



# Smithsonian Institution Archives

## Records, 1977-1995

Finding aid prepared by Smithsonian Institution Archives

Smithsonian Institution Archives  
Washington, D.C.  
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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>	Records
<b>Identifier:</b>	Accession 96-068
<b>Date:</b>	1977-1995
<b>Extent:</b>	14 cu. ft. (14 record storage boxes)
<b>Creator::</b>	National Museum of American Art. Research and Scholars Center
<b>Language:</b>	English

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## Administrative Information

### Preferred Citation

Smithsonian Institution Archives, Accession 96-068, National Museum of American Art.  
Research and Scholars Center, Records

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## Descriptive Entry

This accession consists of the departmental records of the Research and Scholars Center at the National Museum of American Art (1989-present), formerly known as the Office of Research Support (1982-1989). Most of the files date from the 1980s and reflect the activities of Office Chief Eleanor E. Fink, 1976-1987, and Rachel M. Allen as Assistant Chief, 1981-1987, and Acting Chief/Chief, 1987-. Also included are records relating to Allen's participation in the Art Information Task Force (AITF), 1989-1995, and the Visual Resources Association (VRA), 1989-1990, on behalf of the Smithsonian. Some materials date from when the museum was known as the National Collection of Fine Arts.

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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:

Art museums

### Types of Materials:

Black-and-white photographs  
Manuscripts

### Names:

Allen, Rachel M.

Art Information Task Force  
Fink, Eleanor E.  
National Collection of Fine Arts (U.S.)  
National Museum of American Art (U.S.). Office of Research Support  
National Museum of American Art (U.S.). Research and Scholars Center  
Visual Resources Association

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## Container Listing

### Box 1

Departmental Records, 1980s, primarily containing records of the Assistant Chief, Office of Research Support

Box 1 of 14	Automation Needs - FY 1986 Issues Paper
Box 1 of 14	Automation Survey, FY 1984
Box 1 of 14	Automation Survey, FY 1985
Box 1 of 14	Automation Survey, FY 1987
Box 1 of 14	Automation - Trust Funds
Box 1 of 14	Compugraphic
Box 1 of 14	Computer Consultants
Box 1 of 14	Computers, Micro
Box 1 of 14	Computer Needs Assessment, FY 1988
Box 1 of 14	Needs Assessment
Box 1 of 14	Wang Computer Needs Assessment, September 1988
Box 1 of 14	Computer Resources
Box 1 of 14	Computer Resources, 1985
Box 1 of 14	Computer Resources FY 1987 - Contract for S. Koenig
Box 1 of 14	Computer Resources FY 1987 - Journal Supplements
Box 1 of 14	Computer Resources FY 1987 - Diagrams
Box 1 of 14	Computer Resources FY 1987 - Data Functions
Box 1 of 14	Computer Resources FY 1987 - Computer Publications
Box 1 of 14	Computer Resources FY 1987 - OIRM (Office of Information Resource Management)
Box 1 of 14	Computer Resources FY 1987 - CIS (Collections Information System)
Box 1 of 14	Computer Resources FY 1987 - Weekly Reports - Neal

Box 1 of 14 Computer Resources FY 1987 - Electronic Mail Service

Box 1 of 14 Computer Resources FY 1987 - Graphic Arts Computer Hook-ups

Box 1 of 14 Computer Resources FY 1987 - Building Services

Box 1 of 14 Computer Resources FY 1987 - Purchases

Box 1 of 14 Computer Resources FY 1987 - Training Courses

Box 1 of 14 Computer Resources FY 1987 - Telephone Connections

Box 1 of 14 Computer Resources FY 1987 - Shut Down (Wang)

Box 1 of 14 Computer Resources FY 1987 - PC/Miscellaneous

Box 1 of 14 Computer Resources FY 1987 - Software - Miscellaneous

Box 1 of 14 Computer Resources FY 1987 - VS65, Miscellaneous

Box 1 of 14 Computer Resources FY 1987 - IAP (International Art Program)

Box 1 of 14 Computer Resources FY 1987 - Elizabeth's Reports

Box 1 of 14 Computer Resources, FY 1988

Box 1 of 14 Computer Resources, FY 1989

Box 1 of 14 Computer Resources, FY 1992/FY 1993

Box 1 of 14 Computer Resources - Position Descriptions Computer Systems - Administration

Box 1 of 14 Computer Systems - Curatorial

Box 1 of 14 Computer Systems - Fellows

Box 1 of 14 Computer Systems - Museum Programs Computer Systems - Registrar

Box 1 of 14 Computer Systems - Renwick

Box 1 of 14 Computer Users Meetings

Box 2

Box 2 of 14 Activities - FY 1987 - General

Box 2 of 14 Activities - FY 1987 - Research Resources in American Art

Box 2 of 14 Activities - FY 1987 - CAA (Creative Artists' Agency) Demo

Box 2 of 14 Activities - FY 1987 - AAM (American Association of Museums)

- Box 2 of 14                   Activities - FY 1987 - ARLIS (Art Libraries Society of North America)-  
"MARCing the Visual Document"
- Box 2 of 14                   Adams, Robert McCormick
- Box 2 of 14                   ADIMS Project
- Box 2 of 14                   American Artist Dictionary - Miscellaneous
- Box 2 of 14                   American Artist Dictionary - IAP Artist Authority American Artist Dictionary -  
Barra Foundation American Artist Dictionary - Vose Project
- Box 2 of 14                   American Artist Dictionary - Other Artist Dictionaries American Artist  
Dictionary - SAPA Artist Authority Annual Reports, 1983/1984
- Box 2 of 14                   Annual Reports, FY 1986
- Box 2 of 14                   Art Analog Data Format
- Box 2 of 14                   Art Museum Association - Network
- Box 2 of 14                   Artist Authority - TAU Project
- Box 2 of 14                   Authority Control - TAU
- Box 2 of 14                   Ashland Oil Computer System
- Box 2 of 14                   Auction Catalog Index
- Box 2 of 14                   Authority Control Seminar (ARLIS 1986) and related material Catalog of  
Landscape Records
- Box 2 of 14                   Center for Study of American Art
- Box 2 of 14                   Chadywyck-Healey
- Box 2 of 14                   Clearinghouse for Art Documentation - Metropolitan Museum of Art Dayton  
Art Institute - Collection Management System
- Box 2 of 14                   Dunlap Society
- Box 2 of 14                   Eldredge Meetings and Reports - Briefing, September 23, 1985
- Box 2 of 14                   Eldredge Meetings and Reports - Meetings and Reports
- Box 2 of 14                   Eldredge Meetings and Reports - Budget Briefing, December 6, 1985  
Eldredge
- Box 2 of 14                   Eleanor's Papers - Subject Access

Box 3

Box 3 of 14	Eldredge - FY 1986 Objectives
Box 3 of 14	Eldredge - FY 1987 Objectives
Box 3 of 14	Electronic Publishing
Box 3 of 14	Electronic Publishing - Working Group
Box 3 of 14	Electronic Publishing - Smithsonian Institution (SI) Committee
Box 3 of 14	Electronic Publishing - Artscan
Box 3 of 14	Electronic Publishing - Information Systems Consultants
Box 3 of 14	Electronic Publishing - Miscellaneous
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Box 3 of 14	Electronic Publishing - Literature
Box 3 of 14	Electronic Publishing - ICI
Box 3 of 14	Electronic Publishing - Committee Demo Disc
Box 3 of 14	Elizabeth Murphy - Memos to and from
Box 3 of 14	Exhibition Planning and Production Procedures
Box 3 of 14	Fogg Conservation Data Sheet
Box 3 of 14	Firms, Letterheads
Box 3 of 14	Fundraising - Secretary's Restricted List
Box 3 of 14	Getty - Background on Getty and Personnel
Box 3 of 14	Getty - Census
Box 3 of 14	Getty - Correspondence - Burton Frederickson (also ADAG agreement)
Box 3 of 14	Getty - Correspondence - Englander
Box 3 of 14	Getty - Correspondence - Michael Ester
Box 3 of 14	Getty - Correspondence - Getty and SI
Box 3 of 14	Getty - Eleanor's Draft Proposal
Box 3 of 14	Getty - Englander's Museum Computer Network Paper
Box 3 of 14	Getty - Grant Guidelines and Sample Proposals



Box 3 of 14            Getty - Museum Prototype Project

Box 3 of 14            Getty - Newsletters

Box 3 of 14            Getty - Online - Preliminary List of Fine Arts Information Categories/Data Elements

Box 3 of 14            Getty - National Portrait Gallery's Proposal

Box 3 of 14            Getty/OIRM (Office of Information and Resource Management)

Box 3 of 14            Getty - Online Computer Systems

Box 3 of 14            Getty - Photo Archives - Subjects for Paintings

Box 4

Box 4 of 14            Getty - Pisa Conference

Box 4 of 14            Getty - Projects Sponsored by

Box 4 of 14            Getty - Projects Sponsored by - ADAG

Box 4 of 14            Getty - Projects Sponsored by - RILA

Box 4 of 14            Getty - Projects Sponsored by - Witt

Box 4 of 14            Getty Prototype Meeting (Squam Lake July 1984)

Box 4 of 14            Getty - RILA (Repertoire international de la litterature de l'art)

Box 4 of 14            Getty - Schmitt, Marilyn

Box 4 of 14            Getty - Union List of Artist Names

Box 4 of 14            Handouts - AECI

Box 4 of 14            Handouts - Computer Assisted Retrieval of Slides and Photos at NMAA (National Museum of American Art)

Box 4 of 14            Handouts - Data Elements

Box 4 of 14            Handouts - Present and Future Directions

Box 4 of 14            Handouts - Sample Printouts

Box 4 of 14            Handouts - Technical Notes on Hardware Configuration

Box 4 of 14            Horton Report (1988)

Box 4 of 14            Kellogg Project - NE Regional Workshop

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Box 4 of 14	Migration - Requirements Statement and Schedule
Box 4 of 14	Minority Artists
Box 4 of 14	National Database for Moving Image Materials
Box 4 of 14	National Demonstration Lab
Box 4 of 14	NGA (National Gallery of Art) Data Format
Box 4 of 14	National Museum of American Art (NMAA) Disk
Box 4 of 14	NMAA - Five Year Prospectus FY 1991-FY 1995
Box 4 of 14	NMAA - New Look - Information
Box 4 of 14	Object Tracking Project
Box 4 of 14	Office of Visual Resources - Director's Report 1982
Box 4 of 14	Office Commendations
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Box 4 of 14	ORS Meetings - FY 1983
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Box 5 of 14	OIRM

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Box 5 of 14	ORS - Cost Projections 1987
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Box 5 of 14	Raceway
Box 5 of 14	Research Opportunities Fund
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Box 6 of 14	VC - Pre 1987 Correspondence Videodisc - Articles, Surveys Videodisc - Costs
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Box 6 of 14	VRA - Local Chapter
Box 6 of 14	Webb Fellowships
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Box 6 of 14	Yale Center for British Art

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Box 7 of 14            #1 CIS/RWG #8, Reference - General

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Box 7 of 14            Exhibition Expenses - 1978

Box 7 of 14            Photo Policy July 1984 - Background

Box 7 of 14            Miniature Project

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Box 7 of 14            Miscellaneous Memoranda and Correspondence, 1988 - (notebook)

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Box 8 of 14            Memos, from Allen, 1982

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Box 8 of 14            Memos and Notes to Allen, pre 1983

Box 8 of 14            Picturescope Article

Box 8 of 14            Rosenthal Slide Inventory, 1980/1981

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Box 8 of 14            SAPA, 1981-1982 (during Rachel M. Allen supervision)

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Box 9 of 14	Compugraphics
Box 9 of 14	NMAA Slide Sets
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Box 10 of 14 Migration 1986 - Data Elements (other sources)  
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Box 10 of 14 Migration 1986 - HMSG  
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Box 11 of 14 SAPA/Photo Archives, FY 1991-FY 1993  
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Box 11 of 14 Photo Archives - January 1987 - Juley Information  
Box 11 of 14 Photo Archives - January 1987 - Publications in SI Archives - List  
Box 11 of 14 Photo Archives - January 1987 - Annual Report, FY 1986  
Box 11 of 14 Photo Archives - January 1987 - Photo User Archives Registration  
Box 11 of 14 Photo Archives - January 1987 - Damaged Furniture  
Box 11 of 14 Photo Archives - Dlements  
Box 11 of 14 Photo Archives - Rosenblum Fundraising

Box 11 of 14 FY 1988 Photo Lab/Rights and Reproductions

Box 11 of 14 Photo Lab - Slide Dupes

Box 11 of 14 Photo Lab - Statistics Weekly Summaries Photographic Policy, 1984

Box 11 of 14 Photographic Prints by Artist

Box 11 of 14 Photography Plan - Permanent Collection - 1986 SAPA - Backlog Project

Box 11 of 14 SAPA - Nancy Yeide - FY 1986

Box 11 of 14 SAPA - Report FY 1986 - Scope, purpose, procedures

Box 11 of 14 Slide Library, FY 1989

Box 11 of 14 Slide Library, FY 1988

Box 11 of 14 Slide Library - Organization - Visual Exhibition

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Box 11 of 14 Slide Library - Organization - Workshops

Box 11 of 14 Slide Library - Organization - Bibliography

Box 11 of 14 Slide Library - Organization - ARLIS

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Box 11 of 14 Slide Library - Organization - Changes in Slide Library's Plans

Box 11 of 14 Slide Library - Organization - Computer Miscellaneous - Slide Library

Box 11 of 14 Slide Library - Organization - Cataloguing Slide Library

Box 11 of 14 Slide Library - Organization - Weekly Report, 1987

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Box 11 of 14 Slide Library - Organization - Research Inquiries and Reference

Box 11 of 14 Slide Library - Organization - Report of August 1986

Box 11 of 14 Slide Library - Organization - Organization - Architecture

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- Box 11 of 14 SIRIS Requirements Task Force - Minutes and Notes

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- Box 12 of 14 Budget, FY 1985
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- Box 12 of 14 Copyright
- Box 12 of 14 NMAA Photo Organization
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- Box 12 of 14 Photo Archive, 1984
- Box 12 of 14 Calendar Project
- Box 12 of 14 Slides, 1983
- Box 12 of 14 Rights and Reproductions
- Box 12 of 14 Rights and Reproductions
- Box 12 of 14 Collection Coverage - Photography Status Project
- Box 12 of 14 Museum Shop - Memos, etc.
- Box 12 of 14 New Deal Slide Set - Dunlap Society, 1985
- Box 12 of 14 Office Meetings Minutes

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- Professional Activities of Rachel M. Allen, 1989-1995, related to the Art Information Task Force and the Visual Resources Association MARC Committee
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- Box 13 of 14 Provisional Steering Committee - Press Releases
- Box 13 of 14 Provisional Steering Committee

Box 13 of 14                   Provisional Steering Committee - Santa Monica Meeting (June 1989)

Box 13 of 14                   AITF - NEH Proposal - AITF Financial Records

Box 13 of 14                   AITF - NEH Proposal - Correspondence with AHIP

Box 13 of 14                   AITF - NEH Proposal - Proposal Outline and Notes

Box 13 of 14                   AITF - NEH Proposal - AITF Budget

Box 13 of 14                   AITF - NEH Proposal - AITF Letters of Support

Box 13 of 14                   AITF - NEH Proposal - CAA Committee of Electronic Publishing

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Box 13 of 14                   AITF - NEH Proposal - Other Projects - Common Agenda

Box 13 of 14                   AITF - NEH Proposal - Other Projects - NISTF

Box 13 of 14                   AITF - NEH Proposal - Other Projects - Other NEH Proposals

Box 13 of 14                   AITF - NEH Proposal (Final and Drafts)

Box 13 of 14                   AITF - Preliminary Report

Box 13 of 14                   AITF - Meetings - Santa Monica (October 1990)

Box 13 of 14                   AITF - Meetings - Washington, February 1991

Box 13 of 14                   AITF - Meetings - Washington, May 1991

Box 13 of 14                   AITF - Meetings - April 27-28, 1992

Box 13 of 14                   AITF - Meetings - July 25-28, 1992

Box 13 of 14                   AITF - Meetings - November 23, 1992 (Visual Resources Association)

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- Box 13 of 14                    AITF - Miscellaneous - AITF Introduction
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- Box 14 of 14                    AITF - Data Dictionary #1
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- Box 14 of 14                    VRA - MARC Working Group - VRA Conference, February 1990 (New York, New York)
- Box 14 of 14                    VRA - MARC Working Group - Letter March 31, 1989 and responses
- Box 14 of 14                    VRA - MARC Working Group - Letter August 7, 1989 and responses
- Box 14 of 14                    VRA - MARC Working Group - Letter June 8, 1990 and responses
- Box 14 of 14                    VRA - MARC Working Group - General Interest
- Box 14 of 14                    VRA - MARC Committee - Newsletter VRA - MARC Committee - Mapping 1990