



Smithsonian Institution Archives

Central Administrative File, Records, 1908-1974

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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:	Central Administrative File, Records
Identifier:	Record Unit 313
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Administrative Information

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Historical Note

The Central Administrative File was established in order to receive records of the director, assistant director, and copies and original incoming and outgoing correspondence carried on by museum curators, administrators, technicians, and research assistants. This system was discontinued in 1975.

Descriptive Entry

The records pertain to the administration of David W. Scott, director, 1965-1968, Robert Tyler Davis, interim director, 1969, and Joshua C. Taylor, director, 1970- . Some records, most noticeably correspondence with Smithsonian Art Commission members, have been pulled up into the files from previous administrations.

Also included are Smithsonian Art Commission and National Collection of Fine Arts (NCFA) Commission reports, and correspondence with Commission members, 1908-1972; NCFA fiscal material; memoranda between NCFA staff; NCFA policies and procedures; correspondence with Smithsonian administrators; exhibition material; gifts and purchases; renovation of the old Patent Office Building; correspondence with professional organizations; correspondence with state, local, and private art galleries; correspondence with universities concerning art programs and exhibits; and correspondence with federal agencies and foreign art museums. Projects and museums supported by NCFA, or responsible to NCFA, and documented in these records include the Barney Studio House; Bicentennial Inventory of American Painting; Cooper Union Museum; Renwick Gallery; and the White House art program seminars.

Important correspondents, organizations, and art museums, whose material appears in the records include the American Federation of Art, Archives of American Art, Adelyn D. Breeskin, Alexander Calder, Edith Halpert (Downtown Gallery), William H. Holmes, Harry Lowe, Stanton MacDonald-Wright, Paul Manship, National Council on the Arts, National Gallery of Art, George Rickey, and S. Dillon Ripley.

The index card file only partially indexes the records of the Central Files and is arranged alphabetically by name. An asterisk before a folder denotes that the folder contains art catalogs, pamphlets, or photographs of art work.

Names and Subject Terms

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

Subjects:

- Art museum directors
- Art museums
- Museums -- Administration

Types of Materials:

- Manuscripts

Names:

- American Federation of Arts
- Archives of American Art
- Barney Studio House (Washington, D.C.)
- Bicentennial Inventory of American Paintings
- Breeskin, Adelyn Dohme, 1896-1986
- Calder, Alexander, 1898-1976
- Cooper Union Museum for the Arts of Decoration
- Davis, Robert Tyler
- Downtown Gallery (New York, N.Y.)
- Halpert, Edith Gregor, 1900-1970
- Holmes, William Henry, 1846-1933
- Lowe, Harry, 1922-
- Macdonald-Wright, Stanton, 1890-1973
- Manship, Paul, 1885-1966
- National Collection of Fine Arts (U.S.)
- National Collection of Fine Arts (U.S.). International Art Program
- National Collection of Fine Arts (U.S.). Office of the Director
- National Collection of Fine Arts Commission
- National Council on the Arts
- National Gallery of Art (U.S.)
- Patent Office Building (Washington, D.C.)
- Renwick Gallery
- Rickey, George
- Ripley, S. Dillon (Sidney Dillon), 1913-2001
- Scott, David W., 1916-
- Smithsonian Art Commission
- Taylor, Joshua C. (Joshua Charles), 1917-1981
- White House (Washington, D.C.)
- White House Art Program

Container Listing

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[Digital Content: Smithsonian Art Commission Meeting, 1964 \[Image no. 2002-32247\]](#)
[Digital Content: Smithsonian Art Commission Meeting, 1965 \[Image no. 2002-32246\]](#)
[Digital Content: National Collection of Fine Arts Staff, 1965 \[Image no. 94-4413\]](#)
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