



Smithsonian Institution Archives

Subject Files, 1992-1995

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Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title:	Subject Files
Identifier:	Accession 97-042
Date:	1992-1995
Extent:	4 cu. ft. (4 record storage boxes)
Creator::	Smithsonian Institution. Office of the Provost
Language:	English

Administrative Information

Preferred Citation

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Historical Note

Secretary Ira Michael Heyman established the Office of the Provost in October 1994 to streamline Smithsonian Institution management by placing most programmatic activities under a single academic officer. Heyman named Robert S. Hoffmann, former Assistant Secretary for the Sciences, Acting Provost while he searched for a permanent incumbent. At the same time, the Assistant Secretaries for Arts and Humanities, the Sciences, and Educational and Cultural Programs became Assistant Provosts for those areas, and began reporting to the Provost. Ross Simons was named Acting Assistant Provost for the Sciences.

On September 12, 1995, Heyman announced that J. Dennis O'Connor would assume the duties of the Provost in early January 1996. As Provost, O'Connor became the Institution's chief programs officer, responsible for central planning, integration, and oversight of the Smithsonian's museum activities; and research and education activities at its museums, the National Zoo, libraries, archives, and research centers in the U.S. and around the world. In early spring 1996, O'Connor eliminated the offices of the three Assistant Provosts reporting to him.

Descriptive Entry

These records document the activities of the Office of the Provost in 1994 and 1995, primarily under Robert S. Hoffmann as Acting Provost. The Provost's office created files for most offices listed on the October 1994 Smithsonian administrative chart, and for issues and initiatives concerning those offices. The arrangement of the files roughly follows the structure of the chart. Of particular note are files documenting the establishment and early activities of the Office of the Provost, and the work of

the three Assistant Provosts that originally reported to the Provost. Other groups of files contain notes, memoranda, correspondence, and reports on offices or issues under the direct oversight of the Secretary or Undersecretary, yet which affected the work of the Provost.

The records include a single file dating from 1992 to 1993, documenting a matter of concern to Robert S. Hoffmann as Assistant Secretary for the Sciences.

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

Manuscripts

Names:

Early, James C.

Freudenheim, Tom L.

Heyman, Ira Michael, 1930-2011

Hoffmann, Robert S.

O'Connor, J. Dennis

Simons, Ross B.

Smithsonian Institution -- Administration

Smithsonian Institution. Assistant Provost for Educational and Cultural Programs

Smithsonian Institution. Assistant Provost for the Arts and Humanities

Smithsonian Institution. Assistant Provost for the Sciences

Container Listing

Box 1

Box 1 of 4	Board of Regents, 1994
Box 1 of 4	Counselor/Environment, 1994-1995 (2 folders)
Box 1 of 4	Counselor/Electronic Media, 1995
Box 1 of 4	150th Anniversary, 1994-1995 (2 folders)
Box 1 of 4	Counselor/Latino Affairs, 1994-1995 (2 folders)
Box 1 of 4	Office of the Inspector General, 1994-1995 (2 folders)
Box 1 of 4	Office of Planning, Management and Budget, 1994-1995 (2 folders)
Box 1 of 4	Secretarial Correspondence, 1994-1995 (2 folders)
Box 1 of 4	Secretariat, 1995
Box 1 of 4	Establishment of Provost Office, 1994
Box 1 of 4	Minutes/Meetings, 1994-1995 (2 folders)
Box 1 of 4	Assistant Provost Meetings, 1995
Box 1 of 4	Secretary's Directors' Meetings, 1995
Box 1 of 4	Provost Office Meetings, 1995
Box 1 of 4	Provost Office Staff Meetings
Box 1 of 4	Development Committee
Box 1 of 4	RPC/Provost Council, 1995
Box 1 of 4	Research Policy Committee, 1994
Box 1 of 4	SFS (Smithsonian Financial System), 1994-1995 (2 folders)

- Box 1 of 4 Research Initiatives, 1995
- Box 1 of 4 SI Council, 1994-1995 (2 folders)
- Box 1 of 4 Provost Reading Files, November-December 1994
- Box 2
- Box 2 of 4 Provost Reading Files, January-December 1995
- Box 2 of 4 General Correspondence, Assistant Provost/Sciences
- Box 2 of 4 Conservation Analytical Laboratory, 1995
- Box 2 of 4 National Museum of Natural History (NMNH), 1994-1995 (2 folders)
- Box 2 of 4 NMNH Arctic Studies Center, 1994-1995 (2 folders)
- Box 2 of 4 NMNH Board, 1995
- Box 2 of 4 NMNH Repatriation, 1995
- Box 2 of 4 McKinsey & Company
- Box 2 of 4 National Zoological Park, 1994-1995 (2 folders)
- Box 2 of 4 Office of Fellowships and Grants, 1994-1995 (2 folders)
- Box 2 of 4 Office of Smithsonian Institution Archives, 1994-1995 (2 folders)
- Box 2 of 4 Smithsonian Astrophysical Observatory, 1994-1995 (2 folders)
- Box 2 of 4 Smithsonian Environmental Research Center (SERC), 1994-1995 (2 folders)
- Box 2 of 4 SERC/Penney Proposals, 1992-1993
- Box 2 of 4 Smithsonian Libraries, 1995
- Box 3
- Box 3 of 4 Smithsonian Tropical Research Institute (STRI), 1994-1995 (2 folders)
- Box 3 of 4 STRI 1995 Deficit

Box 3 of 4 Office of International Relations, 1994-1995 (2 folders)

Box 3 of 4 General Correspondence, Assistant Provost/Arts and Humanities, 1994

Box 3 of 4 General Correspondence, 1995

Box 3 of 4 Special Exhibition Fund, 1995

Box 3 of 4 African-American Initiative, 1994-1995 (2 folders)

Box 3 of 4 Archives of American Art, 1994-1995 (2 folders)

Box 3 of 4 Center for Museum Studies, 1995

Box 3 of 4 Cooper-Hewitt Museum, 1994-1995 (2 folders)

Box 3 of 4 Hirshhorn Museum and Sculpture Garden, 1994-1995 (2 folders)

Box 3 of 4 Institutional Studies Office, 1994-1995 (2 folders)

Box 3 of 4 National Air and Space Museum - NAPA Study

Box 3 of 4 National Museum of African Art, 1994-1995 (2 folders)

Box 3 of 4 National Museum of American Art/Renwick, 1994-1995 (2 folders)

Box 3 of 4 National Museum of American History (NMAH), 1994

Box 3 of 4 NMAH/Postal Museum, 1994-1995 (2 folders)

Box 3 of 4 National Museum of the American Indian, 1994-1995 (2 folders)

Box 3 of 4 National Portrait Gallery, 1994-1995 (2 folders)

Box 3 of 4 Office of Museum Programs, 1994

Box 3 of 4 Sackler/Freer Gallery of Art, 1994-1995 (2 folders)

Box 3 of 4 Smithsonian Institution Traveling Exhibition Service, 1994-1995 (2 folders)

Box 3 of 4 General Correspondence, Education and Culture, 1994

- Box 3 of 4 General Correspondence, 1995
- Box 3 of 4 Education Outreach Fund, 1994-1995 (2 folders)
- Box 3 of 4 Ocean Planet Exhibit
- Box 3 of 4 Center for Folklife Programs and Cultural Studies, 1994-1995 (2 folders)
- Box 3 of 4 National Science Resources Center, 1994-1995 (2 folders)
- Box 3 of 4 National Air and Space Museum, 1994-1995 (2 folders)

Box 4

- Box 4 of 4 Office of Elementary and Secondary Education, 1995
- Box 4 of 4 Smithsonian Early Enrichment Center, 1994-1995 (2 folders)
- Box 4 of 4 Wider Audience Development, 1994-1995 (2 folders)
- Box 4 of 4 Office of General Counsel, 1995
- Box 4 of 4 Office of Government Relations, 1994-1995 (2 folders)
- Box 4 of 4 Office of Policy and Program Development, 1994-1995 (2 folders)
- Box 4 of 4 General Correspondence, Finance and Administration, 1994
- Box 4 of 4 General Correspondence, 1995
- Box 4 of 4 Office of the Comptroller, 1995
- Box 4 of 4 Office of Environmental Management and Safety, 1995
- Box 4 of 4 Office of Equal Employment and Minority Affairs, 1994-1995 (2 folders)
- Box 4 of 4 Office of Human Resources, 1994-1995 (2 folders)
- Box 4 of 4 Office of Physical Plant
- Box 4 of 4 Office of Design and Construction, 1994
- Box 4 of 4 Office of Plant Services, 1994-1995 (2 folders)

Box 4 of 4	Office of Protection Services, 1995
Box 4 of 4	Office of Sponsored Projects, 1994-1995 (2 folders)
Box 4 of 4	General Correspondence, Institutional Advancement, 1994
Box 4 of 4	General Correspondence, 1995
Box 4 of 4	Contributing Members, 1995
Box 4 of 4	Development Office, 1994-1995 (2 folders)
Box 4 of 4	National Board, 1995
Box 4 of 4	Office of Special Events and Conference Services, 1994-1995 (2 folders)
Box 4 of 4	Smithsonian Associates, 1995
Box 4 of 4	Business Office, 1995
Box 4 of 4	Smithsonian Magazine, 1995
Box 4 of 4	Smithsonian Press, 1995
Box 4 of 4	Office of Telecommunications, 1995
Box 4 of 4	Visitors' Information and Associates Reception Center, 1995
Box 4 of 4	Office of Information Technology, 1994-1995 (2 folders)
Box 4 of 4	Senior Information Officer, 1994-1995 (2 folders)
Box 4 of 4	Office of Public Affairs