsonian African American Association

OHR - EEMA - Smithsonian Lesbian & Gay Issues Committee

OHR - EEMA - SI Women's Council

OHR - Grievances and complaints

OHR - Health insurance

OHR - Honorary appointments

OHR - Honorary appointments - Research associate (5 folders)

OHR - Leave (sabbatical)

OHR - Pay & tenure

OHR - Performance appraisals

OHR - Recruiting (2 folders)

Box 6

OHR - Recruiting - Announcements (3 folders)

OHR - Recruiting - Curriculum vitae (CV)

OHR - Retirement plan (TIAA)

OHR - Savings bonds

OHR - Senior level (Supergrade)

OHR - Summer employment

OHR - Trust fund employees

OHR - Personnel (A-Z) (** I, Q, T, Z empty)
Information Resource management, Office of
Printing and Photographic Services, Office of
Planning, Management, and Budget, Office of (OPMB)
OPMB - Accounting Resource Group
OPMB - FY 1993
OPMB - FY 1994
OPMB - FY 1995
OPMB - Hearings (2 folders)

Box 7

OPMB - Prospectus
Sponsored Projects, Office of
Staff bulletins
Risk & Asset Management, Office of (ORAM)
ORAM - Funds/general
ORAM - Funds/general - Education Outreach Fund
ORAM - Funds/general - Krombein, Karl V. Endowment Fund
ORAM - Funds/general - Ripley, S. Dillon Endowment Fund
ORAM - Funds/general - Scholarly Studies Program
ORAM - Funds/general - Secretary's Special Fund
ORAM - Funds/general - Smithsonian Fund for the Future
ORAM - Funds/general - Special Exhibition Fund
ORAM - Funds/general - Seidel, Atherton Endowment Fund
ORAM - Funds/general - Trust funds
ORAM - Funds/general - Zirkle, Nancy Behrend Exhibition Endowment Fund
ORAM - Endowment Policy Committee (2 folders)
ORAM - Endowment Policy Committee - South Africa (investment)
ASSISTANT SECRETARY FOR THE ARTS AND HUMANITIES (2 folders)
American Art & Portrait Gallery Building

Accessibility Coordinator
Accessibility Coordinator - Arts & Industries Building
Accessibility Coordinator - Bldg plans
African Burial Ground
American Studies Program, Office of
Anacostia Museum
Archives of American Art (AAA)
AAA - Board of Trustees
Center for Asian Art
Center for Asian Art - Friends of
Freer Gallery of Art (FGA)
FGA - Visiting Committee
Sackler Gallery of Art (Sackler)

Box 8

Sackler - Visiting Committee
Cooper-Hewitt Museum of Design (CH)
CH - Board of Trustees
Experimental Gallery
Hirshhorn, Joseph Museum and Sculpture Garden (HMSG)
HMSG - Board of Trustees
HMSG - Nominating committee
Institutional Studies Office
Museum Programs, Office of
National African American Museum (NAAM)
National Air and Space Museum (NASM) (3 folders)
NASM - Advisory Committee
NASM - Enola Gay
NASM - Events calendar
NASM - Exhibiting

NASM - Extension

NASM - IMAX

National Museum of African Art (NMAFA)

NMAFA - Commission

National Museum of American Art (NMAA) (2 folders)

NMAA - Barney House

NMAA - Commission

NMAA - Renwick Gallery

Box 9

National Museum of American History (NMAH) (2 folders)

NMAH - American Festival

NMAH - Archives Center

NMAH - Armed Forces History, Division of

NMAH - Ceramics & Glass, Division of

NMAH - Community Life, Division of

NMAH - Costumes, Division of

NMAH - Cultural History, Division of (missing)

NMAH - Domestic Life, Division of

NMAH - Electricity, Division of

NMAH - Engineering & Industry, Division of

NMAH - Exhibiting

NMAH - Medical Sciences, Division of

NMAH - Musical History, Division of

NMAH - Numismatics, Division of

NMAH - Photographic History, Division of

NMAH - Political History, Division of

NMAH - Search committee

NMAH - Technology & Culture Journal

NMAH - Textiles, Division of

NMAH - Transportation, Division of
NMAH - 21st Century Train Project
National Museum of the American Indian (NMAI) (4 folders)
NMAI - Board of Trustees

Box 10

NMAI - Board of Trustees
NMAI - Building plans
NMAI - Building plans - Cultural Resources Center
NMAI - International Founders Council
NMAI - Nominating and By-law Committee
National Portrait Gallery (NPG)
NPG - Commission
National Postal Museum
Quincentenary Programs, Office of
Quincentenary Programs, Office of - Institute of the Americas
Smithsonian Institution Traveling Exhibition Service

ASSISTANT SECRETARY FOR THE SCIENCES

Biological Diversity
Conservation Analytical Laboratory
Dazzler
Dillon, Wilton (Senior Scholar)
Environmental Awareness, Office of
Global environment
Insider's View
Mpala Research Center
Science Advisor (Challinor, David)
National Museum of Natural History (NMNH) (2 folders)
NMNH - Anthropology, Department of (SOA)
NMNH - SOA - Film Archive

NMNH - SOA - Indians

NMNH - SOA - Repatriation Review Committee

Box 11

NMNH - Building plans

NMNH - Board (2 folders)

NMNH - Botany, Department of

NMNH - Cafeteria (Associates Court)

NMNH - Entomology, Department of

NMNH - Exhibiting

NMNH - Invertebrate Zoology, Department of

NMNH - Mineral Sciences, Department of

NMNH - Museum Support Center

NMNH - Paleobiology, Department of

NMNH - Turtle study

NMNH - Vertebrate Zoology, Department of

NMNH - Vertebrate Zoology, Department of - Birds, Division of
National Zoological Park (NZP)

NZP - Bush, Mitchell (Dr.)

NZP - Friends of (FONZ)

NZP - Police

Office of Fellowships and Grants (OFG)

OFG - Internship Council

OFG - Smithsonian Astrophysical Observatory

OFG - Smithsonian Environmental Research Center

OFG - Smithsonian Institution Archives

OFG - Henry, Joseph Papers Project

OFG - Registrar, Office of the

OFG - Registrar, Office of the - Council

OFG - Smithsonian Institution Libraries

OFG - Smithsonian Marine Station at Link Port

OFG - Smithsonian Marine Station at Link Port - Harbor Branch Foundation

OFG - Smithsonian Tropical Research Institute

Box 12

OFG - Smithsonian Tropical Research Institute (2 folders)

ASSISTANT SECRETARY FOR EDUCATION & PUBLIC SERVICE

Cultural Education Committee

Educational Programs

Elementary and Secondary Education, Office of

Center for Folklife Programs & Cultural Studies (CFCS)

CFCS - Folklife Festival

King, Martin L. celebration

National Science Resource Center (NSRC)

NSRC - Advisory Board

Smithsonian Early Enrichment Center

Smithsonian Office of Wider Audience Development (SOWAD)

SOWAD - Asian-American Programs

Universities/General (A [3 folders] - C)

University of Chicago (UChicago)

UChicago - National Opinion Research Center (2 folders)

UChicago - Oriental Institute

Box 13

Universities, I-Z (K, U empty)

Smithsonian Council (4 folders)

**ASSISTANT SECRETARY FOR ENVIRONMENTAL & EXTERNAL
AFFAIRS**

Debt swap

International Relations, Office of

Sesquicentennial History of the SI, 1996

SI 150th Anniversary

Special Events and Conferences, Office of (OSEC)

OSEC - Inaugural Ball

OSEC - Invitation list

OSEC - Menu

OSEC - Use of facilities

The Smithsonian Associates (TSA)

TSA - Contributing Membership (CM) (3 folders)

Box 14

TSA - CM - Donors

TSA - CM - Patrons

TSA - CM - Sponsoring

TSA - CM - Supporting

TSA - CM - Sustaining

TSA - CM - Young Benefactors

TSA - Search committee

TSA - Study tours

Smithson, James Society (4 folders)

Smithsonian National Associates Program

Smithsonian Resident Associate Program (SRAP)

SRAP - Associate Magazine

Smithsonian Institution Press (SIP)

SIP - Recordings

SIP - Recordings - Folkways Collection

SIP - Regents' Publication Award Program

Smithsonian Magazine

Smithsonian Magazine - Article

Smithsonian Magazine - Horizons (2 folders)

Smithsonian Magazine - Membership, A-O (** D, E empty)

Box 15

Smithsonian Magazine - Membership, P-Z (** Q, X empty)

ASSISTANT SECRETARY FOR INSTITUTIONAL INITIATIVES

Development Office (DO) (3 folders)

DO - Credit cards

DO - Disney

DO - Smithsonian Benefactors' Circle

DO - Smithsonian Corporate Membership Program

DO - Smithsonian gift (3 folders)

DO - Smithsonian Luncheon Group

DO - Smithsonian Management Focus Group

DO - Smithsonian National Board

DO - Women's Committee of the Smithsonian Associates

Box 16

SMITHSONIAN SECRETARIES

Secretary, Robert McCormick Adams (RMA)

RMA - Anthropology

RMA - Anthropology - Anthropology (A-Z)

RMA - Anthropology - SI Series in Archaeological Inquiry

RMA - Book

RMA - Book review

RMA - Clippings

RMA - Clubs & associations (A-Z)

RMA - Gifts

RMA - Honorary appointments, degrees & honors

RMA - Interviews

RMA - Invitations (4 folders)

Box 17

RMA - Personal

RMA - Personal - Christmas cards

RMA - Photos

RMA - Retirement

RMA - Speech

RMA - Written articles

Office of the Secretary Emeritus (S. Dillon Ripley)

National Gallery of Art (NGA)

NGA - Board of Trustees (4 folders)

NGA - Finance Committee (2 folders)

John F. Kennedy Center for the Performing Arts (Kennedy Center)

Kennedy Center - Board of Trustees (2 folders)

Kennedy Center - Fine Arts Accession Committee

Box 18

FEDERAL AGENCIES, COMMISSIONS & DEPARTMENTS

Commerce, Department of

Defense, Army & Air Force, Department of

Energy, Department of

General Accounting Office

General Services Administration

Health & Human Services, Department of (HHS)

HHS - National Institutes of Health

Interior, Department of

Interior, Department of - National Park Service

Interior, Department of - Presidio

Institute of Museum Services

Jefferson, Thomas Commemoration Commission

Justice, Department of

King, Martin L. Holiday Commission

Labor, Department of

Librarian of Congress

Merit System Protection Board
National Aeronautics and Space Administration
National Archives
National Capital Planning Commission
National Endowment for the Arts
National Endowment for the Humanities
New York State Regents Commission on Higher Education
Office of Management & Budget
Office of Personnel Management
Office of Science & Technology Policy
Pennsylvania Avenue Development Corporation
State, Department of
United States Information Agency
United States Postal Service
White House
White House - Council on Environmental Quality
White House - President's Committee on the Arts & Humanities
White House - White House Bulletin (3 folders)

Box 19

White House - White House Bulletin (2 folders)
White House - White House Historical Association (WHHA)
White House - WHHA - Committee for the Preservation of the White House
Woodrow Wilson International Center for Scholars (WWICS)
WWICS - Board of Trustees
WWICS - Kennan Institute for Advanced Russian Studies

PRIVATE ORGANIZATIONS

African American Museums Association
American Academy of Arts & Sciences
American Anthropological Association

American Association for the Advancement of Science

American Association of Museums

American Council of Learned Societies

American Philosophical Society

American Research Institute in Turkey

American School of Classical Studies in Athens

American Schools of Oriental Research

Archaeological Institute of America

Association for Asian American Studies

Business Committee for the Arts Inc.

Carnegie Institution of Washington

Center for Advanced Study in the Behavioral Sciences

Challenger Center for Space Science Education

Consortium of Social Science Associations

Council on Foreign Relations

Cultural Alliance of Greater Washington

Cultural Survival Inc.

Dumbarton Oaks

Foundations/general

Foundations/general - Foundations (A-M)

Box 20

Foundations/general - Foundations (N-Z)

Institute of American Indian Art

Joint Center for Political and Economic Studies

Middle East Institute

Middle East Studies Association

National Academy of Public Administration

National Academy of Sciences (NAS) (Folders 1-3, 5-8)

NAS - National Research Council

NAS - Commission on Behavioral & Social Sciences & Education (CBASSE)
(2 folders)

Box 21

NAS - CBASSE (3 folders)

NAS - National Academy of Engineering

NAS - Space Age

National Center for Nonprofit Boards

National Geographic Society

Quality Education for Minorities Network

Santa Fe Institute

School of American Research

Social Science Research Council

Society for American Archaeology

Society for History in the Federal Government

Society for the History of Technology

United States Capitol Historical Society

World Resources Institute

INTERNATIONAL ORGANIZATIONS

Commission on the European Communities

German-American Academic Council

Group of Lisbon

International Council of Museums

International Institute for Applied Systems Analysis (2 folders)

International Union for Conservation of Nature

United Nations (UN)

UN - UNESCO

World Monuments Fund

COUNTRIES

Argentina

Australia

Austria

Brazil

Chile

China

Cuba

Egypt

England

France

Germany

India

Iran

Iraq

Israel

Box 22

Italy

Japan

Korea

Kuwait

Mexico

Morocco

Netherlands

Puerto Rico

Russia

Saudi Arabia

Scotland

Spain

Switzerland

Turkey

Venezuela

Miscellaneous (A-Z)

REGENTS

Audit & Review Committee (2 folders)

Dinner

Emeritus

Executive Committee

Box 23

Meetings - February 1, 1993

Meetings - May 10, 1993

Meetings - September 13, 1993

Meetings - January 25, 1994

Membership

Newsletter

Nominating committee

SI 2000 Commission (7 folders)

Cancel

Congressional regents (by name) A-F

Box 24

Congressional regents (by name) G-W

Box 25

Index, alphabetic