



Smithsonian

Institution Archives

Records, circa 1977-1988

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Collection Overview

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| Repository: | Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu |
| Title: | Records |
| Date: | circa 1977-1988 |
| Identifier: | Record Unit 552 |
| Creator:: | National Portrait Gallery (Smithsonian Institution). Department of Design and Production |
| Extent: | 10 cu. ft. (10 record storage boxes) |
| Language: | English |

Administrative Information

Preferred Citation

Smithsonian Institution Archives, Record Unit 552, National Portrait Gallery (Smithsonian Institution), Department of Design and Production, Records

Historical Note

The Department of Design and Production was created in 1970 to support the exhibition program of the National Portrait Gallery (NPG) by providing exhibition-related services throughout the Gallery. Initially called the Department of Exhibits and Design, its services range from exhibition design and script writing and editing to all facets of exhibition production, including woodworking, plastics, taxidermy, painting, framing and silkscreening. In addition to exhibition production and installation work, the Department is also responsible for supporting brochure design, creation of interpretive panels, illustration work, and graphics for various offices within the Gallery.

James J. Shelton was named Chief of the Department in 1970 and J. Michael Carrigan hired as Assistant Chief. In 1973 the Department was renamed the Department of Exhibits Design and Production. Carrigan became the Chief of the Department the following year, succeeded by Nello R. Marconi, who served as Chief, 1977- . During Marconi's tenure the Department was renamed the Department of Design and Production.

Descriptive Entry

The records consist of departmental correspondence; memoranda; manuscripts; exhibition layouts, gallery floor plans, and blueprints of interior spaces; drawing notes and sketches; lighting designs; production schedules; exhibition project submittals; photographs, slides, and negatives; exhibition catalogs; and newspaper clippings. The records date from the tenure of Nello R. Marconi as Chief of the Department.

Names and Subject Terms

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

Subjects:

- Art museums
- Museum exhibits

Types of Materials:

- Architectural drawings
- Black-and-white negatives
- Black-and-white photographs
- Black-and-white transparencies
- Brochures
- Clippings
- Color negatives
- Color photographs
- Color transparencies
- Drawings
- Exhibition catalogs
- Floor plans
- Manuscripts

Names:

- Carrigan, J. Michael
- Marconi, Nello R.
- National Portrait Gallery (Smithsonian Institution). Department of Exhibits and Design
- Shelton, James J.

Container Listing

| Box 1 | |
|-------------|-------------------------------------------------------------------------------------------------------------|
| Box 1 of 10 | COMM. Memos from Design and Production No. 3 (Filed Chronologically, Most recent date - in front) |
| Box 1 of 10 | COMM. Memos from Design and Production No. 2 (Filed Chronologically, Most recent date - in front) |
| Box 1 of 10 | COMM. Memos from Design and Production No. 1 (Filed Chronologically, Most recent date - in front) |
| Box 1 of 10 | COMM. Memos to Design and Production No. 2 (Filed Chronologically, Most recent date - in front) (2 folders) |
| Box 1 of 10 | COMM. Memos to Design and Production No. 1 (Filed Chronologically, Most recent date - in front) (2 folders) |
| Box 1 of 10 | DES Brochures - NPG |
| Box 1 of 10 | DES Cabinets Solander Box Storage |
| Box 1 of 10 | DES Director's Office (Fern) |
| Box 1 of 10 | DES Exhibits Office Reconfiguration 1983 |
| Box 1 of 10 | DES Res. Assoc. - September 1985 |
| Box 1 of 10 | DES Inst. - 20th Century American Prints |
| Box 1 of 10 | DES Inst. - Adams, Jane (Exhibit) |
| Box 1 of 10 | DES Inst. - American Portrait Drawings |
| Box 1 of 10 | DES Inst. - American & the China Trade |
| Box 1 of 10 | DES Inst. - An American Icon |
| Box 1 of 10 | DES Inst. - Artists on Paper |
| Box 1 of 10 | DES Inst. - B. West & His American Students |
| Box 2 | |
| Box 2 of 10 | DES Inst. - Bacon, Peggy |
| Box 2 of 10 | DES Inst. - Bellows, George |

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| Box 2 of 10 | DES Inst. - Booth Tarkington |
| Box 2 of 10 | DES Inst. - C. W. Peale Portrait Prints |
| Box 2 of 10 | DES Inst. - Champions 1983 |
| Box 2 of 10 | DES Inst. - Christy, Howard Chandler |
| Box 2 of 10 | DES Inst. - Code Duello (THE) |
| Box 2 of 10 | DES Inst. - Cornelius, Robert |
| Box 2 of 10 | DES Inst. - Covarrubias' Caricatures |
| Box 2 of 10 | DES Inst. - Davy Crockett |
| Box 2 of 10 | DES Inst. - Davis, Jefferson |
| Box 2 of 10 | DES Inst. - Dempsey, Jack |
| Box 2 of 10 | DES Inst. - Edouart, Auguste |
| Box 2 of 10 | Edouart Re-installation |
| Box 2 of 10 | DES Inst. - Eight (THE) |
| Box 2 of 10 | DES Inst. - Emancipation Proclamation |
| Box 2 of 10 | DES Inst. - Facing the Light |
| Box 2 of 10 | DES Inst. - Permanent Collection (Summer 1977) |
| Box 2 of 10 | DES Inst. - Recent Acquisitions (January 1986) |
| Box 2 of 10 | DES Inst. - Naturalists |
| Box 2 of 10 | DES Inst. - Field, E. S. |
| Box 2 of 10 | DES Inst. - Genthe, Arnold |
| Box 2 of 10 | DES Inst. - Harte, Bret |
| Box 2 of 10 | DES Inst. - Lockwood, Belva Ann |
| Box 2 of 10 | DES Inst. - Gould, Jay |
| Box 2 of 10 | DES Inst. - Grand Manner |

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| Box 2 of 10 | DES Inst. - Grant |
| Box 2 of 10 | DES Inst. - Great Crash (THE) |
| Box 2 of 10 | DES Inst. - Great War (THE) |
| Box 2 of 10 | DES Inst. - Guardians |
| Box 2 of 10 | DES Inst. - Harding |
| Box 2 of 10 | DES Inst. - Haptic Gallery (THE) |
| Box 3 | |
| Box 3 of 10 | DES Inst. - Heroes, Martyrs, and Villains: Printed Portraits of the Civil War. |
| Box 3 of 10 | DES Inst. - Hollywood Portrait Photos |
| Box 3 of 10 | DES Inst. - How Fleeting is Fame |
| Box 3 of 10 | DES Inst. - Inaugural (1981) |
| Box 3 of 10 | DES Inst. - Life Photo Exhibit |
| Box 3 of 10 | DES Inst. - Lithos from Dagues |
| Box 3 of 10 | DES Inst. - Longacre |
| Box 3 of 10 | DES Inst. - Lorenzo in TAOS |
| Box 3 of 10 | DES Inst. - Masterpieces from Versailles |
| Box 3 of 10 | DES Inst. - Masterpieces from Versailles II |
| Box 3 of 10 | DES Inst. - Mr. Sully, Portrait Painter |
| Box 3 of 10 | DES Inst. - National Academy of Design |
| Box 3 of 10 | DES Inst. - O Write My Name |
| Box 3 of 10 | DES Inst. - Paine, Thomas |
| Box 3 of 10 | DES Inst. - Papal |
| Box 3 of 10 | DES - Print Master - Metro Poster |
| Box 3 of 10 | DES - Regency Sofa |

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|-------------|----------------------------------------------------|
| Box 3 of 10 | DES - South Portico |
| Box 3 of 10 | DES - Storage Registrar's (1111 N. Capitol) |
| Box 3 of 10 | DES Inst. - Permanent Collection (1981) |
| Box 3 of 10 | DES Inst. - Photos (#1) |
| Box 3 of 10 | DES Inst. - Photos (#2) |
| Box 3 of 10 | DES Inst. - Photos (#3) |
| Box 3 of 10 | DES Inst. - Pine, Robert Edge |
| Box 3 of 10 | DES Inst. - Portraits from the New Deal |
| Box 3 of 10 | DES Inst. - Portraits of a New England Town |
| Box 3 of 10 | DES Inst. - Portraits of the Carter Administration |
| Box 3 of 10 | DES Inst. - Recent Acquisitions (October 1983) |
| Box 3 of 10 | DES Inst. - Recent Acquisitions (July 1984) |
| Box 3 of 10 | DES Inst. - Recent Acquisitions (December 1984) |
| Box 3 of 10 | DES Inst. - Recent Acquisition Prints |
| Box 3 of 10 | DES Inst. - Recent Acquisitions (June 1985) |
| Box 3 of 10 | DES Inst. - Return to Albion |
| Box 4 | |
| Box 4 of 10 | DES Inst. - Roosevelt, Franklin D. |
| Box 4 of 10 | DES Inst. - Schurz, Carl |
| Box 4 of 10 | DES Inst. - Stevens Family of Inventors (THE) |
| Box 4 of 10 | DES Inst. - TIME (January 1984) |
| Box 4 of 10 | DES Inst. - TIME and the Presidency |
| Box 4 of 10 | DES Inst. - Time: Arts & Entertainment |
| Box 4 of 10 | DES Inst. - Time of Our Lives (THE) |

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| Box 4 of 10 | DES Inst. - TIME Room (1981) |
| Box 4 of 10 | DES Inst. - Volck, Adalbert |
| Box 4 of 10 | DES Inst. - W. E. West |
| Box 4 of 10 | DES Inst. - Whitney, G. V. |
| Box 4 of 10 | DES Inst. - We Never Sleep |
| Box 4 of 10 | DES Inst. - Webster, Daniel |
| Box 4 of 10 | DES Inst. - Wright, Joseph |
| Box 4 of 10 | DES Inst. - Zelda & Scott |
| Box 4 of 10 | DES Invitation Standard (Package) (NPG) |
| Box 4 of 10 | INFO - Lamping Record System No. I |
| Box 4 of 10 | INFO - Lamping Record System No. II |
| Box 4 of 10 | INFO - Clerestory Window Replacement |
| Box 4 of 10 | INFO - Screen Wash Room Modifications |
| Box 4 of 10 | INFO - Smoke Detection Installation |
| Box 4 of 10 | INFO - Spray Booth Modifications |
| Box 4 of 10 | Correspondence From NPG - January 1984 |
| Box 4 of 10 | Correspondence From NPG - February 1984 |
| Box 4 of 10 | Correspondence From NPG - March 1984 |
| Box 4 of 10 | Correspondence From NPG - April 1984 |
| Box 4 of 10 | Correspondence From NPG - May 1984 |
| Box 4 of 10 | Correspondence From NPG - June 1984 |
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| Box 4 of 10 | Correspondence From NPG - August 1984 |
| Box 4 of 10 | Correspondence From NPG - September 1984 |

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| Box 4 of 10 | Correspondence From NPG - October 1984 |
| Box 4 of 10 | Correspondence From NPG - November 1984 |
| Box 4 of 10 | Correspondence From NPG - December 1984 |
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| Box 4 of 10 | Correspondence To NPG - December 1984 |
| Box 4 of 10 | Correspondence From NPG - January 1985 |
| Box 4 of 10 | Correspondence From NPG - February 1985 |
| Box 5 | |
| Box 5 of 10 | Correspondence From NPG - March 1985 |
| Box 5 of 10 | Correspondence From NPG - April 1985 |
| Box 5 of 10 | Correspondence From NPG - May 1985 |
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| Box 5 of 10 | Correspondence From NPG - September 1985 |
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Box 5 of 10 Correspondence To NPG - January 1987

Box 5 of 10 Correspondence To NPG - February 1987

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Box 6 of 10 Correspondence To NPG - March 1987

Box 6 of 10 Correspondence To NPG - April 1987

Box 6 of 10 Correspondence To NPG - May 1987

Box 6 of 10 Correspondence To NPG - June 1987

Box 6 of 10 Correspondence To NPG - July 1987

Box 6 of 10 Correspondence To NPG - August 1987

Box 6 of 10 Correspondence To NPG - September 1987

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| Box 6 of 10 | Correspondence To NPG - September 1988 |
| Box 6 of 10 | Correspondence To NPG - October 1988 |
| Box 6 of 10 | Correspondence To NPG - November 1988 |
| Box 6 of 10 | Correspondence To NPG - December 1988 |
| Box 6 of 10 | INFO Budget - FY 1980 |
| Box 6 of 10 | INFO Budget - FY 1981 |
| Box 6 of 10 | INFO Budget - FY 1982 |
| Box 6 of 10 | INFO Budget - FY 1983 |
| Box 6 of 10 | INFO Budget - FY 1984 |
| Box 6 of 10 | INFO Budget - FY 1985 |
| Box 6 of 10 | INFO Budget - FY 1986 |

Box 6 of 10 INFO Budget - FY 1987

Box 7

Box 7 of 10 INFO Budget - FY 1988

Box 7 of 10 DES Copley Medals Rec. (11/1988)

Box 7 of 10 DES Director's Office (Admin.)

Box 7 of 10 DES D&P Office Relocation

Box 7 of 10 DES Graphics Prod. Office Renovation

Box 7 of 10 DES Inst. - American Academy

Box 7 of 10 DES Inst. - American Colonial Portraits I

Box 7 of 10 DES Inst. - American Colonial Portraits II

Box 7 of 10 DES Inst. - The Artist's Mother

Box 7 of 10 DES Inst. - Baseball Immortals

Box 7 of 10 DES Inst. - Cameron, Julia

Box 7 of 10 DES Inst. - Champions on TIME

Box 7 of 10 DES Inst. - Davidson, Jo

Box 7 of 10 DES Inst. - Jo Davidson Sculpture

Box 7 of 10 DES Inst. - Daguerre Monument

Box 7 of 10 DES Inst. - The Deaf Way

Box 7 of 10 DES Inst. - Family Portrait Prints

Box 7 of 10 DES Film Theater (118)

Box 7 of 10 DES Inst. - First Federal I

Box 7 of 10 DES Inst. - First Federal II

Box 7 of 10 DES Inst. - First Federal III

Box 7 of 10 DES Inst. - Frazee, J. Sculptor I

Box 7 of 10 DES Inst. - Fraze, J. Sculptor II

Box 7 of 10 DES Inst. Irving, Washington - Commem.

Box 8

Box 8 of 10 DES Inst. Jefferson by Edgehill

Box 8 of 10 DES Inst. - Lachaise I

Box 8 of 10 DES Inst. - Lachaise II

Box 8 of 10 DES Inst. - Masterpieces I

Box 8 of 10 DES Inst. - Masterpieces II

Box 8 of 10 DES Inst. - Masterpieces

Box 8 of 10 DES Inst. - Mathew Brady Prints

Box 8 of 10 DES Inst. - McKinley Wall (HOP)

Box 8 of 10 DES Inst. - Inman

Box 8 of 10 DES Inst. - Meserve

Box 8 of 10 DES Inst. - Meserve Gallery (1987)

Box 8 of 10 DES Inst. - Musicians in Caricature

Box 8 of 10 DES Inst. - On the Air I

Box 8 of 10 DES Inst. - On the Air II

Box 8 of 10 DES Inst. - On the Air III

Box 8 of 10 DES Inst. - 100 Years of Metropolitan Opera

Box 8 of 10 DES Inst. - Patent Office History

Box 8 of 10 DES Inst. - Peace Medals

Box 8 of 10 DES Inst. - Peacemakers

Box 8 of 10 DES Inst. - C. W. Peale & His World I

Box 8 of 10 DES Inst. - C. W. Peale & His World II

Box 9

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| Box 9 of 10 | DES Inst. - C. W. Peale & His World III |
| Box 9 of 10 | DES Inst. - C. W. Peale & His World IV |
| Box 9 of 10 | DES Inst. - Perlman, Major |
| Box 9 of 10 | DES Inst. - Permanent Collection 1987 I |
| Box 9 of 10 | DES Inst. - Permanent Collection 1987 II |
| Box 9 of 10 | DES Inst. - Permanent Collection 1987 III |
| Box 9 of 10 | DES Inst. - Permanent Collection 1987 IV |
| Box 9 of 10 | DES Inst. - Permanent Collection 1987 V |
| Box 9 of 10 | DES Inst. - Pitt, William (Emp. Ent.) |
| Box 9 of 10 | DES Inst. - Polaroid Instant |
| Box 9 of 10 | DES Inst. - Post Peace Medals 205-207 |
| Box 9 of 10 | DES Inst. - Princess Grace |
| Box 9 of 10 | DES Inst. - Recent Acquisitions, July 1986 |
| Box 9 of 10 | DES Inst. - Recent Acquisitions, February 1987 |
| Box 9 of 10 | DES Inst. - Recent Acquisitions, August 1987 |
| Box 9 of 10 | DES Inst. - Recent Acquisitions, February 1988 |
| Box 9 of 10 | DES Inst. - Recent Acquisitions, August 1988 |
| Box 9 of 10 | DES Inst. - Recent Acquisitions, January 1989 |
| Box 9 of 10 | DES Inst. - Recent Acquisitions, September 1989 - Lobby |
| Box 9 of 10 | DES Inst. - Sipprel, Clara |
| Box 9 of 10 | DES Inst. - Smithsonian Society Dinner 1987 |
| Box 9 of 10 | DES Inst. - Smithsonian Society Exhibit |
| Box 9 of 10 | DES Inst. - TIME: Men of the Year |

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|--------------|---------------------------------------------------|
| Box 9 of 10 | DES Inst. - NPG 25th Anniversary |
| Box 9 of 10 | DES Inst. - Women on TIME Exhibit |
| Box 9 of 10 | DES Inst. - Return of George & Martha |
| Box 9 of 10 | DES Inst. - Then and Now |
| Box 9 of 10 | DES Inst. - Then and Now, China I |
| Box 10 | |
| Box 10 of 10 | DES Inst. - Then and Now, China II |
| Box 10 of 10 | DES Inst. - Then and Now, China III |
| Box 10 of 10 | Correspondence/Memos, September 1979-October 1980 |
| Box 10 of 10 | Correspondence/Memos, December 1980 |
| Box 10 of 10 | Correspondence/Memos, January 1981 |
| Box 10 of 10 | Correspondence/Memos, February 1981 |
| Box 10 of 10 | Correspondence/Memos, April 1981 |
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| Box 10 of 10 | Correspondence/Memos, August 1982 |
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| Box 10 of 10 | Correspondence/Memos, September 1983 |
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| Box 10 of 10 | Correspondence/Memos, November 1983 |
| Box 10 of 10 | Correspondence/Memos, December 1983 |
| Box 10 of 10 | Outgoing Correspondence/Memos, December 1979 - December 1980 |
| Box 10 of 10 | Outgoing Correspondence/Memos, January 1981 |
| Box 10 of 10 | Outgoing Correspondence/Memos, February 1981 |
| Box 10 of 10 | Outgoing Correspondence/Memos, March 1981 |
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| Box 10 of 10 | Outgoing Correspondence/Memos, September 1981 |
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