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Collection Overview

Repository: Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu

Creator: Smithsonian Institution, Office of Equal Employment and Minority Affairs

Title: Administrative Files


Quantity: 2 cu. ft. (2 record storage boxes)

Administrative Information

Preferred Citation

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

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 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.

Names and Subject Terms

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

Subjects:
Employees -- Training of
Personnel management

Types of Materials:
Brochures
Manuscripts
Container Listing

Box 1

100 Office of Human Resources (OHR) Certificate Sign In/Out Sheets, 1992-1994

100-2 Weekly Activities Update, 1993


100-3C OEEMA Quarter Reports/Summary/Mid-Year Reports, 1993

100-4 Quarterly Management Report, 1992-1994

100-6A Congressional Report (Executive Summary), 1992-1993

100-11 Status Report Major Projects (Quarterly), 1993-1994

100-12 Information Technology Expenditures Report, 1992-1993

110-1 Finance and Administration (F&A) Diversity Action Plan, 1992-1993


120-4 F&A Budget, 1991-1993

120-10A Standard Recurring Report, 1991

120-11 Staff Meeting Minutes, 1992-1993 (2 folders)

120-21 OEEMA Training Conference/Work Sessions, 1993

120-22 OEEMA Strategic Planning Session, 1993

130-4 Reports General, 1991-1992

130-12 Report/Affirmative Action, 1992

130-30 GED (General Education Program), 1992-1993

130-31 Upward Mobility/OHR, 1992-1993

130-32 Step-up 90, 1991-1992

140-4B Correspondence: Carolyn E. Jones, 1993

140-4C Correspondence: Carolyn E. Jones, 1994
140-5 F&A Directives/Policy Statements
140-6 Response to Call for Plans/Budget, 1994-1995
140-8A OEEMA Director’s Initiatives/Activities, 1992-1993
140-10B OEEMA Vision and Strategic Plan 5 Year, 1993-1997

Box 2
95-205 Weekly OEEMA Activities Update
95-206 Accomplishment Reports
95-210 Transitory Correspondence
95-211 General Correspondence
95-212 Intra Office Correspondence
95-213 Congressional Correspondence
95-214 Announcements
95-220 Work Plans/Policies
95-223 Jurisdiction Information
95-224 Five-Year Plan
95-240 Equal Opportunity (EO) Counselors/Officers Listing/Announcement
95-241 EO Counselors/Officers Training Information
Alternative Dispute Resolution (ADR) Working Group
95-244 EO Conference Plans/Information
95-245 EO Counseling Status Report
95-255 Letters of Instruction
95-261 Potential Complaints
95-262 Specific Complaints
95-263 Complaint Program Volunteers
95-264 Complaint Withdrawals
95-271 WEBB
95-272 POSH
95-273 Equal Employment Opportunity (EEO) Training for Supervisors
95-281 Outgoing Accounting
Let's Do Business with the Smithsonian (Accession 14-111)