



# Smithsonian

*Institution Archives*

## Administrative Records, 1967, 1977-2013

Finding aid prepared by Smithsonian Institution Archives

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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>Date:</b>	1967, 1977-2013
<b>Identifier:</b>	Accession 17-349
<b>Creator:::</b>	Smithsonian Institution. Office of the Chief Information Officer
<b>Extent:</b>	4 cu. ft. (4 record storage boxes)
<b>Language:</b>	English

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## Administrative Information

### Preferred Citation

Smithsonian Institution Archives, Accession 17-349, Smithsonian Institution. Office of the Chief Information Officer, Administrative Records

### Use Restriction

Restricted for 15 years, until Jan-01-2029; Transferring office; 5/4/2001 memorandum, Johnstone to Bass; Contact reference staff for details.

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## Descriptive Entry

This accession consists of records created and maintained by Katherine P. Spiess documenting strategic planning, project development, policies, and professional outreach in relation to collection information management, digitization, digital asset management, digital outreach, and emerging technologies. Spiess began her Smithsonian career in 1975 as a collections registration specialist at the National Museum of History and Technology, renamed the National Museum of American History (NMAH) in 1980. In 1984, Spiess was named Chief of the newly formed Computer Services Center. In 1985, she returned to the Office of the Registrar as the Assistant Registrar and later the Deputy Registrar. In 1993, she was named Acting Assistant Director for Collections Management Services and was later given the permanent position. In approximately 1999, Spiess became the Assistant Director for Strategic Initiatives within the Office of Affiliations. Spiess left NMAH in 2007 to launch the Central Digitization Office within the Smithsonian Institution, Office of the Chief Information Officer and retired at the end of 2009. Materials include reports, meeting materials, correspondence, planning documents, policies, presentations, flow charts, bibliographies, notes, and related materials. A small amount of material may have been created or maintained by other staff.

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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:

Historical museums  
Information resources management  
Information technology  
Museum registrars  
Museums -- Administration  
Museums -- Collection management  
Museums and the Internet

Types of Materials:

Manuscripts

Names:

National Museum of American History (U.S.). Computer Services Center  
National Museum of American History (U.S.). Office of Affiliations  
National Museum of American History (U.S.). Office of the Registrar  
National Museum of History and Technology (U.S.). Office of the Registrar  
Smithsonian Institution. Office of the Chief Information Officer. Central Digitization Office  
Spiess, Katherine P.

Places:

United States -- History

## Container Listing

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Box 1 of 4	Survey of Card Catalogs and Photographic Files in Museum of History and Technology Divisions, 1967
Box 1 of 4	Collection Management Training - Notes and Lecture Outlines, 1977-1999 (2 folders)
Box 1 of 4	Museum Information Retrieval and Documentation System (MIRDS), National Museum of American History (NMAH), 1987 (2 folders)
Box 1 of 4	Computers in Museums: Selected Great Moments from 1965 through 1985, January 2, 1987
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Box 1 of 4	Common Databases Task Force Final Report to the Field, September 1989
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Box 1 of 4	Global Earth Observatory System of Systems (GEOSS): Revolutionizing our Understanding of Earth, 1995
Box 1 of 4	Collections and Related Information Systems Briefing to the Secretary, June 1995

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Box 3 of 4	Data Elements and Recommended Standards for Archival Description of Photographs and Photograph Collections, Final Draft of Report to the Smithsonian Institution Archives and Special Collections Council, April 2002
Box 3 of 4	Digital Asset Management System, 2002-2007
Box 3 of 4	Digitization and Trusted Repositories - Research, Notes, and Reports, 2002-2010 (2 folders)
Box 3 of 4	NMAH Transformation Planning Committee Outreach Working Group Final Report, December 2003
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Box 4 of 4	Harnessing the Power of Digital Data for Science and Society, Report on the Interagency Working Group on Digital Data to the Committee on Science of the National Science and Technology Council, January 2009
Box 4 of 4	SI Digitization Strategic Plan - Project Plan, 2008-2009
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Box 4 of 4	SI-DigiSPC (SI Digitization Strategic Plan Committee) Charter/Members, 2007-2008
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Box 4 of 4	Creating the Digital Smithsonian: The SI Digitization Strategic Plan, 2010-2015 (2010)
Box 4 of 4	Virtualization Project Status, September 2011
Box 4 of 4	SInet Managed Information Technology Infrastructure Annual Assessment, September 2013
Box 4 of 4	Illegal Transfer of Cultural Property: A Short Bibliography

Box 4 of 4	Museum Storage: A Bibliography
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Box 4 of 4	Packing and Shipping Bibliography
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Box 4 of 4	Bibliography for the Freedom of Information Act and the Privacy Act of 1974
Box 4 of 4	Human Remains in Museum Collections: A Bibliography
Box 4 of 4	Computers and Museums: A Bibliography
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