



# Smithsonian Institution Archives

## Records, circa 1972-1988

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>	Records
<b>Identifier:</b>	Record Unit 7459
<b>Date:</b>	circa 1972-1988
<b>Extent:</b>	34 cu. ft. (34 record storage boxes)
<b>Creator::</b>	Association of Systematics Collections
<b>Language:</b>	Language of Materials: English

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## Administrative Information

### Preferred Citation

Smithsonian Institution Archives, Record Unit 7459, Association of Systematics Collections, Records

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## Historical Note

The Association of Systematics Collections (ASC) is an international, non-profit organization of institutions that maintain biological collections. It was established on July 7, 1972 ... "To foster the care, management, preservation, and improvement of systematics collections and to facilitate their utilization in science and society." The ASC is responsible for coordinating development and implementation of plans to improve the condition and availability of biological collections. It fulfills its mission by providing representation for institutions housing systematics collections, encouraging interaction among those concerned with systematics collections and their use, and providing a forum for consideration of mutual problems. The ASC publishes a bimonthly ASC Newsletter and booklets on a variety of topical issues. It is governed by a Board of Directors and a permanent Secretariat.

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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 document the establishment and programs of the ASC. They include records and audiotapes of annual meetings and Board of Directors meetings, circa 1972-1987; outgoing correspondence of the ASC Secretary and Executive Director, 1972-1983, which contains extensive

documentation on the founding of the organization; correspondence with member institutions; files concerning ASC committees and councils; records concerning an ASC-sponsored survey of systematics collections, circa 1976-1977; files regarding the ASC project "Development of a Center for Biosystematics Resources," which was supported by a contract with the United States Department of Energy, circa 1978-1981; records documenting ASC participation in the Convention on International Trade in Endangered Species of Wild Fauna and Flora; records of ASC conferences and symposia; records of the ASC project Checklist of Vertebrates of the United States and the United States Territories, circa 1980; files regarding an ASC survey of endangered and protected species in the United States, circa 1978-1980; records documenting ASC projects under contracts with the United States Fish and Wildlife Service, National Park Service, National Science Foundation, Environmental Protection Agency, and other organizations; and copies of the ASC Newsletter.

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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:

Biology -- Classification  
Professional associations

Types of Materials:

Audiotapes  
Manuscripts

Names:

Convention on International Trade in Endangered Species of Wild Fauna and Flora  
National Science Foundation (U.S.)  
U.S. Fish and Wildlife Service  
United States. Department of Energy  
United States. Environmental Protection Agency  
United States. National Park Service

Preferred Titles:

*ASC Newsletter (Serial)*

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## Container Listing

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Box 1 of 34	NMA/Systematics and the Law
Box 1 of 34	Recommendations of the Membership Committee - Notice of Election Mailing
Box 1 of 34	Recent Requests for Membership Application
Box 1 of 34	Agenda ASC Board of Directors Meeting, May 22, 1984
Box 1 of 34	Progress Report to Project Officer (First Quarter)
Box 1 of 34	Progress Report to Project Officer (Year One)
Box 1 of 34	Directory of State Protected Species
Box 1 of 34	May 1983 Board Meeting Philadelphia
Box 1 of 34	1984 Annual Meeting
Box 1 of 34	Annual Meeting
Box 1 of 34	December 1984 Board Meeting/Preparation Materials
Box 1 of 34	ASC Annual Meeting 1986
Box 1 of 34	1986 Annual Meeting Registration Forms
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Box 1 of 34	November 1986 Board Meeting
Box 1 of 34	November 6, 1986 Board Meeting
Box 1 of 34	Annual Meeting 1985
Box 1 of 34	Board Meeting Material, May 1985
Box 1 of 34	Fall Board Meeting, 1985
Box 1 of 34	Council Meeting Agenda, June 6, 1997
Box 1 of 34	Council Meeting AAM, February 6-7, 1987
Box 1 of 34	Correspondence to annual Meeting attendees, Monthly Budget Report July 1983-April 1984, April-December 1984

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- Box 2 of 34 Advance Preparations 3rd Annual Meeting
- Box 2 of 34 ASC Third Annual Meeting, Panel Material
- Box 2 of 34 ASC Third Annual Meeting, Income and Expense
- Box 2 of 34 Various materials from ASC Third Annual Meeting including Participant List, Agenda, Notes
- Box 2 of 34 Various material from ASC Third Annual Meeting including bus schedule and campus guide to Virginia Tech.
- Box 2 of 34 ASC Fourth Annual Meeting Agenda
- Box 2 of 34 Fourth Annual Meeting 1976 - Minutes
- Box 2 of 34 Invitations-fifth Annual Meeting
- Box 2 of 34 ASC Sixth Annual Meeting, May 18-20, 1978, Sample
- Box 2 of 34 1977 Annual Meeting, Chicago, Illinois
- Box 2 of 34 Letters of Designation, ASC Fifth Annual Meeting
- Box 2 of 34 Annual Meeting Travel
- Box 2 of 34 Annual Meeting Registration
- Box 2 of 34 Secretary's and Treasurer's Reports
- Box 2 of 34 Sixth Annual Meeting Minutes, May 18-20, 1978, University of California, San Diego
- Box 2 of 34 ASC Sixth Annual Meeting, May 18-20, 1978, S. R. Edwards
- Box 2 of 34 Sixth Annual Meeting, San Diego, May 18-20, 1978
- Box 2 of 34 Annual Meeting Registrations, 1979
- Box 2 of 34 Seventh Annual Meeting, Minutes and Resolutions
- Box 2 of 34 ASC Annual Meeting, National Science Foundation (NSF) Session
- Box 2 of 34 Board Meeting
- Box 2 of 34 Seventh Annual Meeting- Harvard
- Box 2 of 34 8th Annual Meeting, Preliminary Materials

- Box 2 of 34 February Executive Committee Meeting, 1974
- Box 2 of 34 Philip S. Humphrey, February 11, 1974, ASC Executive Committee/Board of Directors Meeting
- Box 2 of 34 Minutes - May 2, 1974, ASC Board of Directors Meeting, Rodeway Inn, Lubbock, Texas
- Box 2 of 34 August 23, 1974, ASC Board Meeting Minutes, Ballots and Extra Copies
- Box 2 of 34 PSH, August 23 ASC Board of Directors Meeting - University of Kansas
- Box 2 of 34 Board of Directors, ASC, November 4, 1974, Philip S. Humphrey
- Box 2 of 34 Board of Directors Meeting Minutes, November 4, 1974, rough draft and B of D ballots
- Box 2 of 34 Minutes, Board of Directors, January 16, 1976
- Box 2 of 34 January 16, 1978 Board Meeting
- Box 2 of 34 Board Meeting - May 18, 1978
- Box 2 of 34 October 23, 1978 Board of Directors Meeting
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- Box 2 of 34 January 29 Board Meeting Minutes
- Box 2 of 34 Minutes, April 1979
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- Box 2 of 34 1979 Nominees to Office
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Box 3 of 34	Chris Biller - ASC Agreement
Box 3 of 34	D-Base List Project, January 1987, Ray R. Carthy
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Box 3 of 34	Briece R. Edwards
Box 3 of 34	Laura Blankley
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Box 3 of 34	John Chorn
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Box 3 of 34	Convention recommendations comments Council/ Board
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Box 3 of 34	Federal Wildlife Permit Office Index Project
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Box 3 of 34	CITES: Treaty/ESA
Box 3 of 34	CITES exemption Form
Box 3 of 34	CITES NGO Mtg. Notes



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Box 3 of 34 ASC - Personnel - Carol J. Estes

Box 3 of 34 Foubert, Michael

Box 3 of 34 Galan, Gina

Box 3 of 34 ASC Personnel: Contractual Greg Gurri Glass

Box 3 of 34 Hall, Felicia

Box 3 of 34 Hill, Brenda Kay, August 31, 1982

Box 3 of 34 Houk, Glenn

Box 3 of 34 Jones, Bridget Ann, August 24, 1982

Box 3 of 34 ASC - Personnel - Winifred Kucera

Box 3 of 34 Marks, Debra L.

Box 3 of 34 McCullough, Teddi, June 29, 1982

Box 3 of 34 A. M. Neuner

Box 3 of 34 Pakaluk, Debra L. B., August 31, 1982

Box 3 of 34 Rizvi, Jean

Box 3 of 34 ASC - Personnel - Keith Sessions

Box 3 of 34 Standfield, Jeri Lyn, September 14, 1982

Box 3 of 34 Wilson, J.

Box 3 of 34 Wimsatt, Julie

Box 3 of 34 ASC - Personnel - Tina Wolf

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Box 3 of 34 US Department of Commerce, Census of Service Industries

Box 3 of 34 KU Endowment Association - Loan

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Box 3 of 34 Affirmative Action/Civil Rights Guidelines

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Box 4 of 34 Mismarked approval ballot of Directors Meeting, May 8, 1975

Box 4 of 34 Nine Comparative Audited Financial Statements for the years 1982, 1981, 1985, 1984, 1982, 1981, 1979, 1974

Box 4 of 34 Directory of State Protected Species

Box 4 of 34 1982 Board Meeting

Box 4 of 34 Bibliography of Management of Systematic Research, Resources, and Services

Box 4 of 34 ASC Board Meeting May 18, 1978, San Diego, California

Box 4 of 34 ASC Board of Directors Meeting, October 23, 1978, Lawrence, Kansas

Box 4 of 34 ASC Council on Systematics Collections and the Law

Box 4 of 34 Correspondence to various museums in the United States concerning "endangered exhibits"

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Box 5 of 34 Acquisition paperwork and collections paperwork

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Box 5 of 34 Bonding Form

Box 5 of 34 ASC Board of Directors Meeting, November 30, 1979, Stephen R. Edwards

Box 5 of 34 ASC Board of Directors Meeting, October 23, 1978, Lawrence, Kansas

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Box 5 of 34 Stephen R. Edwards

Box 5 of 34 ASC Museum of Natural History, University of Kansas - Administrative Papers

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Box 6 of 34	Review Correspondence N - R (general by journal title)
Box 6 of 34	Review Sources and General Inquiries
Box 6 of 34	Frozen Tissue Collection Management, LSU-NMA Proposal
Box 6 of 34	Cities
Box 6 of 34	Shipping Records
Box 6 of 34	Schnell - New Secretary, 1983
Box 6 of 34	IUCN/Cities: Endangered Definition (Scott/Glass)
Box 6 of 34	Review Correspondence A-B (general, by journal title)
Box 6 of 34	Ballots - Dues Schedule
Box 6 of 34	October Workshop, 1988
Box 6 of 34	1981 - A Proposal for Development of a Checklist of the Reptiles and Amphibians of the World
Box 6 of 34	Project - EELUT - Agreement
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Box 7 of 34	CBR: DOE: PROP: July 1979
Box 7 of 34	ASC Registry Information Center
Box 7 of 34	CBR: DOE: CONT 10014.M001, Supplemental Agreement to Contract #DE AA0279CH10014
Box 7 of 34	Cover Letters

Box 7 of 34                      First Mailing (January 1977) and Results No - Approximately 200 surveys about ASC Individuals and Collections

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Box 8 of 34                      BBM - Insects- Individuals

Box 8 of 34                      American Type Culture Collection (institution correspondence)

Box 8 of 34                      ASU - Fishes

Box 8 of 34                      UAL - Reptiles and Amphibians

Box 8 of 34                      Protozoans

Box 8 of 34                      UAR - Birds

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Box 8 of 34                      Untitled

Box 8 of 34                      HU - Invertebrate Fossils

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Box 8 of 34                      UAL - Worms

Box 8 of 34                      UAL - Vascular Plants

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Box 8 of 34                      ANSP - Amphibia and Reptilia

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Box 9 of 34                      Correspondence - General

Box 9 of 34                      General and Miscellaneous Materials from WPO

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Box 9 of 34	U.S. Department of Interior New Releases
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Box 9 of 34	ESA Reauthorization Bulletins
Box 9 of 34	AAZPA Newsletter sections
Box 9 of 34	Ideas and Notes - General
Box 9 of 34	Foreign Permits
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Box 9 of 34	WPO Informational Pamphlets
Box 9 of 34	WPO Notes from June 1982 Meeting
Box 9 of 34	WPO Workshop Materials - #1, Workshop outline (Everything you wanted to know about...)
Box 9 of 34	CW State Questionnaire/Letter of Transmittal
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Box 9 of 34	CW Vol. 1 Permits

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Box 10 of 34	National Park Service
Box 10 of 34	NLT "Careers in Systematics" Articles
Box 10 of 34	NSF Directorate for Biological, Behavioral, and Social Science
Box 10 of 34	Newsletters: (Outdated Issues)
Box 10 of 34	Raven Speech to National Res. Coun. Comm. on Research Priorities in Tropical Biology
Box 10 of 34	Wildlife Laws and Treaties

Box 10 of 34	World Wildlife Fund 00-WWF-GEN
Box 10 of 34	Conference on Biotic Diversity
Box 10 of 34	Customs
Box 10 of 34	Animal Welfare Act
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Box 10 of 34	Master List of Controlled Species FWS
Box 10 of 34	Federally Controlled Species List
Box 10 of 34	Tax Contract (3 folders)
Box 10 of 34	NMA Grant Financial Report
Box 10 of 34	NMA Legal Information and Assistance to the Natural History Museum Community
Box 10 of 34	NMA Law Grant
Box 10 of 34	EELUT Cooperative Agreement, September 1980
Box 10 of 34	An Assessment of the Informational Needs of the Museum Field, An Investigative Report
Box 10 of 34	Application to AAM for Membership
Box 10 of 34	AAM Legislative
Box 10 of 34	AAM Legislative Service
Box 10 of 34	Annual Reports, 1981
Box 10 of 34	ASC - Fiscal - Audit - 1980
Box 10 of 34	ASC - Blake Annex
Box 10 of 34	ASC Bylaws

Box 10 of 34            ASC Copyrights

Box 10 of 34            Former ASC Representatives List

Box 10 of 34            ASC Individual Membership

Box 10 of 34            ASC - Newsletter - Ownership Statement

Box 10 of 34            Publication Referencing ASC

Box 10 of 34            ASC Reorganization Plan, November 1982

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Box 10 of 34            Office Equipment Literature

Box 10 of 34            "Careers in Systematics"

Box 10 of 34            Curation Cost Formulas

Box 10 of 34            NSF Grant Policy Manual, October 1979

Box 10 of 34            NSF Guidelines: Biological Research Resources Program

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Box 11 of 34            NSF Grant Information, 1980

Box 11 of 34            Public Health Service Grant Information

Box 11 of 34            African Convention on Conservation of Nature! Natural Resources.

Box 11 of 34            Miscellaneous Correspondence

Box 11 of 34            ASC Council Syst. and Evol. Biol. ASB - Material

Box 11 of 34            Steve - FYI

Box 11 of 34            NSF Funding DEB 81-12876, Program Review

Box 11 of 34            ASC Contract/NSF DEB81-12876

Box 11 of 34            DEB 81-12876, Physical Facilities/Individual survey Information and Forms

Box 11 of 34            Monthly Bank Statements, 1981

Box 11 of 34            BLM Ruling: Dept. of Interior Land

Box 11 of 34            Allan Hancock Foundation Collections

Box 11 of 34	National Biological Survey
Box 11 of 34	ICOM Conservation Committee
Box 11 of 34	Eschmeyer Proposal: Fishes
Box 11 of 34	ASB Report
Box 11 of 34	K. C. Kim Survey (extras)
Box 11 of 34	NODC Meeting D.C., December 6-10, 1982
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Box 11 of 34	Chronological File - Association of Systematics Collections (July 12-September 1972)
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Box 11 of 34 Duke University April 23, 1973, Dr. Robert L. Wilbur

Box 11 of 34 ASC Institutional Repile. Memo, 1973-1977

Box 11 of 34 ASC Chronological File - January 1974

Box 11 of 34 ASC Chronological File (through 19 March)

Box 11 of 34 ASC Chronological File - March 20-31

Box 11 of 34 ASC Chronological File - April 1974

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Box 12 of 34 ASC Chronological File - July 1974

Box 12 of 34 ASC Chronological File - August 1974

Box 12 of 34 ASC Chronological File - September 1974

Box 12 of 34 ASC Chronological File - October 1974

Box 12 of 34 ASC Chronological File - November 1974

Box 12 of 34 March 11-13 - ASC Council on National Systematics Collections Resources: Minutes and Proposal

Box 12 of 34 1974 Membership Committee Correspondence

Box 12 of 34 Advisory Committee's Funding

Box 12 of 34 Election of Eleven New Members by Mail Ballot

Box 12 of 34 ASC Chronological - November and December 1975- February 1976

Box 12 of 34 ASC Chronological - May/June 1976

Box 12 of 34 ASC Chronological - March/April 1976

Box 12 of 34 ASC Chronological - January/February 1978

Box 12 of 34 ASC Chronological - March/April 1978

Box 12 of 34 ASC Chronological - May/June 1978

Box 12 of 34 ASC Chronological - July-September 1978

Box 12 of 34 ASC Chronological - October-December 1978

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Box 12 of 34 Other Institutions - Correspondence

Box 12 of 34 Chrono - December 1979

Box 12 of 34 ASC Chronological, January - February

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Box 14 of 34	Amphibs and Reptiles of World: Correspondence
Box 14 of 34	WWF/US - ARW
Box 14 of 34	Preliminary Draft: A proposal to Develop and Maintain a Taxonomic Checklist of the Vertebrates of the World
Box 14 of 34	Amphibians & Reptiles of the World Proposal
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Box 14 of 34 Project - EELUT - Mammals

Box 14 of 34 NMA - Protection of Museum Collections from Organic Destruction

Box 14 of 34 Pest Control in Museums, Form Texas

Box 14 of 34 NMA - Sarason, December 15, 1978

Box 14 of 34 Museum Computer Survey NMA Correspondence

Box 14 of 34 Museum Computer Survey Data

Box 14 of 34 Museum Comp Survey Grant Application

Box 14 of 34 Museum Computer Survey Progress Report, No. FC - 9070530000, November 1979

Box 14 of 34 Museum Computer Survey FC- 9070530000, Final Report, 1980

Box 14 of 34 NMA Grant #FC - 9070530000 A Study Of Computers in Museum Collection Management

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Box 15 of 34 Sarason Report

Box 15 of 34 NSF: Voucher Specimen Proposal, July 1980 (Welton Lee's Council)

Box 15 of 34 EPA Grant Final Report EPA - GRT - RPT Grant #805020-01

Box 15 of 34 Council on Applied Systematics

Box 15 of 34 By-Laws Committee

Box 15 of 34 Council for Curatorial Methods

Box 15 of 34 Annual Meeting Program Committee

Box 15 of 34 Zoological Nomenclature Council - Davis

Box 15 of 34 Awards Committee

Box 15 of 34 Council for Systematic and Evolutionary Biology (ASB Report)

Box 15 of 34 Council for Systematic and Evolutionary Biology

Box 15 of 34 Council for Computer Tech. Advisement

Box 15 of 34 Disposition and Council for Collection Acquisition

Box 15 of 34 Special Committee on Long-Term Financial Stability

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Box 15 of 34	Ballots - Amendment to By-Laws Membership for Professional Societies

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