



Smithsonian

Institution Archives

Subject Files, *circa* 1991-1994

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Smithsonian Institution Archives
Washington, D.C.
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Collection Overview

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| Repository: | Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu |
| Title: | Subject Files |
| Date: | <i>circa</i> 1991-1994 |
| Identifier: | Accession 99-010 |
| Creator:: | National Museum of American History. Office of the Director |
| Extent: | 7 cu. ft. (7 record storage boxes) |
| Language: | English |

Administrative Information

Preferred Citation

Smithsonian Institution Archives, Accession 99-010, National Museum of American History.
Office of the Director, Subject Files

Descriptive Entry

These records primarily document administrative activities of the National Museum of American History (NMAH) concerning NMAH departments, divisions, exhibitions, and special programs. Directors represented include Roger G. Kennedy (1979-1992), and Spencer R. Crew (Acting Director, 1992-1994; Director, 1994-2001). Materials include records pertaining to the First Ladies Gowns, Duke Ellington Collection, Women in Museums Network, and Hispanic Culture Working Committee; correspondence of the Director; information on NMAH exhibitions and research; and correspondence from non-Smithsonian professional organizations and/or businesses.

Names and Subject Terms

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

Subjects:

- First ladies
- Historical museums
- Museum directors
- Museum exhibits
- Museums -- Administration
- Science museums

Types of Materials:

- Clippings
- Manuscripts

Names:

Crew, Spencer R., 1949-
Ellington, Duke, 1899-1974
Kennedy, Roger G.
National Museum of American History (U.S.). Hispanic Culture Working Committee
Women in Museums Network

Places:

United States -- History

Container Listing

| Box 1 | |
|------------|---|
| Box 1 of 7 | African American Museum Association |
| Box 1 of 7 | Archives |
| Box 1 of 7 | Assistant Secretary for Finance and Administration |
| Box 1 of 7 | Assistant Secretary for Public Services (James Early) |
| Box 1 of 7 | Assistant Secretary for Institutional Initiatives |
| Box 1 of 7 | Black History Month |
| Box 1 of 7 | Robert A. Brooks Award |
| Box 1 of 7 | Budget |
| Box 1 of 7 | SI Building Manager Counsel |
| Box 1 of 7 | Business Management Office |
| Box 1 of 7 | Conservation Analytical Laboratory |
| Box 1 of 7 | Contributing Members |
| Box 1 of 7 | Cooper-Hewitt Museum |
| Box 1 of 7 | Counsel of Bureau Directors |
| Box 1 of 7 | Office of Design and Construction |
| Box 1 of 7 | Development Office |
| Box 1 of 7 | Diner's Club Card |
| Box 1 of 7 | SI Directory for NMAH |
| Box 1 of 7 | SI Early Enrichment Center |
| Box 1 of 7 | Educational Outreach Fund |
| Box 1 of 7 | Office of Equal Opportunity |
| Box 1 of 7 | Exhibitions Award Program |

| | |
|------------|--|
| Box 1 of 7 | Fellowships and Grants |
| Box 1 of 7 | Financial System |
| Box 1 of 7 | Inauguration |
| Box 1 of 7 | Information Resource Management |
| Box 1 of 7 | Inspector General |
| Box 1 of 7 | Joseph Henry Papers (2 folders) |
| Box 1 of 7 | Latino Media Advisory Committee Meeting |
| Box 1 of 7 | Libraries |
| Box 1 of 7 | Museum Programs |
| Box 1 of 7 | National Gallery of Art |
| Box 1 of 7 | National Associates Program |
| Box 1 of 7 | National Museum of the American Indian |
| Box 1 of 7 | National Museum of African Art |
| Box 1 of 7 | National Postal Museum |
| Box 1 of 7 | National Museum of Natural History |
| Box 1 of 7 | National Science Resources Center |
| Box 1 of 7 | Office of Architectural History |
| Box 1 of 7 | Office of Information Resource Management |
| Box 1 of 7 | National Gallery of Art |
| Box 1 of 7 | National Portrait Gallery |
| Box 1 of 7 | Office of the Comptroller |
| Box 1 of 7 | Office of Contracts and Property Management |
| Box 1 of 7 | Office of the Committee for A Wider Audience |
| Box 1 of 7 | Office of Development |

Box 1 of 7 Office of Facilities Services

Box 1 of 7 Office of Elementary and Secondary Education

Box 1 of 7 Office of Financial and Management Analysis

Box 1 of 7 Office of Folklife Programs

Box 1 of 7 Office of General Counsel

Box 1 of 7 Office of Protection Services

Box 1 of 7 Office of Public Affairs

Box 1 of 7 Office of Sponsored Projects

Box 1 of 7 Office of Plant Services (OPlantS)

Box 1 of 7 Office of Planning, Management, and Budget (OPMB)

Box 2

Box 2 of 7 Parking

Box 2 of 7 Product Development and Licensing

Box 2 of 7 Board of Regents

Box 2 of 7 Registrar's Office

Box 2 of 7 Regents Publication Award Program

Box 2 of 7 Research Policy Committee

Box 2 of 7 Opportunity for Research and Study

Box 2 of 7 Residents Associate Program

Box 2 of 7 Savings Bond Campaign

Box 2 of 7 SI Activity Report

Box 2 of 7 SI Office of the Secretary

Box 2 of 7 Scholarly Studies Program

Box 2 of 7 92- Secretary's Office

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|------------|--|
| Box 2 of 7 | Secretary's Correspondence |
| Box 2 of 7 | Altherton Seidell Endowment |
| Box 2 of 7 | Smithsonian Associates |
| Box 2 of 7 | Smithsonian Announcements |
| Box 2 of 7 | SI History Roundtable |
| Box 2 of 7 | Smithson |
| Box 2 of 7 | SI Award for Excellence in Information Resource Management (IRM) |
| Box 2 of 7 | Assistant Secretary for Arts & Humanities |
| Box 2 of 7 | Assistant Secretary for Research |
| Box 2 of 7 | Smithsonian Photo Shop |
| Box 2 of 7 | Anacostia |
| Box 2 of 7 | Smithson Society |
| Box 2 of 7 | Smithsonian Counsel |
| Box 2 of 7 | SI Guide to Historic America |
| Box 2 of 7 | SI Press |
| Box 2 of 7 | Smithsonian Magazine |
| Box 2 of 7 | Smithsonian Traveling Exhibition |
| Box 2 of 7 | Smithsonian Year |
| Box 2 of 7 | SI Wide Exhibit Review |
| Box 2 of 7 | Smithsonian Exhibition Fund |
| Box 2 of 7 | Smithsonian Exhibit Award Ceremony |
| Box 2 of 7 | Staff Bulletin |
| Box 2 of 7 | Sexual Harassment |
| Box 2 of 7 | Staff Directory |

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|------------|--|
| Box 2 of 7 | Summer Institute |
| Box 2 of 7 | Office of Telecommunications |
| Box 2 of 7 | Under Secretary |
| Box 2 of 7 | Visitor Information and Associates' Reception Center (VIARC) |
| Box 2 of 7 | Visitors Comment Form |
| Box 2 of 7 | Visitors |
| Box 2 of 7 | Women in Museums Network |
| Box 2 of 7 | Wider Audience Development Program |
| Box 2 of 7 | Women's History Month |
| Box 2 of 7 | Wilson Center |
| Box 2 of 7 | Department of Social and Cultural History |
| Box 2 of 7 | Division of Ceramics and Glass |
| Box 2 of 7 | Division of Community Life |
| Box 2 of 7 | Division of Costume |
| Box 2 of 7 | Division of Domestic Life |
| Box 2 of 7 | Division of Graphic Arts |
| Box 2 of 7 | Jazz Master Works |
| Box 2 of 7 | Division of Musical History |
| Box 3 | |
| Box 3 of 7 | Division of Photographic History |
| Box 3 of 7 | Division of Political History (2 folders) |
| Box 3 of 7 | Division of Political History - First Ladies Gowns |
| Box 3 of 7 | Department of Science and Technology |
| Box 3 of 7 | Department of Science and Technology - 92 |

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|------------|---|
| Box 3 of 7 | Division of Agriculture and Natural Resources |
| Box 3 of 7 | Division of Armed forces History |
| Box 3 of 7 | Division of Biological Sciences |
| Box 3 of 7 | Division of Computer, Information and Society |
| Box 3 of 7 | Division of Electricity and Modern Physics |
| Box 3 of 7 | Division of Engineering and Industry |
| Box 3 of 7 | Division of Medical Sciences |
| Box 3 of 7 | Division of Physical Sciences and Mathematics |
| Box 3 of 7 | Technology and Culture |
| Box 3 of 7 | Quilts |
| Box 3 of 7 | Building Manager's Office |
| Box 3 of 7 | Department of Conservation (2 folders) |
| Box 3 of 7 | Administrative Office |
| Box 3 of 7 | Department of Exhibits |
| Box 3 of 7 | Department of Exhibits (Production) |
| Box 3 of 7 | Department of External Affairs |
| Box 3 of 7 | Office of Special Events |
| Box 3 of 7 | Public Affairs |
| Box 3 of 7 | Public Programs |
| Box 3 of 7 | Program in African American Culture |
| Box 3 of 7 | Native American Program |
| Box 3 of 7 | Department of Public Programs - Education |
| Box 3 of 7 | Department of Public Programs - Museum |
| Box 4 | |

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| Box 4 of 7 | Office of the Registrar |
| Box 4 of 7 | Department of Textiles |
| Box 4 of 7 | National Numismatic Collection |
| Box 4 of 7 | National Postal Museum |
| Box 4 of 7 | Academic Programs/American Quarterly |
| Box 4 of 7 | Administrative Office |
| Box 4 of 7 | Computer Services Center |
| Box 4 of 7 | A |
| Box 4 of 7 | American Association of Museums |
| Box 4 of 7 | American Association of Museums (Accreditation Program) |
| Box 4 of 7 | Association of Science-Technology Center (ASTC) |
| Box 4 of 7 | B |
| Box 4 of 7 | C |
| Box 4 of 7 | D |
| Box 4 of 7 | Loni Ding |
| Box 4 of 7 | E |
| Box 4 of 7 | F |
| Box 4 of 7 | Federal Yellow Book |
| Box 4 of 7 | G |
| Box 4 of 7 | H |
| Box 4 of 7 | Johns Hopkins Proposal |
| Box 4 of 7 | J |
| Box 4 of 7 | Kyoshika Co., Ltd. |
| Box 4 of 7 | K |

Box 4 of 7 L (2 folders)

Box 4 of 7 M

Box 5

Box 5 of 7 M

Box 5 of 7 Museum of Our National Heritage

Box 5 of 7 Motown Museum

Box 5 of 7 Mid-Atlantic Association of Museums

Box 5 of 7 N (2 folders)

Box 5 of 7 Organization of American Historians

Box 5 of 7 O (2 folders)

Box 5 of 7 P

Box 5 of 7 Q

Box 5 of 7 R (2 folders)

Box 5 of 7 S (2 folders)

Box 5 of 7 Science Museum of London

Box 5 of 7 T (2 folders)

Box 5 of 7 U

Box 5 of 7 V (3 folders)

Box 5 of 7 W

Box 5 of 7 National Endowment for the Humanities

Box 5 of 7 1992 National Endowment for the Humanities

Box 5 of 7 1992 National Endowment for the Arts

Box 5 of 7 National Archives

Box 5 of 7 1992 Library of Congress

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|------------|---|
| Box 5 of 7 | 1992 National Trust for Historic Preservation |
| Box 5 of 7 | 1992 North American Pan African Conference |
| Box 5 of 7 | Academic Programs |
| Box 5 of 7 | African American Index Project |
| Box 5 of 7 | African American Museum |
| Box 5 of 7 | 1992 American Deaf Community Exhibit |
| Box 5 of 7 | American Festival (Micro) |
| Box 5 of 7 | Archives Center |
| Box 5 of 7 | Armed forces History |
| Box 5 of 7 | Association for Museum Specialist, Technician and Aides (AMSTA) |
| Box 5 of 7 | FY 1993 Budget (NMAH Spending Plan) |
| Box 5 of 7 | NMAH Savings Plan |
| Box 5 of 7 | FY 1992 Priority Call |
| Box 5 of 7 | Budget (Federal) |
| Box 5 of 7 | Budget (Trust) |
| Box 5 of 7 | Caesar Chavez Exhibit |
| Box 6 | |
| Box 6 of 7 | Collections Management Steering Committee |
| Box 6 of 7 | 1992 Carmichael Auditorium |
| Box 6 of 7 | Christmas Cards |
| Box 6 of 7 | Check Rooms |
| Box 6 of 7 | Charge Backs |
| Box 6 of 7 | Children's History Magazine Project |
| Box 6 of 7 | Day Care Center |

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| Box 6 of 7 | Combined Federal Campaign |
| Box 6 of 7 | Collection Information System (CIS) Development Review |
| Box 6 of 7 | Colloquium |
| Box 6 of 7 | Edie Christian |
| Box 6 of 7 | CIS Management Committee |
| Box 6 of 7 | Collections Committee |
| Box 6 of 7 | CIS |
| Box 6 of 7 | Collections Management |
| Box 6 of 7 | Vidal Collections - Community Life |
| Box 6 of 7 | Common Agenda |
| Box 6 of 7 | Copy Machine |
| Box 6 of 7 | Computer Services Center |
| Box 6 of 7 | Curator's Association |
| Box 6 of 7 | Department of Engineering and Industry |
| Box 6 of 7 | Department of Social and Cultural History |
| Box 6 of 7 | Director's Office Correspondence (General) |
| Box 6 of 7 | Director's Office - Open House |
| Box 6 of 7 | 1992 Disaster Preparedness Program |
| Box 6 of 7 | EEO Diversity Action Plan for 1993-1994 |
| Box 6 of 7 | Duke Ellington Collection |
| Box 6 of 7 | EDS Photo |
| Box 6 of 7 | Exhibit Project |
| Box 6 of 7 | Exhibit Proposal |
| Box 6 of 7 | Exhibit Evaluation |

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| Box 6 of 7 | Fellows |
| Box 6 of 7 | Fifth Floor Dining Room |
| Box 6 of 7 | Fees for Photographic Usage |
| Box 6 of 7 | Franklin Mint (Howard Lucker) |
| Box 6 of 7 | Flexi Place |
| Box 6 of 7 | Food Committee |
| Box 6 of 7 | George Washington University (Martha Morris' File) |
| Box 6 of 7 | Glass Ceiling Task force |
| Box 6 of 7 | Health Unit |
| Box 6 of 7 | Hispanic Culture Working Committee |
| Box 6 of 7 | Hispanic Programming |
| Box 6 of 7 | Johns Hopkins Proposal |
| Box 6 of 7 | History in the News |
| Box 6 of 7 | Holiday Calendar |
| Box 6 of 7 | Interns |
| Box 6 of 7 | Images of Steel |
| Box 6 of 7 | 1993 Inaugural Special Events |
| Box 6 of 7 | Internal Control Status Update |
| Box 6 of 7 | Invitations (Martha Morris) |
| Box 6 of 7 | 1rm Executive Steering Committee |
| Box 6 of 7 | Latino Task force |
| Box 6 of 7 | Nick Mann |
| Box 6 of 7 | CIS Management Committee |
| Box 6 of 7 | Nate Reingold |

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| Box 6 of 7 | Research Opportunity Fund |
| Box 6 of 7 | Martha Morris Vita |
| Box 6 of 7 | Management Plan Worksheet |
| Box 6 of 7 | Martha Morris Honorarium |
| Box 6 of 7 | Name Change Task force |
| Box 6 of 7 | News Items (Martha Morris) |
| Box 6 of 7 | National Museum of the American Indian |
| Box 6 of 7 | Native American Program |
| Box 6 of 7 | Parking |
| Box 6 of 7 | Parking forms |
| Box 6 of 7 | Product Development and Licensing |
| Box 7 | |
| Box 7 of 7 | Performance Plans |
| Box 7 of 7 | Project 16 Management Review Group |
| Box 7 of 7 | Project Management |
| Box 7 of 7 | Property Pass |
| Box 7 of 7 | Property Inventory |
| Box 7 of 7 | Project 1016 |
| Box 7 of 7 | Publications |
| Box 7 of 7 | Research Equipment Request (Reaccreditation) |
| Box 7 of 7 | Rights and Reproduction (Registrar's Office) |
| Box 7 of 7 | Registrar's Office |
| Box 7 of 7 | Reaccreditation |
| Box 7 of 7 | R and R Budget |

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| Box 7 of 7 | Reviewer Training - M. Morris File |
| Box 7 of 7 | Safety |
| Box 7 of 7 | Security |
| Box 7 of 7 | Silver Hill |
| Box 7 of 7 | Smoking Policy |
| Box 7 of 7 | Special Exhibition Fund |
| Box 7 of 7 | Space |
| Box 7 of 7 | Staff Suggestion (Martha Morris) |
| Box 7 of 7 | Smithsonian Standards of Conduct |
| Box 7 of 7 | Stand Alone Systems |
| Box 7 of 7 | Strategic Planning Group |
| Box 7 of 7 | Staff Meeting |
| Box 7 of 7 | Standing Committee |
| Box 7 of 7 | Supplies Office |
| Box 7 of 7 | Task force (New Media) |
| Box 7 of 7 | Task force Media |
| Box 7 of 7 | Takedown (1876) |
| Box 7 of 7 | Team Building |
| Box 7 of 7 | Time and Attendance |
| Box 7 of 7 | Trade Catalog Collection |
| Box 7 of 7 | Travel |
| Box 7 of 7 | Trees of Christmas |
| Box 7 of 7 | Thrift Savings Plan |
| Box 7 of 7 | Trip Reports |

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| Box 7 of 7 | Performance Appraisal forms |
| Box 7 of 7 | NMAH's Summer Hours |
| Box 7 of 7 | Peer Recognition Award System |
| Box 7 of 7 | Professional Accomplishment Evaluation Committee (PAEC) |
| Box 7 of 7 | Documentary Photography Exhibit |
| Box 7 of 7 | Photo Shop (Smithson) |
| Box 7 of 7 | Jessie Owens Exhibits |
| Box 7 of 7 | Non-Expendable Property |
| Box 7 of 7 | Martha's Travel File |
| Box 7 of 7 | MICO |
| Box 7 of 7 | Merit System |
| Box 7 of 7 | Mina Marefat |
| Box 7 of 7 | Exhibits Review Committee - General Correspondence |
| Box 7 of 7 | Deputy Director's Correspondence (General) |
| Box 7 of 7 | Basement |
| Box 7 of 7 | FY 1992 Personnel Reports |
| Box 7 of 7 | Awards Program |
| Box 7 of 7 | Asian Pacific Database |
| Box 7 of 7 | 91 - Property forms (Non-Expendable) |
| Box 7 of 7 | Training |