



Smithsonian Institution Archives

Departmental Records, circa 1965-1989,  
with related records from 1945

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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>	Departmental Records
<b>Identifier:</b>	Record Unit 423
<b>Date:</b>	circa 1965-1989, with related records from 1945
<b>Extent:</b>	11.5 cu. ft. (10 record storage boxes) (3 document boxes)
<b>Creator::</b>	National Museum of Natural History. Department of Invertebrate Zoology
<b>Language:</b>	English

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## Administrative Information

### Preferred Citation

Smithsonian Institution Archives, Record Unit 423, National Museum of Natural History.  
Department of Invertebrate Zoology, Departmental Records

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## Descriptive Entry

This record unit consists primarily of correspondence and administrative records created by Chairmen of the Department of Invertebrate Zoology, circa 1965-1989. The records document the research, exhibition, and outreach functions of the department. Also included are various record books created by the Division of Marine Invertebrates and the Department of Invertebrate Zoology, circa 1945-1974.

The record books include a record of manuscripts reviewed by the staff, 1948-1974 (2 volumes); and the administration of the Rathbun Memorial Fund, 1955 and 1965. Also included are a guest book, 1945-1965, and a day book, 1948-1949.

Most of the records were created by Department Chairmen David L. Pawson, 1971-1976; W. Duane Hope, 1976-1981; Clyde F. E. Roper, 1981-1987; Roger F. Cressey, 1987-1988; and Charles W. Hart Jr., 1989. The period 1965-1971 is sparsely represented by administrative records.

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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:

- Crustacea
- Echinodermata
- Invertebrate zoology

Mollusks  
Worms

Types of Materials:

Manuscripts

Names:

Cressey, Roger F., 1930-

Hart, C. W.

Hope, W. Duane, 1935-

National Museum of Natural History (U.S.). Division of Marine Invertebrates

Pawson, David L. (David Leo), 1938-

Rathbun Memorial Fund

Roper, Clyde F. E., 1937-

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## Container Listing

### Box 1

Five record books from the Division of Marine Invertebrates (now part of the Department of Invertebrate Zoology, NMNH)

Box 1 of 14

2 Books: Record of manuscripts reviewed by staff members. Include information such as the title and author, length of the work, and its status after review.

Box 1 of 14

1 Book: Details the amount of money available and expenses made from the Rathbun Memorial Fund in the years 1955 and 1965.

Box 1 of 14

1 Book: Has signatures of guests who visited the division and sometimes mentions the reason for the visit.

Box 1 of 14

1 Book: Is a kind of daybook, recording the number of hours worked by staff members, accessions made, and various other daily activities.

### Box 2

General Correspondence of the Department of Invertebrate Zoology during the tenures of Chairmen David L. Pawson, 1971-1976, and W. Duane Hope, 1976-1981

Box 2 of 14

Ab - Jo

### Box 3

Box 3 of 14

Ka - Ro

### Box 4

Box 4 of 14

Ru - Z

Administrative Records

Box 4 of 14

Administrative Files, c. 1965-1973

### Box 5

Box 5 of 14

(NO LONGER EXISTS)

Box 6

- Box 6 of 14            Accession Information, 1967; Accounting, 1976 and 1982; Museum Acquisitions Policy, 1973
- Box 6 of 14            ADP, 1977-1980
- Box 6 of 14            ADP Cataloguing and Inventory, 1971-1983
- Box 6 of 14            American Museum of Natural History; Animal Resources Review Committee, 1983; Archives Committee, 1972
- Box 6 of 14            ASC (Association of Systematics Collections)
- Box 6 of 14            Biological Oceanography Bureaucrats; BLM
- Box 6 of 14            Chairman's Office, 1982
- Box 6 of 14            Chairman's Office, 1983
- Box 6 of 14            Chairman's Office, 1984
- Box 6 of 14            Chairmen's Meeting Notes
- Box 6 of 14            China; Collections Management

Box 7

- Box 7 of 14            Committees; Computers; Conservation Survey; CONICIT; Crustacea
- Box 7 of 14            Departmental Data
- Box 7 of 14            Departmental Review, 1982
- Box 7 of 14            Director's Office - NMNH
- Box 7 of 14            Diving; Dominican Republic Natural History Museum; Docent (Zoology)
- Box 7 of 14            Echinoderms Division
- Box 7 of 14            Electron Microscope

Box 7 of 14 Environmental Science Program

Box 7 of 14 Exhibits; Fellowships & Grants

Box 7 of 14 Foreign Currency Program; Fort Pierce

Box 7 of 14 Galapagos Islands Projects; IMSWE

Box 7 of 14 Indian Ocean Project; Intern Programs

Box 7 of 14 Inventory - ADP

Box 8

Box 8 of 14 IZ Book Lists; IZ Staff Meeting Notes; James Smithson Society

Box 8 of 14 Library - Museum; Program Reports

Box 8 of 14 Museum Support Center (MSC)

Box 8 of 14 National Museum Act; National Science Foundation; Naturalist Center

Box 8 of 14 MSC, 1978-1980

Box 8 of 14 MSC, 1981-1982

Box 8 of 14 Panama Canal; Personnel

Box 8 of 14 SI-36's from IZ publications

Box 8 of 14 Publications Committee

Box 8 of 14 Safety Committee; SI Secretary; SI Council

Box 8 of 14 SI Natural Awareness Program; SI Press

Box 9

Box 9 of 14 Tumor Registry

Box 9 of 14 Horton H. Hobbs, Jr. Correspondence, 1983

Box 9 of 14 IZ Chairman's Office Correspondence, 1978-1981

Box 9 of 14 IZ Chairman's Office Correspondence, 1978

Box 9 of 14 IZ Chairman's Office Correspondence, FY 1977

Box 9 of 14 IZ Chairman's Office Correspondence, FY 1976

Box 9 of 14 IZ Chairman's Office Correspondence, FY 1975

Box 9 of 14 IZ Chairman's Office Correspondence, FY 1974

Box 9 of 14 IZ Chairman's Office - Typed Crustacea Correspondence, FY 1973-FY 1976;  
IZ Chairman's Office - Typed Mollusk Correspondence, FY 1972-FY 1976

Box 10

Box 10 of 14 IZ Chairman's Office - Typed Echinoderms Correspondence, FY 1973-FY 1978; IZ Chairman's Office - Typed Worms Correspondence, FY 1972-FY 1976

Box 10 of 14 IZ Chairman's Office - Typed Fenner A. Chace Correspondence, 1978-1981

Box 10 of 14 IZ Chairman's Office - Typed Horton H. Hobbs, Jr., Correspondence, 1978-1980

Box 10 of 14 IZ Chairman's Office - Typed Horton H. Hobbs, Jr., Correspondence, 1981

Box 10 of 14 IZ Chairman's Office - Typed Horton H. Hobbs, Jr., Correspondence, 1982

Box 10 of 14 IZ Chairman's Office - Typed Curator Correspondence, B - Hi

Box 10 of 14 IZ Chairman's Office - Typed Curator Correspondence, Ho - R

Box 10 of 14 Research Proposals, FY 1977

Box 10 of 14 Research Proposals, FY 1975

Box 10 of 14 Foreign Currency Program

Box 10 of 14 Honorary Appointments

Box 10 of 14 IZ Brochure photos and text from SI Press

Box 11



Box 11 of 14                    Use of Museum Specimens for Past Pollutant Documentation, 1975

Box 11 of 14                    PAEC

Box 11 of 14                    Position Descriptions

Box 12

Box 12 of 14                    Automated Data Processing

Box 12 of 14                    Bacon Scholarship

Box 12 of 14                    Biological Survey of the United States

Box 12 of 14                    Botany

Box 12 of 14                    Brooks Award

Box 12 of 14                    Cape Verde Project

Box 12 of 14                    Earthwatch

Box 12 of 14                    Cephalopod Bibliography

Box 12 of 14                    Invertebrate Zoology

Box 12 of 14                    Conchologists of America (COA)

Box 12 of 14                    Crustacea Division

Box 12 of 14                    Cuba

Box 12 of 14                    Echinoderms Division

Box 12 of 14                    Endangered Species

Box 12 of 14                    Enewetok

Box 12 of 14                    Environmental Sciences Program

Box 12 of 14                    Fumigation

Box 12 of 14	Indo-U.S. Marine Bioactive Substances Program
Box 12 of 14	National Science Foundation
Box 12 of 14	SI Regents
Box 12 of 14	ROF, FY 1985
Box 12 of 14	ROF, FY 1986
Box 12 of 14	ROF, FY 1987
Box 12 of 14	Scholarly Studies
Box 12 of 14	SI Council
Box 12 of 14	SI Publishing Council
Box 12 of 14	Sources Directory
Box 12 of 14	Swamp
Box 12 of 14	Chairman's Office Correspondence, 1988
Box 12 of 14	Chairman's Office Correspondence, 1987
Box 12 of 14	Chairman's Office Correspondence, 1986
Box 12 of 14	Chairman's Office Correspondence, 1985
Box 12 of 14	Chairman's Office Correspondence, 1985

Box 13

Box 13 of 14	Ft Pierce Lab
Box 13 of 14	Invertebrate Zoology Budget Data, FY 1979
Box 13 of 14	Invertebrate Zoology Budget Data, FY 1980
Box 13 of 14	Invertebrate Zoology Budget Data, FY 1981
Box 13 of 14	Invertebrate Zoology Budget Data, FY 1982

Box 13 of 14                      Invertebrate Zoology Budget Data, FY 1983

Box 13 of 14                      Invertebrate Zoology Budget Data, FY 1984

Box 13 of 14                      Invertebrate Zoology Budget Data, FY 1985

Box 13 of 14                      Old IZ Information Files (2 folders)

Box 14

Box 14 of 14                      Old IZ Information Files (3 folders)