



Smithsonian Institution Archives

Records, 1958-1973

Finding aid prepared by Smithsonian Institution Archives

Smithsonian Institution Archives
Washington, D.C.
Contact us at osiaref@si.edu

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Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title:	Records
Identifier:	Record Unit 137
Date:	1958-1973
Extent:	51.69 cu. ft. (102 document boxes) (1 16" x 20" box)
Creator::	Smithsonian Institution. Office of the Under Secretary
Language:	English

Administrative Information

Preferred Citation

Smithsonian Institution Archives, Record Unit 137, Smithsonian Institution. Office of the Under Secretary, Records

Historical Note

The Office of Under Secretary was first established in 1971. It is the successor office to that of the Assistant Secretary (Administration), the position held by John L. Keddy from 1947 to 1960.

James C. Bradley came to the Smithsonian in 1959 as Assistant to the Secretary, a newly created position. In 1960, Bradley became one of the two assistant secretaries, and his primary responsibility was general administration. The title was changed in 1971 to Under Secretary. Bradley held the post until his retirement in 1972.

Robert Angus Brooks was Deputy Under Secretary, 1971-1972. On Bradley's retirement, the title of Assistant Secretary was revived and Brooks was appointed to that position. In May of 1973 the title again became Under Secretary and Brooks retained that post.

The Under Secretary is administratively responsible to the Secretary and is the second ranking official in the Institution. He assists the Secretary in formulation of programs, analysis and solution of problems involved in the determination of policies, execution of policy decisions, and maintenance of an effective management and administrative system to support the Institution's programs. The Under Secretary serves as the Secretary's liaison with Congress and various federal and non-federal agencies.

Descriptive Entry

These records are mainly subject files kept by Bradley and Brooks in their capacities as Assistant Secretary and Under Secretary and concern the Woodrow Wilson International Center for Scholars,

renovation of the Smithsonian Institution Building, the National Armed Forces Museum Advisory Board (NAFMAB), legislation affecting the Smithsonian, National Zoological Park, National Museum Act, personnel, Smithsonian Art Commission, National Portrait Gallery, Museum of History and Technology, budgets, congressional relations, Freer Gallery of Art, John F. Kennedy Center for the Performing Arts, plans for the Mall, National Air and Space Museum, National Collection of Fine Arts, Museum of Natural History, National Gallery of Art, Hirshhorn Museum and Sculpture Garden, Hillwood, regional museums, retirement funds, Smithsonian Astrophysical Observatory, relations with the White House, Folklife Festivals, and the Smithsonian Science Information Exchange. Also included is a speech file of James C. Bradley.

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:

Black-and-white photographs
Black-and-white transparencies
Brochures
Clippings
Manuscripts
Maps

Names:

Bradley, James C., 1910-1984
Brooks, Robert A. (Robert Angus), 1920-1976
Festival of American Folklife
Freer Gallery of Art
Hillwood Museum (Washington, D.C.)
Hirshhorn Museum and Sculpture Garden
John F. Kennedy Center for the Performing Arts (U.S.)
National Air and Space Museum (U.S.)
National Collection of Fine Arts (U.S.)
National Gallery of Art (U.S.)
National Museum Act Program
National Museum of History and Technology
National Museum of Natural History (U.S.)
National Portrait Gallery (Smithsonian Institution)
National Zoological Park (U.S.)
Smithsonian Art Commission
Smithsonian Astrophysical Observatory
Smithsonian Institution -- Administration
Smithsonian Institution Building (Washington, D.C.)
Smithsonian Institution. National Armed Forces Museum Advisory Board
Smithsonian Science Information Exchange
White House (Washington, D.C.)
Woodrow Wilson International Center for Scholars

Geographic Names:

Mall, The (Washington, D.C.)

Container Listing

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- Box 13 of 103 "Smithsonian Institution National Zoological Park," 1961
- Box 13 of 103 "Planning Factors and Estimates of Attendance for the National Zoological Park," Final Draft Report prepared for the Smithsonian Institution by Stanford Research Institute, 1961

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