



Smithsonian Institution Archives

Budget Records, *circa* 1955-1988

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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:	Budget Records
Identifier:	Record Unit 335
Date:	<i>circa</i> 1955-1988
Extent:	29.5 cu. ft. (29 record storage boxes) (1 document box)
Creator::	National Museum of American History. Assistant Director for Administration
Language:	Language of Materials: 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. Nicasro to become his Assistant Administrator from 1983 to 1984, and, Administrative Officer in 1985. Elizabeth E. Greene replaced Nicasro as Administrative Officer in 1986, when Nicasro 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.

Geographic Names:

- United States -- History

Container Listing

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Box 1 of 30	Doubleday Invitation Lists: 78/79, 1979
Box 1 of 30	Doubleday Lecture: Popper, Karl 1979
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Box 2 of 30 John Carter Brown Library Talk (Hindle) 1977

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Box 4 of 30 Staffing Survey (no date)

Box 4 of 30 Report of Financial Resources Federal & Trust, NMHT

Box 4 of 30 Director' s Fund #1352000 FY 1978 Income & Statement of Account Only

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Box 5 of 30 Director's Fund #1352000 FY 1978 Requisitions Only

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Box 5 of 30 #13532000 Director's Discretionary Fund FY 1977 INCOME only

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Box 6 of 30 Centennial (1876) FY 1976 (IDEO) (SI-4 Requisitions #31 - #70)

Box 6 of 30 Centennial (1876) FY 1976 (IDEO) (SI-4 Requisitions #71 - #107)

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Box 6 of 30 Hall of News Reporting #156190-000-5510 (FY 1975-1976)

Box 6 of 30 Fund 156920--St. Lawrence Seaway

Box 6 of 30 Hall of American Maritime Enterprise--Donors/Plaque

Box 6 of 30 S.I. Marine Hall Fund #183870 General Correspondence Relating to Fund

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Box 6 of 30 S.I Marine Hall Fund #183870 Folder 1 Money Papers Only (10/1972-5/1973)

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Box 7 of 30 S.I. Marine Hall Fund #183870 Folder 2 Money Paper Only 6/1973

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Box 7 of 30 Budget 80558X (1980)

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- Box 9 of 30 MHT Departmental Budgets, FY 1978 (Includes Travel Requests, Other Objects)
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Box 11 of 30	National Museum of American History FY 1982 Budget Hearings (issued Mar. 1981)
Box 11 of 30	SI Five-Year Perspective FY 1980-FY 1984 (issued Jan. 22, 1979)
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Box 15 of 30 SI 1958 Budget - U.S. National Museum Renovation of Exhibits

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Box 16 of 30 466-00 Musical Instruments Conservation Lab

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Box 17 of 30 Inventory Contracts 1982/1983

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Box 18 of 30 FDR (Franklin Delano Roosevelt) Contracts / Budget (1981)

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Box 18 of 30 7A Account Analysis

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Box 18 of 30 FY 1981 Personnel Budget Working Papers

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Box 18 of 30 RK (Kennedy) Budget Briefing 6/1/1981

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Box 18 of 30 NMAH FY 1981 Operating Budget - Summary of Departmental Requests

Box 18 of 30 Training Budget-MAH

Box 18 of 30 Office of Public and Academic Programs - Operating Budget 1981

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Box 18 of 30 Eisenhower Institute - Operating Budget 1981

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Box 18 of 30 Additional Projects to be Funded Hearings - 1981

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Box 18 of 30 Collections Purchases 1975 - 1979 (Federal and Trust Funds)

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Box 19 of 30 FY 1981 ZBB Submission, NMHT (and Five-Year Plan)

Box 19 of 30 Staff Projections FY 1981 ZBB

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- Box 19 of 30 Trust Fund Budgets & Allotments: FY 1979/1980/1981 ZBB, Five-Year Plan, Other Funds
- Box 19 of 30 Gifts Listing FY 1980
- Box 19 of 30 NMHT Restricted and Special FY 1978 - Purpose Trust Funds Budget and Info.
- Box 19 of 30 MHT Trust Funds: FY 1978/1979/1980 Submissions 6/1978
- Box 19 of 30 NMHT Revolving Funds (No Year) Deposit Procedures
- Box 19 of 30 Smithsonian Yearbook: FY 1978 Contributions to NMHT Cash
- Box 19 of 30 ICMS/Smithsonian 78550000 "Agency" Fund
- Box 19 of 30 Trust Funds: S.I. Policies
- Box 19 of 30 NMHT Trust Funds: Procedures (memo's deposits, transfers, etc.)
- Box 19 of 30 NMHT Restricted and Special FY 1977/ Purpose Trust Funds Budget and Info.
- Box 19 of 30 Director's Fund (No Year) 135320XX Log
- Box 19 of 30 Trust Fund: Personnel Actions
- Box 19 of 30 Director' s Fund 1353200 Requisitions Only 1980 #1361-1441
- Box 19 of 30 NMAH Office of the Director DDF/FY 81 135320-00
- Box 19 of 30 Director's Fund Requisitions Only #13532002 1980 #1280-1360
- Box 19 of 30 Director's Fund Requisitions Only #1353200 1980 #1142-1278
- Box 19 of 30 Director's Fund Income and Statement of Account Only #1353200
- Box 19 of 30 American System of Manufactures O. Mayr 16583200
- Box 19 of 30 American Manufacturing Symposia (Dibner) Fund #16583200-P51000 1978
- Box 20
- Box 20 of 30 AT&T Person To Person Exhibit Fund 111657110-P41000
- Box 20 of 30 Clockwork Universe Catalog
- Box 20 of 30 Clockwork Universe Budget

Box 20 of 30 Clockwork Universe Requisitions
Box 20 of 30 Clockwork Universe Exhibition Fund Log #16587100
Box 20 of 30 HAME (Hall of American Maritime Enterprise) 15838700 FY 1981
Box 20 of 30 S.I. Marine Hall Fund - Requisitions Only #15838700 (3 Folders)
Box 20 of 30 Hall of American Maritime Enterprise

Financial Records

Box 20 of 30 Fund 1353200 & 13532002
Box 20 of 30 13546600 - Conservation Fund
Box 20 of 30 13550100 - Poster Fund
Box 20 of 30 14533500 - S. Myers
Box 20 of 30 14516500 - Hanson Fund
Box 20 of 30 14425700 - Maxwell Fund
Box 20 of 30 15803600 - Historical Dresses
Box 20 of 30 14526000 - Annette Long Fund
Box 20 of 30 15803800 - Philatelic Collection (Robert Tillotson)
Box 20 of 30 15807400 & 15804900 - V. Clain-Stefanelli
Box 20 of 30 13546600 - Musical Instruments
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Box 22 of 30	135320-02 - DDF/FY1981 Income - Museum Shops & Concessions
Box 22 of 30	12550020 - Special Events Budget - FY 1978
Box 22 of 30	13532099 - NMHT Special Events - 1977
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Box 22 of 30	13532010 - Graphic Arts
Box 22 of 30	135320-20 - Miscellaneous Income - Social & Cultural History
Box 22 of 30	13536200 - Physics & Geosciences - General - D. Warner
Box 22 of 30	13532050 - Product Development
Box 22 of 30	13538200 - Division of Medical Sciences Fund - A.B. Davis
Box 22 of 30	13539400 - Americana Fund - J. Hoffman
Box 22 of 30	135405-21 Docent at American History - H. E. Snyder
Box 22 of 30	13545701 - Bequest of Mary Dietrich - 1981 (EM)
Box 22 of 30	13548600 - Music in America - Cynthia Hoover
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Box 22 of 30 12550020 - Special Events FY 1981
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Box 22 of 30 1270J0100 - Yorktown - P. Lundeberg
Box 22 of 30 1255E217 - Senior Series
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Box 22 of 30 1244E124 - Saturday Live
Box 22 of 30 1255E020 - Senior Series - 1980-1981
Box 22 of 30 1255C101 Regents' Fund - 1981
Box 22 of 30 1233E136 - Images of Labor - 1981
Box 22 of 30 125510-00 Roger Kennedy
Box 22 of 30 12550002 - Print & Drawing Finders Guide - 1981

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Box 23 of 30 Museum Support Center - 5 folders
Box 23 of 30 FY 1981 and FY 1982 Travel
Box 23 of 30 SI 3011's and Other Financial Forms 1980-1981-1982
Box 23 of 30 Disposition - Registrar
Box 23 of 30 Accessioning Procedures Study
Box 23 of 30 825F5500 - Major Exhibit Appropriation
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Box 23 of 30 8R510055 - Special Exhibit Appropriation
Box 23 of 30 44's & Petty Cash
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Box 23 of 30 5573 Design Division FY 1982
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Box 24 of 30	FY 1984 A&I Budget

Box 24 of 30 FY 1984 Congressional Budget Submission

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Box 24 of 30 FY 1984 Working Papers & Drafts

Box 24 of 30 FY 1984 Inventory/Computerization Budget

Box 24 of 30 15865101 Department of Social & Cultural History - 1981 (13533300)

Box 24 of 30 15864700 Locomotive - John White and correspondence from Political History

Box 24 of 30 16598500 Affirmative Action Program

Box 24 of 30 165A1000 Past Visions of American Futures

Box 24 of 30 15854510 John Bull Exhibit

Box 24 of 30 15854512 Education - Senior Series

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Box 25 of 30 15854513 FDR Exhibit - Art Molella

Box 25 of 30 FY 1981 ZBB Drafts for FY 1981 plus Five Year Plan

Box 25 of 30 FY 1981 ZBB Working Drafts, etc

Box 25 of 30 FY 1981 Unit Budget Requests

Box 25 of 30 FY 1982 Zero Based Budgeting - National Philatelic Collection

Box 25 of 30 FY 1981 MAH Travel; Douglas Evelyn (Deputy Director)

Box 25 of 30 Several Years File Material on Accounting System Reorganization

Box 25 of 30 FY 1983 Tables (Ron Becker)

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Box 25 of 30	Budget Justification for FY 1983
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Box 25 of 30	Draft - Congressional Submission Narrative etc.
Box 25 of 30	FY 1982 Budget Hearing Questions
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Box 25 of 30 Project Planning
Box 25 of 30 1876 Exhibit Budget
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Box 25 of 30 Museum Organizations - Memberships
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Box 26 of 30 NMAH FY 1982 Budget - Original Unit Submissions
Box 26 of 30 FY 1982 Budget - Current File
Box 26 of 30 FY 1982 Base - Other Objects Breakdown
Box 26 of 30 Detail of Federal Funding
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Box 26 of 30 Operating Budget Estimates for FY 1982
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Box 26 of 30 4th Quarter Spending Plan - Year End Spending Additional Funds FY 1982
Box 26 of 30 Pay Supplemental & Freeze - FY 1982 (August 1982)
Box 26 of 30 FY 1982 Zero-Base Budget
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Box 26 of 30	FY 1982 Native American Program Congressional Submission
Box 26 of 30	FY 1982 R & R Budget
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Box 26 of 30	FY 1982 Other Objects Analysis
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Box 26 of 30	FY 1982 Operating Budget - Budget Call Memo and Forms
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Box 26 of 30	SI Council - 1982 - Visit - Working Papers

Box 26 of 30 FY 1982 - Status of Funds - Other
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Box 27 of 30 Time Machine Budget
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Box 27 of 30 NMAH General Fund 15854500 - 1981 - (Trust Fund) Contributions Only
Box 27 of 30 15832700 Museum Specimen Anne Golovin
Box 27 of 30 15823700 & 15832701 John White - Land Transportation
Box 27 of 30 15809100 Gardner-Miller Ceramics & Glass Fund - 1981
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Box 27 of 30 2R550001 - 1981- Inaugural Activities
Box 27 of 30 15856200 - Model Ship Restoration Fund - 1981
Box 27 of 30 15858000 - Sports & Recreation Artifacts - Carl Scheele
Box 27 of 30 15878100 - Division of Electricity - 1981 (BF)
Box 27 of 30 Elsa Bruton - Changing American Farm
Box 27 of 30 15860100 - Changing American Farm - J. Schlebecker
Box 27 of 30 SI 3011's and other forms
Box 27 of 30 28550800 - Jefferson & Sciences Publication Fund (SB)
Box 27 of 30 2R550000 - Reimbursable Services (Bush) - 1981

- Box 27 of 30 NMAH FY 1982 History of Budget Hearings March 1981 (LDR copy)
- Box 27 of 30 Zero Base Budget 1982 - dated May 1980 & miscellaneous items
- Box 27 of 30 FY 1982 - Zero Base Budget Social & Cultural History
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- Box 27 of 30 FY 1982 - Zero Base Budget - Dee
- Box 27 of 30 Miscellaneous Accounting Forms and Budget Estimates
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- Box 28 of 30 Life in America - FY 1983 and FY 1984 Budget
- Box 28 of 30 NMAH - 4th Quarter FY 1982 Spending Plan
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- Box 28 of 30 Copy of McBee Cards - Other Objects Expenditures for NMAH 1982

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Box 29 of 30 DDF/Revenue Sharing
Box 29 of 30 DDF - Affirmative Action
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Box 29 of 30	Accountable Officers

Box 29 of 30 Conference - Yankee Enterprise

Box 29 of 30 Collections Inventory - Leslie Report

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Box 29 of 30 Five Year Plan for Electronic Data Processing

Box 29 of 30 Gifts: Acquisitions, Tax Appraisal Questions

Box 29 of 30 NMAH Library

Box 29 of 30 MSC Request for Space

Box 29 of 30 FY 1983 - Marriott Renovation

Box 29 of 30 Musical Theatre Institute

Box 29 of 30 Parking - NMAH

Box 29 of 30 Project Management

Box 29 of 30 R/R Funds

Box 29 of 30 Receipt/Acknowledgment: Monetary Gifts

Box 29 of 30 Self-Assessment: Disabled Persons

Box 29 of 30 Service Employees International Union

Box 29 of 30 Space Allocations For Non-Museum Functions

Box 29 of 30 Standards of Conduct: June 1983

Box 29 of 30 Storage Committee

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Box 30 of 30 George Washington Exhibit - General

Box 30 of 30 George Washington Exhibit - FY 1981

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Box 30 of 30 George Washington Budget - Emergency