

SMITHSONIAN INSTITUTION ARCHIVES

	APPLICATION OF OPERATING RESOURCES							
	FEDERAL APPROPRIATIONS		GENERAL TRUST		DONOR/SPONSOR DESIGNATED		GOV'T GRANTS & CONTRACTS	
	FTE	\$000	FTE	\$000	FTE	\$000	FTE	\$000
FY 2002 ACTUAL	20	1,604	2	206	1	76	0	0
FY 2003 ESTIMATE	23	1,612	2	161	3	210	0	0
FY 2004 ESTIMATE	23	1,664	2	161	3	230	0	0

STRATEGIC GOALS: PUBLIC IMPACT AND MANAGEMENT EXCELLENCE

Federal Resource Summary by Performance Objective

Performance Objective	FY 2003		FY 2004		Change	
	FTE	\$000	FTE	\$000	FTE	\$000
Public Impact:						
Maintain the high caliber of Smithsonian research	8	556	8	570	0	14
Judiciously build, refine, care for, and manage the national collections	13	828	13	857	0	29
Management Excellence:						
Modernize the Institution's information technology systems and functions	2	228	2	237	0	9
Total	23	1,612	23	1,664	0	52

BACKGROUND AND CONTEXT

The Smithsonian Institution Archives (SIA) is the institutional memory of a unique American cultural resource and a steward of the national collections.

To achieve the goal of Public Impact, SIA will ensure institutional accountability; enhance public appreciation of a great national treasure; and serve the Smithsonian community, scholars, and the general public by appraising, acquiring, and preserving the records of the Institution and related documentary materials; establishing policies and providing guidance for management of the national collections; offering a range of reference, research, and records services; and creating products that promote understanding of the Smithsonian and its history.

For FY 2004, the estimate includes an increase of \$52,000 for necessary pay for existing staff funded under this line item.

MEANS AND STRATEGY

To achieve the goal of Public Impact, SIA will intensify efforts to provide online access to research information; to collaborate fully with units—such as The Smithsonian Associates (TSA), the Smithsonian Center for Education and Museum Services (SCEMS), and the Affiliations Program—that serve broad external audiences; and to set standards and provide support for the Smithsonian collections management community.

SIA will also assure full operation of a preservation laboratory to support the conservation needs of the Smithsonian archival community. Resources will also be dedicated to presentations and publications that focus on the Institution's history as well as accelerated efforts to capture and preserve electronic records (such as websites and email) that are key sources of Institutional information today and Smithsonian history tomorrow.

To address the goal of Management Excellence, SIA will have operational a world-class electronic records program for the Smithsonian in FY 2004.

STRATEGIC GOALS AND FY 2004 ANNUAL PERFORMANCE GOALS

Public Impact

Maintain the high caliber of Smithsonian research (8 FTEs and \$570,000)

- Deliver to the Science History Publishers Association Volume 10 (of 11 total) of the *Papers of Joseph Henry*
- Conduct a minimum of 15 public presentations on Smithsonian history
- Support SCEMS by assisting in the creation of at least one curriculum package for the K-12 community
- Support Affiliations and TSA by giving at least two workshops and 10 lectures
- Increase the Smithsonian Legal History database, initiated in Smithsonian Institution Research and Information System (SIRIS) in 2003, by 12% or 100 records
- Bring online the Legal Documents website, containing 1,000 pages, that links to the SIRIS database

Judiciously build, refine, care for, and manage the national collections (13 FTEs and \$857,000)

- Review files maintained by the Office of the Treasurer, the Anthropology Department of the National Museum of Natural History, and the Hirshhorn Museum and Sculpture Garden, and create detailed instructions for their disposition

- Digitize 1,000 pages of documents, photographs, and finding aids
- Assist a minimum of five units with revisions of their Collections Management Policy
- Establish appraisal and acquisition procedures for all Smithsonian websites
- Move the Collections Management System to a new generation of technology
- Establish a preservation laboratory for all archival programs of the Smithsonian
- Create a cold storage facility for all archival programs of the Smithsonian
- Add substantive information to or create 300 new records in SIRIS
- Increase virtual exhibitions and programs by 25%

Management Excellence

Modernize the Institution's information technology systems and functions (2 FTEs and \$237,000)

- Develop standards for description and retention of electronic records having long-term value (including email, collections information systems, word-processed documents, and digital images)
- With the Office of the Chief Information Officer, develop an Institutional standard for electronic records management systems

NONAPPROPRIATED RESOURCES—SIA will support three positions in 2004 using nonappropriated resources. The Joseph Henry Papers Project includes two historians supported by grant funds, which are needed to assure the timely completion of volume 11, the last in the series for this documentary editing project. Donor funds support a paper conservator who is establishing a cooperative conservation treatment and assessment service for all Smithsonian archival repositories. In addition, discretionary funds include reimbursements for copies of records and many small honoraria.