



Smithsonian Institution Archives

## Administrative Records, 1967, 1977-2013

Finding aid prepared by Smithsonian Institution Archives

Smithsonian Institution Archives  
Washington, D.C.  
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## Collection Overview

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

## 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.

### Geographic Names:

- United States -- History

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## Container Listing

### Box 1

- 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
- Box 1 of 4 Information Modeling Lecture Notes
- Box 1 of 4 Exhibit Workflow, 1989
- Box 1 of 4 NMAH Data Sharing Policies Presentation, September 18, 1989
- Box 1 of 4 Common Databases Task Force Final Report to the Field, September 1989
- Box 1 of 4 NMAH Functional Information Architecture, 1989-1993
- Box 1 of 4 Smithsonian/EDS Team Meeting (Information Age Exhibit and Other Projects), December 17-18, 1990
- Box 1 of 4 Information Technology Strategic Planning - Miscellaneous, 1990-2001
- Box 1 of 4 NMAH Task Force Reports, December 1993
- Box 1 of 4 NMAH Task Force II Reports, June 1994
- Box 1 of 4 NMAH Strategic Planning Group Notebook and Reference Guide, 1993-1994 (2 folders)
- Box 1 of 4 Transaction Terms for Collection Management, Smithsonian Institution Data Content Committee, 1994
- 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
- Box 1 of 4 NMAH Museum Research and Reference Center, 1995-1998
- Box 1 of 4 NMAH Data Model, 1996

- Box 1 of 4 National Museum of Natural History (NMNH) Collections and Research Information System, 1996
- Box 1 of 4 Documentation Standards for NMAH Collections, October 1996
- Box 2
- Box 2 of 4 American Association of Museum Professionals, Roundtable for College and University Museums and Galleries, May 30-31, 1997
- Box 2 of 4 Notes on Collection Documentation System History
- Box 2 of 4 Issues Regarding Linkages to AAT (Art and Architecture Thesaurus), 1997-1999
- Box 2 of 4 RLG, 1997-2000
- Box 2 of 4 Information Technology at the Smithsonian Institution Report, 1998
- Box 2 of 4 Smithsonian Institution (SI) Electronic Outreach, 1998-1999
- Box 2 of 4 NMAH Website Report, 1998
- Box 2 of 4 Networked Knowledge: Managing National Collections in the 21st Century Report and Presentation, 1998-1999
- Box 2 of 4 Tomorrow's Treasures and Global Connections Presentations, 1998-2000
- Box 2 of 4 NMAH and the Virtual Smithsonian, 1998-2001
- Box 2 of 4 CIPAS (Collection Information Public Access System) and Digital Library, 1997-1998
- Box 2 of 4 Smithsonian/Intel Partnership - CIPAS and Digilab
- Box 2 of 4 American Strategy Initiative, 1997-1999
- Box 2 of 4 American Strategy Initiative, 1998 (2 folders)
- Box 2 of 4 Partnering Across Boundaries to Get Results, Excellence in Government Fellows Program Conference, April 1998
- Box 2 of 4 Council for Excellence in Government and National Partnership for Reinventing Government Meeting, November 9, 1999
- Box 2 of 4 SI Image Archive Fund, 1998-1999
- Box 2 of 4 NMAH Packard Grant, 1998-2000
- Box 2 of 4 Packard Proposal, 1998-2001
- Box 2 of 4 CLIR Collections Content and the Web Conference, 1999 (2 folders)

Box 2 of 4 Rethinking Cultural Publications: Digital Multimedia and Other 21st Century Strategies, September 15-17, 1999 (2 folders)

Box 3

- Box 3 of 4 NMAH Management Committee, Electronic Policy Sub-committee/ Technology Governing Council, 1999-2001
- Box 3 of 4 Comprehensive Systems Analysis Plan, 2000
- Box 3 of 4 Public Access to NMAH Knowledge - Flowchart
- Box 3 of 4 Digital Data Model Terminology, 2001
- 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
- Box 3 of 4 NMAH Collections Information System (CIS) Program, Critical Needs and Proposed Responses, May 2003
- Box 3 of 4 Online Scholarly Cataloging Initiative
- Box 3 of 4 NMAH CIS Data Analysis Fields, November 29, 2005 (2 folders)
- Box 3 of 4 National Museum of American History CIS Data Analysis Project Final Report, September 25, 2006
- Box 3 of 4 Digital Data Models and Metadata, 2006-2007
- Box 3 of 4 A Smithsonian for the Future, Smithsonian Institution Strategic Plan, FY 2006-FY 2011, June 2006
- Box 3 of 4 RLG/OCLC Work Plan, 2007
- Box 3 of 4 RLG/OCLC Work Plan and SI Digitization Meeting, October 29, 2007
- Box 3 of 4 NMAH and Smithsonian Photography Initiative, 2007
- Box 3 of 4 Digitization Strategic Planning, 2007

- Box 3 of 4 Library Use at the National Museum of American History, Behring Center, National Museum of Natural History, and Smithsonian Institution Service Center, February 2007
- Box 3 of 4 Digitization Steering Committee Report, March 2007
- Box 3 of 4 Digitization Steering Committee Report Appendices, March 2007
- Box 3 of 4 National Museum of Natural History Digital Asset Management Strategy, September 2007
- Box 3 of 4 Third International Digital Curation Conference, December 2007
- Box 3 of 4 Web and New Media Strategy, 2007-2009
- Box 3 of 4 Digital Media Working Group, 2007-2008 (2 folders)
- Box 3 of 4 Digital Media Use Working Group, 2007-2009
- Box 4
- Box 4 of 4 Digital Media Use Working Group, 2008
- Box 4 of 4 Final Report from the Digital Media Use Working Group and the Digital Asset Access and Use Policy, July 1, 2009
- Box 4 of 4 SI/Flickr Project, 2008 (2 folders)
- Box 4 of 4 SI/Flickr Experiment, 2008
- Box 4 of 4 The Smithsonian Institution and Flickr: An Experiment in Reaching New Audiences
- Box 4 of 4 Twelve Ingredients of a Commons - Commons Pilot Project Presentation
- Box 4 of 4 Smithsonian's Enterprise Information Technology Environment, February 2008
- Box 4 of 4 Smithsonian Digitization Program: Archives, Library, and Museum Resources, Museum Computer Network Presentation, November 12, 2008
- Box 4 of 4 Sustaining the Digital Investment: Issues and Challenges of Economically Sustainable Digital Preservation, Interim Report of the Blue Ribbon Task Force on Sustainable Digital Preservation and Access, December 2008
- Box 4 of 4 Smithsonian 2.0, 2009
- Box 4 of 4 Smithsonian 2.0 Final Report, March 3, 2009
- Box 4 of 4 Digitization at the Smithsonian Article in Smithsonian Connections, Spring 2009



- 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
- Box 4 of 4      SI Digitization Strategic Plan - Notes, 2009
- Box 4 of 4      SI-DigiSPC (SI Digitization Strategic Plan Committee) Charter/Members, 2007-2008
- Box 4 of 4      SI-DigiSPC Working Group Action Items, 2009
- Box 4 of 4      SI-DigiSPC Working Group Agenda, January 2009
- Box 4 of 4      SI-DigiSPC Working Group 1B (Cultivate Culture) Meeting Minutes, February 13, 2009
- Box 4 of 4      SI-DigiSPC Charter, April 2009
- Box 4 of 4      SI Digitization Strategic Plan Draft Reviews, August-September 2009
- 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
- Box 4 of 4      Insurance and Risk Management: A Bibliography
- Box 4 of 4      Packing and Shipping Bibliography
- Box 4 of 4      Selected Bibliography for Museum Cataloging
- Box 4 of 4      Selected Bibliography for Museum Registration
- Box 4 of 4      Selected Bibliography for Folklife Classification
- 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