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 2005 ACTUAL	20	1,746	2	172	2	122	0	0
FY 2006 ESTIMATE	20	1,722	2	166	3	212	0	0
FY 2007 ESTIMATE	18	1,548	3	223	2	112	0	0

STRATEGIC GOALS: INCREASED PUBLIC ENGAGEMENT; STRENGTHENED RESEARCH; AND ENHANCED MANAGEMENT EXCELLENCE

Federal Resource Summary by Performance Objective and Program Category

Performance Objective/ Program Category	FY 2006		FY 2007		Change	
	FTE	$000	FTE	$000	FTE	$000
Increased Public Engagement						
Public Programs						
Engage and inspire diverse audiences	3	247	3	251	0	4
Collections						
Improve the stewardship of the national collections	11	849	10	785	-1	-64
Strengthened Research						
Research						
Ensure the advancement of knowledge in the humanities	4	317	4	325	0	8
Enhanced Management Excellence						
Management Operations						
Strengthen an institutional culture that is customer centered and results oriented	2	309	1	187	-1	-122
Total	**20**	**1,722**	**18**	**1,548**	**-2**	**-174**

BACKGROUND AND CONTEXT

The Smithsonian Institution Archives (SIA) is the institutional memory of a unique American cultural resource and steward of the national collections. SIA serves the Smithsonian community, scholars, and the public by evaluating, acquiring, and preserving the records and related documentary materials. In addition, SIA offers a range of reference, research, and records services, and creates products that promote understanding of the Smithsonian and its history.

For FY 2007, the estimate includes a net decrease of 2 FTEs and $174,000. This amount includes an increase of $47,000 for necessary pay for existing staff funded under this line item, offset by the transfer of the National Collections Program (2 FTEs and $221,000) to the Administration line item to report directly to the Deputy Secretary. This move recognizes the increased emphasis on improving the overall stewardship of the national collections and the Institution-wide scope of the work of the National Collections Program.

MEANS AND STRATEGY

In FY 2007, SIA anticipates consolidating its position in the new Capital Gallery facility. Out of necessity, much of the staff's time and attention will go to arranging and organizing the thousands of cubic feet of archival material relocated from the Arts and Industries Building in 2006.

SIA will focus on capturing, preserving, and providing research materials on Smithsonian history. Specifically, SIA will continue to support the needs of thousands of researchers seeking information from the Archives; provide online access to ever more information from or about the holdings; collaborate fully with units serving broad external audiences (such as The Smithsonian Associates, the Smithsonian Center for Education and Museum Studies, and the Affiliations Program); and assist staff with the proper disposition of their files.

In association with the last function, SIA will use grant funds to test and develop a full electronic records program that has model implications for the acquisition, preservation, and long-term accessibility of Smithsonian records in electronic formats. SIA will also develop new electronic records retention requirements for valuable electronic records.

Finally, SIA will continue to evaluate and acquire enhanced storage facilities to preserve archival collections. Options to be evaluated include off-site, climate-controlled storage for material not referenced on a regular basis.

STRATEGIC GOALS AND FY 2007 ANNUAL PERFORMANCE GOALS

Increased Public Engagement

Engage and inspire diverse audiences (3 FTEs and $251,000)

- Conduct a minimum of three public presentations on Smithsonian Institution history, drawn from the Archives' collections, to reveal to nonscholarly audiences the wealth of information in SIA
- Support the Smithsonian Center for Education and Museum Studies by providing at least one instructor to present two workshops for K-12 teachers and non-Smithsonian museum professionals
- Support the Affiliations Program and The Smithsonian Associates by giving at least five public lectures on Smithsonian history
- Respond, in accordance with service standards, to a minimum of 3,000 requests for information from the Archives' collections

Improve the stewardship of the national collections (10 FTEs and $785,000)

- Manage risk, ensure accountability, maximize space, and appraise historically valuable records by creating records schedules for the Smithsonian American Art Museum, Office of Contracting, and the Office of Exhibits Central
- Provide greater public access to information about SIA's holdings by adding or refreshing collections information on the SIA website and continuing to add 200 new records to the Smithsonian Institution Research Information System (SIRIS)
- Create or add substantive information to 250 records in the *History of the Smithsonian* catalogue in SIRIS
- Protect and preserve the Smithsonian's documentary heritage by rehousing a minimum of 500 cubic feet of materials
- Refine methods and processes for preserving historically valuable electronic records (such as email and websites), thereby ensuring future access to the Archives
- Develop plans for consolidating archival storage space to reduce unit costs and improve the storage environment

Strengthened Research

Ensure the advancement of knowledge in the humanities through original research (4 FTEs and $325,000)

- Publish Volume 11 of the *Papers of Joseph Henry*, the last in the series of compiled writings of the first Secretary of the Smithsonian
- Develop an online "Using Archives" tutorial for use by remote and on-site researchers

Enhanced Management Excellence

Strengthen an institutional culture that is customer centered and results oriented (1 FTE and $187,000)

- Develop generic requirements specifications that can be used as a template by other small to medium-sized non-profit archival organizations for the management of electronic records

NONAPPROPRIATED RESOURCES—General trust funds provide support for salary and benefit costs for an archivist, a preservation technician, and a paper conservator. Donor/sponsor-designated funds provide support for salaries and benefits for two documentary editors associated with the Joseph Henry Papers Project, and one electronic records archivist assigned to the SIA-Rockefeller Archive Center's Collaborative Electronic Records Project.