



Smithsonian Institution Archives

Records, 1977-1984

Finding aid prepared by Smithsonian Institution Archives

Smithsonian Institution Archives
Washington, D.C.
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Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title:	Records
Identifier:	Record Unit 373
Date:	1977-1984
Extent:	11 cu. ft. (11 record storage boxes)
Creator::	Smithsonian Institution. Office of the Coordinator of Public Information
Language:	English

Administrative Information

Preferred Citation

Smithsonian Institution Archives, Record Unit 373, Smithsonian Institution, Office of the Coordinator of Public Information, Records

Historical Note

The Office of the Coordinator of Public Information was created in 1977 to manage public relations at the Institution. The Office of Public Affairs, the Office of Special Events, and the Office of Congressional Liaison were placed under its jurisdiction.

Lawrence E. Taylor served as Coordinator of Public Information from 1977 until his retirement due to illness in 1984, when the office was abolished. During his tenure, Taylor established the Smithsonian News Service, which wrote and distributed stories to newspapers around the United States.

Descriptive Entry

These records consist primarily of administrative files of Lawrence E. Taylor as Coordinator of Public Information, 1977-1984. Also included are copies of the minutes of the Board of Regents, 1977-1983.

Names and Subject Terms

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

Subjects:

Museum publications

Museums -- Public relations

Types of Materials:

Manuscripts

Names:

Smithsonian Institution -- Administration
Smithsonian Institution. Board of Regents
Smithsonian Institution. Office of Congresssional Liaison
Smithsonian Institution. Office of Public Affairs
Smithsonian Institution. Office of Special Events
Taylor, Lawrence E.

Preferred Titles:

Smithsonian news service (Serial)

Container Listing

Box 1

Box 1 of 11	Advertising - Comments
Box 1 of 11	Advertising
Box 1 of 11	Advertising - Smithsonian Name
Box 1 of 11	A. C. Lyles' Proposal
Box 1 of 11	Airplane
Box 1 of 11	American Association of Museums
Box 1 of 11	American Embassy Association
Box 1 of 11	American Presidency (book)
Box 1 of 11	Anacostia Neighborhood Museum
Box 1 of 11	Annual Report
Box 1 of 11	Archives, Smithsonian
Box 1 of 11	Archives of American Art
Box 1 of 11	Articles by Robert Hilton Simmons
Box 1 of 11	Attendance
Box 1 of 11	Audio-Visual
Box 1 of 11	Office of Public Affairs (OPA) - Audit, Budget
Box 1 of 11	Aquarium
Box 1 of 11	Arts and Artifacts Indemnity Act
Box 1 of 11	Archives of American Art

Box 1 of 11	Art Bank
Box 1 of 11	Asbestos
Box 1 of 11	Associates
Box 1 of 11	Astrophysical Observatory
Box 1 of 11	Auction of SI Victorian Furniture, etc.
Box 1 of 11	Automatic Data Processing
Box 1 of 11	Awards
Box 1 of 11	Banking Practices (SI)
Box 1 of 11	Barney Studio House
Box 1 of 11	Belmont
Box 1 of 11	Bill-S.421
Box 1 of 11	Birds
Box 1 of 11	Black History Trail (Willard Hutt)
Box 1 of 11	Black Politics
Box 1 of 11	Brochures-SI
Box 1 of 11	Budget
Box 1 of 11	Budget - FY 1981
Box 1 of 11	Budget - 1983
Box 1 of 11	Budget - 1982
Box 1 of 11	Budget - Hearings, FY 1982
Box 1 of 11	Budget - FY 1984
Box 1 of 11	Budget - FY 1985

Box 1 of 11	Budget - Mr. Taylor, private
Box 1 of 11	Building Usage - OM (Office Memoranda) 724
Box 1 of 11	Bureau Directors Meetings
Box 1 of 11	Business Management
Box 1 of 11	Calendar for Events for SI
Box 1 of 11	Chesapeake Bay Center for Environmental Studies
Box 1 of 11	Child and Family Justice Project (National Council of Churches)
Box 1 of 11	Children's Museum
Box 1 of 11	Civil Service Reform
Box 1 of 11	Club of Rome - March 2, 1982
Box 1 of 11	Collections Management
Box 1 of 11	Communications and Transportation Services
Box 1 of 11	Congress
Box 1 of 11	Congressional Liaison Office
Box 1 of 11	Congressional Night at NASM (National Air and Space Museum)
Box 1 of 11	Congressional Night at the Zoo
Box 1 of 11	Conservation
Box 1 of 11	Coordinator for Public Information
Box 1 of 11	Ethics in the Government
Box 1 of 11	Cooper-Hewitt
Box 1 of 11	Coral Reef Articles

Box 2

Box 2 of 11	Cultural Property
Box 2 of 11	Deer Control, CRC (Conservation Resource Center)
Box 2 of 11	District of Columbia
Box 2 of 11	Elderly Programs
Box 2 of 11	Endangered Species
Box 2 of 11	Equal Employment
Box 2 of 11	Erica Jong
Box 2 of 11	Exhibitions
Box 2 of 11	Evolution
Box 2 of 11	Executive Committee
Box 2 of 11	Facilities Use
Box 2 of 11	Filming at SI (Outside)
Box 2 of 11	Films
Box 2 of 11	Finance Committee
Box 2 of 11	First Amendment (includes Erica Jong)
Box 2 of 11	First Lady's Fellowship
Box 2 of 11	Five-Year Plan
Box 2 of 11	Flack
Box 2 of 11	Folklife Festival
Box 2 of 11	Folklife Center - Library of Congress
Box 2 of 11	Freedom of Information

Box 2 of 11	Freer Gallery
Box 2 of 11	George Washington's Teeth
Box 2 of 11	Gifts and Donations
Box 2 of 11	Grants and Risk Management
Box 2 of 11	Great Tzotzil Dictionary
Box 2 of 11	Grievance File
Box 2 of 11	Handicapped
Box 2 of 11	Hearings - 1983 (empty folder)
Box 2 of 11	House Hearings - 1983
Box 2 of 11	Hearings - 1980/1982
Box 2 of 11	Hiring Freeze - October 1978
Box 2 of 11	Hiring Freeze - 1981
Box 2 of 11	Hirshhorn Museum
Box 2 of 11	Holiday Celebrations - 1982
Box 2 of 11	Holocaust File
Box 2 of 11	Holocaust File (II)
Box 2 of 11	Hours (Museum)
Box 2 of 11	Hughes Report
Box 2 of 11	Inaugural
Box 2 of 11	Indiana
Box 2 of 11	Inquiries and Requests

Box 2 of 11 I.O.U.'s

Box 3

Box 3 of 11 Inquiries and Requests - 1982

Box 3 of 11 Inquiries and Requests - 1983

Box 3 of 11 International Exchange Service

Box 3 of 11 International Trade Commission Building

Box 3 of 11 Inventory

Box 3 of 11 Job Applications

Box 3 of 11 Job Description

Box 3 of 11 "Judaica Exhibition"

Box 3 of 11 Kellogg Foundation

Box 3 of 11 Kids School Publications (7-9) News Service

Box 3 of 11 Labor Disputes

Box 3 of 11 Last Mall Site Reservation

Box 3 of 11 Legal Matters

Box 3 of 11 Living Buildings Programs

Box 3 of 11 Loan Committee

Box 3 of 11 Logo, Smithsonian

Box 3 of 11 Management Analysis Office

Box 3 of 11 McDonnell Foundation (Gerald Meyer)

Box 3 of 11 Meserve Collection (2 folders)

Box 3 of 11 Old Woman Meteorite - 1983

Box 3 of 11	Old Woman Mountain Meteorite - 1981
Box 3 of 11	Old Woman Mountain Meteorite - 1982
Box 3 of 11	Meteorite-Old Woman Mountains, 1977-1979 (5 folders)
Box 3 of 11	Metric Conversion
Box 3 of 11	Map Project
Box 3 of 11	M.I.T. (Centerbeam)
Box 3 of 11	Microfilming
Box 3 of 11	Milton Bradley Toys at SI
Box 3 of 11	Museum of African Art
Box 3 of 11	Museum of American Art
Box 3 of 11	Museum of American History
Box 3 of 11	Museum of Natural History
Box 3 of 11	Museum of the Building Arts
Box 3 of 11	Museum of the City of Washington
Box 3 of 11	Museum of Man
Box 3 of 11	Museum of Natural History, Meteorite-Inyo County
Box 3 of 11	Museum Support Center
Box 3 of 11	National Portrait Gallery
Box 3 of 11	National Diversity Act
	Box 4
Box 4 of 11	NASM

Box 4 of 11	National Anthropological Film Center
Box 4 of 11	NASM-Dulles Facility
Box 4 of 11	National Capital Planning Commission
Box 4 of 11	National Collection of Fine Arts
Box 4 of 11	National Council for Traditional Arts
Box 4 of 11	National Endowments
Box 4 of 11	National Gallery of Art
Box 4 of 11	National Geographic
Box 4 of 11	National Park Service
Box 4 of 11	National Portrait Gallery
Box 4 of 11	News Service (2 folders)
Box 4 of 11	Office of Audits
Box 4 of 11	Office of Equal Opportunity - A&I 3160, Director
Box 4 of 11	Office of Elementary and Secondary Education
Box 4 of 11	Office of Facilities
Box 4 of 11	Office of Fellowships and Grants
Box 4 of 11	Office of International Activities
Box 4 of 11	Office of Management and Budget
Box 4 of 11	Membership and Development
Box 4 of 11	Office of Membership and Development
Box 4 of 11	Office of Personnel Management
Box 4 of 11	Office of Public Affairs - 1981-1982

Box 4 of 11 Office of Public Affairs - 1979-1980

Box 4 of 11 OPA - Annual Report

Box 4 of 11 OPA - 1977-1978

Box 4 of 11 OPA - Personnel (1982/1983)

Box 4 of 11 OPA - 1984

Box 4 of 11 OPA - News Releases

Box 4 of 11 OPA - Responses to Inquiries

Box 4 of 11 OPA - 1982-1983

Box 4 of 11 OPA - News Releases, 1983-1984

Box 4 of 11 OPA - Personnel, 1977-1978

Box 5

Box 5 of 11 OPA - Personnel, 1979

Box 5 of 11 Olympic Construction Company - Hearings (2 folders)

Box 5 of 11 Office of Public Service

Box 5 of 11 Office of Secretary of Administration

Box 5 of 11 Office of Secretary of History and Art

Box 5 of 11 Office of Resource Management

Box 5 of 11 Office of Secretary of Museum Programs

Box 5 of 11 Office of Supply

Box 5 of 11 One Nation Under God

Box 5 of 11 Outreach Awards

Box 5 of 11	Oversight Hearings - Original
Box 5 of 11	Oversight Hearings
Box 5 of 11	Papal Visit
Box 5 of 11	Parking
Box 5 of 11	Peabody Museum
Box 5 of 11	Peace Corps
Box 5 of 11	Performance Plan (LT) - 1982-1983
Box 5 of 11	Performing Arts
Box 5 of 11	Pension Building
Box 5 of 11	Permissions: Use of Smithsonian Name
Box 5 of 11	Personnel
Box 5 of 11	Personnel Actions
Box 5 of 11	Personnel - Awards and Honors Program
Box 5 of 11	Personnel Administration Task Force
Box 5 of 11	Photographic Services
Box 5 of 11	Photography
Box 5 of 11	Donald Portness Materials (2 folders)
Box 5 of 11	SI Policies
Box 5 of 11	Postal Rates
Box 5 of 11	Presentation Book
Box 5 of 11	Presidential Order on Periodicals, Pamphlets and Audio-Visual Material
Box 5 of 11	President's Reorganization Plan

Box 5 of 11 Product Development

Box 5 of 11 Promotion

Box 5 of 11 Public Buildings Act of 1981

Box 5 of 11 Public Service Announcements

Box 5 of 11 Publications Publicity

Box 5 of 11 Public Works (also see: Olympia Construction Co.)

Box 6

Box 6 of 11 Quadrangle (10 folders)

Box 6 of 11 Radiation Biology Laboratory

Box 6 of 11 Regents (2 folders)

Box 6 of 11 Reptile House

Box 6 of 11 Research

Box 6 of 11 Restoration and Renovation

Box 6 of 11 Resumes

Box 6 of 11 Research Institute on Immigration Ethics Studies

Box 6 of 11 Regents

Box 6 of 11 Research Report

Box 6 of 11 S. Dillon Ripley (Successor)

Box 6 of 11 Ripley

Box 7

Box 7 of 11 Safety - Asbestos, etc.

Box 7 of 11	Savings Bond Campaign
Box 7 of 11	Science, Assistant Secretary for
Box 7 of 11	Security
Box 7 of 11	Senate of Scientists
Box 7 of 11	Seidell Property
Box 7 of 11	Simmons
Box 7 of 11	SI Traveling Exhibition Service
Box 7 of 11	Smithson Book
Box 7 of 11	Smithsonian Associates
Box 7 of 11	Smithsonian Council
Box 7 of 11	Smithsonian Associates - Regional
Box 7 of 11	Smithsonian Astrophysical Observatory (including Mt. Hopkins)
Box 7 of 11	Smithsonian Environmental Research Center
Box 7 of 11	Smithsonian News Service
Box 7 of 11	Smithsonian Magazine
Box 7 of 11	TV "Smithsonian World"
Box 7 of 11	Smithsonian Research Foundation
Box 7 of 11	Smithsonian Institution Women's Council
Box 7 of 11	Smithsonian Year and Secretary's Statement
Box 7 of 11	Special Events - Personnel
Box 7 of 11	Speakers Bureau
Box 7 of 11	Special Events - OM 224

Box 7 of 11 Special Events (2 folders)
Box 7 of 11 Special Events - Personnel (Old)
Box 7 of 11 Speeches
Box 7 of 11 Smithsonian Science Information Exchange (SSIE)
Box 7 of 11 Star Wars

Box 8

Box 8 of 11 Smithsonian Tropical Research Institute (STRI)
Box 8 of 11 Symposia and Seminars
Box 8 of 11 Tee-Shirts Collection
Box 8 of 11 Telecommunications
Box 8 of 11 Telephones
Box 8 of 11 Thefts
Box 8 of 11 Time and Attendance
Box 8 of 11 1982 Tourism Committee
Box 8 of 11 Torch Training
Box 8 of 11 Travel
Box 8 of 11 Trust Funds
Box 8 of 11 Trustees and The Future of Foundations - Papers by J. Nason
Box 8 of 11 Underground Parking
Box 8 of 11 Under Secretary
Box 8 of 11 Upward Mobility Program

Box 8 of 11 Unsolicited Proposals for the Future of the Smithsonian Institution

Box 8 of 11 Value Added Tax

Box 8 of 11 Visitor Information

Box 8 of 11 Washington Post - Blaine Harden

Box 8 of 11 Washington Post - Ted Gup (2 large envelopes)

Box 8 of 11 Ted Gup (Post)

Box 8 of 11 Welcome Brochure

Box 8 of 11 Susan Werner

Box 8 of 11 Women's Committee

Box 8 of 11 White House Correspondence

Box 8 of 11 Yorktown Bicentennial

Box 8 of 11 Visitors and Tourists

Box 8 of 11 Zoo

Box 9

Box 9 of 11 Exhibitions

Box 9 of 11 Meteorite Letters

Box 9 of 11 Museum Support Center

Box 9 of 11 Quadrangle - 1983

Box 9 of 11 Performance Plans

Box 9 of 11 SI World

Box 9 of 11 Quadrangle - July 1981-December 1981

Box 9 of 11 1983 SI Position Listing

Box 9 of 11 Canoeing

Box 9 of 11 Proposed A&I Building Map

Box 9 of 11 Budget

Box 9 of 11 Film Policy

Box 9 of 11 Budget - FY 1982-1983

Box 9 of 11 Maine Coastal Research

Box 9 of 11 Mater Dei School

Box 9 of 11 Minorities Committee

Box 9 of 11 Job Descriptions

Box 9 of 11 Endowment

Box 9 of 11 Pacific Ocean Biological Survey Program (POBSP) File

Box 10

Box 10 of 11 Minutes of the Board of Regents - 1977-September 1983

Box 11

Box 11 of 11 Mall Parking Study - DC #7800121

Box 11 of 11 Chronological Files - July 1977-December 1983

Box 11 of 11 Accounting Statements - FY 1978

Box 11 of 11 Policy and Procedures - Uses of Appropriated Funds

Box 11 of 11 Budget - FY 1979

Box 11 of 11 Budget - Special Events, 1977-1978 (2 folders)