



# Smithsonian Institution Archives

## Minutes, 1966-1981

by Smithsonian Institution Archives

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Washington, D.C.  
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# Table of Contents

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

## Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., <i>osiaref@si.edu</i>
Creator:	Smithsonian Institution, Office of the Secretary, Secretary's Executive Committee
Title:	Minutes
Dates:	1966-1981
Quantity:	0.8 linear meter.

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## Administrative Information

### Preferred Citation

Smithsonian Institution Archives, Record Unit 616, Smithsonian Institution, Office of the Secretary, Secretary's Executive Committee, Minutes

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## Historical Note

Shortly after S. Dillon Ripley became the Smithsonian's eighth Secretary in 1964, he created a group of advisors named the Secretariat. It was composed of the Secretary, Assistant Secretary, Director General of Museums, Assistant Secretary for Science, Assistant Secretary for History and Art, Assistant Secretary for Public Service, Treasurer, Director of the Office of Academic Programs, General Counsel, Director of the Office of Personnel and Management Resources, the Assistant to the Secretary, the Public Affairs Officer, the Director of the Office of International Activities, and the Secretary's Executive Assistant. From this committee the Secretary obtained such information and advice as he wished in making operating decisions for the Smithsonian. In 1971, as a result of a study of management practices at the Institution, the Secretary streamlined this group, renaming it the Executive Committee. Its members were the Assistant Secretaries for Science, History and Art, and Public Service; the Treasurer, the Executive Officer for Supporting Services, and, ex officio, the General Counsel. The new committee continued to advise the Secretary and was also given more responsibility for making decisions than its predecessor.

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## Introduction

This finding aid was digitized with funds generously provided by the Smithsonian Institution Women's Committee.

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## Descriptive Entry

These records consist chiefly of minutes of the Executive Committee's discussions of policy issues presented to the Institution.

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## Names and Subject Terms

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

Names:

Smithsonian Institution -- Administration.

## Container Listing

### Box 1

Folder 1 Minutes of the Secretary's Executive Committee meetings, 1973

Folder 2 Minutes of the Secretary's Executive Committee meetings,  
1978-1980

Folder 3 Blueprints for proposed phase 1 and 2 south yard development,  
1972

Folders 4-5 Miscellaneous reports, 1973

Folder 6 Requests by the Secretary at Executive Committee Meetings,  
1971-1972

Folder 7 Secretary's Executive Committee, 1973

Folder 8 Secretary's Executive Committee, 1974

Folder 9 Secretariat meetings, 1969 and prior

Folders 10-26 Secretary's Executive Committee, July-December 1980

### Box 2

Secretary's Executive Committee, 1981