



Smithsonian Institution Archives

Administrative Records, 1986-2002

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Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title:	Administrative Records
Identifier:	Accession 02-210
Date:	1986-2002
Extent:	5 cu. ft. (5 record storage boxes)
Creator::	National Museum of African Art. Assistant Director for Administration
Language:	Language of Materials: English

Administrative Information

Preferred Citation

Smithsonian Institution Archives, Accession 02-210, National Museum of African Art. Assistant Director for Administration, Administrative Records

Descriptive Entry

This accession includes records documenting the administrative activities of Patricia L. Fiske, Assistant Director for Administration at the National Museum of African Art (NMAfA), with earlier records dating back to when she was Assistant Director of NMAfA. Material consists of correspondence, memoranda, and notes; NMAfA weekly reports; project files pertaining to fundraising, object loans, website development, storage, and publications; Collection Information System Management Committee mission statement, meeting minutes, and reports; contracts; and NMAfA exhibition planning information, which primarily includes budget summaries, loan agreements, and grant proposals. Also includes information on the Art Bureaus Collections Information System (ARTCIS) project, a collaborative effort between Smithsonian art museums to develop a common automated off-the-shelf collections data system to be implemented in each bureau, with support from an information technology contractor.

Names and Subject Terms

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

Subjects:

- Art museums
- Art, African
- Budget
- Fund raising
- Intellectual property

Museums -- Administration
Museums -- Collection management

Types of Materials:

Compact discs
Floppy disks
Manuscripts

Names:

Art Bureaus Collections Information System
Collection Information System Management Committee
Fiske, Patricia L.
National Museum of African Art (U.S.). Assistant Director

Container Listing

Box 1

Correspondence

Box 1 of 5 Correspondence, 1990-2002 [four folders]

Box 1 of 5 Correspondence, 1991-1994 [twelve folders]

Weekly Reports

Box 1 of 5 NMAfA Reports, 2000 [three folders]

Box 1 of 5 Survey of Basic Operations, 2000

Project Files

Box 1 of 5 A Street Properties (Frederick Douglas), 1986-1992 [four folders]

Box 1 of 5 Summer Photography, 2001

Box 1 of 5 3-D CD Rom, 1998 (includes electronic records)

Box 1 of 5 Visitors Study, 1992

Box 1 of 5 "Point of View" Visitor Survey, 1992

Box 1 of 5 NMAfA Organization

Box 1 of 5 Automation, 1992

Box 1 of 5 Auction Gala, 1999

Box 2

Box 2 of 5 "Purpose and Perfection: Pottery as a Woman's Art in Central Africa," 1989-1991

Box 2 of 5 Tuareg Metalwork, 1994-1995

Box 2 of 5 Sokari Douglas Camp, 1988-1989 [four folders]

Box 2 of 5 Yoruba Ring, 1991

Box 2 of 5 "Nomad Art and Architecture," 1988-1991

Box 2 of 5 New Dimensions, 1992

Box 2 of 5 Mellon Foundation Project, 1999

Box 2 of 5	Handbook/Marquand, 1998-2001
Box 2 of 5	Christie's, 1998
Box 2 of 5	Web Meeting, 1997-2000
Box 2 of 5	Meetings with Director, 1997-1999
Box 2 of 5	Publications Meeting, 2000
Box 2 of 5	Storage, 1998-1999
Box 2 of 5	Art of the Personal Object, 1991
Box 2 of 5	Personal Object Publishing, 1991
	ARTCIS Project
Box 2 of 5	Preliminary Project Rationale, 1994
Box 2 of 5	Rubinstein & Justman (winning contractor) RFP Submission, 1994
Box 2 of 5	Evaluation Criteria, 1994
Box 2 of 5	Technical Evaluation Results, 1994
Box 2 of 5	Solicitation Mods; Contract; Rubenstein & Justman Promotional Materials, 1994
Box 2 of 5	Announcement Memos, 1994
Box 2 of 5	Samples of Meeting Announcements, Schedules, etc., 1994-1995
Box 2 of 5	Lobbying and IRM (Information Resource Management) Pool Funds, 1995
Box 2 of 5	CIS (Collection Information System) Management Committee Report to SIO, 1995
Box 2 of 5	Requirements Document, 1995
Box 2 of 5	ARTCIS Reports to OIT (Office of Information Technology), 1995
Box 2 of 5	Market Survey, 1995
Box 2 of 5	ARTCIS Funding Justification, 1995
Box 2 of 5	Rubinstein & Justman Progress Reports, 1995
Box 2 of 5	ARTCIS Master Plan, 1995
Box 2 of 5	CIS Profiles, Requirements, etc., 1995

Box 3

Box 3 of 5 Final Payment/Termination of Contract, 1996

Box 3 of 5 IRM Pool Funding/Request to Congress, 1996

Box 3 of 5 Memoranda re: OIT Support for ARTCIS, 1996

Box 3 of 5 Preparation of RFP (Peter House), 1996

Box 3 of 5 RFP, 1996

Box 3 of 5 Solicitation Modification, 1997

Box 3 of 5 Proposal from Gallery Systems, Inc., (Corporate Overview, Vol. 1), 1997

Box 3 of 5 Proposal from Gallery Systems, Inc., (Best and Final Offer: Cost Proposal, Vol. 2), 1997

Box 3 of 5 Proposal from Gallery Systems, Inc., (Cost Proposal, Vol. 3), 1997

Box 3 of 5 Proposal from Gallery Systems, Inc., (Documentation, Vol. 4), 1997

Box 3 of 5 Gallery Systems, Inc., (Technical Comments and Implementation Plan, Vol. 1), 1997

Box 3 of 5 Gallery Systems, Inc., (Technical Proposal, Vol. 2), 1997

Box 3 of 5 The Museum System: Collection Information System Data Dictionary, 1995

Box 3 of 5 The Museum System: Standard Physical Data Model, 1995

Box 3 of 5 Pool Request, 1997

Box 3 of 5 Evaluation Process/Technical Proposal, 1997

Box 3 of 5 Contract with Gallery System, Inc., 1997

Box 3 of 5 Notification to Secretary and Under Secretary, 1997

Box 3 of 5 Implementation Schedule, 1997

Collection Information System Management Committee

Box 3 of 5 Precursor Documents, 1992-1994

Box 3 of 5 Meeting Minutes: Establishing Committee, 1992

Box 3 of 5 Agendas/Meeting Minutes, 1993

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Box 3 of 5	SIRIS (Smithsonian Institution Research Information System), 1992
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Box 3 of 5	IRM Pool, 1994-1998
Box 3 of 5	CIS/Castle, 1996-1998
Box 3 of 5	Standards, 1996-1997
Box 3 of 5	Digital, 1998
Box 3 of 5	Congress, 1995-1998
Box 3 of 5	Mission, 1997-1998
Box 3 of 5	Core Fields, 1997-1998
Box 3 of 5	Graves Report, 1998
Box 3 of 5	CIS Funding, 1998
Box 3 of 5	Succession, 1998
Box 3 of 5	Correspondence, 1993-1999
Box 3 of 5	CIS Overview, 1995
Box 3 of 5	IRM Vision Project, 1993
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	Exhibition Planning
Box 4 of 5	"Images from Bamum," 1988-1992 [three folders]
Box 4 of 5	"Blolo: Dreaming the Other World," 1993
Box 4 of 5	"Crowning Achievements: African Arts of Dressing the Head," 1995-1996

- Box 4 of 5 "Elima: Art and Trade on the West African Coast," 1992
- Box 4 of 5 "Explorations," 1995
- Box 4 of 5 Funerary Cloth, 1991
- Box 4 of 5 Library Exhibition, 1991
- Box 4 of 5 "Memory: Luba and the Making of History," 1995-1996
- Box 4 of 5 Mangbetu (African Reflections), 1989-1991
- Box 4 of 5 "Ancient Nubia: Egypt's Rival in Africa," 1993-1995
- Box 4 of 5 Vera Viditz-Ward, 1989-1991
- Box 4 of 5 "Masks of Zaire," 1992 [two folders]
- Box 4 of 5 Corcoran Loan of Epstein Bust, 1997
- Box 4 of 5 Ford Motor Company/Kente Funding, 1999
- Box 4 of 5 Louisiana State Exhibit Museum, 2000-2001
- Box 4 of 5 Museum of Financial History, 2000-2001
- Box 4 of 5 "In the Presence of Spirits: Selections from the National Museum of Ethnology, Lisbon," 2000-2001
- Box 4 of 5 "Avedissian's World," 2000
- Box 4 of 5 "Baule: African Art/Western Eyes," 1998
- Box 4 of 5 Constance Stuart Larrabee, 1998-2000
- Box 4 of 5 "African Art Forms in the Furniture of Pierre Legrain," 1998
- Box 4 of 5 "Transatlantic Dialogue: Contemporary Art In and Out of Africa," 1999
- Box 4 of 5 Musical Instrument Installation, 2000
- Box 4 of 5 "Ceramic Gestures: New Vessels by Magdalene Odundo," 1995-1996
- Box 5
- Box 5 of 5 Registration: Rudi, 1997
- Box 5 of 5 King Prempeh, 1996
- Box 5 of 5 "The Nsukka Group: Tradition, Innovation and Experimentation in Nigerian Modern Art," 1996-1997 [two folders]

Box 5 of 5	"The Oshogbo Artists," 1999
Box 5 of 5	South African Modern Art
Box 5 of 5	"Wrapped in Pride: Ghanaian Kente and African American Identity," 1998-1999 [two folders]
Box 5 of 5	Dogon Ausstellung, 1995
Box 5 of 5	Tuskegee University, 2000-2001
Box 5 of 5	"Spectacular Display: The Art of Nkanu Initiation Rituals," 1999-2002 [two folders]
Box 5 of 5	"Beautiful Bodies," 2000
Box 5 of 5	Constance Stuart Larrabee, 1998-2001
Box 5 of 5	"The Arts and Cultures of the Islamic World"
Box 5 of 5	Aga Khan Trust for Culture (AKTC) Fundraising, 1993
Box 5 of 5	"The Past in the Present: Seven Nigerian Contemporary Artists," 1995-1996