



Smithsonian Institution Archives

## Administrative Records, 1990-1997

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Washington, D.C.  
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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>	Administrative Records
<b>Identifier:</b>	Accession 00-138
<b>Date:</b>	1990-1997
<b>Extent:</b>	7 cu. ft. (7 record storage boxes)
<b>Creator::</b>	Smithsonian Institution. Office of the Counselor to the Secretary
<b>Language:</b>	English

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## Administrative Information

### Preferred Citation

Smithsonian Institution Archives, Accession 00-138, Smithsonian Institution, Office of the Counselor to the Secretary, Administrative Records

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## Descriptive Entry

This accession consists of records that document the administrative activities of Marc Pachter during his tenure as Deputy Assistant Secretary for External Affairs (1990-1994), Counselor to the Secretary for Electronic Communications and Special Projects (1994-1995), and Counselor to the Secretary (1995-2000), respectively.

The majority of the records document activities associated with the formation and work of the Electronic Media Board formed in 1991 to address the issues of uniformity and efficiency in the review and production of Smithsonian electronic media outreach and education efforts. The Electronic Media Board was composed of the following members: Chair - Deputy Assistant Secretary for External Affairs (Pachter); the Director of the Office of Telecommunications; the Smithsonian Senior Business Officer; and representatives from the Office of General Counsel, Council of Bureau Directors, Council of Information and Education Directors, and the Institutional scholarly research community. The Electronic Media Board was disbanded in 1997.

The Board's mandate was as follows: 1) identify and eliminate duplication in existing media projects thus becoming more cost-effective and efficient with regard to the production of those projects; 2) identify legal and financial issues of importance to the Institution and to avoid unnecessary risks; 3) assess appropriateness of projects against Institutional goals and standards; and 4) ensure that procedures are in place for expert oversight by Smithsonian staff of program content, production, and use of the Smithsonian name.

In addition to the records of the Electronic Media Board, there are records relating to Pachter's interaction with the Woodrow Wilson International Center for Scholars, The Smithsonian Associates, the Smithsonian World television program, and a major trip to Japan. Materials include agendas, minutes, notes, reference

files, correspondence, memoranda, reports, development files, budget files, subject files, and related materials.

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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:

- Communication in education
- Intellectual property
- Interactive multimedia
- Media programs -- Education
- Motion pictures
- Museums -- Public relations

Types of Materials:

- Brochures
- Clippings
- Manuscripts
- Newsletters
- Pamphlets

Names:

- Pachter, Marc
- Smithsonian Associates
- Smithsonian Associates. Business Office
- Smithsonian Institution. Council of Bureau Directors
- Smithsonian Institution. Council of Information and Education Directors
- Smithsonian Institution. Deputy Assistant Secretary for External Affairs
- Smithsonian Institution. Office of General Counsel
- Smithsonian Institution. Office of Telecommunications
- Smithsonian Institution. Office of the Counselor to the Secretary for Electronic Media and Special Projects
- Woodrow Wilson International Center for Scholars

Geographic Names:

- Japan

Preferred Titles:

- Smithsonian World (Television program : 1984-1991)*

## Container Listing

### Box 1

Box 1 of 7	Corporate Naming Project: 1991 (Related to Regents' Guidelines for SI)
Box 1 of 7	1997 - Correspondence
Box 1 of 7	1996 - Correspondence
Box 1 of 7	1995 - Correspondence (3 folders)
Box 1 of 7	1994 - Correspondence
Box 1 of 7	1993 - Correspondence (3 folders)
Box 1 of 7	1992 - Correspondence
Box 1 of 7	1991 - Correspondence (2 folders)
Box 1 of 7	SI Online
Box 1 of 7	1995-1997
Box 1 of 7	1990-1994
Box 1 of 7	Increase and Diffusion
Box 1 of 7	Policy, Procedure, and Background

### Box 2

Box 2 of 7	Digitization: America Online
Box 2 of 7	Intellectual Property Rights
Box 2 of 7	Licensing Policy Rights
Box 2 of 7	Media 'Names' and Contacts
Box 2 of 7	Past Projects

Box 2 of 7	Retreats
Box 2 of 7	Electronic/Multimedia Activity Summaries
Box 2 of 7	HDTV
Box 2 of 7	SI Media Book
Box 2 of 7	Strategy Papers/Plans
Box 2 of 7	White House Initiative (2 folders)
Box 2 of 7	Japan (4 folders)
Box 2 of 7	Gem Exhibition
Box 2 of 7	Tokyo National Museum
Box 2 of 7	Japan-US Friendship Commission
Box 2 of 7	Japan Trips
Box 2 of 7	Japan Trip: May 1996
Box 2 of 7	Japanese Exhibitions at SI
Box 2 of 7	Japanese Gardens Film
Box 2 of 7	Japan: The Perry Collection
Box 2 of 7	Congress
Box 2 of 7	Royal Visits and Issues
Box 2 of 7	American Festival
Box 2 of 7	Toppan Printing Co., Ltd.
Box 2 of 7	International House
Box 2 of 7	Yomiuri Shimbun
Box 2 of 7	Edo - Tokyo Museum

Box 2 of 7                      SI - Japanese Relations

Box 3

Box 3 of 7                      Vin Fiz

Box 3 of 7                      Watanabe

Box 3 of 7                      Total Media

Box 3 of 7                      Mitsui

Box 3 of 7                      Beijing: A City Without Walls

Box 3 of 7                      Tokyo Geijutsu Daigaku

Box 3 of 7                      Corporations

Box 3 of 7                      National Museum of American Art (NMAA)

Box 3 of 7                      National Museum of American History (NMAH)

Box 3 of 7                      National Museum of Natural History (NMNH)

Box 3 of 7                      ICI

Box 3 of 7                      Manjiro

Box 3 of 7                      Computer Museum/M. Horiuchi

Box 3 of 7                      Corporate Membership

Box 3 of 7                      Kobe

Box 3 of 7                      NHK

Box 3 of 7                      Suntory

Box 3 of 7                      Starnet International

Box 3 of 7                      Ken Curtis/Deutsche Bank Capital

Box 3 of 7                   Suntory

Box 3 of 7                   Maximizing Revenue

Box 3 of 7                   Hanako Matano (5 Files)

Box 3 of 7                   OPA (Office of Public Affairs)

Box 3 of 7                   CNN - Talk Back Live

Box 3 of 7                   Office of Information Technology (OIT) - Lee Denny

Box 3 of 7                   Arthur Denny

Box 4

Box 4 of 7                   SI Web

Box 4 of 7                   Revenue Generating Activities

Box 4 of 7                   The Smithsonian Associates (TSA) Mergers

Box 4 of 7                   TSA Director Search (3 Folders)

Box 4 of 7                   Smithsonian World

Box 4 of 7                   Smithsonian World - Distribution Market Shares

Box 4 of 7                   Smithsonian World - Program: Doors of Perception

Box 4 of 7                   Smithsonian World - Loss of Funding/Archiving

Box 4 of 7                   Smithsonian National Board

Box 4 of 7                   Woodrow Wilson Center

Box 4 of 7                   Program: Art on Film

Box 4 of 7                   Grant Tinker

Box 4 of 7                   Anna Caraveli: University of California, Los Angeles

Box 4 of 7                   Smithsonian Campus on the Air (5 folders)



Box 5

Box 5 of 7	Electronic Media Board (EMB)
Box 5 of 7	Electronic Media Board meeting: December 21, 1994
Box 5 of 7	Office of Telecommunications (OTC): Proposed Program
Box 5 of 7	OTC: Public Forum Cable
Box 5 of 7	OTC - NMNH Television Series, Rich Sabreen Enterprises, 1994
Box 5 of 7	OTC: Laura Sneider's TV Series, Secular Cathedrals
Box 5 of 7	SI Press
Box 5 of 7	Tsmuaki Proposal, November 1993
Box 5 of 7	EMB Conferences
Box 5 of 7	CD-ROM: Muse's Bold Explorers
Box 5 of 7	Electronic Issues: Arturo Gomez
Box 5 of 7	OTC: CD-ROMS
Box 5 of 7	EMB Projects: 1994
Box 5 of 7	EMB: 1993
Box 5 of 7	OTC: 1993
Box 5 of 7	EMB: 1992
Box 5 of 7	OTC Miscellaneous
Box 5 of 7	OTC Personnel
Box 5 of 7	Electronic Strategy Group
Box 5 of 7	Electronic Media Board, February 1995-February 1997

- Box 5 of 7 Digitization Meetings, 1995
- Box 5 of 7 Creation of the Counselor to the Secretary
- Box 5 of 7 Smithsonian Tropical Research Institute (STRI) and Charleston, SC Digital Initiatives (September 11, 1995)
- Box 5 of 7 Digitization - Peace Corps
- Box 5 of 7 Digitize

Box 6

- Box 6 of 7 Digitizing Collections
- Box 6 of 7 Digitization
- Box 6 of 7 Digitize - Jane Clark Chermayeff
- Box 6 of 7 Advance
- Box 6 of 7 Apple Computer
- Box 6 of 7 AT&T
- Box 6 of 7 Autometric
- Box 6 of 7 Bell Atlantic
- Box 6 of 7 Corbis
- Box 6 of 7 Discovery
- Box 6 of 7 EDS
- Box 6 of 7 Hughes
- Box 6 of 7 Intel
- Box 6 of 7 Luna Imaging
- Box 6 of 7 Malamud

Box 6 of 7	MCI
Box 6 of 7	Microsoft
Box 6 of 7	Silicon Graphics
Box 6 of 7	Prodigy
Box 6 of 7	Sony
Box 6 of 7	Viacom
Box 6 of 7	Virtual Worlds
Box 6 of 7	Xerox
Box 6 of 7	Zib Bits
Box 6 of 7	Audit
Box 6 of 7	National Air and Space Museum (NASM)
Box 6 of 7	Publications Council
Box 6 of 7	Senior Business Office
Box 6 of 7	Andrew Ferguson
Box 6 of 7	Global View/Ferguson
Box 6 of 7	Czarra/Global View/Ferguson
Box 6 of 7	EAJ International: March 1994
Box 6 of 7	Mrs. Newman's Trip to Japan: 1993 and 1994
Box 6 of 7	Japan, Visitors to SI
Box 6 of 7	Japan-American Festival Signing Ceremony (Photographs)
Box 6 of 7	Secretary Adams's Visit to Japan (and Speech): 1993 and 1994
Box 6 of 7	Japan: Notes and Memoranda

Box 6 of 7                    Hirayama's Visit: May 1993

Box 6 of 7                    Masaji Yasunaga and MYC

Box 6 of 7                    Japan: Possible Sources of Funding

Box 6 of 7                    Research/Scholar Exchanges between SI and Japan

Box 6 of 7                    Japan-SI Press Publication: "Rural Japan: Radiance of the Ordinary"

Box 6 of 7                    Marc Pachter's Trip to Japan: July 1994

Box 6 of 7                    Japan Trip Information and Reports

Box 6 of 7                    Japan-American Festival: NASM

Box 6 of 7                    Japan-American Festival: Museum Shops

Box 6 of 7                    Hankyu Corp.

Box 6 of 7                    Japan-American Festival

Box 7

Box 7 of 7                    Saskawa Foundation

Box 7 of 7                    American Festival: "10 Who Dared" Heroes

Box 7 of 7                    American Festival Japan: 1994

Box 7 of 7                    Japan American Festival, Miscellaneous

Box 7 of 7                    Japan American Festival Proposal

Box 7 of 7                    Japan-American Publicity

Box 7 of 7                    Japan Articles

Box 7 of 7                    Japan American Festival Meeting: June 30, 1993

Box 7 of 7                    Japan American Festival: May 1993

- Box 7 of 7                      Japan American Festival: January-February, 1993, MICO (Contracts/  
Correspondence, etc.)
  
- Box 7 of 7                      Japan American Festival: TV Project - Inventions
  
- Box 7 of 7                      NHK - Presidents Program
  
- Box 7 of 7                      Japan American Festival: NHK Japan Broadcasting Co.