



Smithsonian Institution Archives

## Divisional Records, circa 1974-1981

Finding aid prepared by Smithsonian Institution Archives

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

# Table of Contents

Collection Overview .....	1
Administrative Information .....	1
Historical Note.....	1
Descriptive Entry.....	1
Names and Subjects .....	2
Container Listing .....	3

---

## Collection Overview

<b>Repository:</b>	Smithsonian Institution Archives, Washington, D.C., <a href="mailto:osiaref@si.edu">osiaref@si.edu</a>
<b>Title:</b>	Divisional Records
<b>Identifier:</b>	Record Unit 599
<b>Date:</b>	circa 1974-1981
<b>Extent:</b>	1 cu. ft. (1 record storage box)
<b>Creator::</b>	National Museum of American History. Division of Education and Visitor Information
<b>Language:</b>	English

---

## Administrative Information

### Preferred Citation

Smithsonian Institution Archives, Record Unit 599, National Museum of American History.  
Division of Education and Visitor Information, Divisional Records

---

## Historical Note

In 1974, a Division of Public Information and Education was created from the Office of Elementary and Secondary Education, National Museum of History and Technology (NMHT). The following year Alice Reno Malone was appointed Coordinator of Education for the Division, and reported to the Deputy Director of NMHT. She was later joined by education specialists Robert S. Harding and Elizabeth Sharpe. In 1976 the Division of Public Information and Education was renamed the Division of Education and Visitor Information, with Malone submitting reports of the Division to the Director of NMHT. The Division was placed under the Office of Public and Academic Programs in 1980. It became defunct in fiscal year 1982 when NMHT was renamed the National Museum of American History.

The Division of Education and Visitor Information was responsible for providing Museum visitors with a variety of programs that interpreted the exhibitions and collections of NMHT. The Division was involved in interpretative lesson tours, outreach activities, films and orientation sessions, demonstrations, lectures, teachers workshops, publications, and discovery corner presentations.

---

## Descriptive Entry

These records include staff memoranda; correspondence with educators and outside consultants on public programs; annual and monthly reports of the Division; NMHT exhibition proposals; budgetary files; information on docent training programs, NMHT tours, and internships; and educational newsletters.

## Names and Subject Terms

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

Subjects:

Historical museums  
Museums -- Educational aspects  
Museums -- Public relations

Names:

Harding, Robert S. (Robert Steven), 1944-  
Malone, Alice Reno  
National Museum of History and Technology (U.S.). Division of Public Information and Education  
National Museum of History and Technology (U.S.). Office of Elementary and Secondary Education  
National Museum of History and Technology (U.S.). Office of Public and Academic Programs  
Sharpe, Elizabeth M.

## Container Listing

### Box 1

Box 1 of 1	Docent Information, 1980
Box 1 of 1	Staff Memoranda, 1978-1980
Box 1 of 1	Publicity and Public Schools, 1976-1980
Box 1 of 1	Press Releases and Calendars, 1977-1980
Box 1 of 1	Public Opinions, 1975-1980
Box 1 of 1	Made in the USA
Box 1 of 1	Museum Outreach Program, 1976-1977
Box 1 of 1	Yale Media Design Project, 1980
Box 1 of 1	By-word Audio Tour, 1977-1980
Box 1 of 1	Info 1974
Box 1 of 1	Training Schedule for Docents, 1973
Box 1 of 1	Docent Training, 1974-1975
Box 1 of 1	Docent Appreciation Events, 1975
Box 1 of 1	Learning Opportunities for Schools, 1974-1975
Box 1 of 1	Monthly Statistics, 1974-1975
Box 1 of 1	Let's Go to the Smithsonian, 1975
Box 1 of 1	Jazz Workshop Proposal, 1974-1975
Box 1 of 1	Tailored Tours, 1974
Box 1 of 1	Year-end Chairmen's Reports, 1974-1975
Box 1 of 1	Exhibition: <i>Suiting Everyone</i>
Box 1 of 1	Budget, 1975-1977
Box 1 of 1	Suppliers, 1974
Box 1 of 1	Expenditures, 1976

Box 1 of 1 The Docent-Ship Newsletter, 1977-1978

Box 1 of 1 Docent Training, 1977

Box 1 of 1 Let's Go to the Smithsonian, 1977-1978

Box 1 of 1 Christmas Celebrations, 1977

Box 1 of 1 Docent Handbook, 1976-1977

Box 1 of 1 Let's Go to the Smithsonian, 1976-1977

Box 1 of 1 Docent Handbook, 1975-1976

Box 1 of 1 Docent List, 1975-1976

Box 1 of 1 Let's Go to the Smithsonian, 1975-1976

Box 1 of 1 Donation Thank You's, 1975

Box 1 of 1 Docent Parties, 1975-1976

Box 1 of 1 The Docent-Ship Newsletter, 1975-1976

Box 1 of 1 Outside Proposals for Projects, 1976

Box 1 of 1 American Association for the Advancement of Science (AAAS) Time Brochure, 1977

Box 1 of 1 Anon Slide Project, 1975

Box 1 of 1 Videotape Project, 1977

Box 1 of 1 National Museum of Natural History (NMNH) Educational Publications

Box 1 of 1 The Character of NMHT Collections

Box 1 of 1 Exhibition: *Creative Moments in History*

Box 1 of 1 Smithsonian Slide Collection on the History of American Technology

Box 1 of 1 Proposed exhibition on American Independence

Box 1 of 1 Title One Project, 1974

Box 1 of 1 Let's Go to the Smithsonian, 1980

Box 1 of 1 Cafritz Grant, 1980

Box 1 of 1 Learning Opportunities for Schools, 1978-1979

Box 1 of 1 Discovery Corner Study, 1979

Box 1 of 1	Advisory Council for Education, 1980
Box 1 of 1	NMHT Energy Committee, 1980
Box 1 of 1	General Memoranda, 1979
Box 1 of 1	Division of Education Reports, 1980
Box 1 of 1	Monthly Reports, 1979
Box 1 of 1	Monthly Reports, 1978
Box 1 of 1	Monthly Reports, 1977
Box 1 of 1	Monthly Reports, 1976
Box 1 of 1	Annual Report, FY 1979
Box 1 of 1	Annual Report, FY 1978
Box 1 of 1	Annual Report, FY 1977
Box 1 of 1	Annual Report, FY 1976
Box 1 of 1	Annual Report, FY 1975
Box 1 of 1	Five Year Plan, 1978
Box 1 of 1	Long Range Planning, 1979
Box 1 of 1	Internship Program, 1979-1980
Box 1 of 1	Cooperstown Internship, 1977-1978
Box 1 of 1	George Washington Contest, 1981