



Smithsonian Institution Archives

Records, 1943-1958

Finding aid prepared by Smithsonian Institution Archives

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

Table of Contents

Collection Overview	1
Administrative Information	1
Historical Note.....	1
Descriptive Entry.....	1
Names and Subjects	1
Container Listing	3
Series 1: OUTGOING CORRESPONDENCE, 1946-1957. ARRANGED CHRONOLOGICALLY.....	3
Series 2: CORRESPONDENCE WITH THE PUBLIC, 1947-1957.....	4
Series 3: ADMINISTRATIVE RECORDS, 1943-1958. ARRANGED ALPHABETICALLY.....	5

Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title:	Records
Identifier:	Record Unit 243
Date:	1943-1958
Extent:	9 cu. ft. (18 document boxes)
Creator::	United States National Museum. Department of Zoology
Language:	English

Administrative Information

Preferred Citation

Smithsonian Institution Archives, Record Unit 243, United States National Museum.
Department of Zoology, Records

Historical Note

The Department of Zoology was created July 31, 1947, as part of a general reorganization of the United States National Museum. At that time, the Department of Biology was divided into the Departments of Zoology and Botany. Waldo LaSalle Schmitt, who had served as head curator of the Department of Biology since 1943, became the first head curator of Zoology. He held that position until his retirement in 1957.

Descriptive Entry

This record unit consists of records of the Department of Zoology under Head Curator Waldo LaSalle Schmitt and includes outgoing correspondence, 1946-1957; correspondence with the public, 1947-1957; and administrative records, 1943-1958. Also included are records of the Department of Biology, 1943-1947.

For other records relating to the Departments of Biology and Zoology see Record Units 143, 242, 7074, and 7181.

Names and Subject Terms

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

Subjects:

Biologists
Biology
Zoologists
Zoology

Types of Materials:

Black-and-white photographs
Manuscripts

Names:

Schmitt, Waldo L. (Waldo Lasalle), 1887-1977
United States National Museum. Department of Biology

Container Listing

Series 1: OUTGOING CORRESPONDENCE, 1946-1957. ARRANGED CHRONOLOGICALLY.

This series consists of copies of outgoing correspondence maintained by the Department of Zoology under Head Curator Waldo LaSalle Schmitt (records prior to July 31, 1947, were created by the Department of Biology). The correspondence is mostly routine and concerns the operation of the Department of Zoology.

	Box 1	
Box 1 of 18		Outgoing correspondence, December 1946 - December 1947.
	Box 2	
Box 2 of 18		Outgoing correspondence, January 1948 - December 1948.
	Box 3	
Box 3 of 18		Outgoing correspondence, January 1949 - December 1949.
	Box 4	
Box 4 of 18		Outgoing correspondence, January 1950 - May 1951.
	Box 5	
Box 5 of 18		Outgoing correspondence, June 1951 - December 1952.
	Box 6	
Box 6 of 18		Outgoing correspondence, January 1953 - July 1954.
	Box 7	
Box 7 of 18		Outgoing correspondence, August 1954 - February 1956.
	Box 8	
Box 8 of 18		Outgoing correspondence, March 1956 - June 1957.

[Return to Table of Contents](#)

Series 2: CORRESPONDENCE WITH THE PUBLIC, 1947-1957.

This series consists of correspondence (mostly outgoing copies) between the Department of Zoology and the general public. The correspondence is generally addressed to the Smithsonian Institution, United States National Museum, or outside government agencies and was referred to the Department of Zoology for response. Most of the correspondence is routine and deals with offers to collect and sell specimens, the identification of specimens, and requests for publications and information. The few incoming letters are usually acknowledgments of correspondence received from the Department. When a letter requesting information was received by the Department, the head curator referred it to the appropriate zoological division for response. The reply was prepared by a division staff member, who then returned it to the head curator for signature. Therefore, most of the correspondence is signed by Waldo LaSalle Schmitt. A smaller amount of material is signed by division staff members. The correspondence is arranged by zoological division and alphabetic thereunder.

Box 9

Box 9 of 18 Folders 1-11 Head Curator of Zoology, A - Z.

Box 10

Box 10 of 18 Folders 1-9 Division of Birds, A - Z.

Box 10 of 18 Folder 10 Division of Echinoderms, C - Z.

Box 10 of 18 Folders 11-14 Division of Fishes, A - Z.

Box 11

Box 11 of 18 Folders 1-7 Division of Insects, A - Z.

Box 11 of 18 Folders 8-13 Division of Mammals, A - L.

Box 12

Box 12 of 18 Folders 1-4 Division of Mammals, M - Z.

Box 12 of 18 Folders 5-7 Division of Marine Invertebrates, A - Z.

Box 12 of 18 Folders 8-13 Division of Mollusks, A - Z.

Box 13

Box 13 of 18 Folders 1-8 Division of Reptiles and Amphibians, A - Z.

Box 13 of 18 Folders 9-10 Taxidermist, A - Z.

[Return to Table of Contents](#)

Series 3: ADMINISTRATIVE RECORDS, 1943-1958. ARRANGED ALPHABETICALLY.

This series consists of material relating to the administration of the Department of Zoology (records prior to July 31, 1947, were created by the Department of Biology). Included are personnel records, data on exhibits, and budget material.

Box 14

- Box 14 of 18 Folder 1 Air Force exhibit - photographs.
- Box 14 of 18 Folder 2 Alcohol regulations, 1951.
- Box 14 of 18 Folder 3 Budget, 1946.
- Box 14 of 18 Folder 4 Budget, 1947.
- Box 14 of 18 Folder 5 Budget, 1948.
- Box 14 of 18 Folder 6 Budget, 1949.
- Box 14 of 18 Folder 7 Budget, 1950.
- Box 14 of 18 Folder 8 Budget, 1951.
- Box 14 of 18 Folder 9 Budget (SI), 1956.

Box 15

- Box 15 of 18 Folder 1 Budget (SI), 1957.
- Box 15 of 18 Folder 2 Budget (SI), 1958.
- Box 15 of 18 Folder 3 Civil Service Commission, 1943-1949, 1955-1956.
- Box 15 of 18 Folder 4 Court construction, justification for, 1954.
- Box 15 of 18 Folder 5 Current information, 1946-1947.
- Box 15 of 18 Folder 6 Division of Insect Identification, United States Department of Agriculture, 1945.
- Box 15 of 18 Folder 7 Equipment, 1943-1953.
- Box 15 of 18 Folder 8 Exhibits, 1943-1948, 1952-1953.
- Box 15 of 18 Folder 9 Expenditures, 1948.
- Box 15 of 18 Folder 10 Expenditures, 1949.

Box 16

- Box 16 of 18 Folder 1 Expenditures, 1950.
- Box 16 of 18 Folder 2 Expenditures, 1951.
- Box 16 of 18 Folder 3 Fessenden exhibit, 1944-1945.
- Box 16 of 18 Folder 4 Fisheries inquiries, 1944.
- Box 16 of 18 Folder 5 Foraminifera collections, 1946-1949.
- Box 16 of 18 Folder 6 Leave regulations, 1944-1945, 1950.
- Box 16 of 18 Folder 7 Lectures by staff members, 1949.
- Box 16 of 18 Folder 8 Management Improvement Program, 1950.
- Box 16 of 18 Folder 9 Management Improvement Program, 1951.
- Box 16 of 18 Folder 10 Management Improvement Program, 1953.
- Box 16 of 18 Folder 11 Management Improvement Program, 1954.
- Box 16 of 18 Folder 12 Museum procedure, 1943-1949.
- Box 16 of 18 Folder 13 Museum training courses.
- Box 16 of 18 Folder 14 New Caledonia exhibit - photographs.
- Box 17
- Box 17 of 18 Folder 1 Personnel: General, 1944-1958.
- Box 17 of 18 Folder 2 Personnel: Job descriptions, Head Curator of Zoology.
- Box 17 of 18 Folder 3 Personnel: Job descriptions, Division of Birds.
- Box 17 of 18 Folder 4 Personnel: Job descriptions, Division of Echinoderms.
- Box 17 of 18 Folder 5 Personnel: Job descriptions, Division of Fishes.
- Box 17 of 18 Folder 6 Personnel: Job descriptions, Division of Insects.
- Box 17 of 18 Folder 7 Personnel: Job descriptions, Division of Mammals.
- Box 17 of 18 Folder 8 Personnel: Job descriptions, Division of Marine Invertebrates.
- Box 17 of 18 Folder 9 Personnel: Job descriptions, Division of Mollusks.
- Box 17 of 18 Folder 10 Personnel: Job descriptions, Division of Plants.
- Box 17 of 18 Folder 11 Personnel: Job descriptions, Division of Reptiles and Amphibians.

Box 17 of 18 Folder 12 Personnel Utilization, 1944.
Box 17 of 18 Folder 13 Plan of Operations, 1946.
Box 17 of 18 Folder 14 Plan of Operations, 1950.
Box 17 of 18 Folder 15 Policy Committee, 1945-1946.
Box 17 of 18 Folder 16 President's Scientific Research Board, 1947.
Box 17 of 18 Folder 17 Record of Distribution, 1948-1949.
Box 17 of 18 Folder 18 Research Program, 1948.
Box 17 of 18 Folder 19 Research Program, 1949.
Box 17 of 18 Folder 20 Research Program, 1952.
Box 17 of 18 Folder 21 Research Program, 1953.
Box 17 of 18 Folder 22 Research Program, 1954.
Box 17 of 18 Folder 23 Research Program, 1955.

Box 18

Box 18 of 18 Folder 1 Science Training Group, 1947.
Box 18 of 18 Folder 2 Smithsonian Centennial Exhibit, 1946.
Box 18 of 18 Folder 3 Space requirements, 1944.
Box 18 of 18 Folder 4 Space requirements, 1949.
Box 18 of 18 Folder 5 Space requirements, 1950.
Box 18 of 18 Folder 6 Suggestion Committee, 1948.
Box 18 of 18 Folder 7 Superintendent's Office, 1943-1951.
Box 18 of 18 Folder 8 Travel, 1947-1949.
Box 18 of 18 Folder 9 Work backlog, 1944-1946.
Box 18 of 18 Folder 10 Work Load Program, 1943.
Box 18 of 18 Folder 11 Work Load Program, 1944.
Box 18 of 18 Folder 12 Work Load Program, 1945.
Box 18 of 18 Folder 13 Work Load Program, 1946.

Box 18 of 18	Folder 14 Work Load Program, 1947.
Box 18 of 18	Folder 15 Work Load Program, 1950.
Box 18 of 18	Folder 16 Work Load Program, 1951.
Box 18 of 18	Folder 17 Work Load Program, 1954.

[Return to Table of Contents](#)