



# Smithsonian Institution Archives

## Subject Files, 1989-1996

by Smithsonian Institution Archives

Smithsonian Institution Archives  
Washington, D.C.  
Contact us at [osiaref@si.edu](mailto:osiaref@si.edu)  
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## Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., <i>osiaref@si.edu</i>
Creator:	National Air and Space Museum, Collections Management Division
Title:	Subject Files
Dates:	1989-1996
Quantity:	2.5 cu. ft. (2 record storage boxes) (1 document box)

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## Administrative Information

### Preferred Citation

Smithsonian Institution Archives, Accession 97-037, National Air and Space Museum,  
Collections Management Division, Subject Files

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## Descriptive Entry

Jo Dugi created these records while she was Special Assistant to the Assistant Director of the Collections Management Division. These files document various special projects such as reports, visits to the museum and its collections by foreign visitors, coordination of internal and external museum special events and development activities, correspondence, and training activities. Other special projects documented in these files concern coordination of multi-media productions, meetings, and external requests for information.

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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:

Special events.

### Types of Materials:

Books  
Brochures  
Drawings  
Manuscripts

Names:

Dugi, Jo.

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## Container Listing

### Box 1

Activities Report to the Secretary

Admin Department

Admin Department: SI Office of Information Resource Management (OIRM)  
Long Distance Lines - Direct Dial

Admin Department: Petty Cash

Admin Department: Small Purchase Orders

Administration: Travel

Aeronautics Department

Archives Division Collections Management

Clip Art

Clip Art scraps

Collections Management Advisory Committee (CMAC)

Dept. of Space History

Development

Development: Quarterly Funding Report

Holocaust Museum

International

International: Expo 2000 Hanover

International

International: Japan (2 folders)

International: Dentsu

International: Mexico

National Air and Space Museum (NASM) Art Department

NASM AV

NASM Education Department

NASM History

Orientation Package

NASM Survey, 1994

Box 2

Collections Management-In-house tutoring

Women's Committee

Wish List

Training Disasters

Team Leadership Training

Training - Collections Care, Handouts

Training Interviews of Collections Management Staff

Media Training

Training Resources - Lists

Safety training

Training - Seminars, In-House

Training - SI Trainers

Training Technical (General)

Chron.

Alternative Work Experience (2 folders)

Dave Abruzzino

Mary Priscilla Gay

John Roche

SI-Year

Special Events - Garber

Memoranda

National Soaring Museum, October 23

Resident Associates Program - Evening at Garber, October 30, 1992

Memphis Belle Association

Garber Exhibit labels

Collections Management Special Events

Collections Management Department

Apollo Anniversary - Press Club Event

Aerovironment

Box 3

Apollo 11 - 20th Anniversary

Secretary's Report

NASM Administration, 1994-1995