



Smithsonian Institution Archives

## Administrative Subject Files, 1964-1973

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## Collection Overview

<b>Repository:</b>	Smithsonian Institution Archives, Washington, D.C., <a href="mailto:osiaref@si.edu">osiaref@si.edu</a>
<b>Title:</b>	Administrative Subject Files
<b>Identifier:</b>	Record Unit 256
<b>Date:</b>	1964-1973
<b>Extent:</b>	4 cu. ft. (8 document boxes)
<b>Creator::</b>	Smithsonian Astrophysical Observatory. Assistant Director (Administration)
<b>Language:</b>	English

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## Administrative Information

### Preferred Citation

Smithsonian Institution Archives, Record Unit 256, Smithsonian Astrophysical Observatory, Assistant Director (Administration), Administrative Subject Files

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## Historical Note

Under the administrative control of the Office of the Director, the Assistant Director (Administration) was responsible for coordinating the Smithsonian Astrophysical Observatory's (SAO) service requirements and maintaining liaison with Smithsonian headquarters in Washington, D.C. Responsibilities of the Assistant Director (Administration) included contracting, procurement, and fiscal control; personnel management; budget planning and control; and management information programs. Prior to 1973, the title of the position was Assistant Director (Management). Kenneth H. Drummond became the first Assistant Director (Management) when the position was created in 1959 and served until 1961. Canton W. Tillinghast held the office from 1961 until his death in 1969. Robert V. Bartnik was appointed to the position in 1970 and served until 1973.

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## Descriptive Entry

This record unit consists primarily of administrative files maintained by Robert V. Bartnik in his capacity as Assistant Director (Administration), 1970-1973. A smaller amount of material was created by his predecessor, Tillinghast, 1964-1969. The files are arranged alphabetically by subject and include correspondence, memoranda, charts, reports, and scientific papers. The records are primarily administrative in nature and concern personnel, fiscal planning, conferences and meetings, computer operations, and building and office space matters. Of special interest are files documenting SAO relations with other astronomical organizations including the Cambridge Radio Observatory Committee and the Northeast Radio Observatory Corporation. Also contained in the record unit is material concerning SAO scientific projects including Cannonball, Telescope, the Satellite Tracking Program, and the Environmental

Sciences Program. A small amount of correspondence of Leon Campbell, Jr., Special Assistant to the Director, 1969-1971, is included in the records.

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## Names and Subject Terms

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

Subjects:

Astrophysical observatories  
Congresses and conventions

Types of Materials:

Manuscripts

Names:

Bartnik, Robert V.  
Cambridge Radio Observatory Committee  
Campbell, Leon, Jr.  
Drummond, Kenneth H.  
Northeast Radio Observatory Corporation  
Smithsonian Astrophysical Observatory. Assistant Director (Management)  
Smithsonian Astrophysical Observatory. Earth Physics Satellite  
Smithsonian Astrophysical Observatory. Project Celescope  
Smithsonian Astrophysical Observatory. Satellite Tracking Program  
Smithsonian Institution. Environmental Sciences Program  
Tillinghast, Carlton W.

## Container Listing

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- Box 1 of 8 Folder 1 American Astronomical Society (AAS), 1971, 1973
- Box 1 of 8 Folder 2 American Management Association, 1970
- Box 1 of 8 Folder 3 Appointments, 1966-1967, 1971-1972
- Box 1 of 8 Folder 4 Audit: Satellite Tracking Program (STP) Stations, 1969-1970, 1972
- Box 1 of 8 Folder 5 Barium Ion Cloud Project, 1970-1971
- Box 1 of 8 Folder 6 Bloodmobile, 1968-1970
- Box 1 of 8 Folder 7 Bureau of Directors (Smithsonian Institution): Minutes of Meetings, 1971
- Box 1 of 8 Folder 8 Bureau of Directors (Smithsonian Institution): Minutes of Meetings, 1972-1973
- Box 1 of 8 Folder 9 Cambridge Radio Observatory Committee (CAMROC), 1964-1969 and undated
- Box 1 of 8 Folder 10 Cambridge Radio Observatory Committee (CAMROC): Engineering Design Objectives, 1965
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- Box 1 of 8 Folder 12 Leon Campbell, Jr., Correspondence, 1969-1971

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