



Smithsonian Institution Archives

Administrative Files, circa 1972-1994

Finding aid prepared by Smithsonian Institution Archives

Smithsonian Institution Archives
Washington, D.C.
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Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title:	Administrative Files
Identifier:	Accession 96-160
Date:	circa 1972-1994
Extent:	2 cu. ft. (2 record storage boxes)
Creator::	Smithsonian Institution. Office of Smithsonian Institution Archives
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Administrative Information

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Descriptive Entry

This accession consists of administrative subject files of the Office of Smithsonian Institution Archives and its predecessor, the Smithsonian Institution Archives. The files document a range of activities including collection space management, microfilm procedures and projects, reference, description, and self-surveys. Materials include memoranda, correspondence, polices, procedural manuals, surveys, activity reports, and related materials.

Names and Subject Terms

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

Subjects:

Archives -- Collections management
Museum archives

Types of Materials:

Manuscripts

Container Listing

Box 1

Box 1 of 2	Deiss outgoing correspondence, 1990-1994
Box 1 of 2	Move, 1986-1987
Box 1 of 2	Microfilming procedures, 1972 and undated
Box 1 of 2	Microfilm, general, 1980-1984
Box 1 of 2	Microfilm, Cooper-Hewitt, c. 1982-1984
Box 1 of 2	Microfilm Project, Office of the Registrar, 1976-1984
Box 1 of 2	Microfilm, National Archives and Records Service (NARS), 1983
Box 1 of 2	International Council on Archives Automation Committee (ICA/CDP), 1985
Box 1 of 2	Office of Information Resource Management (OIRM), 1983-1993
Box 1 of 2	Information Systems, Smithsonian Institution Archives (SIA), 1981-1982
Box 1 of 2	Archives Center, 1985-1986
Box 1 of 2	Office of Museum Programs, 1992
Box 1 of 2	Computer Systems, 1988
Box 1 of 2	Office of Registrar, Decentralization, 1972-1984
Box 1 of 2	Privacy Act, 1977-1979
Box 1 of 2	Society of American Archivists (SAA), 1984
Box 1 of 2	Users Manual for Archives On-line Public catalogue, 1985
Box 1 of 2	Smithsonian Institution Bibliographic Information System (SIBIS), 1986-1992
Box 1 of 2	Smithsonian Institution Libraries (SIL), 1981-1985

Box 1 of 2 SIA Systems Study, American Management Systems (AMS), 1987

Box 1 of 2 Audiovisual Seminar, 1987

Box 1 of 2 1111 North Capitol Street, 1974-1986

Box 1 of 2 Property, 1975-1989

Box 1 of 2 Sloan Project, Smithsonian Videohistory Project (SVP), 1988-1990

Box 1 of 2 Office of Telecommunications, 1985-1988

Box 1 of 2 Mutual Archival Concerns, undated

Box 1 of 2 Staff Memos, 1986-1987

Box 1 of 2 Secretarial correspondence, 1984-1987

Box 1 of 2 SIA procedures, 1978-1992

Box 1 of 2 Photocopying, general, Ricoh, 1975-1976

Box 1 of 2 Photo Committee on photographs, 1978-1981

Box 1 of 2 Photos, general, 1973-1982

Box 1 of 2 Photo Survey, memos and schedules, 1983-1991

Box 1 of 2 Photo Survey weekly reports, McCabe, Connie, 1984

Box 1 of 2 Photo Survey weekly reports, Vogt, 1984

Box 1 of 2 Photo Survey, National Museum of American History (NMAH), 1978-1982

Box 1 of 2 Financial Systems inventory, c. 1986

Box 1 of 2 General Counsel, 1985

Box 1 of 2 OM 766, 1984

Box 1 of 2 Reports, William W. Moss Staff Notes, 1986

Box 1 of 2 Reports, Self-Study, 1980-1982 (3 folders)

Box 1 of 2 Publications by SIA staff, 1981

Box 1 of 2 Registrarial Council, 1984

Box 1 of 2 Suspense, 1983

Box 1 of 2 The General Report File, 1987-1989

Box 1 of 2 Internal Control Review, 1984-1988

Box 2

Box 2 of 2 Space, Future Move, 1984-1985

Box 2 of 2 Workshop, Colorado

Box 2 of 2 Workshop, Tennessee

Box 2 of 2 Workshop, Richmond

Box 2 of 2 Workshop, Museum Archives

Box 2 of 2 Cancelled Archives Staff Memoranda (ASM), 1976-1984

Box 2 of 2 Survey for Society of Photographic Scientists and Engineers, 1981-1982

Box 2 of 2 Audiovisual Seminar, 1987-1988

Box 2 of 2 Council of Research Administrators, 1987

Box 2 of 2 Emergency Preparedness, 1983

Box 2 of 2 Assistant Secretary For Museum Programs, 1985

Box 2 of 2 Surveys and Questionnaires, 1981-1991

Box 2 of 2 Inventory of Hazardous Chemicals, 1986

Box 2 of 2 Public Archives of Canada, 1985

Box 2 of 2 Olsten Awards, 1984

Box 2 of 2	Reference Service policies and procedures manual, undated
Box 2 of 2	Metrication Committee, 1983
Box 2 of 2	Society For History in the Federal Government, 1987-1988
Box 2 of 2	Subventions, 1984
Box 2 of 2	Journal notices, 1977-1979
Box 2 of 2	Journals, 1972-1978
Box 2 of 2	Journal notices pending, 1975-1977
Box 2 of 2	Administrative (Hamer), 1977
Box 2 of 2	National Historic Publications and Records Commission (NHPRC) notices (Hamer), 1978
Box 2 of 2	AMS Survey, 1987-1988