



Smithsonian

Institution Archives

Meeting Records, FY 1986, FY 1992-FY 2001

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Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title:	Meeting Records
Date:	FY 1986, FY 1992-FY 2001
Identifier:	Accession 08-138
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Administrative Information

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Historical Note

The Collections Information Systems Management Committee (CISMC) consists of one representative for each Smithsonian Institution (SI) collecting unit; one representative for each of the Under Secretaries; the Chief Technology Officer; the National Collections Coordinator; and the Chair of the Smithsonian Institution Research Information System Management Committee. The CISMC advocates Collections Information Systems (CIS) to Smithsonian units and central management as a high priority of the Institution; maintains a current understanding of CIS activities, systems, present and future needs, and plans throughout SI; encourages and facilitates cooperation and information sharing about CIS amongst SI units; provides cogent and timely advice to the Under Secretaries and the Director of the International Art Museums on the current status and future directions of CIS; recommends long term CIS priorities, funding, policies, plans, procedures, and systems that address institutional needs; promotes the use of national and international technical and information standards that foster the concepts of interoperability and facilitate the retrieval of information within broadly defined cultural and scientific communities; recommends the distribution of funds designated for CIS to the Chief Technology Officer; and promotes the use of current information technologies for advancing the use of CIS automated information on a local, national and international level and for assuring its applicability and compatibility with Smithsonian activities.

Descriptive Entry

This accession consists of the meetings records of CISMC and includes meeting agendas, meeting minutes, correspondence and memoranda regarding meeting topics, drafts of the CISMC charter, and other related CIS materials.

Names and Subject Terms

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

Subjects:

- Information resources management
- Information storage and retrieval systems
- Information technology
- Museums -- Collection management

Types of Materials:

- Manuscripts

Names:

- Smithsonian Institution. National Collections Program. National Collections Coordinator
- Smithsonian Institution. Office of the Chief Technology Officer
- Smithsonian Institution. Office of the Under Secretary for Finance and Administration
- Smithsonian Institution. Office of the Under Secretary for History, Art, and Culture
- Smithsonian Institution. Office of the Under Secretary for Science
- Smithsonian Institution. Smithsonian Institution Research Information System Management Committee. Chair

Container Listing

Box 1	
	Fiscal Year 1986 Summary: Fiscal Year 1986
Box 1 of 1	Folder 1 - Initial meeting of the CIS Steering Committee, June 26, 1986 (Accession 23-116)
Box 1 of 1	Folder 2 - Office notice of the formation of the CIS Steering Committee, August 7, 1986 (Accession 23-116)
Fiscal Year 1992 Summary: Fiscal Year 1992	
Box 1 of 1	Folder 3 Meeting agenda, September 17, 1992
Fiscal Year 1993 Summary: Fiscal Year 1993	
Box 1 of 1	Folder 4 Notes: <ul style="list-style-type: none">• Meeting minutes, November 4, 1992• Meeting minutes, January 13, 1993• Memorandum from Ross Simons, Chair, Collection Information Systems (CIS) Management Committee, January 13, 1993• Meeting minutes, February 10, 1993• Meeting minutes, March 10, 1993• Meeting minutes, April 7, 1993• Meeting minutes, May 12, 1993• Meeting minutes, June 9, 1993
Fiscal Year 1994 Summary: Fiscal Year 1994	
Box 1 of 1	Folder 5 Notes: <ul style="list-style-type: none">• Meeting agenda, December 2, 1993• Meeting minutes, December 2, 1993• Memorandum from Pat Fiske, Chair, CIS Management Committee - Committee Charter, December 17, 1993• Meeting minutes, January 5, 1994• Meeting minutes, February 2, 1994• Draft - CIS Management Committee Charter• Meeting minutes, March 2, 1994• Meeting agenda, April 6, 1994• Meeting minutes, April 6, 1994• Draft - CIS Management Committee Charter, April 7, 1994

- Meeting minutes, May 11, 1994
- Meeting minutes, June 8, 1994
- Meeting minutes, August 10, 1994
- Meeting minutes, September 14, 1994

Fiscal Year 1995

Summary: Fiscal Year 1995

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Folder 6

Notes:

- Meeting minutes, October 12, 1994
- Meeting minutes, November 9, 1994
- Meeting agenda, December 14, 1994
- Meeting agenda, January 11, 1995
- CIS Management Committee Charter, February 1, 1995
- Meeting minutes, February 8, 1995
- Meeting minutes, March 8, 1995
- Announcement of Office of Information Resource Management Reorganization (OIRM), March 15, 1995
- Draft - Systems Development Life Cycle
- Meeting minutes, April 12, 1995
- Memorandum from Pat Fiske, Chair, CIS Management Committee - Questions, April 18, 1995
- Draft - Data model and data content standards for collections systems at the Smithsonian Institution, April 24, 1996
- Memorandum from A. Lee Denny, Senior Information Officer - Process for IRM Pool
- Funding Decisions, April 27, 1995
- Meeting minutes, May 10, 1995
- Meeting minutes, June 15, 1995
- Draft - Memorandum from CIS Management Committee to Constance B. Newman, Under Secretary - CIS and IRM Pool Funds, June 16, 1994
- Meeting minutes, July 12, 1995

Fiscal Year 1996

Summary: Fiscal Year 1996

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Folder 7

Notes:

- Meeting minutes, December 13, 1995
- Collections and Research Information System, February 12, 1996
- Meeting minutes, February 14, 1996
- Memorandum from Pat Fiske, Chair, CIS Management Committee - Changes, March 5, 1996
- Meeting minutes, April 10, 1996
- Consortium for the Computer Interchange of Museum Information (CIMI)
- National Museum of American History - Data standards, May 6, 1996

- Data standards at the Smithsonian Institution, May 7, 1996
- Meeting agenda, May 8, 1996
- Meeting agenda, September 11, 1996
- Meeting minutes, September 11, 1996

Fiscal Year 1997

Summary: Fiscal Year 1997

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Folder 8

Notes:

- Meeting agenda, October 1, 1996
- IRM Executive Committee, October 21, 1996
- Meeting minutes, November 13, 1996
- Memorandum from Rachel Allen, Chair, CIS Management Committee - CIS Management Committee, November 15, 1996
- Meeting minutes, January 15, 1997
- Meeting agenda, February 12, 1997
- Meeting agenda, April 2, 1997
- Meeting agenda, May 14, 1997
- Memorandum from Rachel M. Allen, Chair, CIS Management Committee - Representation to the CIS Management Committee, May 16, 1997
- Memorandum from Tom Lentz, Deputy Director, Freer Gallery of Art/Arthur M. Sackler Gallery - CIS Management Committee, May 23, 1997
- Memorandum from Rachel M. Allen, Chair, CIS Management Committee - CIS Planning and Budgeting
- Planning/Brainstorming session, June 18, 1997
- Memorandum from Rachel M. Allen, Chair, CIS Management Committee - CIS Management Committee, June 23, 1997
- Memorandum from Rachel M. Allen, Chair, CIS Management Committee - CIS Expected Results
- Public Presentation of Collections Information from the Smithsonian Institution, July 3, 1997
- Meeting agenda, July 30, 1997
- Meeting minutes, September 10, 1997
- Collections Information System Architecture Draft - Collections Information Public Access System

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Folder 9 CIS Management Committee Records, 1997 (Accession 23-116)

Fiscal Year 1998

Summary: Fiscal Year 1998

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Folder 10

Notes:

- Meeting agenda, October 8, 1997
- Memorandum from Pat Fiske, National Museum of African Art - Mary Tanner request for basic elements of CIS, November 8, 1997
- Meeting agenda, November 12, 1997

- Draft - Charter of the Smithsonian Institution Multimedia Working Group, January 13, 1998
- Meeting agenda, January 14, 1998
- Draft - Smithsonian Institution Collections Information System, February 6, 1998
- Meeting agenda, February 11, 1998
- CIS Management Committee nominations, February 13, 1998
- Meeting minutes, March 11, 1998
- Meeting minutes, April 8, 1998
- Memorandum from Rachel M. Allen, Chair, CIS Management Committee - Representation to the CIS Management Committee, April 20, 1998
- Meeting minutes, May 19, 1998
- Information on CIS and SIRIS Management Committees, June 6, 1998
- Meeting agenda, June 10, 1998
- Meeting minutes, September 9, 1998
- CIS Status Report

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Folder 11 - CIS Management Committee Records, 1998 (Accession 23-116)

Fiscal Year 1999

Summary: Fiscal Year 1999

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Folder 12

Notes:

- Meeting minutes, October 14, 1998
- National Air and Space Museum CIS Progress Report, October 14, 1998
- Meeting minutes, November 18, 1998
- Memorandum from Rachel M. Allen, Chair, CIS Management Committee - December meeting cancelled, December 4, 1998
- Memorandum from Mary Tanner - IRM Pool, January 4, 1999
- Meeting minutes, January 13, 1999
- Meeting minutes, March 10, 1999
- Information Technology strategic planning document, June 8, 1999

Fiscal Year 2000

Summary: Fiscal Year 2000

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Folder 13

Notes:

- Meeting agenda, November 10, 1999
- Memorandum from Jane Sledge - CIS Management Committee request, November 15, 1999
- Meeting agenda, January 12, 2000
- Meeting agenda, February 9, 2000
- Meeting agenda, March 12, 2000
- Meeting agenda, April 12, 2000

- Memorandum from CIS Management Committee - Response to Memo on "Information Technology" dated March 31, 2000; May 26, 2000
- Meeting agenda, May 10, 2000
- Meeting agenda, April 14, 2000
- CIMI draft revision, July 21, 2000
- CIMI discussion document for CIS Management Committee, August 4, 2000
- Meeting agenda, September 13, 2000

Fiscal Year 2001
Summary: Fiscal Year 2001

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Folder 14
Notes:

- Meeting agenda, October 11, 2000
- Memorandum from CIS Management Committee - Continuation of Smithsonian Membership in CIMI, October 31, 2000
- CIS Management Committee Charter - Revised version, February 15, 2001
- Meeting minutes, March 14, 2001
- Memorandum from Jane Sledge - Progress Towards Digitization, March 22, 2001
- Guidelines for FY 2002 CIS IRM Pool Funds Applications
- ARTSTOR Announcement, April 10, 2001
- "Digital Promise" Project, April 10, 2001
- CIS Management Committee Revised Charter, April 11, 2001
- Meeting minutes, April 11, 2001
- CIS Management Committee Revised Charter, May 8, 2001
- Meeting minutes, June 13, 2001
- Information Technology Management - Strategy Briefing
- Meeting agenda - Draft, July 7, 2001
- Meeting agenda - Draft, September 19, 2001