



# Smithsonian Institution Archives

## Subject Files, 1986-1994, with records from 1965-1985

Finding aid prepared by Smithsonian Institution Archives

Smithsonian Institution Archives  
Washington, D.C.  
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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>	Subject Files
<b>Identifier:</b>	Accession 96-114
<b>Date:</b>	1986-1994, with records from 1965-1985
<b>Extent:</b>	6 cu. ft. (6 record storage boxes)
<b>Creator::</b>	Smithsonian Institution. Assistant Secretary for Finance and Administration
<b>Language:</b>	English

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## Administrative Information

### Preferred Citation

Smithsonian Institution Archives, Accession 96-114, Smithsonian Institution, Assistant Secretary for Finance and Administration, Subject Files

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## Descriptive Entry

This accession consists of records that document the Assistant Secretary for Finance and Administration operations and work with other Smithsonian Institution offices and programs. The materials also document planning for a Smithsonian-wide financial planning and information system.

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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:

- Information storage and retrieval systems
- Museum finance
- Museums -- Administration

### Types of Materials:

- Manuscripts

## Container Listing

### Box 1

#### 1994 Files

Box 1 of 6	NASM (National Air and Space Museum) - Extension - 1992
Box 1 of 6	NASM - Extension - 1994
Box 1 of 6	NMAA (National Museum of American Art)
Box 1 of 6	NMAI (National Museum of the American Indian)
Box 1 of 6	Audit and Review Committee
Box 1 of 6	Banks
Box 1 of 6	Business Management Office
Box 1 of 6	Buy-Outs
Box 1 of 6	Office of the Comptroller (OC) (2 folders)
Box 1 of 6	OC - AFS Financial Rpt Package
Box 1 of 6	OC - AFS New Accounting System
Box 1 of 6	Contracting and Property Management
Box 1 of 6	Cooper Hewitt Museum
Box 1 of 6	Decision Briefs
Box 1 of 6	Office of Design and Construction
Box 1 of 6	Elementary & Secondary Education
Box 1 of 6	Equal Employment
Box 1 of 6	Office of Equal Employment and Minority Affairs (OEEMA)

Box 1 of 6 Office of Facilities Service

Box 1 of 6 Facilities Service

Box 1 of 6 Finance and Administration (F&A)

Box 1 of 6 F&A - Reorganization - 1993

Box 1 of 6 F&A - Internal

Box 1 of 6 F&A - Deputy for Administration

Box 1 of 6 F&A - Deputy for Finance

Box 1 of 6 F&A - Directors Distribution List

Box 1 of 6 F&A - Private Sector Council

Box 1 of 6 F&A - Deputy for Finance 2R Fund

Box 1 of 6 Freer Sackler

Box 2

Box 2 of 6 OHR (Office of Human Resources)

Box 2 of 6 OHR - Training

Box 2 of 6 Government Relations

Box 2 of 6 Office Information Resource Management

Box 2 of 6 Institutional Initiatives (Assistant Secretary)

Box 2 of 6 International Relations

Box 2 of 6 JFMIP (Joint Financial Management Improvement Program)

Box 2 of 6 Latino Task Force

Box 2 of 6 Libraries

Box 2 of 6 Management/ Activity Report

Box 2 of 6	Office Management and Budget (U.S.)
Box 2 of 6	Magazine, S.I.
Box 2 of 6	National Board
Box 2 of 6	NMNH (National Museum of Natural History)
Box 2 of 6	National Performance Review
Box 2 of 6	National Postal Museum - Postal History
Box 2 of 6	NPG (National Portrait Gallery)
Box 2 of 6	Office of Protection Service
Box 2 of 6	Quality Coordinator
Box 2 of 6	Regents
Box 2 of 6	Risk and Assets Management
Box 2 of 6	Science (Assistant Secretary)
Box 2 of 6	Smithsonian Astrophysical Observatory (SAO)
Box 2 of 6	Smithsonian Environmental Research Center
Box 2 of 6	SI Traveling Exhibition Service
Box 2 of 6	Chief Information Officer (OFA)
Box 2 of 6	SI Tropical Research Institute
Box 2 of 6	Office of Sponsored Projects
Box 2 of 6	Total Quality Management Training
Box 2 of 6	WWICS (Woodrow Wilson International Center for Scholars)
Box 2 of 6	NZP (National Zoological Park)

Box 2 of 6                      Smithsonian Research Foundation & Stan Award (1965-1976)

Box 3

Box 3 of 6                      Swami Files

Box 3 of 6                      Smithsonian Wide Accounting and Information System (February-April 1990;  
May-August 1990; September 1990; October 1990; January-March 1991;  
April-June 1991)

Box 3 of 6                      New Accounting System

Box 4

Box 4 of 6                      Swami Files (1985; 1987; December-July 1988; June-January 1988; 1989;  
November-December 1990; July-August 1991)

Box 5

1993 Files

Box 5 of 6                      Administrative Officers, Council of

Box 5 of 6                      African Art

Box 5 of 6                      NASM

Box 5 of 6                      NASM - Extension

Box 5 of 6                      NMAA

Box 5 of 6                      NMAH (National Museum of American History)

Box 5 of 6                      NMAI

Box 5 of 6                      Anacostia

Box 5 of 6                      Annual Report

Box 5 of 6                      Architectural History and Historic Preservation

Box 5 of 6                      Archives

Box 5 of 6	Associates (Resident/National)
Box 5 of 6	Audit & Review Committee
Box 5 of 6	Banks
Box 5 of 6	Building Management
Box 5 of 6	BMO (Business Management Office)
Box 5 of 6	BMO - Food & Concessions
Box 5 of 6	BMO - Museum Shops
Box 5 of 6	BMO - Product Development & Licensing
Box 5 of 6	Chargebacks
Box 5 of 6	Commemoration - 150th
Box 5 of 6	Comptroller (OC) - 2 folders
Box 5 of 6	OC - AFS - New Accounting System
Box 5 of 6	OC - Lynn Smith (Confidential)
Box 5 of 6	OC - Accounting Resources
Box 5 of 6	Office of Contracting and Property Management
Box 5 of 6	Cooper Hewitt
Box 5 of 6	Coopers & Lybrand
Box 5 of 6	Councils (COBD, CIED, COSA)
Box 5 of 6	Office of Design and Construction
Box 5 of 6	Office of Development
Box 5 of 6	Assistant Secretary for Education and Public Services
Box 5 of 6	Elementary and Secondary Education



Box 5 of 6 Office of Environmental Management and Safety

Box 5 of 6 OEEMA (Office of Equal Employment and Minority Affairs)

Box 5 of 6 Office of Facilities Services

Box 5 of 6 Fellowships and Grants

Box 5 of 6 Finance & Administration (Assistant Secretary - 2 folders)

Box 5 of 6 Smithsonian's Photo Concession Operations at NMNH (Confidential)

Box 6

Box 6 of 6 Finance & Administration (F&A)

Box 6 of 6 F&A - Deputy for Administration

Box 6 of 6 F&A - Deputy for Finance

Box 6 of 6 F&A - Inventory May 17, 1991

Box 6 of 6 Folklife

Box 6 of 6 Freer/Sackler

Box 6 of 6 General Counsel

Box 6 of 6 General Science Administration

Box 6 of 6 General Accounting Office

Box 6 of 6 Government Relation

Box 6 of 6 OHR

Box 6 of 6 OHR - Benefits

Box 6 of 6 Office of Information Resource Management

Box 6 of 6 Inspector General

Box 6 of 6	Japan Festival
Box 6 of 6	Libraries
Box 6 of 6	Museum Support Center
Box 6 of 6	NMNH - 2 folders
Box 6 of 6	OMBUDSMAN
Box 6 of 6	Planning, Management & Budget
Box 6 of 6	Plant Services
Box 6 of 6	NPG
Box 6 of 6	Postal Museum (Postal History)
Box 6 of 6	Press, S.I.
Box 6 of 6	Office of Protection Services
Box 6 of 6	Public Affairs
Box 6 of 6	Quilts
Box 6 of 6	Reading Is Fundamental
Box 6 of 6	Regents
Box 6 of 6	Secretary, The
Box 6 of 6	Science (Assistant Secretary)
Box 6 of 6	Smithsonian Astrophysical Observatory
Box 6 of 6	Smithsonian Environmental Research Center
Box 6 of 6	Smithsonian Tropical Research Institute
Box 6 of 6	Sponsored Projects
Box 6 of 6	Travel

Box 6 of 6	Taxes
Box 6 of 6	Treasurer
Box 6 of 6	Under Secretary
Box 6 of 6	WWICS
Box 6 of 6	Women's Committee
Box 6 of 6	Women's Council
Box 6 of 6	Zoo
Box 6 of 6	Chron Files - 1993 (January-June, September)