



Smithsonian Institution Archives

Administrative Records, circa 1974-1978

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Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title:	Administrative Records
Identifier:	Record Unit 345
Date:	circa 1974-1978
Extent:	2 cu. ft. (2 record storage boxes)
Creator::	National Air and Space Museum. Executive Officer
Language:	English

Administrative Information

Preferred Citation

Smithsonian Institution Archives, Record Unit 345, National Air and Space Museum. Executive Officer, Administrative Records

Historical Note

The position of Executive Officer was created in 1973 and awarded to John Whitelaw, who had previously served as Administrative Officer, 1971-1972. Whitelaw remained as Executive Officer until 1978, when Walter J. Boyne became Acting Executive Officer. Boyne became Executive Officer in 1978 and held the title until 1979 when the position was abolished.

Descriptive Entry

These records are the administrative subject files of John Whitelaw as Executive Officer, circa 1974-1978. Much of the material consists of copies of memos, budgets, and reports, mostly routine.

Names and Subject Terms

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

Subjects:

Aeronautical museums
Museums -- Administration

Types of Materials:

Manuscripts

Names:

Boyne, Walter J., 1929-
Whitelaw, John

Container Listing

Box 1

Box 1 of 2	July 1976
Box 1 of 2	Petty Cash, FY 1977
Box 1 of 2	Requisitions
Box 1 of 2	Transition Period FY 1976 38A0 thru 3880
Box 1 of 2	Employment
Box 1 of 2	W4 Employees Withholding Certificates
Box 1 of 2	Joan Burroughs Correspondence
Box 1 of 2	Aeronautics & Space Report of the President, FY 1977 Activities
Box 1 of 2	Astronautics Division
Box 1 of 2	Administration of Trust Fund Employee
Box 1 of 2	Allotment of Funds in Transition Quarter, May 1976
Box 1 of 2	NASM (National Air and Space Museum) Advisory Board
Box 1 of 2	National Associates
Box 1 of 2	Associates
Box 1 of 2	Awards
Box 1 of 2	Announcements
Box 1 of 2	Artist in Residence
Box 1 of 2	Advertising
Box 1 of 2	AAM (American Associations of Museums) and ICOM (International Council on Museums)
Box 1 of 2	NASM Art
Box 1 of 2	Accounting Codes (SI)
Box 1 of 2	FY 1979 Requirement for Personnel Object Class, Data, 9/7/1977
Box 1 of 2	Salaries/Expense Allotment, 1976

Box 1 of 2	Building Manager Council Meeting
Box 1 of 2	BMD (Buildings Management Department)
Box 1 of 2	U.S. Saving Bonds
Box 1 of 2	Revenue Sharing, FY 1978
Box 1 of 2	FY 1978 Salaries & Expenses
Box 1 of 2	Base Analysis, FY 1976-1977
Box 1 of 2	Allotments
Box 1 of 2	FY 1978 NASM Planning Statement
Box 1 of 2	Planning Statement Budget, FY 1976
Box 1 of 2	FY 1979 Budget Submittal
Box 1 of 2	Exhibits Division
Box 1 of 2	Education Newsletter Fund # 13544700
Box 1 of 2	Budget, FY 1977
Box 1 of 2	Budget, FY 1976
Box 1 of 2	FY 1977 Salaries/Expense Allotment
Box 1 of 2	(Admin) Budget, FY 1978
Box 1 of 2	Budget, FY 1978
Box 1 of 2	FY 1978 Budget Allowances Salaries/Expenses Justifications to Congress
Box 1 of 2	NASM Commemorative Poster Project
Box 1 of 2	Cash Awards
Box 1 of 2	Conference of Admin. Officer Meeting
Box 1 of 2	Contracts, FY 1977
Box 1 of 2	Contracts, FY 1976
Box 1 of 2	Chief of Education Division
Box 1 of 2	Construction Work
Box 1 of 2	Computer Service

Box 1 of 2	Collections Policy & Storage, FY 1977
Box 1 of 2	CEPS (Center for Earth and Planetary Studies) GSA (General Services Administration) Receipt
Box 1 of 2	Confidential Minutes of Annapolis Seminar
Box 1 of 2	Construction Funds
Box 1 of 2	NASM Cookbook
Box 1 of 2	Discounts/Sales Desk
Box 1 of 2	Docents
Box 1 of 2	Director Correspondence
Box 1 of 2	NASM Escalator
Box 1 of 2	Employment, FY 1978
Box 1 of 2	Blank Time Cards
Box 1 of 2	Equal Opportunity
Box 1 of 2	Employment, FY 1977-FY 1978
Box 1 of 2	NASM Employees Addresses
Box 1 of 2	Executive Committee
Box 1 of 2	Expenditures/PE Division
Box 1 of 2	CFC (Combined Federal Campaign), OPlantS (Office of Plant Services), Miscellaneous
Box 1 of 2	NASM Exhibits Cost
Box 1 of 2	NASM Emergency/Self-Protection Plan
Box 1 of 2	Editor-Writer (Education Newsletter)
Box 1 of 2	Exhibition Flight
Box 1 of 2	Employment Plan
	Box 2
Box 2 of 2	NASM Fact Sheet/Info.
Box 2 of 2	FY 1975

Box 2 of 2	FY 1974
Box 2 of 2	Fire Protection/Equipment
Box 2 of 2	First Aide Service, FY 1976
Box 2 of 2	Fund: 184310 Org.: 3880
Box 2 of 2	NASM Federal Organization List (includes Forms Management)
Box 2 of 2	Gallery Inspection Date
Box 2 of 2	Grants & Insurance (Gifts & Grants)
Box 2 of 2	Galleries/Description
Box 2 of 2	Grover Loening
Box 2 of 2	Gallery Survey
Box 2 of 2	Gilbane Building Co
Box 2 of 2	GSA/Furniture
Box 2 of 2	Handicapped (NASM)
Box 2 of 2	Health Unit
Box 2 of 2	Humidity Damage/NASM
Box 2 of 2	Invoices (Shipping, Etc.)
Box 2 of 2	Introduction NASM, FY 1976
Box 2 of 2	Independent Volunteer Placement Service
Box 2 of 2	Insurance Proceeds Fund #1585440-00
Box 2 of 2	Correspondence, 1977
Box 2 of 2	Lists Management
Box 2 of 2	Loans
Box 2 of 2	Library (Microfilm Equip., etc.)
Box 2 of 2	Lunchbox Forum
Box 2 of 2	NASM Staff Memo
Box 2 of 2	My Correspondence

Box 2 of 2	Memo for Records
Box 2 of 2	Museum Shops (NASM)
Box 2 of 2	Lynne Murphy Correspondence
Box 2 of 2	Oplants Service
Box 2 of 2	Office of Supply Services
Box 2 of 2	Overtime
Box 2 of 2	NASM Opening, FY 1976
Box 2 of 2	OFPES (Office of Facilities Planning and Engineering Services)
Box 2 of 2	Personnel
Box 2 of 2	Public Service Job Opportunities, FY 1977
Box 2 of 2	Personnel
Box 2 of 2	Publication of Aircraft Series
Box 2 of 2	Property Pass Authorization
Box 2 of 2	Production, Restoration & Storage Division
Box 2 of 2	Office of Printing & Photographic Services
Box 2 of 2	Parking
Box 2 of 2	Personal Property
Box 2 of 2	Private Roll Personnel Guide
Box 2 of 2	Privacy Act
Box 2 of 2	Position Descriptions
Box 2 of 2	Job Description/NASM
Box 2 of 2	Primary Source Materials
Box 2 of 2	P&E
Box 2 of 2	Pay Period Dates
Box 2 of 2	FY 1978 Physical Plant Project Proposals
Box 2 of 2	Passenger Motor Vehicles

Box 2 of 2	Plaintiffs' Interrogations for Munger vs United States
Box 2 of 2	Protection Division
Box 2 of 2	Michael Collins Correspondence
Box 2 of 2	Memo for Ripley