



Smithsonian

Institution Archives

Budget Records, *circa* 1955-1988

Finding aid prepared by Smithsonian Institution Archives

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Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title:	Budget Records
Date:	<i>circa</i> 1955-1988
Identifier:	Record Unit 335
Creator::	National Museum of American History. Assistant Director for Administration
Extent:	29.5 cu. ft. (29 record storage boxes) (1 document box)
Language:	English

Administrative Information

Preferred Citation

Smithsonian Institution Archives, Record Unit 335, National Museum of American History. Assistant Director for Administration, Budget Records

Historical Note

The Assistant Director for Administration is responsible for overseeing budget and financial planning, personnel, contracting, procurement, special exhibition projects, and building management of the National Museum of American History.

The activities of this office date back to 1958, when William E. Boyle was appointed Administrative Assistant in what was then called the National Museum of History and Technology (NMHT). Boyle became Administrative Officer for the Museum in 1963, retaining that post until 1965. In 1963, Virginia Beets joined Boyle as an Administrative Officer, and succeeded him as head of the office in 1966.

Robert G. Tillotson joined the staff in 1967 as Administrative Officer, with the same responsibilities as Beets. In December 1969, Tillotson became Assistant Director for Administration. Despite the difference in title, Beets continued in a similar capacity to that of Tillotson until she resigned her position in 1973 to become Museum Registrar. Tillotson chose Jean J. Middleton as his Administrative Officer in 1976. In 1979, Tillotson left the office to accept the position of Executive Director of the National Philatelic Collections, and Middleton resigned her post to join Tillotson as assistant.

Throughout 1980, the duties of the Assistant Director for Administration were temporarily handled by Luis del Rio, Executive Officer. During that year, NMHT had its name changed to the National Museum of American History (NMAH). In 1981, Ronald E. Becker was appointed Assistant Director for Administration. Becker selected Richard E. Nicastro to become his Assistant Administrator from 1983 to 1984, and, Administrative Officer in 1985. Elizabeth E. Greene replaced Nicastro as Administrative Officer in 1986, when Nicastro became Deputy Assistant Director for Exhibits, NMAH.

Descriptive Entry

Records include correspondence and memoranda with NMAH curators, government agencies, collections committee for NMAH, professional associations, and academicians; information pertaining to the Doubleday Lectures; staff appointments; accounting ledgers; congressional budget submission reports and hearing files; five year funding prospectus; federal and trust fund appropriation requests, allocations, and distribution summary logs; inventory lists; building management; lectures and financial contracts; operation reviews for NMAH; travel allotments and balance sheets; and purchase agreements.

Names and Subject Terms

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

Subjects:

- Budget
- Budget process
- Business planning
- Doubleday lecture series
- Fund accounting
- Fund raising
- Historical museums
- Museum exhibits
- Museums -- Administration
- Museums -- Collection management
- Museums -- Employees
- Science museums
- Strategic planning

Types of Materials:

- Manuscripts

Names:

- Becker, Ronald E.
- Beets, Virginia
- Boyle, William E.
- Del Rio, Luis
- Greene, Elizabeth E.
- Middleton, Jean J.
- National Museum of History and Technology (U.S.)
- Nicastro, Richard J.
- Tillotson, Robert G.

Places:

- United States -- History

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