



Smithsonian Institution Archives

Records, 1971-1978

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Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title:	Records
Identifier:	Record Unit 350
Date:	1971-1978
Extent:	1 cu. ft. (1 record storage box)
Creator::	Anacostia Neighborhood Museum. Administrative Officer
Language:	Language of Materials: English

Administrative Information

Preferred Citation

Smithsonian Institution Archives, Record Unit 350, Anacostia Neighborhood Museum.
Administrative Officer, Records

Historical Note

Audrey Archer joined the museum in 1968 as an Administrative Assistant and became the Administrative Officer in 1975. Although Archer's duties encompassed the entire museum, these records concern only the Exhibits Design and Production Laboratory, which was designed and constructed during her tenure, and which was occupied by the Exhibits Branch of the museum in 1974. For an administrative history of the Exhibits Branch and the Exhibits Training Program see Record Unit 378.

Descriptive Entry

These records document the administrative and financial activities of the Exhibits Design and Production Laboratory during its planning, construction, and first years of operation. Records contain feasibility studies of the project, and correspondence and agreements about the acquisition of land for the facility. Also included are copies of construction contracts, as well as memoranda and correspondence with architects and contractors regarding the planning and progress of the building. The financial requirements of the project are represented by staff memoranda regarding possible sources of support, funding proposals, correspondence with donors, and requisition forms. A fire that damaged the Laboratory in July 1976 is documented by photographs, reports, and memoranda.

Administrative records of the Exhibits Training Program are also included. The records contain briefing sheets, periodic progress reports, and correspondence with Smithsonian administrators and financial sponsors. Also included are grant proposals, curricula outlines, correspondence concerning job placements for graduating students, and statements of expenses.

Names and Subject Terms

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

Subjects:

African American museums
Historical museums

Types of Materials:

Black-and-white photographs
Manuscripts

Names:

Anacostia Neighborhood Museum. Administrative Officer
Anacostia Neighborhood Museum. Exhibits Design and Production Laboratory
Anacostia Neighborhood Museum. Exhibits Training Program
Archer, Audrey

Container Listing

Box 1

Box 1 of 1	Minority Students Training (2 folders)
Box 1 of 1	Exhibits Training Program (2 folders)
Box 1 of 1	Correspondence from Ford Foundation
Box 1 of 1	25 - Ford Foundation - Supplies/Services
Box 1 of 1	Reports / Ford Foundation
Box 1 of 1	Exhibits Laboratory - Folder 1
Box 1 of 1	Exhibits Laboratory - Part 2
Box 1 of 1	Exhibits Laboratory - Sanders Correspondence - Folder 3
Box 1 of 1	Exhibits Laboratory - Folder 4
Box 1 of 1	Exhibits Design and Production Laboratory Correspondence
Box 1 of 1	Fire Damage Photos
Box 1 of 1	Exhibit Lab
Box 1 of 1	Exhibits Design and Production Laboratory Proposal (2 folders)
Box 1 of 1	Firestone Lab - FY 1975
Box 1 of 1	31 - Ford Foundation - Supplies/Services
Box 1 of 1	IBM Rental
Box 1 of 1	210 - Travel - Ford Foundation
Box 1 of 1	26 - Ford Foundation - Supplies/Services
Box 1 of 1	Fire Lab
Box 1 of 1	HUD (Housing and Urban Development) - Part 1 - Contract
Box 1 of 1	HUD - Part 2