



Smithsonian Institution Archives

## Administrative Files, 1963-1974

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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>	Administrative Files
<b>Identifier:</b>	Accession 99-019
<b>Date:</b>	1963-1974
<b>Extent:</b>	2 cu. ft. (2 record storage boxes)
<b>Creator::</b>	Smithsonian Institution. Office of Equal Opportunity
<b>Language:</b>	English

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## Administrative Information

### Preferred Citation

Smithsonian Institution Archives, Accession 99-019, Smithsonian Institution, Office of Equal Opportunity, Administrative Files

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## Descriptive Entry

This accession consists of Equal Employment Opportunity (EEO) reports, minority reports, correspondence and memoranda, policy files, action plans, meeting minutes, and various information files containing research, statistics, clippings, and board materials concerning equal employment issues.

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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:

- Affirmative action programs
- Minorities
- Minorities -- Employment
- Museums -- Employees
- Personnel management

### Types of Materials:

- Black-and-white photographs
- Clippings
- Manuscripts

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## Container Listing

### Box 1

Box 1 of 2	Minority Report, November 1972
Box 1 of 2	Evaluation of Managerial Support, 1973-1974
Box 1 of 2	Minority Report, November 30, 1972 - Employees Paid from Non-Appropriated Funds
Box 1 of 2	Forms, May 31, 1971 (Minority Report)
Box 1 of 2	Private, May 31, 1974 (Minority Report)
Box 1 of 2	Private, May 31, 1975 (Minority Report)
Box 1 of 2	Private, May 31, 1976 (Minority Report)
Box 1 of 2	EEO Reports to C&C (Monthly), 1973
Box 1 of 2	Precomplaint Counseling (Quarterly), 1971
Box 1 of 2	EEO Reports, 1963-1969
Box 1 of 2	Minority Group Report - Federal, 1966
Box 1 of 2	Minority Group Report - Federal, 1967
Box 1 of 2	Minority Report, November 30, 1973 - Employees Paid from Non-Appropriated Funds
Box 1 of 2	Minority Report, National Gallery of Art, November 30, 1972
Box 1 of 2	National Gallery of Art (Minority Report), May 1972
Box 1 of 2	Minority Report as of November 30, 1971
Box 1 of 2	Minority Report as of May 31, 1971 - Private and Federal, National Gallery of Art
Box 1 of 2	Minority Report - National Gallery of Art, 1971

Box 1 of 2                    Minority Census File (5), 1971

Box 1 of 2                    Private Minority Report, November 30, 1971

Box 1 of 2                    Minority Report as of May 31, 1971 (Private)

Box 1 of 2                    Private, November 30, 1975 (Minority Report)

Box 1 of 2                    Minority Group Report - Federal, November 30, 1970

Box 1 of 2                    Minority Group Report, May 31, 1970

Box 1 of 2                    Private Report - Non-Appropriated, Ending November 30, 1970

Box 1 of 2                    Private, May 31, 1973 (Minority Report)

Box 1 of 2                    Minority Report, May 31, 1972

Box 1 of 2                    Minority Group Report - Federal, 1969

Box 1 of 2                    Minority Group Report - Private, 1969

Box 1 of 2                    Private, November 30, 1974 (Minority Report)

Box 1 of 2                    SI Women's Council, 1974

Box 1 of 2                    Outside Info, 1974

Box 1 of 2                    Executive Manpower Resources Board, 1974

Box 1 of 2                    Office Employees, 1974

Box 1 of 2                    Minority Report as of July 6, 1974

Box 1 of 2                    16 Point Program Coordinator, 1974

Box 1 of 2                    Read File, 1974

Box 2

Box 2 of 2                    National Zoological Park (NZP) Proposals, 1974

Box 2 of 2                    Day Care, 1974

Box 2 of 2	Housing, 1974
Box 2 of 2	Civil Service Commission, 1974
Box 2 of 2	Revisions of OM 750, 1973
Box 2 of 2	Upward Mobility, 1974 (Affirmative Action)
Box 2 of 2	Adverse Actions, 1974 (Procedures)
Box 2 of 2	Smithsonian Resident Associates, 1972-1974
Box 2 of 2	Employment Analysis - Hirshhorn, 1974
Box 2 of 2	Task Force - Office of Plant Services (OPlantS), 1974
Box 2 of 2	Executive Committee, 1974
Box 2 of 2	Action Plans ("Comments"), 1973
Box 2 of 2	Action Plans, 1973
Box 2 of 2	Equal Opportunity Complaints - Reports, 1973
Box 2 of 2	Interagency Advisory Group, 1973
Box 2 of 2	Info from Personnel Administration, 1973
Box 2 of 2	Executive Committee Meetings - Briefings, 1974
Box 2 of 2	Photographs and Negative of Counselors, 1973
Box 2 of 2	Civil Service Commission, 1974
Box 2 of 2	Office of Management and Budget (OMB) Analysis of Federal Civil Rights Activities, 1973
Box 2 of 2	Forms to Accompany Action Plan, 1972
Box 2 of 2	Draft Forms, undated
Box 2 of 2	NZP Pilot Keeper Training Project, 1971

Box 2 of 2	Science Information Exchange, 1971-1972
Box 2 of 2	Analysis of Museum of Natural History Parking Spaces, October 12, 1972
Box 2 of 2	Checklist - Supervisors, 1970
Box 2 of 2	OEO Minority Management System, 1973
Box 2 of 2	Executive Manpower Resources Board, 1973
Box 2 of 2	"Data" from Civil Service Commission, 1973
Box 2 of 2	White House Correspondence, 1973
Box 2 of 2	Chronological File, 1972
Box 2 of 2	"Dead-End" Positions, 1971
Box 2 of 2	Paper Clippings, 1973
Box 2 of 2	Photo Services and Drafts for Torch, 1973
Box 2 of 2	Read File, 1973 (2 folders)
Box 2 of 2	Executive Meetings, 1973
Box 2 of 2	Letters from Supervisors on the Recruitment of Minorities, 1973
Box 2 of 2	SI Women's Council, 1973