# Table of Contents

Collection Overview......................................................................................................... 1  
Administrative Information .............................................................................................. 1  
Descriptive Entry.............................................................................................................. 1  
Names and Subject Terms ............................................................................................. 1  
Container Listing.............................................................................................................. 2
Collection Overview

Repository: Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu

Creator: Smithsonian Institution, Chief Clerk

Title: Records

Dates: 1869-1905

Quantity: 2.9 linear meters.

Administrative Information

Preferred Citation

Smithsonian Institution Archives, Record Unit 64, Smithsonian Institution, Chief Clerk, Records

Descriptive Entry

Records of the Chief Clerk's office consist mostly of records of Chief Clerk William J. Rhees, 1869-1905. Rhees, who joined the Smithsonian staff in 1852, performed many functions over the years, including general correspondence supervision, distribution of scientific publications, supervision of Smithsonian publications, and archival duties. For the most part, Clerk's records are retained here while papers relating to Rhees' work on Smithsonian history and other projects remain in his personal papers; but some overlapping is unavoidable. Some records among the incoming correspondence probably belong with secretarial records, and some records very similar to those retained here in the Clerk's series may be found among secretarial records. The paperwork system of the offices is not fully understood, a problem compounded by later rearrangements of the records.

The most valuable part of this record unit is the incoming correspondence from Spencer F. Baird, 1875-1887, and, to a lesser degree, incoming correspondence from Samuel P. Langley.

Names and Subject Terms

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

Names:

Baird, Spencer Fullerton, 1823-1887
Chief Clerk. Documents Clerk
Langley, S. P. (Samuel Pierpont), 1834-1906
Rhees, William Jones, 1830-1907.
Smithsonian Institution -- Administration.
Smithsonian Institution. Chief Clerk.
Container Listing

Box 1

Letters Received - Spencer F. Baird to William J. Rhees, 1875-1883

Box 2

Letters Received - Spencer F. Baird to William J. Rhees, 1884-1887
Letters Written by William J. Rhees, 1898-1901

Box 3

Letters Received - Samuel P. Langley to William J. Rhees, 1887-1892

Box 4

Index to Letters, Langley to Rhees, A-Z (4 folders)
Letters Written by William J. Rhees, 1880-1882

Box 5

Letters Written by William J. Rhees, 1880-1882
Letters Written by William J. Rhees, July 1881-July 1883

Box 6

Letters Written by William J. Rhees, 1883-1884
Letters Written by William J. Rhees, 1884-1885

Box 7

Letters Written by William J. Rhees, 1885-1890
Letters and Memoranda by Rhees - Personal and Official, December 20, 1899-May 19, 1905
Letters and Memoranda by Rhees - Personal and Official, May 17, 1901-June 2, 1906

Box 8

Letters and Memoranda by Rhees - Personal and Official, 1890-1895
Letters and Memoranda by Rhees - Personal and Official, 1895-1899
Letters and Memoranda by Rhees - Personal and Official, 1898-1905
Letters Written by William J. Rhees, October 15, 1886-April 23, 1890

Box 9
Letters Written by William J. Rhees, May 1890-November 1898

Occasion Book, circa 1897-1902

Letters Received from Filing System Circular, 1882 (3 folders)

Box 10

Letters Received from Diplomatic Review Circular, 1885 (2 folders)

Letters Received from Journals/Societies Circular, 1887 (4 folders)

Box 11

Letters Received from Journals/Societies Circular, 1887 (3 folders)

Index Cards of Scientific Journals (Domestic and Foreign)

Employee Self-Reports of Duties, 1887

Forms and Blanks Used in Smithsonian Offices, 1887

Box 12

Employee Questionnaires, 1890 (2 folders)

Miscellaneous Letters and Memoranda between Smithsonian Officials, 1863-1893

Miscellaneous Letters and Memoranda between Smithsonian Officials, 1894-1896

Miscellaneous Letters and Memoranda between Smithsonian Officials, 1897-1911

Rhees' Plans for Business Operations of the Smithsonian, 1870-1880

Box 13

Miscellaneous Smithsonian Publications (2 folders)

Specimen Plaques

Box 14

Smithsonian Employee Salaries, 1846-1904 (E-Z)

Rhees' List of Smithsonian Employees, 1846-1904 (E-Z)

Employment Applications