



# Smithsonian Institution Archives

## Records, *circa* 1977-1988

by Smithsonian Institution Archives

Smithsonian Institution Archives  
Washington, D.C.  
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## Collection Overview

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|-------------|--|
| Repository: | Smithsonian Institution Archives, Washington, D.C.,<br><i>osiaref@si.edu</i> |
| Creator:    | National Portrait Gallery, Dept. of Design and Production                    |
| Title:      | Records  |
| Dates:      | <i>circa</i> 1977-1988   |
| Quantity:   | 4.8 linear meters.   |

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## Administrative Information

### Preferred Citation

Smithsonian Institution Archives, Record Unit 552, National Portrait Gallery, Dept. of Design and Production, Records

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## 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 Marconi, who served as Chief, 1977- . During Marconi's tenure the Department was renamed the Department of Design and Production.

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## 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 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.

Types of Materials:

Floor plans

Photographs

Names:

Carrigan, J. Michael.

Marconi, Nello.

Shelton, James J.

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## Container Listing

### Box 1

COMM. Memos from Design and Production No. 3 (Filed Chronologically, Most recent date - in front)

COMM. Memos from Design and Production No. 2 (Filed Chronologically, Most recent date - in front)

COMM. Memos from Design and Production No. 1 (Filed Chronologically, Most recent date - in front)

COMM. Memos to Design and Production No. 2 (Filed Chronologically, Most recent date - in front) (2 folders)

COMM. Memos to Design and Production No. 1 (Filed Chronologically, Most recent date - in front) (2 folders)

DES Brochures - NPG

DES Cabinets Solander Box Storage

DES Director's Office (Fern)

DES Exhibits Office Reconfiguration 1983

DES Res. Assoc. - September 1985

DES Inst. - 20th Century American Prints

DES Inst. - Adams, Jane (Exhibit)

DES Inst. - American Portrait Drawings

DES Inst. - American & the China Trade

DES Inst. - An American Icon

DES Inst. - Artists on Paper

DES Inst. - B. West & His American Students

### Box 2

DES Inst. - Bacon, Peggy

DES Inst. - Bellows, George

DES Inst. - Booth Tarkington

DES Inst. - C. W. Peale Portrait Prints

DES Inst. - Champions 1983

DES Inst. - Christy, Howard Chandler

DES Inst. - Code Duello (THE)  
DES Inst. - Cornelius, Robert  
DES Inst. - Covarrubias' Caricatures  
DES Inst. - Davy Crockett  
DES Inst. - Davis, Jefferson  
DES Inst. - Dempsey, Jack  
DES Inst. - Edouart, Auguste  
Edouart Re-installation  
DES Inst. - Eight (THE)  
DES Inst. - Emancipation Proclamation  
DES Inst. - Facing the Light  
DES Inst. - Permanent Collection (Summer 1977)  
DES Inst. - Recent Acquisitions (January 1986)  
DES Inst. - Naturalists  
DES Inst. - Field, E. S.  
DES Inst. - Genthe, Arnold  
DES Inst. - Harte, Bret  
DES Inst. - Lockwood, Belva Ann  
DES Inst. - Gould, Jay  
DES Inst. - Grand Manner  
DES Inst. - Grant  
DES Inst. - Great Crash (THE)  
DES Inst. - Great War (THE)  
DES Inst. - Guardians  
DES Inst. - Harding  
DES Inst. - Haptic Gallery (THE)

Box 3

DES Inst. - Heroes, Martyrs, and Villains: Printed Portraits of the Civil War.  
DES Inst. - Hollywood Portrait Photos

DES Inst. - How Fleeting is Fame  
DES Inst. - Inaugural (1981)  
DES Inst. - Life Photo Exhibit  
DES Inst. - Lithos from Dagues  
DES Inst. - Longacre  
DES Inst. - Lorenzo in TAOS  
DES Inst. - Masterpieces from Versailles  
DES Inst. - Masterpieces from Versailles II  
DES Inst. - Mr. Sully, Portrait Painter  
DES Inst. - National Academy of Design  
DES Inst. - O Write My Name  
DES Inst. - Paine, Thomas  
DES Inst. - Papal  
DES - Print Master - Metro Poster  
DES - Regency Sofa  
DES - South Portico  
DES - Storage Registrar's (1111 N. Capitol)  
DES Inst. - Permanent Collection (1981)  
DES Inst. - Photos (#1)  
DES Inst. - Photos (#2)  
DES Inst. - Photos (#3)  
DES Inst. - Pine, Robert Edge  
DES Inst. - Portraits from the New Deal  
DES Inst. - Portraits of a New England Town  
DES Inst. - Portraits of the Carter Administration  
DES Inst. - Recent Acquisitions (October 1983)  
DES Inst. - Recent Acquisitions (July 1984)  
DES Inst. - Recent Acquisitions (December 1984)  
DES Inst. - Recent Acquisition Prints

DES Inst. - Recent Acquisitions (June 1985)

DES Inst. - Return to Albion

Box 4

DES Inst. - Roosevelt, Franklin D.

DES Inst. - Schurz, Carl

DES Inst. - Stevens Family of Inventors (THE)

DES Inst. - TIME (January 1984)

DES Inst. - TIME and the Presidency

DES Inst. - Time: Arts & Entertainment

DES Inst. - Time of Our Lives (THE)

DES Inst. - TIME Room (1981)

DES Inst. - Volck, Adalbert

DES Inst. - W. E. West

DES Inst. - Whitney, G. V.

DES Inst. - We Never Sleep

DES Inst. - Webster, Daniel

DES Inst. - Wright, Joseph

DES Inst. - Zelda & Scott

DES Invitation Standard (Package) (NPG)

INFO - Lamping Record System No. I

INFO - Lamping Record System No. II

INFO - Clerestory Window Replacement

INFO - Screen Wash Room Modifications

INFO - Smoke Detection Installation

INFO - Spray Booth Modifications

Correspondence From NPG - January 1984

Correspondence From NPG - February 1984

Correspondence From NPG - March 1984

Correspondence From NPG - April 1984



Correspondence From NPG - May 1984  
Correspondence From NPG - June 1984  
Correspondence From NPG - July 1984  
Correspondence From NPG - August 1984  
Correspondence From NPG - September 1984  
Correspondence From NPG - October 1984  
Correspondence From NPG - November 1984  
Correspondence From NPG - December 1984  
Correspondence To NPG - January 1984  
Correspondence To NPG - February 1984  
Correspondence To NPG - March 1984  
Correspondence To NPG - April 1984  
Correspondence To NPG - May 1984  
Correspondence To NPG - June 1984  
Correspondence To NPG - July 1984  
Correspondence To NPG - August 1984  
Correspondence To NPG - September 1984  
Correspondence To NPG - October 1984  
Correspondence To NPG - November 1984  
Correspondence To NPG - December 1984  
Correspondence From NPG - January 1985  
Correspondence From NPG - February 1985

Box 5

Correspondence From NPG - March 1985  
Correspondence From NPG - April 1985  
Correspondence From NPG - May 1985  
Correspondence From NPG - June 1985  
Correspondence From NPG - July 1985  
Correspondence From NPG - August 1985

Correspondence From NPG - September 1985  
Correspondence From NPG - October 1985  
Correspondence From NPG - November 1985  
Correspondence From NPG - December 1985  
Correspondence To NPG - January 1985  
Correspondence To NPG - February 1985  
Correspondence To NPG - March 1985  
Correspondence To NPG - April 1985  
Correspondence To NPG - May 1985  
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Correspondence To NPG - January 1986

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Correspondence From NPG - September 1987  
Correspondence From NPG - October 1987  
Correspondence From NPG - November 1987  
Correspondence From NPG - December 1987  
Correspondence To NPG - January 1987  
Correspondence To NPG - February 1987

Box 6

Correspondence To NPG - March 1987  
Correspondence To NPG - April 1987  
Correspondence To NPG - May 1987

Correspondence To NPG - June 1987  
Correspondence To NPG - July 1987  
Correspondence To NPG - August 1987  
Correspondence To NPG - September 1987  
Correspondence To NPG - October 1987  
Correspondence To NPG - November 1987  
Correspondence To NPG - December 1987  
Correspondence From NPG - January 1988  
Correspondence From NPG - February 1988  
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Correspondence To NPG - August 1988  
Correspondence To NPG - September 1988  
Correspondence To NPG - October 1988

Correspondence To NPG - November 1988

Correspondence To NPG - December 1988

INFO Budget - FY 1980

INFO Budget - FY 1981

INFO Budget - FY 1982

INFO Budget - FY 1983

INFO Budget - FY 1984

INFO Budget - FY 1985

INFO Budget - FY 1986

INFO Budget - FY 1987

Box 7

INFO Budget - FY 1988

DES Copley Medals Rec. (11/1988)

DES Director's Office (Admin.)

DES D&P Office Relocation

DES Graphics Prod. Office Renovation

DES Inst. - American Academy

DES Inst. - American Colonial Portraits I

DES Inst. - American Colonial Portraits II

DES Inst. - The Artist's Mother

DES Inst. - Baseball Immortals

DES Inst. - Cameron, Julia

DES Inst. - Champions on TIME

DES Inst. - Davidson, Jo

DES Inst. - Jo Davidson Sculpture

DES Inst. - Daguerre Monument

DES Inst. - The Deaf Way

DES Inst. - Family Portrait Prints

DES Film Theater (118)

DES Inst. - First Federal I  
DES Inst. - First Federal II  
DES Inst. - First Federal III  
DES Inst. - Frazee, J. Sculptor I  
DES Inst. - Frazee, J. Sculptor II  
DES Inst. Irving, Washington - Commem.

Box 8

DES Inst. Jefferson by Edgehill  
DES Inst. - Lachaise I  
DES Inst. - Lachaise II  
DES Inst. - Masterpieces I  
DES Inst. - Masterpieces II  
DES Inst. - Masterpieces  
DES Inst. - Mathew Brady Prints  
DES Inst. - McKinley Wall (HOP)  
DES Inst. - Inman  
DES Inst. - Meserve  
DES Inst. - Meserve Gallery (1987)  
DES Inst. - Musicians in Caricature  
DES Inst. - On the Air I  
DES Inst. - On the Air II  
DES Inst. - On the Air III  
DES Inst. - 100 Years of Metropolitan Opera  
DES Inst. - Patent Office History  
DES Inst. - Peace Medals  
DES Inst. - Peacemakers  
DES Inst. - C. W. Peale & His World I  
DES Inst. - C. W. Peale & His World II

Box 9

DES Inst. - C. W. Peale & His World III  
DES Inst. - C. W. Peale & His World IV  
DES Inst. - Perlman, Major  
DES Inst. - Permanent Collection 1987 I  
DES Inst. - Permanent Collection 1987 II  
DES Inst. - Permanent Collection 1987 III  
DES Inst. - Permanent Collection 1987 IV  
DES Inst. - Permanent Collection 1987 V  
DES Inst. - Pitt, William (Emp. Ent.)  
DES Inst. - Polaroid Instant  
DES Inst. - Post Peace Medals 205-207  
DES Inst. - Princess Grace  
DES Inst. - Recent Acquisitions, July 1986  
DES Inst. - Recent Acquisitions, February 1987  
DES Inst. - Recent Acquisitions, August 1987  
DES Inst. - Recent Acquisitions, February 1988  
DES Inst. - Recent Acquisitions, August 1988  
DES Inst. - Recent Acquisitions, January 1989  
DES Inst. - Recent Acquisitions, September 1989 - Lobby  
DES Inst. - Sipprel, Clara  
DES Inst. - Smithsonian Society Dinner 1987  
DES Inst. - Smithsonian Society Exhibit  
DES Inst. - TIME: Men of the Year  
DES Inst. - NPG 25th Anniversary  
DES Inst. - Women on TIME Exhibit  
DES Inst. - Return of George & Martha  
DES Inst. - Then and Now  
DES Inst. - Then and Now, China I

Box 10

DES Inst. - Then and Now, China II  
DES Inst. - Then and Now, China III  
Correspondence/Memos, September 1979-October 1980  
Correspondence/Memos, December 1980  
Correspondence/Memos, January 1981  
Correspondence/Memos, February 1981  
Correspondence/Memos, April 1981  
Correspondence/Memos, May 1981  
Correspondence/Memos, June 1981  
Correspondence/Memos, July 1981  
Correspondence/Memos, August 1981  
Correspondence/Memos, November 1981  
Correspondence/Memos, January 1982  
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Correspondence/Memos, November 1983  
Correspondence/Memos, December 1983  
Outgoing Correspondence/Memos, December 1979 - December 1980  
Outgoing Correspondence/Memos, January 1981  
Outgoing Correspondence/Memos, February 1981  
Outgoing Correspondence/Memos, March 1981  
Outgoing Correspondence/Memos, April 1981  
Outgoing Correspondence/Memos, June 1981  
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