



Smithsonian Institution Archives

## Committee Records, 1987, 1993-2010

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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>	Committee Records
<b>Identifier:</b>	Accession 17-287
<b>Date:</b>	1987, 1993-2010
<b>Extent:</b>	1 cu. ft. (1 record storage box)
<b>Creator::</b>	Smithsonian Institution. Art Collections Information System Committee
<b>Language:</b>	Language of Materials: English

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## Administrative Information

### Preferred Citation

Smithsonian Institution Archives, Accession 17-287, Smithsonian Institution. Art Collections Information System Committee, Committee Records

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## Descriptive Entry

The ArtCIS Committee was originally created as a joint effort between the six Smithsonian Institution art museums to research and select a common Collections Information System (CIS) to purchase and implement. The committee has grown to include the additional museums who have selected the same CIS. The committee is now comprised of ten museums, including history and science museums. The name ArtCIS, while no longer representative of the committee was kept for consistency within the Smithsonian Institution.

The ArtCIS Committee is a collaboration between the Office of the Chief Information Officer (OCIO) and Smithsonian museums that use a common commercial software product as their CIS. The purpose of ArtCIS is to pool together expertise, efforts and resources in order to further the CIS goals of member museums efficiently and cost-effectively.

Primarily documented in the collection are the six original ArtCIS member museums: Cooper-Hewitt, National Design Museum; Freer Gallery of Art and Arthur M. Sackler Gallery; Hirshhorn Museum and Sculpture Garden; National Museum of African Art; National Portrait Gallery; and the Smithsonian American Art Museum.

People represented in the collection include Rachel M. Allen, Deputy Director, Smithsonian American Art Museum; Mary Ellen Guerra, Collections Database Administrator, Smithsonian American Art Museum; Patricia L. Fiske, Assistant Director for Administration, National Museum of African Art; and Jeffrey Smith, Assistant Registrar, Freer and Sackler Galleries.

Materials include correspondence; memoranda; grant proposals; meeting agendas, minutes, and notes; system requirements; reports; and survey records.

## Names and Subject Terms

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

### Subjects:

- Art museums -- Collection management
- Committees
- Computer systems
- Museums -- Collection management

### Types of Materials:

- Manuscripts

### Names:

- Allen, Rachel M.
- Cooper-Hewitt, National Design Museum
- Fiske, Patricia L.
- Guerra, Mary Ellen
- Hirshhorn Museum and Sculpture Garden
- National Museum of African Art (U.S.)
- National Portrait Gallery (Smithsonian Institution)
- Smith, Jeffrey
- Smithsonian American Art Museum
- Smithsonian Institution. Office of the Chief Information Officer

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## Container Listing

### Box 1

Box 1 of 1	Project Task Force files, 1993-1995
Box 1 of 1	Requirements documents, 1995 (2 folders)
Box 1 of 1	Requirements notes, 1993-1995
Box 1 of 1	Market survey of commercially available art museum collection information systems, 1995
Box 1 of 1	Consultant meetings and other documentation, 1994-1996
Box 1 of 1	Task Force files, FY 1996
Box 1 of 1	Gallery Systems - The Museum System (TMS), 1997-1998
Box 1 of 1	Office of Management and Budget (OMB) - Exhibit 300, FY 2003
Box 1 of 1	OMB - Exhibit 300, FY 2004
Box 1 of 1	System statistics, FY 2004
Box 1 of 1	OMB - Exhibit 300, Exhibit 53 Supplementary Information, FY 2004
Box 1 of 1	OMB - Exhibit 300, FY 2006
Box 1 of 1	OMB - Exhibit 300, FY 2007
Box 1 of 1	CIS IRM (Information Resource Management) Pool - Proposal, FY 1996
Box 1 of 1	CIS IRM Pool - Proposal, FY 2002
Box 1 of 1	CIS IRM Pool - Proposal, FY 2005
Box 1 of 1	CIS IRM Pool - Proposal, FY 2006
Box 1 of 1	CIS IRM Pool - Proposal, FY 2007
Box 1 of 1	CIS IRM Pool - Proposal, FY 2008
Box 1 of 1	CIS IRM Pool - Award, FY 2009
Box 1 of 1	CIS IRM Pool - Proposal and Award, FY 2010
Box 1 of 1	Market survey of commercially available art museum collection information systems, 2008

- Box 1 of 1                    Steering Committee - Agendas, minutes, and other documentation, 1987, 1997-1999
- Box 1 of 1                    Meetings and notes, FY 1999
- Box 1 of 1                    TMS Working Group, 2000
- Box 1 of 1                    Meetings and agendas, 2010-2012
- Box 1 of 1                    Security plan, 2003