



# Smithsonian Institution Archives

## SIA Files, 1996-1998

Finding aid prepared by Smithsonian Institution Archives

Smithsonian Institution Archives  
Washington, D.C.  
Contact us at [osiaref@si.edu](mailto:osiaref@si.edu)

# Table of Contents

Collection Overview .....	1
Administrative Information .....	1
Descriptive Entry.....	1
Names and Subjects .....	1
Container Listing .....	2

## Collection Overview

<b>Repository:</b>	Smithsonian Institution Archives, Washington, D.C., <a href="mailto:osiaref@si.edu">osiaref@si.edu</a>
<b>Title:</b>	SIA Files
<b>Identifier:</b>	Accession 04-196
<b>Date:</b>	1996-1998
<b>Extent:</b>	1 cu. ft. (1 record storage box)
<b>Creator::</b>	Smithsonian Institution. Archives. Office of the Director
<b>Language:</b>	English

---

## Administrative Information

### Preferred Citation

Smithsonian Institution Archives, Accession 04-196, Smithsonian Institution, Archives, Office of the Director, SIA Files

---

## Descriptive Entry

This accession consists of records created and maintained by Ethel W. Hedlin, Director, 1994-2005, documenting Smithsonian Institution Archives (SIA) divisions, programs, and projects, particularly the development of electronic records policies. Materials include division monthly reports, policies, memoranda, consultant reports, and overhead transparencies for presentations.

---

## Names and Subject Terms

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

### Subjects:

Archivists  
Electronic records  
Museum archives

### Types of Materials:

Black-and-white transparencies  
Manuscripts

### Names:

Hedlin, Ethel W.

## Container Listing

### Box 1

Box 1 of 1	Institutional History Division Monthly Reports, 1996-1998
Box 1 of 1	SIA Monthly Reports, FY 1998
Box 1 of 1	Administration Monthly Reports, April 1996-May 1998
Box 1 of 1	Electronic Records/Preservation Monthly Reports, FY 1998
Box 1 of 1	SIA Monthly Reports, FY 1997
Box 1 of 1	SIA Monthly Reports, March-September 1996
Box 1 of 1	SIA Review Committee, 1996
Box 1 of 1	SIA Review Committee Administration, 1996
Box 1 of 1	SIA Review Committee Handouts, 1996
Box 1 of 1	Tim Sprehe (Consultant - E-mail Policy), 1996
Box 1 of 1	Rick Barry Consulting (Database Directory), 1997
Box 1 of 1	Electronic Records Advisory Committee - First Meeting, 1996
Box 1 of 1	Survey of Selected Smithsonian Electronic Records Systems, 1996
Box 1 of 1	Database Survey Information, 1996-1997
Box 1 of 1	Electronic Records Advisory Committee, 1996-1997
Box 1 of 1	Electronic Records Policies, 1998
Box 1 of 1	Electronic Records Retention, 1997
Box 1 of 1	SI E-mail Policy #2, 1997
Box 1 of 1	SI E-mail Policy #1, 1996