Correspondence and Memoranda, 1882-1932

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Correspondence and Memoranda

Repository: Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title: Correspondence and Memoranda
Identifier: Record Unit 198
Date: 1882-1932
Extent: 19.5 cu. ft. (39 document boxes)
Creator: United States National Museum. Administrative Assistant
Language: English

Administrative Information

Preferred Citation
Smithsonian Institution Archives, Record Unit 198, United States National Museum. Administrative Assistant, Correspondence and Memoranda

Historical Note

The Administrative Assistant was in charge of the general supervision of the expenditure of United States National Museum (USNM) appropriations; preparing proposals for supplies; issuing orders for the purchasing of supplies; settlement of accounts; awarding contracts; supervision of non-scientific or specimen-related correspondence; general supervision of employees, assignments to duty, granting leaves of absence; and conducting boards of inquiry and investigations of complaints. The Administrative Assistant also acted as special agent and at times was appointed representative of the Museum and the Smithsonian at international expositions. Prior to 1902 the incumbent was known as Chief Clerk.

William V. Cox was designated as the Museum's first Chief Clerk in 1885. When he left the Museum in 1902 the title of the position was changed to Administrative Assistant, and William deC. Ravenel was appointed to the post.

Descriptive Entry

These records consist of incoming correspondence and internal memoranda. For outgoing correspondence see Record Unit 167. The records are arranged in a numeric filing scheme with access by a card index arranged alphabetically by correspondent and subject. It is suspected that the records are incomplete.
Names and Subject Terms

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

Subjects:
- Appropriations and expenditures
- Museums -- Administration

Types of Materials:
- Manuscripts

Names:
- Cox, William Van Zandt, 1852-1923
- Ravenel, W. de C. (William de Chastignier), 1859-1933
- Smithsonian Institution -- Administration
- Smithsonian Institution. Chief Clerk
- United States National Museum