



## SMITHSONIAN DIRECTIVE 105

February 10, 1995

### NAMING MUSEUMS, RESEARCH INSTITUTES, OFFICES, BUILDINGS, AND EXHIBITION AREAS

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#### Background

The Board of Regents of the Smithsonian Institution has the authority to approve names of organizations and facilities within their purview. The Board of Regents and the Secretary of the Smithsonian share responsibilities for:

- naming all Smithsonian organization units
- the naming of facilities or portions of facilities for persons or outside organizations and
- The process (or method) for identifying all organization units.

#### Procedures

1. **The authorization for application of functional titles to Smithsonian units rests with the Secretary**
2. **Uses of the title *National*.** To include *National* in the title of an organization unit, submit a proposal to the Secretary through the appropriate Provost and the Under Secretary. The Secretary will take the necessary steps to assure consideration by the Board of Regents, which must approve the designation.

Approval by the Board of Regents is not necessary if *National* is to be included in the name of a subordinate unit because it is in

the name of the parent organization, or if it is to be included in the name of a board or commission officially designated to advise or serve a bureau or office which has *National* in its title.

Appendix A lists Smithsonian organization units authorized to use the term *National* in unit titles.

3. **Naming buildings and exhibit area after persons or outside organizations.** To name a Smithsonian facility or, portion of a facility, or any exhibit or exhibit area after a person, for a corporation or other organization outside the Smithsonian, submit a proposal to the Secretary through the Provost or the Under Secretary. This must be done before a name commitment is made. The Secretary will present such proposals to the Board of Regents, which must approve the naming in accordance with its policy guidelines.
4. **Using the Smithsonian name in conjunction with names of bureaus and offices.** Identify all activities and organizations first as a part of the Smithsonian Institution and then as a part of the bureau or office. For example, all official publications, press releases, stationery, calling cards, and other documents must include the name *Smithsonian Institution*.

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**CANCELLATION:**

737, date, June 26, 1984

**INQUIRIES:**

Office of the Secretary.

**RETENTION:**

Indefinite. Subject to review for currency 24 months from date of issuance.

**FILING:**

File sequentially with other current directives.

**COPIES:**

Print file or contact the Office of Planning,  
Management and Budget (OPMB

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