



Smithsonian Institution Archives

Records, 1949-1991

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Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title:	Records
Identifier:	Record Unit 486
Date:	1949-1991
Extent:	25 cu. ft. (25 record storage boxes)
Creator::	Smithsonian Institution. Management Analysis Office
Language:	English

Administrative Information

Preferred Citation

Smithsonian Institution Archives, Record Unit 486, Smithsonian Institution, Management Analysis Office, Records

Descriptive Entry

These records consist of Smithsonian Announcements, Office Memoranda, Special Memoranda, Staff Handbooks, and various forms used in Smithsonian offices. The records include correspondence, drafts and other background materials surrounding the creation of these documents. The Announcements concern office name changes, reorganizations, personnel title and duty changes, and the appointment of office directors. The Office Memoranda and Special Memoranda detail new policies, rules, and guidelines implemented by the Institution. The Smithsonian Staff Handbooks describe procedures to be followed by Smithsonian employees. Many of these records were created while John G. Motheral was director of the office.

Names and Subject Terms

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

Subjects:

Employee handbooks
Museums -- Administration
Museums -- Management

Types of Materials:

Manuscripts

Names:

Motheral, John G.

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Box 8 of 25 Folder 54 SI-3110, Application for Work/Learn Program in Environmental Studies

Box 8 of 25 Folder 55 SI-3300, Checklist

Box 8 of 25 Folder 56 3361-SI, Vacancy Recruitment Worksheet

Box 8 of 25 Folder 57 3403-SI, Tour Evaluation Form - AfA; RCS-51

Box 8 of 25 Folder 58 SI-3403a, Tour Evaluation - Capers with Kaboundi

Box 8 of 25 Folder 59 SI-3489, New Payroll Forms

Box 8 of 25 Folder 60 SI-3501, Time & Attendance Record

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Box 8 of 25	Folder 67 SI-3602, Trade Literature Coding Sheet
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Box 8 of 25	Folder 74 SI-3739, Processing forms for Payroll
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Box 8 of 25	Folder 77 SI-3771, Payroll withholding for travel advance
Box 8 of 25	Folder 78 SI-3899, Registration Form
Box 8 of 25	Folder 79 SI-3924, Docent daily service record
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Box 9 of 25	Folder 1 SI-17 Medical entomology project collection record
Box 9 of 25	Folder 2 SI-75 Transaction record card
Box 9 of 25	Folder 3 SI-187 Transaction information for department of entomology
Box 9 of 25	Folder 4 SI-250 Genus information sheet
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Box 9 of 25	Folder 6 SI-356 Letter of transmittal of shipping invoice
Box 9 of 25	Folder 7 SI-365 Listing of diptera species (untitled)
Box 9 of 25	Folder 8 SI-430 Record of collections studied
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Box 9 of 25	Folder 10 SI-712 Route slip (mosquito project)
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Box 9 of 25	Folder 13 SI-954 Accession card
Box 9 of 25	Folder 14 SI-1149 Bureau of American Ethnology manuscript collection
Box 9 of 25	Folder 15 SI-1314 Catalogue card
Box 9 of 25	Folder 16 SI-2996 Pupal chaetotaxy charts
Box 9 of 25	Folder 17 Smithsonian Institution Letterhead
Box 9 of 25	Folder 18 Species form
Box 9 of 25	Folder 19 SI-26 Naturalist center collection temporary catalog sheet
Box 9 of 25	Folder 20 SI-34a Publication tracer - SAO
Box 9 of 25	Folder 21 SI-37 Untitled recurring data analysis sheet
Box 9 of 25	Folder 22 SIFL-48 Annual review of specimen loans
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Box 9 of 25	Folder 25 SI-195 Meteorite control
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Box 9 of 25	Folder 28 SI-351 Mineral data log sheet
Box 9 of 25	Folder 29 SI-360 Meteorite record united states
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Box 9 of 25	Folder 31 SI-362 Reptiles and amphibians inventory data form
Box 9 of 25	Folder 32 SI-386 Sample inventory data input record
Box 9 of 25	Folder 33 SI-539 Data card worksheet
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Box 9 of 25	Folder 35 SI-612 Crustacea catalog sheet
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Box 9 of 25	Folder 38 SI-653 Entomology type specimen inventory data form
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Box 9 of 25	Folder 41 SI-681 Request for specimen (vertebrates)
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Box 9 of 25	Folder 45 SI-812 Entomology type inventory form
Box 9 of 25	Folder 46 SI-855a Book slip (yellow) used by NMHT branch Library
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Box 9 of 25	Folder 49 SI-887 Analysis of Meteorites
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Box 9 of 25	Folder 53 SI-1053a Polychaete sorting sheet
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Box 9 of 25	Folder 56 SI-1251 U.S. Geological survey requests
Box 9 of 25	Folder 57 SI-1252 General request
Box 9 of 25	Folder 58 SI-1264 Specimen labels for SOSC
Box 9 of 25	Folder 59 SI-1302 Littorinidae data sheet (phase II)
Box 9 of 25	Folder 60 SI-1326 Table for chemicals analysis of rocks and minerals
Box 9 of 25	Folder 61 Franked postal card for Division of Crustacea
Box 9 of 25	Folder 62 SI 1503 Specimen labels
Box 9 of 25	Folder 63 SI-1515 Collected for the museum
Box 9 of 25	Folder 64 SI-1516 Gift exchange transfer
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Box 9 of 25	Folder 70 SI-1984 Mineral collection data sheet

Box 9 of 25	Folder 71 SI-1992 Rock collection data sheet
Box 9 of 25	Folder 72 SI-2000 Computer job request
Box 9 of 25	Folder 73 SI-2005 Rock specimen data
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Box 9 of 25	Folder 75 SI-2016 ORE collection data sheet
Box 9 of 25	Folder 76 SI-2027 X-ray analysis form
Box 9 of 25	Folder 77 SI-2202 Recapture sheet - location and activity
Box 9 of 25	Folder 78 SI-2211 Drawer label
Box 9 of 25	Folder 79 SI-2246 Tape control log
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Box 9 of 25	Folder 81 SI-2261 Tape label
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Box 9 of 25	Folder 83 SI-2365 USNM Mollusk data sheet
Box 9 of 25	Folder 84 SI-2445 Invertebrate zoology catalog card (marginally punched - white)
Box 9 of 25	Folder 85 SI-2445a Invertebrate zoology catalog (SALMON) card (marginally punched)
Box 9 of 25	Folder 86 SI-2450 OCR paper for CDC-915
Box 9 of 25	Folder 87 SI-2452 Marginally punched index cards (8x5) plus 1/2 inch perf strips
Box 9 of 25	Folder 88 SI-2458 Marginally punched index card (1-part) (6x4 plus 1/2 inch perf strips)
Box 9 of 25	Folder 89 SI-2502 Specimen collection data
Box 9 of 25	Folder 90 SI-2602 Tape control log

Box 9 of 25	Folder 91 SI-2622 Mineral collection computerization data sheet
Box 9 of 25	Folder 92 SI-2690 Computerization form for GEM section
Box 9 of 25	Folder 93 SI-2704 Data change notification card
Box 9 of 25	Folder 94 SI-2908 Fixation and embedding sheet
Box 9 of 25	Folder 95 SI-2963 X-ray report
Box 9 of 25	Folder 96 SI-3120b Jar neck labels (red border)
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Box 9 of 25	Folder 103 SI-269 BAB EDH-DHRA Expedition data sheets
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Box 9 of 25	Folder 105 SI-269B BAB EDH-DHRA Expedition data sheets
Box 9 of 25	Folder 106 SI-331 Requisition for services of anthropology conservation laboratory
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Box 10 of 25	Folder 3 SI- 849 Chargeout card for catalog file
Box 10 of 25	Folder 4 SI-1579 Manuscripts accession record
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Box 10 of 25	Folder 6 SI-1582 Smithsonian Archives use record
Box 10 of 25	Folder 7 SI-1588 Catalog card
Box 10 of 25	Folder 8 SI-1595 Release agreement
Box 10 of 25	Folder 9 SI-1599 SI Archives control record
Box 10 of 25	Folder 10 SI-1965 Form 4-Homestead
Box 10 of 25	Folder 11 SIFL- 2244 Correspondence reply
Box 10 of 25	Folder 12 SI-3238 Skeleton data collection form
Box 10 of 25	Folder 13 SI-3241 Collection form skeleton data
Box 10 of 25	Folder 14 SI-605 SI Trust fund position description
Box 10 of 25	Folder 15 SI-271 Postcranial measurements/mandibular measurements
Box 10 of 25	Folder 16 SI-272 Cranial measurements
Box 10 of 25	Folder 17 SI-273 Dental measurements

Box 10 of 25	Folder 18 SI-274 Skeletal inventory
Box 10 of 25	Folder 19 SI-2134 Continuation form
Box 10 of 25	Folder 20 SI-3716a Internship program analysis worksheet
Box 10 of 25	Folder 21 SI-175B Catalog card
Box 10 of 25	Folder 22 SI-175c Catalog card
Box 10 of 25	Folder 23 SI-255 Equipment catalog card
Box 10 of 25	Folder 24 SI-257a Docent Schedule tour book
Box 10 of 25	Folder 25 SI-306 Application for place name research student position
Box 10 of 25	Folder 26 SI-503 Sign in and out log
Box 10 of 25	Folder 27 PA-670 Privacy act supplement for requesting Anacostia neighborhood historical information
Box 10 of 25	Folder 28 SI-670 Anacostia historical data control card 111, Personal information
Box 10 of 25	Folder 29 SI-671 Anacostia historical data control card 112, civic and professional information
Box 10 of 25	Folder 30 SI-805 Visitor registration
Box 10 of 25	Folder 31 SI-959 Day III Museum of natural history, optional study group
Box 10 of 25	Folder 32 SI-1351c Tour confirmation
Box 10 of 25	Folder 33 SI-1351e Record of school tours
Box 10 of 25	Folder 34 SI-1876a Catalog card
Box 10 of 25	Folder 35 SI-2277 Docent Application
Box 10 of 25	Folder 36 SI-2688 Visitor interest questionnaire card for the naturalist center
Box 10 of 25	Folder 37 SI-2689 Request to bring specimens to the naturalist center

Box 10 of 25	Folder 38 SI-2718 Comments to director (NMNH)
Box 10 of 25	Folder 39 SI-3709 OMB Circulars Bulletins actions log
Box 10 of 25	Folder 40 SI-3713 Announcement Log
Box 10 of 25	Folder 41 SI-3807 Outgoing receipt
Box 10 of 25	Folder 42 SI-3808 Return receipt
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Box 10 of 25	Folder 44 SI-3820 Directives Worksheet
Box 10 of 25	Folder 45 SI-278 SI SIM General mailing system master file additions
Box 10 of 25	Folder 46 SI-514 Operations Disk pack log
Box 10 of 25	Folder 47 SI-1570 Ship plan ceding sheet
Box 10 of 25	Folder 48 SI-1608 Ship portrait coding sheet
Box 10 of 25	Folder 49 SI 16826 Supervisor and employee report
Box 10 of 25	Folder 50 SI-2304 Selgem user roster
Box 10 of 25	Folder 51 SI-2334 OCS Manpower utilization reporting
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Box 10 of 25	Folder 53 SI-3259 Wilson Center fellowship information sheet
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Box 10 of 25	Folder 58 SI-519 Annual vehicle inventory - federal
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Box 10 of 25	Folder 60 SI-630 Vehicle operator's control card
Box 10 of 25	Folder 61 SI-835 Mail survey chart
Box 10 of 25	Folder 62 SI-1115 Motor vehicle repair form
Box 10 of 25	Folder 63 SI-1261 Painting data card
Box 10 of 25	Folder 64 SI-1857 Parking permit for one day or less
Box 10 of 25	Folder 65 SI-2046 Car pool parking permit
Box 10 of 25	Folder 66 SI-2113 Vehicle data worksheet
Box 10 of 25	Folder 67 SI-2114 Master vehicle record
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Box 10 of 25	Folder 69 SI-2685 Requisition request
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Box 10 of 25	Folder 71 SI-2802 Accountable mail
Box 10 of 25	Folder 72 SI-2946a Application for medical administrative exemption on parking
Box 10 of 25	Folder 73 SI-3076 Annual schedule
Box 10 of 25	Folder 74 SI-3078 Weekly master schedule
Box 10 of 25	Folder 75 SI-3134 Service/emergency order (single)
Box 10 of 25	Folder 76 SI-3134 Service/emergency order (three part)
Box 10 of 25	Folder 77 SI-3135 Change of address to non-SI mailers
Box 10 of 25	Folder 78 SI-3342 Stock Number change notice - OPlants
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Box 10 of 25	Folder 81 SI-1467 American Indian Program
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Box 10 of 25	Folder 83 SI-1469 Suspension of publication of Indian voices
Box 10 of 25	Folder 84 SIFL-1470 Suspension of publication of Indian voice
Box 10 of 25	Folder 85 SI-1496 Report of money received
Box 10 of 25	Folder 86 SI-1732 Publication on modern North American Indians
Box 10 of 25	Folder 87 SI-1777 Invoice for the American Indian program
Box 10 of 25	Folder 88 SI-1996 Handbook of North American Indians Bibliography working card
Box 10 of 25	Folder 89 SI-2020 Invoice
Box 10 of 25	Folder 90 SIFL-2021 Letter in Ref; Purchase order (proposals)
Box 10 of 25	Folder 91 SIFL-2954 Letter FEF; Purchase order SF3-03245
Box 10 of 25	Folder 92 SI-2955 Request for service of scientific illustrator
Box 10 of 25	Folder 93 SI-25 Correction Sheet
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Box 10 of 25 Folder 102 FL-786 Request for physical exam lab work from HEW for SI official travelers

Box 10 of 25 Folder 103 SI-1036 Individual's immunization record

Box 10 of 25 Folder 104 SI-1348 Special equipment pass

Box 10 of 25 Folder 105 SI-2178 Log of occupational injures and illnesses

Box 10 of 25 Folder 106 SI-3116 SI medical history form for diving

Box 10 of 25 Folder 107 SI-3224 Entrex coding sheet, criminal/incidents systems

Box 10 of 25 Folder 108 SI-3234 Entrex coding sheet

Box 10 of 25 Folder 109 SI-3589 Asbestos exposure screening

Box 10 of 25 Folder 110 SI-3781 Record of treatments on order

Box 10 of 25 Folder 111 SI-3784 Diver's baseline medical history

Box 10 of 25 Folder 112 SI-3785 Respiratory risk questionnaire

Box 10 of 25 Folder 113 SI-3855 Asbestos monitoring interval history

Box 10 of 25 Folder 114 SI-4055 To our visitors

Box 10 of 25 Folder 115 SI-3784 Diving Certification

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Box 11 of 25 Folder 1 SIFL-13, Gift and Exchange Acknowledgment Letter

Box 11 of 25 Folder 2 SIFL-34, Publication Tracer

Box 11 of 25 Folder 3 SI-35a, Accession Label

Box 11 of 25 Folder 4 SF-44, Purchase Order Invoice Voucher

Box 11 of 25 Folder 5 SF-44, Purchase Order Invoice Voucher (Background material)

Box 11 of 25 Folder 6 SI-68, National Portrait Gallery Catalog Card

Box 11 of 25	Folder 7 SI-73, Questions Note
Box 11 of 25	Folder 8 SI-78, Notice of Research Project
Box 11 of 25	Folder 9 SI-90, Catalog Card
Box 11 of 25	Folder 10 102-FL, Interim Reply
Box 11 of 25	Folder 11 102a-SIFL, Interim Reply
Box 11 of 25	Folder 12 106a-FL, Inter-Library Loan Request for other than Library of Congress - For Inter-Library Loan Desk
Box 11 of 25	Folder 13 SI-110, Number Control Record
Box 11 of 25	Folder 14 117-FL, Interim Proposal
Box 11 of 25	Folder 15 118-SIFL, Reply to Request for Appraisal of Publications
Box 11 of 25	Folder 16 126-SIFL, Letter to Superintendent of Documents
Box 11 of 25	Folder 17 128-SIFL, Request for Publication as Gift or Exchange
Box 11 of 25	Folder 18 SI-143, First-Class Air Accommodations Report
Box 11 of 25	Folder 19 SIFL-146, Cover Letter for Survey Elementary & Secondary School Students
Box 11 of 25	Folder 20 SI-161, Industries Catalog Card
Box 11 of 25	Folder 21 SI-162, Photographs of Fern Specimens (Label)
Box 11 of 25	Folder 22 SI-162a, Photographs for Fern Specimens (Label)
Box 11 of 25	Folder 23 SI-163, Graphic Arts Accession Record
Box 11 of 25	Folder 24 SI-166-MHT, Religious Medal Catalog Card
Box 11 of 25	Folder 25 SI-169, Cultural History Catalog (White)
Box 11 of 25	Folder 26 SI-169a, Cultural History Catalog Card (Buff)

Box 11 of 25 Folder 27 SI-179, Catalog Card

Box 11 of 25 Folder 28 SI-207, Release for Visitor's Photographs

Box 11 of 25 Folder 29 SI-213, Subscription to Smithsonian Galaxy

Box 11 of 25 Folder 30 SI-223, Morris Louis Drawings Catalogue Sheet

Box 11 of 25 Folder 31 SI-223a, Louis Lozowick Catalog Sheet

Box 11 of 25 Folder 32 SI-230, Catalog Card - Collector's Card

Box 11 of 25 Folder 33 SI-245, Catalogue Card - Crayfish

Box 11 of 25 Folder 34 SI-289, Application for Smithsonian Internships in Museum Studies; SIFL-289a, Letter of Information to Applicants for Internships in Museum Studies; SIFL-289b, Description of Museum Studies Internship Program

Box 11 of 25 Folder 35 SI-311, Faunal Composition Record

Box 11 of 25 Folder 36 SI-324, Photograph Label

Box 11 of 25 Folder 37 SIFL-337, Cover letter for Smithsonian Internships (OMP); SIFL-337a, Handout on Internships in Museum Programs; SIFL-337b, Application for Smithsonian Internships in Museum Studies

Box 11 of 25 Folder 38 SI-343, Audio Tape Log

Box 11 of 25 Folder 39 SIFL-345, Acknowledgment of Receipt of Order

Box 11 of 25 Folder 40 SI-364, Volts/AMP Notes

Box 11 of 25 Folder 41 SI-369, Cooper-Hewitt Inventory of Prints and Drawings

Box 11 of 25 Folder 42 SI-370, Cooper-Hewitt Inventory of Decorative Arts

Box 11 of 25 Folder 43 SI-384, SIM System Data Files

Box 11 of 25 Folder 44 SI-405, Coding Sheets

Box 11 of 25 Folder 45 SI-421, Permission to Publish

Box 11 of 25 Folder 46 SI-422, Photo Sales Record

Box 11 of 25 Folder 47 SI-427, Statement of Earnings and Leave (Federal)

Box 11 of 25 Folder 48 SI-441, Petty Cash Receipts

Box 11 of 25 Folder 49 SI-448a, Military History Catalog Card

Box 11 of 25 Folder 50 SI-456, Invoice Transmittal Memorandum

Box 11 of 25 Folder 51 SI-458, Statement of Charges for Services and/or Supplies

Box 11 of 25 Folder 52 SI-493, Musical Instrument Catalog Worksheet

Box 11 of 25 Folder 53 SI-494, Musical Instrument Catalog

Box 11 of 25 Folder 54 SI-497, Shipping Notice

Box 11 of 25 Folder 55 SIFL-499 (RCS-12) Office of Museum Programs Survey (Cover Letter); SI-499a (RCS-12) Smithsonian Workshop Series Survey (Enclosure to SIFL-499); SI-499b (RCS-12) Audio Visual Loan Program Survey (Enclosure to SIFL-499)

Box 11 of 25 Folder 56 SI-509, Accession Card

Box 11 of 25 Folder 57 SI-510, Catalog Card

Box 11 of 25 Folder 58 SI-521, Notice to NCFR Registrar of Items Received or Shipped

Box 11 of 25 Folder 59 SI-534, Catalog - Gallery

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Box 11 of 25 Folder 61 SI-536, Catalog - Subject

Box 11 of 25 Folder 62 SI-553, Field Notes for Crayfish

Box 11 of 25 Folder 63 SI-607, Mollusk Inventory Data Sheet

Box 11 of 25 Folder 64 SI-615, Scheduled Tours by Congressional Offices

Box 11 of 25 Folder 65 SI-623, Report sheet for Oral History Materials

Box 11 of 25 Folder 66 SI-655a, Professional Service Contract Evaluation Check-List for Auxiliary Activities

Box 11 of 25 Folder 67 SI-673, NPG Education Scheduling Form

Box 11 of 25 Folder 68 SI-713, Daily Cash Register Ring-Out Report

Box 11 of 25 Folder 69 SI-732, Out of Sequence Sheet

Box 11 of 25 Folder 70 SI-734, Prediction Sheet

Box 11 of 25 Folder 71 SI-738, NMHT Shelf Inventory, Header 3

Box 11 of 25 Folder 72 SI-751, Check List of Materials for Smithsonian Permanent Federal Employees in Panama

Box 11 of 25 Folder 73 SI-752, Check List of Materials for Smithsonian Temporary and Indefinite Federal Employees in Panama

Box 11 of 25 Folder 74 SI-772, Spacearium Visitor Survey; RCS-25 (Retain in RCS File)

Box 11 of 25 Folder 75 SI-807, Production Report

Box 11 of 25 Folder 76 SI-808, Notice that Photo Items are Ready for Pickup

Box 11 of 25 Folder 77 SI-816, Radio Smithsonian Contract

Box 11 of 25 Folder 78 SI-822, Gesneriaceae of Nicaragua Examination Label

Box 11 of 25 Folder 79 SI-825, NCFA Mail Log

Box 12

Box 12 of 25 Folder 1 SI-161a, Catalog Card

Box 12 of 25 Folder 2 SI-197, Graphic Arts Catalog

Box 12 of 25 Folder 3 SI-339, NMHT File Request Record

Box 12 of 25 Folder 4 SI-490, Preliminary SF-44 Action Form

Box 12 of 25 Folder 5 SI-624, Transmittal Sheet for Oral History Material

Box 12 of 25 Folder 6 SI-832, Application for Regional Resource Program (RCS-32); SIFL-832a, Cover Letter for Application for Regional Resource Program (RCS- 32)

- Box 12 of 25 Folder 7 SI-832b, Information Sheet - (Report from Regional Resource Program Participant) (RCS-32)
- Box 12 of 25 Folder 8 SI-844, Catalog Card
- Box 12 of 25 Folder 9 SI-848, Measurements of Sea Turtle Humerus: All straight line distances in MM.
- Box 12 of 25 Folder 10 SI-850, Aviation Film Series Survey, RCS-34 (OT)
- Box 12 of 25 Folder 11 SI-857, Circulation List (White) (Return to Central Library)
- Box 12 of 25 Folder 12 SI-862g, Charge Card
- Box 12 of 25 Folder 13 SI-872, Subject Authority Card
- Box 12 of 25 Folder 14 SI-884, Access Eligibility Memorandum
- Box 12 of 25 Folder 15 SI-885, Library of Congress Search Record
- Box 12 of 25 Folder 16 SI-927, Damage/Shortage Report
- Box 12 of 25 Folder 17 SI-932, Artifact Deaccession Memorandum
- Box 12 of 25 Folder 18 SI-992, Application for Short-Term Visitor Program (RCS-38)
- Box 12 of 25 Folder 19 SI-1002, Space Fiction Film Series Survey
- Box 12 of 25 Folder 20 SI-1024, Algal Section - Processing Sheet
- Box 12 of 25 Folder 21 SI-1051, Catalog Card (Department of Botany)
- Box 12 of 25 Folder 22 SIFL-1053, Cover Letter for Questionnaire Conservation Training Needs & Job Market Analysis (RCS-42)
- Box 12 of 25 Folder 23 SIFL-1054, Questionnaire - Conservation Training Needs & Job Market Analysis (RCS-42)
- Box 12 of 25 Folder 24 SI-1057, Binding Record Card
- Box 12 of 25 Folder 25 SI-1073, Proposed Travel Itinerary
- Box 12 of 25 Folder 26 SI-1114, Master Card (CGS File)

Box 12 of 25	Folder 27 SI-1119, Living Historical Farms Project Information Schedule
Box 12 of 25	Folder 28 SI-1139, Complimentary Tickets
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Box 12 of 25	Folder 33 SI-1233, Loan Agreement
Box 12 of 25	Folder 34 SI-1245, Notice of Preservation for Historical Purposes (11 x 9 1/2)
Box 12 of 25	Folder 35 SI-1265, Letter to go with OMB Cleared (SI-1768 and SI-1768A)
Box 12 of 25	Folder 36 SI-1272, Gifts to Costume Duplicate Collection
Box 12 of 25	Folder 37 SI-1272A, Gift to Costume Duplication Collection (Continuation Sheet)
Box 12 of 25	Folder 38 SI-1298, Smithsonian Visitor Record
Box 12 of 25	Folder 39 SI-1306, Rare and Vanishing Plants of the Pacific Basin
Box 12 of 25	Folder 40 SI-1322, Exhibition Record Card
Box 12 of 25	Folder 41 SI-1344, Reference Slip for Exhibition Catalogues
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Box 12 of 25	Folder 44 SI-1347, Reference Slip for Books and Periodicals
Box 12 of 25	Folder 45 SI-1351A, NCFAs Tour Scheduling Form (Renwick Gallery)
Box 12 of 25	Folder 46 SI-1351b, NCFAs Tour Scheduling Form
Box 12 of 25	Folder 47 SI-1394, 35mm Negative Storage Envelopes

Box 12 of 25 Folder 48 SI-1408, Time Distribution and Attendance Report (Greene Report)

Box 12 of 25 Folder 49 SI-1408a, SI Time & Attendance Report - Admin (OMR)

Box 12 of 25 Folder 50 SI-1408b, SI Time & Attendance Report Night Differential OMR
Time Card

Box 12 of 25 Folder 51 SI-1420, Mailing List Request

Box 12 of 25 Folder 52 SI-1450, Untitled Unfranked Label

Box 12 of 25 Folder 53 SIFL-1455, Request for Information on Horsedrawn Vehicles

Box 12 of 25 Folder 54 SI-1495, Keysort Cards

Box 12 of 25 Folder 55 SI-1497, Special Project Card

Box 12 of 25 Folder 56 SI-1502, Index Card for Joseph Henry Papers

Box 12 of 25 Folder 57 SIFL-1504, Transmittal Letter

Box 12 of 25 Folder 58 SI-1542, Information Card

Box 12 of 25 Folder 59 SI-1558, Log Book Page

Box 12 of 25 Folder 60 SI-1621a, Reel Label (Marginally Punched - Self Imaging Label -
Blank)

Box 12 of 25 Folder 61 SI-1659a, Participant's Release - Inaugural Festivities

Box 12 of 25 Folder 62 SI-1659b, Participant's Release - Deaf Collecting Project

Box 12 of 25 Folder 63 SI-1659d, Participant's Release - Folk Music in the Roosevelt
White House Program

Box 12 of 25 Folder 64 SI-1689, Daily Sales (Puppet Theatre)

Box 12 of 25 Folder 65 SI-1691, Work Schedule

Box 12 of 25 Folder 66 SI-1729, Request for Blueline Prints

Box 12 of 25 Folder 67 SI-1744, 3-D Letters Order Form for Dept. Exhibition & Design,
NCFA

Box 12 of 25	Folder 68 SIFL-1757, Reply to Request for Free Literature
Box 12 of 25	Folder 69 SI-1758, Application for Use of Facilities of the Smithsonian Tropical Research Institution (And Fee Schedule)
Box 12 of 25	Folder 70 SIFL-1774, Smithsonian Journal of History Letter
Box 12 of 25	Folder 71 SI-1792, Stomatopoda Data Sheet
Box 12 of 25	Folder 72 SI-1813, Reader's Registration Form
Box 12 of 25	Folder 73 SI-1814, Deed of Gift
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