



Smithsonian Institution Archives

**Administrative Files, 1991-1995**

Finding aid prepared by Smithsonian Institution Archives

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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>	Administrative Files
<b>Identifier:</b>	Accession 97-103
<b>Date:</b>	1991-1995
<b>Extent:</b>	2 cu. ft. (2 record storage boxes)
<b>Creator::</b>	Smithsonian Institution. Office of Equal Employment and Minority Affairs
<b>Language:</b>	English

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## Administrative Information

### Preferred Citation

Smithsonian Institution Archives, Accession 97-103, Smithsonian Institution, Office of Equal Employment and Minority Affairs, Administrative Files

### Access Restriction

Box 2 contains materials restricted indefinitely; see finding aid. Contact reference staff for details.

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## Descriptive Entry

This accession consists of records that document the programs and administrative activities of the Office of Equal Employment and Minority Affairs (OEEMA) from 1991 to 1995. They consist largely of reports on activities, projects, and meetings that were prepared for OEEMA and Smithsonian Institution management. Also included are budget, correspondence, and memoranda files. A series of files from fiscal year 1995 contains documentation of specific OEEMA programs, such as equal opportunity training courses, and POSH (Prevention of Sexual Harassment) training courses.

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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:

Discrimination in employment  
Employees -- Training of  
Minorities -- Employment  
Museums -- Employees

Museums and minorities  
Personnel management  
Sexual harassment -- Prevention

Types of Materials:

Brochures  
Manuscripts

## Container Listing

### Box 1

Box 1 of 2	100 Office of Human Resources (OHR) Certificate Sign In/Out Sheets, 1992-1994
Box 1 of 2	100-2 Weekly Activities Update, 1993
Box 1 of 2	100-3 Monthly Management Report/Bi-Weekly Activities Report, 1991-1994
Box 1 of 2	100-3C OEEMA Quarter Reports/Summary/Mid-Year Reports, 1993
Box 1 of 2	100-4 Quarterly Management Report, 1992-1994
Box 1 of 2	100-6A Congressional Report (Executive Summary), 1992-1993
Box 1 of 2	100-11 Status Report Major Projects (Quarterly), 1993-1994
Box 1 of 2	100-12 Information Technology Expenditures Report, 1992-1993
Box 1 of 2	110-1 Finance and Administration (F&A) Diversity Action Plan, 1992-1993
Box 1 of 2	110-2 F&A Status Report on Office Progress, 1993-1994
Box 1 of 2	110-2 F&A Major Projects (Quarterly), 1991-1994
Box 1 of 2	110-3 F&A Goals/Organizational Review, 1991-1995
Box 1 of 2	110-4 F&A Monthly Management Report, 1991-1994
Box 1 of 2	115-1 Smithsonian Institution (SI) Management Report, 1991-1994
Box 1 of 2	120-4 F&A Budget, 1991-1993
Box 1 of 2	120-10A Standard Recurring Report, 1991
Box 1 of 2	120-11 Staff Meeting Minutes, 1992-1993 (2 folders)
Box 1 of 2	120-21 OEEMA Training Conference/Work Sessions, 1993
Box 1 of 2	120-22 OEEMA Strategic Planning Session, 1993

Box 1 of 2                    130-4 Reports General, 1991-1992

Box 1 of 2                    130-12 Report/Affirmative Action, 1992

Box 1 of 2                    130-30 GED (General Education Program), 1992-1993

Box 1 of 2                    130-31 Upward Mobility/OHR, 1992-1993

Box 1 of 2                    130-32 Step-up 90, 1991-1992

Box 1 of 2                    140-4B Correspondence: Carolyn E. Jones, 1993

Box 1 of 2                    140-4C Correspondence: Carolyn E. Jones, 1994

Box 1 of 2                    140-5 F&A Directives/Policy Statements

Box 1 of 2                    140-6 Response to Call for Plans/Budget, 1994-1995

Box 1 of 2                    140-8A OEEMA Director's Initiatives/Activities, 1992-1993

Box 1 of 2                    140-10B OEEMA Vision and Strategic Plan 5 Year, 1993-1997

Box 2

Box 2 of 2                    95-205 Weekly OEEMA Activities Update

Box 2 of 2                    95-206 Accomplishment Reports

Box 2 of 2                    95-210 Transitory Correspondence

Box 2 of 2                    95-211 General Correspondence

Box 2 of 2                    95-212 Intra Office Correspondence

Box 2 of 2                    95-213 Congressional Correspondence

Box 2 of 2                    95-214 Announcements

Box 2 of 2                    95-220 Work Plans/Policies

Box 2 of 2                    95-223 Jurisdiction Information

Box 2 of 2	95-224 Five-Year Plan
Box 2 of 2	95-240 Equal Opportunity (EO) Counselors/Officers Listing/Announcement
Box 2 of 2	95-241 EO Counselors/Officers Training Information
Box 2 of 2	Alternative Dispute Resolution (ADR) Working Group
Box 2 of 2	95-244 EO Conference Plans/Information
Box 2 of 2	95-245 EO Counseling Status Report
Box 2 of 2	95-255 Letters of Instruction
Box 2 of 2	RESTRICTED FOLDERS - Non-Circulating (4 folders)
Box 2 of 2	95-271 WEBB
Box 2 of 2	95-272 POSH
Box 2 of 2	95-273 Equal Employment Opportunity (EEO) Training for Supervisors
Box 2 of 2	95-281 Outgoing Accounting
Box 2 of 2	Let's Do Business with the Smithsonian (Accession 14-111)