

## 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 2006 ACTUAL	19	1,753	2	153	3	198	0	0
FY 2007 ESTIMATE	15	1,344	3	209	3	113	0	0
FY 2008 ESTIMATE	15	1,387	3	209	3	113	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 2007		FY 2008		Change	
	FTE	\$000	FTE	\$000	FTE	\$000
<b>Increased Public Engagement</b>						
<i><b>Public Programs</b></i>						
Provide reference services and information	3	239	3	270	0	31
<i><b>Collections</b></i>						
Improve the stewardship of the national collections	10	791	10	875	0	84
<b>Strengthened Research</b>						
<i><b>Research</b></i>						
Ensure the advancement of knowledge in the humanities	1	128	1	54	0	-74
<b>Enhanced Management Excellence</b>						
<i><b>Management Operations</b></i>						
Strengthen an institutional culture that is customer centered and results oriented	1	186	1	188	0	2
<b>Total</b>	<b>15</b>	<b>1,344</b>	<b>15</b>	<b>1,387</b>	<b>0</b>	<b>43</b>

## 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 of the Institution and related documentary materials. In addition, it develops policies and provides guidance

for managing the Institution's vast archival collections, offers a range of reference, research, and record-keeping services, and creates products that promote understanding of the Smithsonian and its history.

The FY 2008 budget estimate includes an increase of \$43,000 for necessary pay for existing staff funded under this line item.

## **MEANS AND STRATEGY**

In FY 2008, SIA will continue consolidating its off-site collections storage at the National Underground Storage facility, becoming less dependent on rented space in the Washington, DC area.

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 [SCEMS], and the Affiliations Program); set archival collections management standards; and assist staff with the proper disposition of their files.

As part of 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 and small and medium-sized, non-profit organization records in electronic formats. SIA will 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 materials not referenced on a regular basis.

## **STRATEGIC GOALS AND FY 2008 ANNUAL PERFORMANCE GOALS**

### **Increased Public Engagement**

***Provide reference services and information to the public (3 FTEs and \$270,000)***

- Conduct a minimum of three public presentations on Smithsonian Institution history, drawn from the Archives' collections, to reveal to non-scholarly audiences the wealth of information in SIA
- Support the SCEMS 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 at least 3,000 requests for information from the Archives' collections

***Improve the stewardship of the national collections (10 FTEs and \$875,000)***

- 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 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 each year 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 re-housing 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 (1 FTE and \$54,000)***

- 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 \$188,000)***

- 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 and a paper conservator.

Donor/sponsor-designated funds provide support for salaries and benefits of one electronic records archivist assigned to the SIA-Rockefeller Archive Center's Collaborative Electronic Records Project.