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Collection Overview

Repository: Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title: Biographical Files
Identifier: Record Unit 420
Date: circa 1963-1988
Extent: 5 cu. ft. (10 document boxes)
Creator:: Smithsonian Institution. Office of Public Affairs
Language: English

Administrative Information

Preferred Citation

Smithsonian Institution Archives, Record Unit 420, Smithsonian Institution, Office of Public Affairs, Biographical Files

Historical Note

The Office of Public Affairs had its origins in the editorial and publication division of the Smithsonian Institution (SI), which had long been disbursing news about events and exhibitions. In 1965 a separate Office of Information, reporting to the Secretary, was created, in part to deal with festivities and events surrounding the Smithson Bicentennial. B. Richard Berg was appointed Director and George J. Berklay, press officer. The new office issued press releases, answered public inquiries, maintained a system of recorded telephone announcements, arranged for the production of films, and dealt, in general, with the media.

The Office of Public Affairs, reporting to the Assistant Secretary for Public Service, was established in 1968. It was charged with publicizing the programs of the Smithsonian through a broad range of methods of communications, from radio to films to special events. Initially the office provided services including tours, visitor booths, publications, recorded messages, news releases, information leaflets, and the answering of public inquiries.

Frederic M. Philips served as Director, 1968-1972. He was succeeded by Carl W. Larsen, who held the position 1972-1978. In 1977 Lawrence E. Taylor assumed the title of Coordinator of Public Information, with the offices of public affairs, congressional liaison, and special events under his direction. In 1984 Taylor retired and the Office of Public Affairs again reported to the Assistant Secretary for Public Service. Alvin Rosenfeld served as the Director of the Office of Public Affairs, 1979-1986. Madeleine Jacobs was Director, 1987-.
Descriptive Entry

These records consist of biographical files collected by the Office of Public Affairs primarily for the use and convenience of that office.

Like many biographical files, the records were added to as bits of information were collected, from the newspaper, from press releases, from The Torch, or from SI announcements. The more important figures represented in the files contain more documentation and often include a photograph.

The files contain information on regents, employees, donors, artists whose works are in the collections, and docents and volunteers.

Names and Subject Terms

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

Subjects:
- Museum publications
- Museums -- Employees
- Museums -- Public relations

Types of Materials:
- Black-and-white photographs
- Clippings
- Manuscripts

Names:
- Jacobs, Madeleine
- Larsen, Carl W.
- Rosenfeld, Alvin
- Smithsonian Institution -- Administration

Preferred Titles:
- The Torch (Serial)
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**Digital Content:** Curator Peter C. Welsh conducting research on an artifact in his office in the newly opened Museum of History and Technology, now known as the National Museum of American History, 1964. [Image no. SIA2007-0167]

**Digital Content:** Curator Peter C. Welsh conducting research, possibly for his book entitled “Track and Road: The American Trotting Horse, 1820-1900,” 1964. [Image no. SIA2007-0168]

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