



Smithsonian Institution Archives

## Biographical Files, circa 1963-1988

Finding aid prepared by Smithsonian Institution Archives

Smithsonian Institution Archives  
Washington, D.C.  
Contact us at [osiaref@si.edu](mailto:osiaref@si.edu)

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## Collection Overview

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

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## Administrative Information

### Preferred Citation

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

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## 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 Smithsonian Bicentennial. B. Richard Berg was appointed Director and George J. Berklacy, 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.

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## 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)*

## Container Listing

### Box 1

Box 1 of 10	Folder 1 Abraham, Anne
Box 1 of 10	Folder 2 Adair, William
Box 1 of 10	Folder 3 Addison, Christopher
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Box 1 of 10	Folder 11 Angle, Robert H.
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Box 1 of 10 Folder 24 Beer, Alice Baldwin

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Box 1 of 10 Folder 28 Biggs, Joseph

Box 1 of 10 Folder 29 Billings, David A.

Box 1 of 10 Folder 30 Billington, James H.

Box 1 of 10 Folder 31 Blanchard, Ruth

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Box 1 of 10 Folder 33 Boggs, Lindy

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Box 2

Box 2 of 10 Folders 1-3 Boorstin, Daniel. Includes photographs.

Box 2 of 10 Folder 4 Borges, Thomas R.

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Box 2 of 10 Folder 6 Bow, Frank Townsend

Box 2 of 10 Folder 7 Bowman, Doris

Box 2 of 10 Folder 8 Bradley, James C. Includes photograph.

Box 2 of 10 Folder 9 Braestrup, Peter

Box 2 of 10 Folder 10 Breeskin, Adelyn D. Includes photograph.

Box 2 of 10 Folder 11 Breton, Arthur

Box 2 of 10 Folder 12 Brooks, Robert Angus. Includes photograph.

Box 2 of 10 Folder 13 Brown, John Nicholas. Includes photograph.

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Box 3 of 10 Folder 3 Burger, Warren E. Includes photographs.

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Box 3 of 10 Folder 7 Carroll, Ann

Box 3 of 10 Folder 8 Carter, Janis

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Box 3 of 10 Folder 13 Chapelle, Howard I. Includes photograph.

Box 3 of 10 Folder 14 Chase, David B.

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Box 4 of 10 Folder 52 Fulbright, J. William. Includes photograph.

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Box 7 of 10 Folder 8 Marvin, Ursula B.  
Box 7 of 10 Folder 9 Marzio, Peter C. I.  
Box 7 of 10 Folder 10 Mason, Robert W.  
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Box 10 of 10	Folder 17 Watson, Thomas J.
Box 10 of 10	Folder 18 Webb, James Edwin
Box 10 of 10	Folder 19 Weiner, George
Box 10 of 10	Folder 20 Weiss, Helena
Box 10 of 10	Folder 21 Welsh, Peter C. <a href="#">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]</a> <a href="#">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]</a>
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Box 10 of 10	Folder 39 Zisfein, Melvin B. Includes photograph.
Box 10 of 10	Folder 40 Miscellaneous obituaries of artists with works in SI collections
Box 10 of 10	Folder 41 Miscellaneous obituaries of docents and volunteers
Box 10 of 10	Folder 42 Miscellaneous obituaries of employees and consultants