



Smithsonian Institution Archives

Registrarial Records, 1976-1989,
with related records from circa 1960

Finding aid prepared by Smithsonian Institution Archives

Smithsonian Institution Archives
Washington, D.C.
Contact us at 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

Repository:	Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title:	Registrarial Records
Identifier:	Record Unit 566
Date:	1976-1989, with related records from circa 1960
Extent:	2.5 cu. ft. (2 record storage boxes) (1 document box)
Creator::	National Museum of Natural History. Office of the Registrar
Language:	English

Administrative Information

Preferred Citation

Smithsonian Institution Archives, Record Unit 566, National Museum of Natural History. Office of the Registrar, Registrarial Records

Historical Note

The Office of the Registrar, National Museum of Natural History (NMNH), was established in 1976 as a part of the decentralization of the Smithsonian's central Registrar's Office. At that time, NMNH and the National Museum of History and Technology (NMHT) were given control over their own registration activities. Margaret A. Santiago was appointed NMNH Registrar. The Office of the Registrar monitors the movement of collections at NMNH and is responsible for accessions, loans, and the shipment of specimens.

Descriptive Entry

These records primarily document the operations of the Office of the Registrar and, to a lesser extent, the professional activities of Margaret A. Santiago. They include correspondence, memoranda, reports, and budget materials concerning the establishment of the office, registration procedures, collection management policies, workshops and training, office administration, and activities of the Smithsonian's Registrarial Council. Also included are records concerning Margaret A. Santiago's activities as a member of the American Association of Museums and the African American Museums Association, and photographs of the opening ceremonies of the new Office of the Registrar facilities in 1980.

Names and Subject Terms

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

Subjects:

Museum registrars
Museums -- Collection management
Natural history museums

Types of Materials:

Color photographs
Manuscripts

Names:

African American Museums Association
American Association of Museums
Santiago, Margaret A.
Smithsonian Institution. Registrarial Council

Container Listing

Box 1

Box 1 of 3	Accessions, c. 1973-1983. Mostly concerns issue of United States National Museum (USNM) accession records in SI Archives.
Box 1 of 3	Donor lists, 1980-1983 (4 folders)
Box 1 of 3	Donor lists, 1976-1977, 1979 (3 folders)
Box 1 of 3	Donor List Guide
Box 1 of 3	Policy - Accessioning
Box 1 of 3	American Association of Museums, c. 1978-1983
Box 1 of 3	African American Museums Association, 1980/Northeast Museums Conference, 1981
Box 1 of 3	Archives, SI, 1972-1981
Box 1 of 3	Automation Program, 1979-1980
Box 1 of 3	BMD, 1976-1980
Box 1 of 3	Director's office, 1976-1981
Box 1 of 3	Budget, 1976-1981
Box 1 of 3	Incoming loan agreement
Box 1 of 3	Loan Policies, 1974-1975
Box 1 of 3	NMHT, 1975-1978
Box 1 of 3	OEO, 1978-1983
Box 1 of 3	Insurance, 1976-1981
Box 1 of 3	Orientation/Training, 1980-1981
Box 1 of 3	Registrar, 1970-1981

Box 1 of 3 Office of the Registrar (OR), relocation of, 1976

Box 1 of 3 Registrarial Council, 1975-1980

Box 1 of 3 OR, workshops and special events, 1977-1984

Box 1 of 3 Shipping Office, 1975-1983

Box 2

Box 2 of 3 Women's Council, 1979-1982 (4 folders)

Box 2 of 3 Photographs, 1980 and undated

Box 2 of 3 Procedures, 1960-1981

Box 2 of 3 Outstanding Specimen Transactions

Box 2 of 3 African American Museums Association, 1984-1986

Box 2 of 3 Accessions, 1984-1986

Box 2 of 3 Bateman Exhibit, 1987

Box 2 of 3 American Association of Museums, 1982-1988

Box 2 of 3 Annual Report (SI Year), 1986

Box 2 of 3 Automation, 1986

Box 2 of 3 Budget, 1984-1989

Box 2 of 3 BMD, 1984-1986

Box 2 of 3 Director's Office, 1983-1989

Box 2 of 3 Incoming Loans Agreement, 1987

Box 2 of 3 Insurance, 1981-1986

Box 2 of 3 Loan Policies, 1987

- | | |
|------------|---------------------------------|
| Box 2 of 3 | Registrar, NMNH, 1983-1988 |
| Box 2 of 3 | Orientation/Training, 1985-1987 |
| Box 2 of 3 | Registrarial Council, 1983-1986 |
| Box 3 | |
| Box 3 of 3 | Registrarial Council, 1983-1986 |
| Box 3 of 3 | SI general, 1985-1986 |
| Box 3 of 3 | Procedures, 1981 |
| Box 3 of 3 | Unusual letters |
| Box 3 of 3 | Revision of OM 808, 1987 |