



# Smithsonian Institution Archives

## Records, 1968-1985

Finding aid prepared by Smithsonian Institution Archives

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

# Table of Contents

Collection Overview .....	1
Administrative Information .....	1
Historical Note.....	1
Descriptive Entry.....	1
Names and Subjects .....	1
Container Listing .....	3

## Collection Overview

<b>Repository:</b>	Smithsonian Institution Archives, Washington, D.C., <a href="mailto:osiaref@si.edu">osiaref@si.edu</a>
<b>Title:</b>	Records
<b>Identifier:</b>	Record Unit 475
<b>Date:</b>	1968-1985
<b>Extent:</b>	10 cu. ft. (10 record storage boxes)
<b>Creator::</b>	National Museum of American Art. Office of Administrative Services
<b>Language:</b>	English

---

## Administrative Information

### Preferred Citation

Smithsonian Institution Archives, Record Unit 475, National Museum of American Art. Office of Administrative Services, Records

---

## Historical Note

Harry W. Zichterman and Louise W. Robinson served as administrative officers, 1965-1968. Zichterman was Administrative Officer, Planning and Budget, 1969-1970. He was succeeded by George Riggs, Administrative Officer, 1971-1972; Harry Jordan, Administrative Officer, 1973, and Assistant Director for Administration and Management, 1974-1976; and H. Eugene Kelson, Administrator, 1977-1982. In 1983 Sherwood A. Dowling assumed the title. In 1985 Dowling's title was changed to Administrative Officer and he served in that capacity, 1985-. Charles J. Robertson served as Associate Administrator, 1978-1982. In 1983 he became Assistant Director, Resources, and in 1985, Assistant Director, Museum Resources.

---

## Descriptive Entry

These records consist primarily of the files of Charles J. Robertson and H. Eugene Kelson as Associate Administrator and Administrator, respectively, including Robertson's files as Treasurer of the American Association of Museums, 1982-1984. A few files date back to the late 1960s and the 1970s. Also included is an occasional memorandum of Robertson's in his new position as Assistant Director, Resources. Some materials date to when the museum was known as the National Collection for Fine Arts. For Robertson's files after 1982, see Record Unit 446.

---

## 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:

Manuscripts

Names:

American Association of Museums  
Dowling, Sherwood A.  
Kelson, H. Eugene  
National Collection of Fine Arts (U.S.)  
National Museum of American Art (U.S.). Assistant Director, Museum Resources  
National Museum of American Art (U.S.). Assistant Director, Resources  
Robertson, Charles (Charles J.)

## Container Listing

### Box 1

- Box 1 of 10            Accounting Classification Codes
- Box 1 of 10            Accounting: Exhibition Project Codes
- Box 1 of 10            Accessions Lists, FY 1974-FY 1981
- Box 1 of 10            Acquisitions Art Works: Purchased 2/22/1979 thru 9/30/1983
- Box 1 of 10            Acquisitions, FY 1980
- Box 1 of 10            Acquisitions, FY 1981
- Box 1 of 10            Acquisitions, FY 1983
- Box 1 of 10            American Association of Museums (AAM) Treasurer's Files, FY 1982  
(8/1/1981-7/31/1982)
- Box 1 of 10            American Association of Museums Treasurer's Files, FY 1983  
(8/1/1982-7/31/1983)
- Box 1 of 10            AAM Treasurer's files, September 1985
- Box 1 of 10            AAM Treasurer's files, June 1984
- Box 1 of 10            AAM Treasurer's files, May 1984
- Box 1 of 10            AAM Treasurer's files, April 1984
- Box 1 of 10            AAM Treasurer's files, January 1984
- Box 1 of 10            AAM Treasurer's files, September-December 1983
- Box 1 of 10            Auxiliary Activities Council
- Box 1 of 10            Awards
- Box 1 of 10            Barney House Apartment Rental House (1981-1982)
- Box 1 of 10            Barney Studio House (1983)
- Box 1 of 10            Barney House: Korean Chancery Expansion, 1980

### Box 2

- Box 2 of 10            Barney House: Korean Chancery (January thru May 1981)
- Box 2 of 10            Barney House: Korean Chancery (June thru December 1981)

Box 2 of 10 Barney Studio House-Korean Chancery, 1982

Box 2 of 10 Barney House (Restoration), 1976-1977

Box 2 of 10 Building Manager's Office (Holmone/Smith Case), 1980-1981

Box 2 of 10 Building Manager's Office, 1979 thru 1980

Box 2 of 10 Building Manager's Office, 1981 thru 1982

Box 2 of 10 Building Manager's Office (Reimbursement), 1978-1982

Box 2 of 10 CAO (Conference of Administrative Officers), 1977-1980

Box 2 of 10 CETA (Comprehensive Employment & Training Act), 1977-1981

Box 2 of 10 Christmas Party, 1980

Box 2 of 10 Collections Acquisition Trust Fund, 1978

Box 2 of 10 Collections Management Policy for the National Museum of American Art (NMAA), 1981-1984

Box 2 of 10 College Art Association, 1974-1983

Box 2 of 10 Combined Federal Campaign, 1969-1982

Box 2 of 10 Compensatory Time Balance Sheets of (OCS), 1978-1984

Box 2 of 10 Computer Utilization, 1983

Box 2 of 10 Computer - WANG, 1982-1983

Box 2 of 10 Copyright Law, 1976-1982

Box 2 of 10 Council of Directors, 1975-1981

Box 3

Box 3 of 10 Courtyard, 1976-1983

Box 3 of 10 Curatorial Review National Collection of Fine Arts (NCFA), 1977-1981

Box 3 of 10 Damages to Artworks, 1969-1974

Box 3 of 10 Davis, Robert Tyler (Estate & Memorial Fund)

Box 3 of 10 Directory (SI Telephone), 1976-1980

Box 3 of 10 Directory (SI Telephone), 1961-1982

Box 3 of 10 Energy, 1979-1982

Box 3 of 10 Facilities Planning & Budgeting, 1980

Box 3 of 10 Federal Yellow Book

Box 3 of 10 Five Year Prospectus (NCFA), 1979-1983

Box 3 of 10 Forms Management, 1974-1979

Box 3 of 10 Freedom of Information Act, 1976

Box 3 of 10 Five-Year Prospectus, FY 1982 thru 1986

Box 3 of 10 Fundraising: Reference Information on Foundations, 1979-1982

Box 3 of 10 General Counsel's Office, 1974-1977

Box 3 of 10 Gifts & Bequests: Cash, Securities, etc. (Beerblum, Marvin Memorial Fund), 1981

Box 3 of 10 (Office of) Grants and Risk Management, 1977-1983

Box 3 of 10 Gants, Requests for, 1976

Box 3 of 10 Guard's Office (1982-1983) (case records - current year only)

Box 3 of 10 Guard's Office - Fine Art/Portrait Gallery (FA/PG), 1969-1983

Box 3 of 10 Handicapped Facilities and Programs, 1975-1979

Box 3 of 10 Health Insurance Program, 1977-1982

Box 3 of 10 Historical Preservation Cases, 1982-1983

Box 3 of 10 Horticulture, 1974-1981

Box 4

Box 4 of 10 Index to Exhibition Catalogs to 1976, Gerdts, 1976-1982

Box 4 of 10 Information Requests, 1975-1981

Box 4 of 10 Interns (Pat Chieffo)

Box 4 of 10 Inventory - NCFA

Box 4 of 10 Inventory (Property), 1980

Box 4 of 10 Internship Inquiries

Box 4 of 10 Inventory, Plants

Box 4 of 10            Inventory of Property, 1983

Box 4 of 10            Inventory, 1982

Box 4 of 10            Inventory, 1981

Box 4 of 10            Keys, NCFA

Box 4 of 10            Keys Register, 1977-1983 (Office Keys)

Box 4 of 10            Lincoln Gallery, Repair of

Box 4 of 10            Loading Dock, FA/PG

Box 4 of 10            Mailing Practice

Box 4 of 10            Maintenance of American Art/Portrait Gallery (AA/PG) Building, 1977-1981

Box 4 of 10            Maintenance/Renwick, 1977-1979

Box 4 of 10            Manuals, Office Machine

Box 4 of 10            Mayor's Downtown Committee (1982), 10/1/1982-9/30/1983

Box 4 of 10            Mayor's Downtown Committee (1982), 1/1/1982-9/30/1983

Box 4 of 10            Mayor's Downtown Committee (1981)

Box 4 of 10            Merrill, Charles E. Trust

Box 4 of 10            Museum Hours

Box 5

Box 5 of 10            NEA Grant - Education Department (J. Farmer), 1971-1972

Box 5 of 10            NEA Grant - Request, 1977

Box 5 of 10            NEA Grant - Lily M. Spencer, 1973

Box 5 of 10            National Endowment for the Arts - Museum Purchase Plan Grants, 1970-1972

Box 5 of 10            Neighborhood Concerns, FY 1980 to 1982

Box 5 of 10            NMAA (formerly NCFA) History, Name Change, 1974-1984

Box 5 of 10            NMAA Office Relocations, 1981

Box 5 of 10            National Portrait Gallery (NPG), Memos to Administrator, 1970-1982



Box 5 of 10 ODC (Office of Design & Construction) Status Sheets, 1980

Box 5 of 10 ODC (Office of Design & Construction) Status Sheets, 1981

Box 5 of 10 ODC (Office of Design & Construction), 1981-1982

Box 5 of 10 OEO (Office of Equal Opportunity), 1981-1982

Box 5 of 10 OFPES Weekly Contract Activity, 1979-1980

Box 5 of 10 OFPES Project Status Report, FY 1979

Box 5 of 10 Office of Plant Services (OPlantS), 1982-1983

Box 5 of 10 OPlantS, 1974-1981

Box 5 of 10 OPlantS Status Sheets, FY 1982

Box 5 of 10 OPlantS Status Sheets, FY 1981

Box 5 of 10 Parking Spaces, 1969-1985

Box 5 of 10 Personnel Administration: Employment Benefits, 1983

Box 5 of 10 Personnel Study of Non-Full Time Positions (Lillian Phillips), 1979

Box 5 of 10 Postcards-NCFA (includes Johnson Collection), 1968-1978

Box 5 of 10 Press, SI, 1975-1982

Box 5 of 10 Quarterly meetings with OPlantS, Office of Protection Services (OPS) & Office of Design and Construction (ODC), 1982-1983

Box 5 of 10 Renovation and Restoration (R&R), 1974-1982

Box 5 of 10 R&R: (Archival Storage Room)

Box 5 of 10 R&R: Asbestos Removal AA/PG Building

Box 6

Box 6 of 10 R&R: Barney Studio House

Box 6 of 10 R&R: Drainage of Silkscreen reclamation, Room B-41

Box 6 of 10 R&R: (East Portico & Steps) #7534209

Box 6 of 10 R&R: Education Department Renovation

Box 6 of 10 R&R: Elevator

Box 6 of 10 R&R: Exhibition & Design New Office (Alteration of Room #147)

Box 6 of 10 R&R: (Fourth Floor Library modifications) #7934116

Box 6 of 10 R&R: "G" Street Lobby Renovation

Box 6 of 10 R&R: Garage Storage Area Conversion for E&D Office Space

Box 6 of 10 R&R: (Graphics Workshop Modifications)

Box 6 of 10 R&R: (Handicapped Access: Renwick) #7836106

Box 6 of 10 R&R: Installation of Kodak Print Processor

Box 6 of 10 R&R: Large Painting Storage Area

Box 6 of 10 R&R: Lincoln Gallery Ceiling and Wall Repairs

Box 6 of 10 R&R: Network Protectors

Box 6 of 10 R&R: (Relocation of OBM)

Box 6 of 10 R&R: (Renwick Basement Renovation) Sprinkler System

Box 6 of 10 R&R: (Roof Replacement: FA/PG Building) #7834104

Box 6 of 10 R&R: (Second Floor Gallery) FA/PG

Box 6 of 10 R&R: (Smoke Detection System FA/PG Building) #7834115, 1978-1980

Box 6 of 10 R&R: South Portico

Box 6 of 10 R&R: Sprinkler System AA/PG Building

Box 6 of 10 R&R: Sprinkler System (Renwick)

Box 6 of 10 R&R: Staff Entrance Alteration for AA/PG Building

Box 6 of 10 R&R: Transformer Replacement

Box 6 of 10 R&R: 1111 North Capitol Storage

Box 6 of 10 Renwick Lighting

Box 6 of 10 Renwick Moisture Seepage

Box 6 of 10 Renwick, 1975-1979

Box 6 of 10 Renwick Gallery, 1974

Box 6 of 10 Renwick Gallery, 1973

Box 7

Box 7 of 10 Restaurant, June 1970 thru September 1976  
Box 7 of 10 Restaurant, 1976 thru October 1979  
Box 7 of 10 Restaurant, 11/1979 to 12/1981  
Box 7 of 10 Roosevelt Centennial  
Box 7 of 10 Rothko, Mark (Works of Art), 1978  
Box 7 of 10 Security, 1968-1974  
Box 7 of 10 Security, 1975-1979  
Box 7 of 10 Security, 1980-1981  
Box 7 of 10 Smithsonian Index, 1977-1982  
Box 7 of 10 Storage Screens, 1970-1980  
Box 7 of 10 Storage Space, SISC, 1976-1981

Box 8

Box 8 of 10 Abbott, Berenice  
Box 8 of 10 Across the Nation: Fine Art for Federal Buildings, 1972-1979, Code: RB  
Box 8 of 10 Achepohl, Keith (Egypt Day & Night)  
Box 8 of 10 Advancing American Art Exhibition  
Box 8 of 10 American Porcelain  
Box 8 of 10 Animal Image: Contemporary Objects & the Beast Project, Code: T4  
Box 8 of 10 Appalachian, Art of: Correspondence from 4/1980 to 6/1981 (folder 1)  
Box 8 of 10 Appalachian, Art of: Correspondence from 7/1981 thru 9/1981 (folder 2)  
Box 8 of 10 Appalachian, Art of: Correspondence from 10/1981 thru 2/1982 (folder 3)  
Box 8 of 10 Appalachian, Art of: Correspondence from 3/1982-1983 (folder 4)  
Box 8 of 10 Appalachia, Art of (Spofforth Sculpture)  
Box 8 of 10 Architectures in Silver (w/t)  
Box 8 of 10 Art from India  
Box 8 of 10 Australian Ceramics

Box 8 of 10 Awards in the Visual Art: (AVA) Winners Exhibition (w/t), Code: W6  
Box 8 of 10 Beehive Exhibition, the Grande, Code: X1  
Box 8 of 10 Blythe, Gilmour, The World of  
Box 8 of 10 Brittany & Normandy, American Artists in, 1860-1910  
Box 8 of 10 Building to Serve the Republic, Codes: R5 & T5  
Box 8 of 10 Catlin, George: The Artist and the American Indian, Code: M3  
Box 8 of 10 Capitol Image: Painters in Washington, 1800-1915 (2 folders)

Box 9

Box 9 of 10 Celebration: A World of Art & Ritual (Renwick), Project Code: N5, 1978-1980  
Box 9 of 10 Celebration (1981-1983)  
Box 9 of 10 Chicago Furniture, 1833-1983  
Box 9 of 10 Children's Toys: Renderings from the Index of American Design, Code: Y1  
Box 9 of 10 Colonna, Edward (w/t)  
Box 9 of 10 Cook, Howard Norton - The Prints of  
Box 9 of 10 Cotopaxi: Frederick Church  
Box 9 of 10 Craft Multiples Renwick Gallery Exhibition (Code: 30)  
Box 9 of 10 deCreeft Jose: Sculpture & Drawings  
Box 9 of 10 Diller, Burgoyne  
Box 9 of 10 Eastman, Seth  
Box 9 of 10 Egypt Today: Embroidered Pictures from Akhmin  
Box 9 of 10 Fanfare (L. Gershuny)  
Box 9 of 10 Franklin D. Roosevelt: Centennial  
Box 9 of 10 Field, Eratus Salisbury  
Box 9 of 10 Gallery Installations (NMAA & Renwick Gallery)  
Box 9 of 10 Gershoy, Eugenie - Sculpture by  
Box 9 of 10 Goldyne, Joseph, Code: Z3

Box 9 of 10 Grabach, John R.: Seventy Years an Artist, Code: U7, 1979-1980

Box 9 of 10 Good as Gold : New alternatives in American Jewelry, (w/t), Code: Y6

Box 9 of 10 Harnly, Perkins: From the Index of American Design, Code: Z2

Box 9 of 10 Hawthorn, Charles W. (Watercolors)

Box 9 of 10 High School Graphics: Graphics VII, Code: F4

Box 9 of 10 Idaho Art

Box 9 of 10 Images of an Era

Box 9 of 10 In pursuit of... (the Washington Print Club 9th Biennial Members Exhibition)

Box 9 of 10 In Their Own Way, Code: Y4

Box 9 of 10 Indiana, Robert: Herm Series

Box 9 of 10 Inedible Birthday Cakes (Project Code: 24)

Box 9 of 10 Isham, Sheila: 20 Paintings by (w/t), Code: N9

Box 9 of 10 Jackson, Martha - Memorial Collection

Box 9 of 10 Johnson, William H. (Scandinavia) (w/t), Code: X4

Box 9 of 10 Kline, Franz: Photographs by Siskind

Box 9 of 10 Koffler (Art from Chicago: the Koffler Foundation Collection) (Project Code: N4)

Box 9 of 10 Krasner, Lee - Retrospective

Box 9 of 10 Lafayette Square (w/t)

Box 9 of 10 Life: the Second Decade

Box 9 of 10 Littleton, Harvey

Box 9 of 10 Lozowick, Louis (Prints)

Box 9 of 10 Martinez, Maria: Artist for a Lifetime, Project Code: 40

Box 9 of 10 McClure, Frank, An American Perspective: Selections from the Bequest of (Code: W5)

Box 9 of 10 Mowbray, Harry Siddons (1858-1928), Code: Y8

Box 10

Box 10 of 10	Newcomb Pottery (w/t)
Box 10 of 10	Nourse, Elizabeth (1859-1938): American Success in Paris (w/t), Code: W2
Box 10 of 10	Pierce, Elijah: Message in Wood, Code: 26
Box 10 of 10	Post-War Metalsmithing & Jewelry: Exploring its Resurgence in American Art & Education in the 1940's and 1950's
Box 10 of 10	Prints & Multiples, 1981 (w/t), Code: X6
Box 10 of 10	Print in the United States from the Eighteenth Century to the Present
Box 10 of 10	Provincetown Woodcuts
Box 10 of 10	Puerto Rican Posters (w/t)
Box 10 of 10	Ramapo College Consortium
Box 10 of 10	Rauschenberg, Robert
Box 10 of 10	Robert Rauschenberg Active - 16
Box 10 of 10	Rauschenberg, Robert
Box 10 of 10	Recent Acquisition: Print, Drawings & Watercolors
Box 10 of 10	Recent Trends in Collecting 20th Century Painting and Sculpture from the National Museum of American Art
Box 10 of 10	Remington, Frederic, Cast & Recast: the Sculptures of, Code: V6
Box 10 of 10	Renderings from the Index of American Design (Renwick), Project Code: Y1
Box 10 of 10	Renwick, James (w/t)
Box 10 of 10	Renwick Birthday Celebrations
Box 10 of 10	Renwick Metals
Box 10 of 10	Roby Foundation Collection (w/t)
Box 10 of 10	Scandinavian Modern, 1860-1980 (w/t)
Box 10 of 10	Simons, Vera, Code: X5
Box 10 of 10	Souvenir Show, Renwick Gallery, Code: 25
Box 10 of 10	Speaking a New Classicism: American Architecture Now
Box 10 of 10	Thomas, Alma, Code: Q6

Box 10 of 10	Threads: Seven American Artists and their Miniature Textile Pictures, Project Code: 5B
Box 10 of 10	Tibetan Exhibition (w/t)
Box 10 of 10	Tiffany, Louis Comfort (Project T6)
Box 10 of 10	Utica, Master (w/t)
Box 10 of 10	Vedder Elihu Drawings for the Rutaiyat, Project Code: 3A
Box 10 of 10	Venini Glass, Code: X3
Box 10 of 10	Wall Clay
Box 10 of 10	Whistler, James McNeil - the Lithographs of
Box 10 of 10	White House Decorative Arts
Box 10 of 10	Wright, Russell
Box 10 of 10	From Zoo to Art