



Smithsonian Institution Archives

Correspondence and Memoranda, 1882-1932

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Table of Contents

Collection Overview	1
Administrative Information	1
Historical Note.....	1
Descriptive Entry.....	1
Names and Subjects	2
Container Listing	3

Collection Overview

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

Container Listing

	Box 1	
Box 1 of 39	#1 - #40	
	Box 2	
Box 2 of 39	#41 - #88	
	Box 3	
Box 3 of 39	#89 - #136	
	Box 4	
Box 4 of 39	#137- #220	
	Box 5	
Box 5 of 39	#221- #268	
	Box 6	
Box 6 of 39	#269 - #347	
	Box 7	
Box 7 of 39	#348- #411 Includes (359) much on explorations and collecting activities of William Harvey Brown in Africa, 1890-1891; correspondence with Thomas Wilson, 1891-1892 (373); correspondence with Frank Baker regarding the National Zoo (392); and correspondence with Robert Ridgway, 1887 (395).	
	Box 8	
Box 8 of 39	#412 - #456 Includes lists of staff, ca. 1880s (427).	
	Box 9	
Box 9 of 39	#457 - #515 Includes correspondence with P. L. Jouy regarding his collecting activities in Mexico and the southwestern United States, 1890-1891 (505).	
	Box 10	
Box 10 of 39	#516 - #629 Includes data compiled on staff members, ca. late 1890s (516).	
	Box 11	
Box 11 of 39	#630 - #723 Includes memoranda for a speech to be delivered before the Appropriations Committee of the House of Representatives for the purpose of obtaining an increase in the appropriation for USNM (676); correspondence	

with Thomas Wilson regarding the condition of the Department of Prehistoric Anthropology, 1891 (686).

Box 12

Box 12 of 39 #724 - #791

Box 13

Box 13 of 39 #792 - #852

Box 14

Box 14 of 39 #853 - #917

Box 15

Box 15 of 39 #918 - #982

Box 16

Box 16 of 39 #983 - #1025

Box 17

Box 17 of 39 #1026 - #1077

Box 18

Box 18 of 39 #1078 - #1132

Box 19

Box 19 of 39 #1133 - #1185

Box 20

Box 20 of 39 #1186 - #1225

Box 21

Box 21 of 39 #1226 - #1295 Includes material on the history of the U.S. National Herbarium (1294).

Box 22

Box 22 of 39 #1296 - #1420 Includes correspondence with R. W. Shufeldt regarding a gift of his collections to the USNM (1304); correspondence of Ward Batchelor, collecting in Mexico in the 1880s, which might pertain to an accession - includes correspondence of Spencer F. Baird and William T. Hornaday (1334).

Box 23

Box 23 of 39 #1422 - #1511 Includes correspondence with J. N. Rose (1431a).

Box 24

Box 24 of 39 #1512 - #1627

Box 25

Box 25 of 39 #1628 - #1745

Box 26

Box 26 of 39 #1746 - #1850

Box 27

Box 27 of 39 #1851 - #1937

Box 28

Box 28 of 39 #1938 - #2042 Includes interesting correspondence with the Bureau of Biological Survey (2009).

Box 29

Box 29 of 39 #2043 - #2097

Box 30

Box 30 of 39 #2098 - #2200 Includes correspondence with and about Edward Drinker Cope (2119).

Box 31

Box 31 of 39 #2202 - #2333 Includes material on the proposed reorganization of the Department of Insects, 1897 (2299).

Box 32

Box 32 of 39 #2334 - #2365

Box 33

Box 33 of 39 #2366 - #2444

Box 34

Box 34 of 39 #2445 - #2505, #2791 Includes a list of officers of the USNM, showing the date they were appointed and their promotions, 1896 (2246); a brief history of the USNM (2499).

Box 35

Box 35 of 39 Card index to the records: A-G. A portion of the cards index Record Unit 167.

Box 36

Box 36 of 39 Card index to the records: GO-RIZ (I-Leg missing). A portion of the cards index Record Unit 167.

Box 37

Box 37 of 39 Card index to the records: RAO-ZO. A portion of the cards index Record Unit 167.

Box 38

Box 38 of 39 Additional Acquisition. Correspondence of the Chief Clerk and the Administrative Assistant arranged chronologically, 1890s-1911. Includes correspondence addressed to Frederick William True as Executive Curator, USNM, 1899-1900.

Box 39

Box 39 of 39 Additional Acquisition. Correspondence of the Chief Clerk and the Administrative Assistant arranged chronologically, 1912-1920s.

Box 39 of 39 Rathburn Obituaries

Box 39 of 39 American Museum of Natural History