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Collection Overview

Repository: Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Creator: National Portrait Gallery, Administrative Office
Title: Central Administrative Records
Dates: 1963-1987
Quantity: 9.2 linear meters.

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.
- Museums -- Administration.

Types of Materials:
- Floor plans
- Photographs

Names:
- Nagel, Charles, 1899-1992
Container Listing

Box 1

NPG Journal
Lansburgh Furniture Store
1967-1981, Metro Construction/Gallery Place Station
Mezzanine Elevator Construction
Museum Programs
Museum Shops, 1981-1975
National Portrait Gallery Study
New York Public Library Photographic Services
Parking, 1972-1981
Photographic Services, 1979-1980
Property Passes, 1974-1981
Quarterly Overtime/Comp. Time Analysis
Questionnaires, 1979-1981
Security Operations Incident Reports, 1986
Shipping, 1971-1976
Acquisitions, 1976-1981
American Association of Museums, 1979-1983
Audio-Visual
Auxiliary Activities Council
AA/PG Building Manager, 1976-1981
AA/PG Building Manager Meeting Agenda
Cal in the Capital (Berkeley)
Box 2

Canon Copiers

Civil Service Reform Act of 1978

Council of Business Representatives

Council of Directors


Energy Committee


Executive Committee

F- Street Mall, 1976-1982

Gold Leaf Conservation

Haptic Gallery

Insurance, 1975-1979

Contingency Fund - General, 13525800 To FY 1981

Contingency Fund - General, 13525800 To FY 1982

Contingency Fund - General, 13525800 To FY 1984

Contingency Fund - Gifts, 15856000 To FY 1984

Box 3

Contingency Fund - Gifts, 15856000 To FY 1986

Trust Fund Miscellaneous

NPG Checklist: Microfiche Edition

National Portrait Gallery Tenth Anniversary Fund #15852400

Discretionary Fund Allowance - FY 1979, Fund #12520010

The Pennsylvania German Decorated Chest Publishing Funds #15851500

Docent Training Program - 15855900

MARIANNE MOORE by Michael Werboff

Presidents Medal Exhibition Fund #16752400

Facing The Light Fund #15854300

Presidents Medal Royalties (Clarkson N. Potter) Fund #13525814
Christian Gullager Exhibition
Discretionary Funds Allowance, FY 1976
Private Funds Budget, FY 1977
Random House - The Democratic Experience Royalties Fund #13525812
Director's Discretionary Fund #13525805
Minds and Hearts, 1974
Special Events, FY 1977
Special Events Allowance - FY 1978 Fund #12520020
Special Events Allowance - FY 1979 Fund #12520020
Return to Albion Royalties Fund # 13525816
"Black Presence“ - Catalog Sales
1979 Summer Internship Programs
Telling Lives: The Biographer's Art #165881-00
Portraits in Motion #1252E1-29 (Outreach)
Art of Biography Symposium Fund #13545500
Peale, C. W. Conference 10/23/1981 #13549700
Fluid Research Fund Awards
Presidential Biography Symposium
NPG Photo Fund #28520200, Deposits
NPG Photo Fund Expenditures #28520200
NPG Photo Fund #28520200 (To FY 1982)

Box 4
"Time of Our Lives“ Traveling Exhibition
Discretionary Fund FY 1982 #12520010
Black Presence/SI Press
18th Century American Portrait Prints (Wick)
Abroad in America Publication Royalties Fund #13525810
Peale/Amon Carter Museum Agreement
American Print Conference Fund #13547000
Discretionary Allotment, FY 1980
Special Events Allotment, FY 1980
Discretionary Fund FY 1981 #12520010
Jo Davidson Room Fund #15855300
Special Events Allotment - FY 1981
Kent-Lucas Foundation, Inc. Grant (Carl Sandburg Portrait) Fund #16583300
Copley - Self-Portrait
Purchase of Acquisitions Fund #15844100
Kelson/Pfister Notes
Old Budget & Acquisition Summaries and Calendars
Theatre Room
Administration - Archival Planning
Filming, includes Loan Correspondence re Guggenheim Film, March 1975
"Presidential Personality" Program
Bus Sale
Kohler Grant/C.A.P. (Catalog of American Portraits) Survey
Abroad in America: Contract
Contingency Fund - General #13525800
Purchase of Acquisitions Fund #15844100

Box 5
Contingency Fund - General #1352B005
Phillip Morris Incorporated "Good Sports" Exhibition - Fund No. 15860900
Research Support Fund #15851100
Special Events Allotment, FY 1982
Restaurant, FY 1976
Restaurant, FY 1975
Restaurant, FY 1974
Restaurant, 4/1969 - 6/1973
Smithsonian Institution Traveling Exhibition Service
Curatorial Suite Renovation

7th Street Corridor - Air Conditioning, FY 1973

7th Street Corridor Planning and Construction, FY 1974

HVAC Control Survey Plan

Bus - Purchase

Box 6

Bus - Operations

Contributions

Contingency Fund NPG (5258)

This New Man, 1968

John Quincy Adams, 1970

Portraits of the American Stage, 1971

John Muir (Education Department), 1971

James Weldon Johnson, 1971 (Education Department Show)

Acquisition Costs

Robert Edge Pine

National Portrait Gallery, SI, Permanent Collection Illustrated Checklist

Code Duello Publication File

Checklist of the Permanent Collection, 1978

George Bellows Collection

Fifty American Faces, 1978

Publication Budgets and Costs

American Portrait Drawings

Black Presence in America

Facing the Light, 1978

Publication Inventories and Distributions

Benjamin West

Catalog of American Portraits, 1978

Publications (General File)
Checklist, 1973
Self-Portraits, 1974
Dye is Now Cast, 1975
American Presidency in Cartoons, 1976
Christian Gullager, 1976
Wedgwood Medallions, 1976
Saint-Gaudens, 1969
Color Brochures
Charles Willson Peale Papers
F-Street Mall to 1976
Downtown Redevelopment
D.C. Dept. Housing & Community Development
City Museum Project

Box 7
District of Columbia
Cultural Alliance, 1979
Athenaeum Portraits - Newclippings
Archives of American Art, 1965-1979
American Association of Museums - thru 1978
Office of Plant Services (OPlants), 1974-1977
Lecture Series, 1978
Martin Luther King Library
FAPG Humidity Control Incidents, 1976-1977 (OPlants)
Photographic Services, 1967-1975
Security Operations - Incident Reports, 1976 to 1980
Security Administration, 1966-1977
FY 1976 Special Events
FY 1975 Building Management Administration Notes & Memos (including FY's 1972-1974)
FY 1975 Budget Administration (including FY 1970-1974) (BMD)
FY 1975 Personnel Management (PD's, office study, organization chart, etc.)

BMD Contract Administration - thru FY 1975

BMD Study and Implementation - thru FY 1975

Box 8

Bicentennial of the American Revolution, FY 1970-1973 (Budgets and Administration)

Bicentennial of the American Revolution, FY 1974-1975 (Budgets and Administration)

Manpower and Ceiling (from FY 1968)

Budget, FY's 1968-1973

Budget, FY 1974

Task Force - General Correspondence - Executive Committee

Contract No. FA-3-02263, Director's Suite Lounge and Vestibule

Contingency Fund, FY 1974-1975 #125258

Contingency Fund, FY 1976 #125258

Private Fund Acquisitions

Accounting (Miscellaneous)

Metro

Labor Relations/Collective Bargaining

Personnel Administration Task Force

SI Administrative Conference

CAO - NPG File

Safety

Special Exhibits Study Group (1972-1974)

SI/NPG Orientation Systems

Volunteer Program (General File) (1970-8/1977)

Box 9

Miscellaneous (NPG Letters & Memoranda) - Smithsonian 1975-1977

3rd Floor Renovations Performance of Contract Douglas K. Tracy

National Endowment for the Humanities
National Endowment for the Arts
Council of Directors Subcommittee
Collections Management Task Force
Training - General

UpDate (American Council for the Arts newsletter September 17, 1980)

NPG - Third Floor Reorganization
Disaster Recovery Planning
Fund # 184300 London Bus
Portraits from the Americans, 1975
Second Floor Relighting - FC-6-60057
Bicentennial, FY 1976
Bicentennial, FY 1977
NEH Grant #PM-9281-73-360 Awarded 1974
NEH Grant #H-10811 Awarded 1975-1976
"Abroad In America" Exhibit (Manuscripts)
Photographic Fund Income - Notice of Deposit

Box 10

Bicentennial of the American Revolution - General
Education Ventures, Inc.
Abroad In America, 1976
Catalog of American Portraits (CAP) Survey - Ohio, Region 8
CAP Survey - Pennsylvania
CAP Survey - Rhode Island
CAP Survey - Virginia
CAP Survey - West Virginia
CAP Survey - Wisconsin Region 9
CAP Survey - Minnesota Region 9
CAP Survey - New Jersey
CAP Survey - New York
CAP Survey - Indiana Region 8
CAP Survey - Iowa Region 9
CAP Survey - Maryland
CAP Survey - Massachusetts
Miscellaneous
CAP Survey - Michigan Region 8
CAP Proposal
Thomas Mellon Evans 15861800 Catalog of American Portraits National Survey
NPG/CAP Survey, 1977
CAP Survey - California
CAP Survey - Connecticut
CAP Survey - Delaware
CAP Survey - Illinois Region 8
CAP Survey: Budget FY 1985 Project Year 7
CAP Survey: Budget FY 1984 Project Year 6
CAP Budget FY 1983 (Survey) Project Year 5
CAP Survey: Budget FY 1982 Project Year 4
CAP Survey: Budget FY 1981 Project Year 3
CAP Survey: Budget FY 1980 Project Year 2
CAP Survey: Budget FY 1979 Project Year 1
Accelerated Portrait Survey
Fiscal Year's Summaries
CAP - Smithsonian Grant 125200-06
Catalog of American Portraits National Survey Fundraising
Field Contracts
Forms
Mellon Foundation Grant 16583800 Catalog of American Portraits National Survey

Box 11
Huntington T. Block Allotment, SIFO-0549
Budget, FY 1964-1965
Budget, FY 1966
Budget, FY 1967
Budget, FY 1968
Budgets: Departmental, FY 1967
Budgets: Departmental, FY 1968
Budgets: Departmental, FY 1969
Budgets: Departmental, FY 1970
Budget: Funds (Furniture, supplies, and Estimates), FY 1965
Budget: Miscellaneous, 1965-1968
Budget: NPG Monthly Statements, FY 1965
Budget: Programming and Budget, FY 1970
Budget: Projections, 1969-1971
Budget: Remodeling CSC Building Monthly Statements, FY 1965
Chronological Files: August 1966 - December 1967
Chronological Files: January 1968 - December 1968
Chronological Files: January 1969 - December 1969
Chronological Files: January 1970 - December 1970
Chronological Files: January 1971 - December 1971
Chronological Files: January 1972 - December 1972
Contracts: Acquisitions, Building Services, Conservation Purchases, and Special services, 1967-1969 (2 folders)
Contracts, FY 1970 (2 folders)
Elwell Fund, 1969
Douglas Evelyn: General Correspondence, 1970
Douglas Evelyn: Memos from, 1970
Douglas Evelyn: Memos to, 1970 (2 folders)
FA&PG: Building Evacuation Plan, 1968
FA&PG: Building Restoration Funds, 1968
FA&PG: Garden Court Fund, 1968
David Finley Memorial Room, 1972
Horticultural Services, FY 1969
Chief Joseph - Stamp Ceremony, 1968
Miscellaneous: Extra Copies
Kauders Charitable Trust Fund, 1966-1971 (Fund 5161)
Kathryn and Gilbert Miller Fund, 1966-1970 (Fund 5155)

Box 12
Joint NCFA/NPG Purchases, 1967-1968
NPG: Organization Chart
NPG: Transfers of Allotments, 1967
NPG: Transfer of Funds, FY 1968
NPG: Transfer of Funds, FY 1969
NPG: Transfer of Funds, FY 1970
Private Funds Payment, 1967-1970
Requisitions: Fiscal Year Reports, FY 1966
Saint-Gaudens Catalogues: Outstanding, 1969-1970
Saint-Gaudens Catalogues: Paid, 1969-1972
Saint-Gaudens Catalogues: Requests, 1969
SI Computer Usage (SIF-0-0556), 1969-1970
Special Events, FY 1967
Special Events, FY 1968
Special Events, FY 1969
Special Events, FY 1970
Tax Deductions Ruling, 1966
Time Magazine Fund, 1968-1970
Transportation Allotments, FY 1966-1967
Twelve Authors show, 1971-1972
Memoranda to Joseph A. Yahaites, 1966
Memoranda to Joseph A. Yahaites, 1967
Memoranda to Joseph A. Yahaites, 1968
Memoranda to Joseph A. Yahaites, 1969
Black Presence/ NY Graphic Society Contract
NPG - Library
Catalog of American Portraits, 1967-1985
NPG - Charles Willson Peale (CWP) Papers - Administration
NPG - CWP Papers - Grant RE 24851-76-737
NPG - CWP Papers - Conference 1981
NPG - Curatorial
Box 13
NPG - Design and Production
NPG - Editor
Education
Institutional Resource Analysis
Internal Controls Review
Patent Pending Restaurant - FY 1983
Patent Pending - Daka
Raceway Systems
NPG - Registrar
Safety
Security
SI - ODC Fire Protection Sprinkler
SI - Office of Facilities Planning and Engineering Services (OFPES)
Box 14
SI - OFPES - HVAC Renovation Project
SI - OFPES - Computergraphics Room Project
SI - OFPES - Courtyard Portal Project
SI Office of Design and Construction
SI - OFPES - East Portico
SI - Assistant Secretary for History and Art - Mr. Blitzer
SI - Office of Audits
SI - Bureau Directors
SI - Office of Museum Programs
SI - Office of Plant Services, 1978
SI - OFPES - Relocation Building Manager
SI - OFPES - Roof Repair
SI - Smithsonian Reports
SI - OFPES - South Portico
SI - Smithsonian Institution Press
SI Treasurer's Office
SI - OFPES - Valve Leakage
SI - OFPES - HVAC Renovation Project
SI - Office of Supply Services
SI - OPPlants Project Status by Building