



Smithsonian Institution Archives

Property Records, 1882-1930

Finding aid prepared by Smithsonian Institution Archives

Smithsonian Institution Archives
Washington, D.C.
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Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title:	Property Records
Identifier:	Record Unit 78
Date:	1882-1930
Extent:	6.69 cu. ft. (12 document boxes) (1 16x20 box)
Creator::	United States National Museum. Property Clerk
Language:	English

Administrative Information

Preferred Citation

Smithsonian Institution Archives, Record Unit 78, United States National Museum, Property Clerk, Property Records

Historical Note

The Property Clerk of the United States National Museum was responsible for the inspection and distribution of all Museum supplies and furniture, for keeping commonly used supplies in stock, and for ordering special articles as needed. The title, Property Clerk, was not used until 1891, but persons had been appointed before that time to fill the same function. Persons responsible for property included Carl W. Schuermann, 1882-1886; J. Elfreth Watkins, Engineer of Property, 1888-1891; James S. Goldsmith, 1891-1898; William A. Knowles, 1898-1903; and Henry N. Spottswood, 1903-1904. Knowles was again appointed Property Clerk in 1904.

Descriptive Entry

These records contain correspondence of the Property Clerk concerning requisitions, orders, solicitations of business, and administrative memoranda concerning operation of the Department of Property and Supplies. They also include early phone bills of the Smithsonian and annual reports of the Property Clerk which contain inventories of supplies on hand.

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:

Goldsmith, James S.

Knowles, William A.

Schuermann, Carl W.

Smithsonian Institution -- Administration

Spottswood, Henry N.

United States National Museum. Department of Property and Supplies

Watkins, J. Elfreth (John Elfreth), 1852-1903

Container Listing

Box 1

Box 1 of 12 Folders 1-4 Memos, Requisitions, Quotes

Box 1 of 12 Folder 5 C&P Telephone Accounts

Box 2

Box 2 of 12 Folders 1-6 Annual Reports of the Division of Property and Supplies,
1925-1930

Box 3

Box 3 of 12 Folder 1 Property Clerk Orders, 8742-9358 (July 1889-November 1889)

Box 3 of 12 Folder 2 Property Clerk Orders, 9359-10106 (November 1889-July 1890)

Box 3 of 12 Folder 3 Property Clerk Orders, 10281-11171 (Augugust 1890-April 1891)

Box 3 of 12 Folder 4 Property Clerk Orders, 11172-11674 (April 1891-August 1891)

Box 4

Box 4 of 12 Folder 1 Property Clerk Orders, 90-? (August 1891-?)

Box 4 of 12 Folder 2 Property Clerk Orders, 207-687 (November 1891-October 1892)

Box 4 of 12 Folder 3 Property Clerk Orders, 688-1220 (October 1892-April-1893)

Box 4 of 12 Folder 4 Property Clerk Orders, 1221-1448 Special 1-282 (April 1893-August
1895)

Box 5

Box 5 of 12 Folder 1 Property Clerk Orders, Special 283-322, 1-211-2-76 (August 1895-
May 1898), 17555-17647

Box 5 of 12 Folder 2 Property Clerk Orders, 12064-12584 (November 1891-April 1892)

Box 5 of 12 Folder 3 Property Clerk Orders, 12585-13085 (April 1892-October 1892)

Box 5 of 12 Folder 4 Property Clerk Orders, 13091-13585 (October 1892-March 1893)

Box 6

Box 6 of 12 Folder 1 Property Clerk Orders, 13586-14097 (May 1893-September 1893)

Box 6 of 12 Folder 2 Property Clerk Orders, 14103-14637 (September 1893-March 1894)

Box 6 of 12 Folder 3 Property Clerk Orders, 14638-15190 (March 1894-September 1894)

Box 6 of 12 Folder 4 Property Clerk Orders, 15191-15740 (September 1894-January 1895)

Box 7

Box 7 of 12 Folder 1 Property Clerk Orders, 15749-16268 (January-June 1845)

Box 7 of 12 Folder 2 Property Clerk Orders, 16269-16798 (June-October 1895)

Box 7 of 12 Folder 3 Property Clerk Orders, 16799-17313 (October 1895-March 1896)

Box 7 of 12 Folder 4 Property Clerk Orders, 17314-17898 (March 1896-July 1896)

Box 8

Box 8 of 12 Folder 1 Property Clerk Orders, 17899-18580 (July-December 1896)

Box 8 of 12 Folder 2 Property Clerk Orders, 18581-19150 (December 1896-May 1897)

Box 8 of 12 Folder 3 Property Clerk Orders, 19151-19696 (May 1897-July 1897)

Box 8 of 12 Folder 4 Property Clerk Orders, 19716-20200 (July 1897-November 1897)

Box 9

Box 9 of 12 Folder 1 Property Clerk Orders, 20201-20794 (November 1847-February 1898)

Box 9 of 12 Folder 2 Property Clerk Orders, 20795-21423 (February 1898-June 1898)

Box 9 of 12 Folder 3 Property Clerk Orders, 21425-22072 (June 1898-September 1898)

Box 9 of 12 Folder 4 Property Clerk Orders, 22073-22632

Box 10

- Box 10 of 12 Folder 1 Property Clerk Orders, 22633-23243 (December 1848-May 1899)
- Box 10 of 12 Folder 2 Property Clerk Orders, 23246-23866 (May 1899-September 1899)
- Box 10 of 12 Folder 3 Property Clerk Orders, 23878-27295 (September 1899-May 1901)
- Box 10 of 12 Folder 4 Property Clerk Orders, 27296-28039 (May-August 1901)

Box 11

- Box 11 of 12 Folder 1 Property Clerk Ledger, 1885-1886
- Box 11 of 12 Folder 2 Property Clerk Ledger, 1886-1887

Box 12

- Box 12 of 12 Folder 1 Property Clerk, Small Bills, 1884-1886
- Box 12 of 12 Folder 2 Property Clerk, Small Bills, 1885-1887
- Box 12 of 12 Folder 3 Property Clerk, Small Bills, 1886-1887
- Box 12 of 12 Folder 4 Property Clerk, Property Receipts, 1886-1887