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Administrative Records, circa 1987-1996

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Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title:	Administrative Records
Identifier:	Accession 98-114
Date:	circa 1987-1996
Extent:	1 cu. ft. (1 record storage box)
Creator::	Smithsonian Early Enrichment Center. Office of the Director
Language:	English

Administrative Information

Preferred Citation

Smithsonian Institution Archives, Accession 98-114, Smithsonian Early Enrichment Center, Office of the Director, Administrative Records

Descriptive Entry

This accession consists of the administrative records of Sharon E. Shaffer, Executive Director of the Smithsonian Early Enrichment Center (SEEC). Materials include correspondence, memoranda, and notes; SEEC Board of Directors meeting minutes; information on the National Dissemination Project; playground site plan information; articles of incorporation and bylaws; proposals; and blueprints of the child daycare center in the Arts and Industries Building.

Names and Subject Terms

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

Subjects:

- Child care
- Day care centers
- Educational planning
- Employer-supported day care
- Museums -- Educational aspects

Types of Materials:

- Architectural drawings
- Manuscripts

Names:

Arts and Industries Building (Washington, D.C.)
Shaffer, Sharon E., 1950-
Smithsonian Child Care Center
Smithsonian Early Enrichment Center. Board of Directors

Container Listing

Box 1

Box 1 of 1	Memo, National Museum of American History (NMAH) playground, July 13, 1988
Box 1 of 1	Board of Directors: Meeting Minutes, 1991-1993, 1995, 1996 (3 folders)
Box 1 of 1	SI child care center, 1987-1988
Box 1 of 1	Childhelp, 1992
Box 1 of 1	National African-American Museum, 1992-1993
Box 1 of 1	SEEC Board, 1989-1995
Box 1 of 1	Blueprints, 1987-1989
Box 1 of 1	SEEC annual report, 1989-1992
Box 1 of 1	Women's Committee proposal, 1988
Box 1 of 1	Summer enrichment, 1991
Box 1 of 1	SEEC directory, January 1989
Box 1 of 1	Insurance, 1988
Box 1 of 1	By-laws, SEEC Inc., 1990
Box 1 of 1	Space for proposed playground, 1987
Box 1 of 1	GWU health plan, 1993
Box 1 of 1	Child care center, 1987
Box 1 of 1	Child care advisory board proposal to management committee, May 1987
Box 1 of 1	NMAH daycare center, locating space, 1987
Box 1 of 1	SI childcare advisory board, 95% drawings

Box 1 of 1	NMAH daycare center, design and construction
Box 1 of 1	NMAH daycare proposal, 1986-1987
Box 1 of 1	Hiring consultants, 1986
Box 1 of 1	NMAH daycare, 1986
Box 1 of 1	Infant Center
Box 1 of 1	Child care center A&I
Box 1 of 1	Model Business Plan, 1987