Table of Contents

Collection Overview........................................................................................................... 1
Administrative Information .............................................................................................. 1
Historical Note.................................................................................................................. 1
Descriptive Entry............................................................................................................... 1
Names and Subject Terms ............................................................................................... 1
Container Listing.............................................................................................................. 3
Collection Overview

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

Creator: United States National Museum, Property Clerk

Title: Property Records

Dates: 1882-1930

Quantity: 2.1 linear meters.

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:

Names:

Clerk
Department of Property and Supplies
Goldsmith, James S.
Knowles, William A.
Property Clerk
Schuermann, Carl W.
Smithsonian Institution -- Administration.
Spottswood, Henry N.
Watkins, J. Elfreth (John Elfreth), 1852-1903
Container Listing

Box 1

Folders 1-4 Memos, Requisitions, Quotes
Folder 5 C&P Telephone Accounts

Box 2

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

Box 3

Folder 1 Property Clerk Orders, 8742-9358 (July 1889-Nov. 1889)
Folder 2 Property Clerk Orders, 9359-10106 (Nov. 1889-July 1890)
Folder 3 Property Clerk Orders, 10281-11171 (Aug. 1890-April 1891)
Folder 4 Property Clerk Orders, 11172-11674 (April 1891-Aug. 1891)

Box 4

Folder 1 Property Clerk Orders, 90-? (Aug. 1891-?)
Folder 2 Property Clerk Orders, 207-687 (Nov. 1891-Oct. 1892)
Folder 3 Property Clerk Orders, 688-1220 (Oct. 1892-April 1893)
Folder 4 Property Clerk Orders, 1221-1448 Special 1-282 (April 1893-Aug. 1895)

Box 5

Folder 1 Property Clerk Orders, Special 283-322, 1-211-2-76 (Aug. 1895-May 1898), 17555-17647
Folder 2 Property Clerk Orders, 12064-12584 (Nov. 1891-April 1892)
Folder 3 Property Clerk Orders, 12585-13085 (April 1892-Oct. 1892)
Folder 4 Property Clerk Orders, 13091-13585 (Oct. 1892-March 1893)

Box 6

Folder 1 Property Clerk Orders, 13586-14097 (May 1893-Sept. 1893)
Folder 2 Property Clerk Orders, 14103-14637 (Sept. 1893-March 1894)
Folder 3 Property Clerk Orders, 14638-15190 (March 1894-Sept. 1894)
Folder 4 Property Clerk Orders, 15191-15740 (Sept. 1894-Jan. 1895)

Box 7
Folder 1 Property Clerk Orders, 15749-16268 (Jan June 1845)
Folder 2 Property Clerk Orders, 16269-16798 (June Oct. 1895)
Folder 3 Property Clerk Orders, 16799-17313 (Oct. 1895-March 1896)
Folder 4 Property Clerk Orders, 17314-17898 (March 1896-July 1896)

Box 8
Folder 1 Property Clerk Orders, 17899-18580 (July-Dec. 1896)
Folder 2 Property Clerk Orders, 18581-19150 (Dec. 1896-May 1897)
Folder 3 Property Clerk Orders, 19151-19696 (May 1897-July 1897)
Folder 4 Property Clerk Orders, 19716-20200 (July 1897-Nov. 1897)

Box 9
Folder 1 Property Clerk Orders, 20201-20794 (Nov. 1847-Feb. 1898)
Folder 2 Property Clerk Orders, 20795-21423 (Feb. 1898-June 1898)
Folder 3 Property Clerk Orders, 21425-22072 (June 1898-Sept. 1898)
Folder 4 Property Clerk Orders, 22073-22632

Box 10
Folder 1 Property Clerk Orders, 22633-23243 (Dec. 1848-May 1899)
Folder 2 Property Clerk Orders, 23246-23866 (May 1899-Sept. 1899)
Folder 3 Property Clerk Orders, 23878-27295 (Sept. 1899-May 1901)
Folder 4 Property Clerk Orders, 27296-28039 (May-Aug. 1901)

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

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