



Smithsonian Institution Archives

## Trust Fund Personnel Manuals, circa 1974-1977

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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>	Trust Fund Personnel Manuals
<b>Identifier:</b>	Accession 98-120
<b>Date:</b>	circa 1974-1977
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<b>Creator::</b>	Smithsonian Institution. Office of Personnel Administration
<b>Language:</b>	English

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## Administrative Information

### Preferred Citation

Smithsonian Institution Archives, Accession 98-120, Smithsonian Institution, Office of Personnel Administration, Trust Fund Personnel Manuals

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## Descriptive Entry

This accession consists of "Trust Fund Personnel Manual" and "Guide to Private Roll Personnel Management and Administration" research material, final drafts, and correspondence that documents the research and editing process of both publications.

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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:

Museums -- Employees  
Personnel management

### Types of Materials:

Manuscripts

### Names:

Smithsonian Institution -- Administration  
United States. Office of Personnel Management

## Container Listing

### Box 1

#### Trust Fund (TF) 0 Filing System

Box 1 of 3	TF 0-1 File index
Box 1 of 3	TF 0-2 Filing instructions
Box 1 of 3	Index - Private Rate Policies (May 7, 1977)
	TF 1 Correspondence
Box 1 of 3	TF 1-1 Pending reply file (filed by date)
Box 1 of 3	TF 1-2 Reading file (filed by date)
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Box 1 of 3 TF 2-15 Health Maintenance Organization Act

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TF 3 Policy Coordination

Box 1 of 3 TF 3-1 Referrals and general comments on the TF Personnel Guide - First through sixth installments (7 folders)

Box 1 of 3 TF 3-2 Drafts of the Trust Fund Personnel Guide

Box 1 of 3 TF 3-3 Referrals and comments on drafts of TF Personnel Hand Book

Box 1 of 3 TF 3-5 Referrals and comments on drafts of TF Personnel Operating Procedures

Box 1 of 3 TF 3-6 Drafts of the Trust Fund Personnel Operating Procedures

Box 1 of 3 TF 3-7 Drafts of the New Revised Trust Fund Personnel Forms

TF 4 TF Personnel Guide

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Box 3 of 3	Guide to Private Roll Personnel Management and Administration, 1976 (9 folders)
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