



# Smithsonian Institution Archives

## Records, 1869-1905

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>	Records
<b>Identifier:</b>	Record Unit 64
<b>Date:</b>	1869-1905
<b>Extent:</b>	7 cu. ft. (14 document boxes)
<b>Creator::</b>	Smithsonian Institution. Chief Clerk
<b>Language:</b>	English

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## Administrative Information

### Preferred Citation

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

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## 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 Institution 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 Fullerton Baird, 1875-1887, and, to a lesser degree, incoming correspondence from Samuel P. Langley.

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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 -- Administration

### Types of Materials:

Manuscripts

Names:

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

## Container Listing

### Box 1

Box 1 of 14                      Letters Received - Spencer F. Baird to William J. Rhees, 1875-1883

### Box 2

Box 2 of 14                      Letters Received - Spencer F. Baird to William J. Rhees, 1884-1887

Box 2 of 14                      Letters Written by William J. Rhees, 1898-1901

### Box 3

Box 3 of 14                      Letters Received - Samuel P. Langley to William J. Rhees, 1887-1892

### Box 4

Box 4 of 14                      Index to Letters, Langley to Rhees, A-Z (4 folders)

Box 4 of 14                      Letters Written by William J. Rhees, 1880-1882

### Box 5

Box 5 of 14                      Letters Written by William J. Rhees, 1880-1882

Box 5 of 14                      Letters Written by William J. Rhees, July 1881-July 1883

### Box 6

Box 6 of 14                      Letters Written by William J. Rhees, 1883-1884

Box 6 of 14                      Letters Written by William J. Rhees, 1884-1885

### Box 7

Box 7 of 14                      Letters Written by William J. Rhees, 1885-1890

Box 7 of 14                      Letters and Memoranda by Rhees - Personal and Official, December 20, 1899-May 19, 1905

Box 7 of 14                      Letters and Memoranda by Rhees - Personal and Official, May 17, 1901-June 2, 1906

Box 8

- Box 8 of 14 Letters and Memoranda by Rhees - Personal and Official, 1890-1895
- Box 8 of 14 Letters and Memoranda by Rhees - Personal and Official, 1895-1899
- Box 8 of 14 Letters and Memoranda by Rhees - Personal and Official, 1898-1905
- Box 8 of 14 Letters Written by William J. Rhees, October 15, 1886-April 23, 1890

Box 9

- Box 9 of 14 Letters Written by William J. Rhees, May 1890-November 1898
- Box 9 of 14 Occasion Book, circa 1897-1902
- Box 9 of 14 Letters Received from Filing System Circular, 1882 (3 folders)

Box 10

- Box 10 of 14 Letters Received from *Diplomatic Review* Circular, 1885 (2 folders)
- Box 10 of 14 Letters Received from Journals/Societies Circular, 1887 (4 folders)

Box 11

- Box 11 of 14 Letters Received from Journals/Societies Circular, 1887 (3 folders)
- Box 11 of 14 Index Cards of Scientific Journals (Domestic and Foreign)
- Box 11 of 14 Employee Self-Reports of Duties, 1887
- Box 11 of 14 Forms and Blanks Used in Smithsonian Offices, 1887

Box 12

- Box 12 of 14 Employee Questionnaires, 1890 (2 folders)
- Box 12 of 14 Miscellaneous Letters and Memoranda between Smithsonian Officials, 1863-1893

Box 12 of 14                    Miscellaneous Letters and Memoranda between Smithsonian Officials,  
1894-1896

Box 12 of 14                    Miscellaneous Letters and Memoranda between Smithsonian Officials,  
1897-1911

Box 12 of 14                    Rhees' Plans for Business Operations of the Smithsonian, 1870-1880

Box 13

Box 13 of 14                    Miscellaneous Smithsonian Publications (2 folders)

Box 13 of 14                    Specimen Plaques

Box 14

Box 14 of 14                    Smithsonian Employee Salaries, 1846-1904 (E-Z)

Box 14 of 14                    Rhees' List of Smithsonian Employees, 1846-1904 (E-Z)

Box 14 of 14                    Employment Applications