



Smithsonian Institution Archives

Records, 1948-1971

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Smithsonian Institution Archives
Washington, D.C.
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Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title:	Records
Identifier:	Record Unit 199
Date:	1948-1971
Extent:	1 cu. ft. (1 record storage box)
Creator::	United States National Museum. Office of the Registrar
Language:	English

Administrative Information

Preferred Citation

Smithsonian Institution Archives, Record Unit 199, United States National Museum, Office of the Registrar, Records

Descriptive Entry

These records include the files of the Registrar relating to budgets, personnel, organization, procedures, and policy. They do not contain accession records. The materials document the work of Helena M. Weiss, Registrar.

Names and Subject Terms

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

Subjects:

- Museum registrars
- Museums -- Administration
- Museums -- Collection management

Types of Materials:

- Manuscripts

Names:

- Weiss, Helena M., 1909-2004

Container Listing

Box 1

Box 1 of 1	Accession Records, Microfilm
Box 1 of 1	"Accessions Received," Notable Accessions
Box 1 of 1	Budget, 1948-1951, 1963-1972 (12 folders)
Box 1 of 1	Diaries (sampled), 1968, 1969, 1970, 1971
Box 1 of 1	Forms and Proposed Forms, 1953-1970
Box 1 of 1	Indoctrination Courses, ca. 1953-1963
Box 1 of 1	Insurance
Box 1 of 1	Management Study of OR, 1966
Box 1 of 1	Movement of Specimens Contracts: Esp. National Museum of History and Technology (NMHT), 1964
Box 1 of 1	Office Space
Box 1 of 1	Organization Charts and Functional Statements, ca. 1955-1972
Box 1 of 1	Personnel: General
Box 1 of 1	Personnel: Helena Weiss
Box 1 of 1	Policy, 1963-1971
Box 1 of 1	Procedures: Complex Accessions (see also "Management Study of OR, 1966")
Box 1 of 1	Procedures: Loans, 1948-1969
Box 1 of 1	Procedures: Miscellaneous Memoranda, 1948-1971. Includes material relating to examinations and reports; shipping invoices and bills of lading; block accession number assignments; 1969 customs seizure (Desautels); intramural transfer; acknowledgment of accessions; conversion of loans to gifts; USNM Management Improvement Program, 1950; iron curtain clearances, 1963-1965; foreign travel regulations, 1963; accession files

missing, 1953, 1971; mail room standard operating procedures, 1967.
Related material in "Management Study of OR, 1966."

- Box 1 of 1 Procedures: Official Procedures of OR, undated
- Box 1 of 1 Procedures: Official Procedures of USNM, 1948-1949, and undated
- Box 1 of 1 Procedures: Shipping, Mail, Customs
- Box 1 of 1 Public Inquiries
- Box 1 of 1 Speed Mail Experiment, 1960
- Box 1 of 1 Staff Photographs
- Box 1 of 1 Statistics