



# Smithsonian Institution Archives

## Director's Records, 1993-1996

Finding aid prepared by Smithsonian Institution Archives

Smithsonian Institution Archives  
Washington, D.C.  
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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>	Director's Records
<b>Identifier:</b>	Accession 98-170
<b>Date:</b>	1993-1996
<b>Extent:</b>	4 cu. ft. (4 record storage boxes)
<b>Creator::</b>	Smithsonian Institution. Office of Physical Plant
<b>Language:</b>	Language of Materials: English

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## Administrative Information

### Preferred Citation

Smithsonian Institution Archives, Accession 98-170, Smithsonian Institution. Office of Physical Plant, Director's Records

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## Descriptive Entry

This accession consists of Director's subject files pertaining to Smithsonian Institution offices and committees, program files concerning Office of Physical Plant (OPP) divisions, and building files relating to OPP projects and services for the various Smithsonian buildings. Materials include reports, memoranda and correspondence, staff and committee meeting minutes, audits, and certain administrative materials concerning OPP budget and contracts. See also Accession 98-178 for FY 1995 records.

Buildings, programs and museums represented in this collection include: the Freer Gallery of Art, the Arthur M. Sackler Gallery, the National Museum of American Art, the National Portrait Gallery, the Renwick Gallery, the Arts and Industries Building, the National Air and Space Museum, the National Museum of American History, the Anacostia Museum, the National Museum of the American Indian/Custom House, the Barney Studio House, the Cooper-Hewitt Museum, the Folklife Festival, the Hirshhorn Museum and Sculpture Garden, the Smithsonian Institution Support Center, the National Museum of African Art, the Smithsonian Environmental Research Center, the Quadrangle Complex, and miscellaneous locations.

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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:

Architectural design  
Buildings -- Maintenance

Buildings -- Repair and reconstruction  
Museum buildings  
Smithsonian buildings

Types of Materials:

Black-and-white photographs  
Color photographs  
Manuscripts

Names:

Smithsonian Environmental Research Center  
Alexander Hamilton United States Custom House (New York, N.Y.)  
Anacostia Museum  
Arthur M. Sackler Gallery (Smithsonian Institution)  
Arts and Industries Building (Washington, D.C.)  
Barney Studio House (Washington, D.C.)  
Cooper-Hewitt Museum  
Freer Gallery of Art  
Hirshhorn Museum and Sculpture Garden  
National Air and Space Museum (U.S.)  
National Museum of African Art (U.S.)  
National Museum of American Art (U.S.)  
National Museum of American History (U.S.)  
National Museum of the American Indian (U.S.)  
National Portrait Gallery (Smithsonian Institution)  
Renwick Gallery  
Smithsonian Folklife Festival  
Smithsonian Institution. Museum Support Center  
Smithsonian Institution. Quadrangle Complex

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## Container Listing

### Box 1

FY 1995 Files

Box 1 of 4 Audits (2 folders)

Box 1 of 4 Audit File (2 folders)

Box 1 of 4 KMPG Peat Marwick (2 folders)

Box 1 of 4 Boundaries

Box 1 of 4 Budget Information

Box 1 of 4 Council of Administrative and Service Directors (CASD) Meeting Information

Box 1 of 4 CHAMPS

Box 1 of 4 Charge back Information

Box 1 of 4 FCC O&M Committee Meeting Information

Box 1 of 4 Federal Facilities Council

Box 1 of 4 Freer/Sackler Galleries (FSG) QIT Meeting Information

Box 1 of 4 Internal Controls

Box 1 of 4 Memorandum of Understanding

Box 1 of 4 Miscellaneous Contracts

Box 1 of 4 Office Correspondence

Box 1 of 4 Office of Plant Services (OPlantS) Staff Meetings

### Box 2

Box 2 of 4 Reports

Box 2 of 4 R&R

Box 2 of 4 Snow & Ice Removal

Box 2 of 4 Suggestions

Box 2 of 4 American Art/Portrait Gallery/Renwick (2 folders)

Box 2 of 4	Adams House
Box 2 of 4	Arts & Industries Building
Box 2 of 4	Air & Space (2 folders)
Box 2 of 4	American History
Box 2 of 4	American Indian
Box 2 of 4	Anacostia
Box 2 of 4	Association of Physical Plant Administrators (APPA)
Box 2 of 4	Barney House
Box 2 of 4	BEMAR (Backlog of Essential Maintenance & Repair)
Box 2 of 4	Computer Services
Box 2 of 4	Cooper-Hewitt
Box 2 of 4	Craft Services
Box 2 of 4	Custom House [National Museum of the American Indian]
Box 2 of 4	Design & Construction

Box 3

Box 3 of 4	Engineering (2 folders)
Box 3 of 4	Facilities Services
Box 3 of 4	Facilities Service Group Meeting Information
Box 3 of 4	Folklife
Box 3 of 4	Fox House [Cooper-Hewitt]
Box 3 of 4	Freer
Box 3 of 4	Hirshhorn
Box 3 of 4	Horticulture
Box 3 of 4	Inspector General Office
Box 3 of 4	Operations Division
Box 3 of 4	Safety

Box 3 of 4                    Smithsonian Institution Support Center (SISC)

Box 3 of 4                    Support Services

Box 3 of 4                    Technology Strategic Planning Advisory Committee (ITSPAC)

Box 3 of 4                    Total Quality Management (TQM) Steering Committee

Box 3 of 4                    Treatment of People Steering Committee

Box 3 of 4                    Utilities Operation & Maintenance Division

Box 3 of 4                    Unsung Hero Committee

                                    FY 1996 Files

Box 3 of 4                    Abolished Positions

Box 3 of 4                    Audit Information

Box 3 of 4                    Budget Information

Box 3 of 4                    Charge back System

Box 3 of 4                    Contracts

Box 3 of 4                    Director's Office Budget Information

Box 3 of 4                    Government Shut-Down

Box 3 of 4                    Interoffice Correspondence

Box 3 of 4                    Outgoing Correspondence

Box 4

Box 4 of 4                    Physical Plant Staff Meeting

Box 4 of 4                    Policies

Box 4 of 4                    Repair & Restoration

Box 4 of 4                    Reports

Box 4 of 4                    Snow & Ice Removal

Box 4 of 4                    Suggestions

Box 4 of 4                    Smithsonian 150th

Box 4 of 4                    CASD Meeting Information

Box 4 of 4	Executive Committee & Core Team
Box 4 of 4	Facility Management Council
Box 4 of 4	FCC O&M Committee Meeting Information
Box 4 of 4	Treatment of People Steering Committee
Box 4 of 4	TQM Steering Committee
Box 4 of 4	Unsung Hero Committee
Box 4 of 4	Facilities Services
Box 4 of 4	Finance & Administration
Box 4 of 4	Inspector General
Box 4 of 4	Architectural History & Historic Preservation
Box 4 of 4	Craft Services
Box 4 of 4	Design & Construction (2 folders)
Box 4 of 4	Engineering & Customer Services
Box 4 of 4	Financial Management Officer
Box 4 of 4	Horticulture
Box 4 of 4	Operations Division
Box 4 of 4	Utilities Operations & Maintenance
Box 4 of 4	American Art/Portrait Gallery/Renwick
Box 4 of 4	Arts & Industries Building
Box 4 of 4	African Art Museum
Box 4 of 4	Air and Space
Box 4 of 4	American History
Box 4 of 4	American Indian
Box 4 of 4	Cooper-Hewitt
Box 4 of 4	Smithsonian Environmental Research Center (SERC)
Box 4 of 4	Freer



Box 4 of 4	Hirshhorn
Box 4 of 4	Natural History
Box 4 of 4	Quadrangle
Box 4 of 4	Service Center (SISC)
Box 4 of 4	Pest Control
Box 4 of 4	FEAT/Building Managers (2 folders)