



Smithsonian Institution Archives

Central Administrative Records, 1963-1987

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Smithsonian Institution Archives
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Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title:	Central Administrative Records
Identifier:	Record Unit 379
Date:	1963-1987
Extent:	14 cu. ft. (14 record storage boxes)
Creator::	National Portrait Gallery. Administrative Office
Language:	English

Administrative Information

Preferred Citation

Smithsonian Institution Archives, Record Unit 379, National Portrait Gallery. Administrative Office, Central Administrative Records

Historical Note

The Administrative Office was established in 1966 by Charles Nagel, who served as the first director of the National Portrait Gallery (NPG) from 1964 to 1969. The primary responsibility of the Office was to organize temporary exhibitions of portraits and statuary of men and women who have made contributions to the history, development, and culture of the United States. The Office also administered the acquisition of portraits and photographs for the NPG and coordinated special exhibition schedules.

Descriptive Entry

This record unit documents the activities and efforts of the Administrative Office to acquire objects and portraits, most notably correspondence with art collectors and professional artists. The records include correspondence and memoranda with various art collectors, professional artists, domestic and foreign museums, educational institutions, government agencies, professional associations, and scholars; NPG curators' correspondence with institutions regarding borrowing exhibition objects; exhibition records and scripts, including photographs, slides, posters, donor information, and memoranda; programs and plans for exhibitions and special events in the NPG, including fundraising activities; plans for the establishment of the Catalog of American Portraits and the Charles Willson Peale Papers project; NPG policies and organization; plans to establish a research center for American biography, iconography, and history; acquisition of portraits and photographs; publication of curators' research; security of collections and the building; blueprints for the exhibition floors; photographs of the building; reports concerning NPG's relationship with Smithsonian bureaus and offices, the United States Congress, and the public.

Names and Subject Terms

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

Subjects:

- Art museums
- Museum exhibits
- Museums -- Acquisitions
- Museums -- Administration
- Museums -- Collection management

Types of Materials:

- Architectural drawings
- Black-and-white photographs
- Color transparencies
- Illustrations
- Manuscripts
- Posters

Names:

- Nagel, Charles, 1899-1992
- National Portrait Gallery (U.S.). Catalog of American Portraits
- National Portrait Gallery (U.S.). Charles Willson Peale Papers

Container Listing

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