



Smithsonian Institution Archives

## Publicity Records, circa 1962-1983

Finding aid prepared by Smithsonian Institution Archives

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

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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>	Publicity Records
<b>Identifier:</b>	Record Unit 554
<b>Date:</b>	circa 1962-1983
<b>Extent:</b>	26.16 cu. ft. (16 record storage boxes) (1 document box) (14 16x20 boxes)
<b>Creator::</b>	National Portrait Gallery. Office of Public Affairs
<b>Language:</b>	English

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## Administrative Information

### Preferred Citation

Smithsonian Institution Archives, Record Unit 554, National Portrait Gallery. Office of Public Affairs, Publicity Records

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## Historical Note

The Office of Public Affairs was created to prepare, coordinate and disseminate information about the activities of the National Portrait Gallery (NPG) to the public and the news media. This work was carried out through the Director's Office from 1962 until 1972, when Nancy F. Bush was appointed NPG's first Public Affairs Officer. Bush held the position through 1973 and was followed by Carol Cutler, 1974-1978; Susanne Roschwalb, 1978-1979; and Sandra Westin, 1979- .

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## Descriptive Entry

This record unit consists of records documenting the publicity and planning of exhibitions and the museum as well as special events held at the museum, usually in connection with an exhibition. Materials include newspaper clippings; press releases; histories of the Patent Office Building; files on designation of the American Art/Portrait Gallery (AAPG) Building as a National Historic Landmark; photographs of special events, including openings; general correspondence with media and outside public affairs organizations; chronology files; exhibition scripts; event programs; brochures; invitations; speeches; posters; and related materials.

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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:

Art museums  
Art, American  
Museum exhibits  
Museums -- Press coverage  
Museums -- Public relations  
Portraits, American  
Special events

Types of Materials:

Black-and-white negatives  
Black-and-white photographs  
Black-and-white transparencies  
Brochures  
Clippings  
Manuscripts

Names:

Bush, Nancy F.  
Cutler, Carol  
Patent Office Building (Washington, D.C.)  
Roschwalb, Susanne A.  
Westin, Sandra

## Container Listing

### Box 1

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### Box 5

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### Box 6

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### Box 7

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