



Smithsonian Institution Archives

Records, 1921-1965

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Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title:	Records
Identifier:	Record Unit 235
Date:	1921-1965
Extent:	4 cu. ft. (4 record storage boxes)
Creator::	United States National Museum. Division of Marine Invertebrates
Language:	English

Administrative Information

Preferred Citation

Smithsonian Institution Archives, Record Unit 235, United States National Museum. Division of Marine Invertebrates, Records

Descriptive Entry

This record unit includes annual reports of the Division of Marine Invertebrates, 1930-1965; examination and reports, 1921-1965; personnel records, 1947-1964; and an administrative file, 1946-1965.

Names and Subject Terms

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

Subjects:

- Invertebrate zoology
- Marine invertebrates
- Museums -- Collection management
- Personnel records

Types of Materials:

- Manuscripts

Names:

- National Museum of Natural History (U.S.). Division of Marine Invertebrates

Container Listing

Series 1: ANNUAL REPORTS, 1930-1965. ARRANGED CHRONOLOGICALLY.

This series consists of annual reports prepared by the curator of the Division of Marine Invertebrates. Also included are annual reports of the Division of Echinoderms, 1951 to 1955.

Box 1

Box 1 of 4

Annual Reports, 1930-1965 (34 folders)

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Series 2: EXAMINATION AND REPORTS, 1921-1965.

This series consists of copies of reports on marine invertebrate specimens sent to the United States National Museum for identification. The reports are prepared by the staff of the Division of Marine Invertebrates. Apparently, the United States National Museum filing system for examination and reports was changed in 1924. Reports prior to that date are filed numerically using a six-digit number, divided between the third and fourth digits, for example, 157/071 (Box 1). Beginning in 1924, the reports are filed using either an accession file number or permanent administrative file number (Record Unit 192). These reports are found in boxes 1-3. The reports follow a loose chronologic order.

Box 1

Box 1 of 4 #154/061 - #164/000

Box 2

Box 2 of 4 #83323 - #102981

Box 2 of 4 #103004 - #120948

Box 2 of 4 #121048 - #141778

Box 3

Box 3 of 4 #142021 - #159996

Box 3 of 4 #160080 - #182991

Box 3 of 4 #217076 - #260508 (8 folders)

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Series 3: PERSONNEL RECORDS, 1947-1964. ARRANGED ALPHABETICALLY.

This series consists of inactive personnel files maintained by the Division of Marine Invertebrates.

Box 3

Box 3 of 4	Bayer, Frederick Merkle, 1947-1961
Box 3 of 4	Holthuis, Lipke B., 1960
Box 3 of 4	Illg, Paul Louis, 1947-1952
Box 3 of 4	Pretzmann, Gerhard, 1964

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Series 4: ADMINISTRATIVE FILE, 1946-1965. ARRANGED ALPHABETICALLY.

This series consists of records relating to Division and Museum administration, personnel matters, research conducted by Division staff members, congressional bills regarding oceanography, the National Oceanographic Data Center, and the Society of Systematic Zoology.

Box 4

- Box 4 of 4 Administrative bulletins, 1947-1954
- Box 4 of 4 Congressional bills concerning oceanography, 1961
- Box 4 of 4 International Exchange Service
- Box 4 of 4 National Oceanographic Data Center, 1960-1963 (3 folders)
- Box 4 of 4 Office memoranda, 1956-1964
- Box 4 of 4 Personnel: applications, resumes, and correspondence from candidates for positions in the Division of Marine Invertebrates. Correspondents include Lucius G. Eldredge, Robert R. Given, Arthur G. Humes, Roman Kenk, Daniel E. Shier, Eugene B. Small, Harrison R. Steeves, III, and Austin B. Williams.
- Box 4 of 4 Plan of Operation, 1946-1965 (2 folders)
- Box 4 of 4 Preservation, 1947, 1951
- Box 4 of 4 Records Management Program, 1951-1957
- Box 4 of 4 Research conducted by the staff of the Division of Marine Invertebrates, 1948-1963 (2 folders)
- Box 4 of 4 Smithsonian Institution Manual, memoranda, 1958-1961 (2 folders)
- Box 4 of 4 Smithsonian Institution, procedures, 1949
- Box 4 of 4 Society of Systematic Zoology, 1946-1952, 1963
- Box 4 of 4 Space requirements and estimates, 1949-1964
- Box 4 of 4 U. S. Civil Service Commission: Systematic Zoology Series, 1947-1948, 1962
- Box 4 of 4 Vacancies in the Division of Marine Invertebrates, 1947-1959

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