

Jan. 11th

NARA / SMART Mtg.

* Flip - Lisa's project plan & Aileen's usage stats

Aileen Martinez
Spron Morris
Lisa Harabampus
Bill Fischer

Tasha Thia
Lisa Roberts
Maggie Hawkins
David Langbart

- 1) Background of TAGS from NARA perspective
- 2) Creating new TAGS - strategies for dispositions

Project Plan

Legal has
no TAGS

High level & otherwise
- cables & record emails - allowing staff to add new TAGS they think meet their needs (CIVIS - NIV)

two points

- Splitting of TAGS
- DS has one TAG (ASEC) might want new TAGS to cover the Bureau
- interviewing staff to see how they use TAGS
- how to structure & implement the new TAGS

* what ^{level} would NARA want to be involved

• Ultimately about identifying subject content

• Users associate TAGS with dissemination

Large percentage should stay as is, some new ones and some split.

tie Subject & Function together for retention
to make sense

Also want to address the terms id'd under
each TAG. But not planning on working on
them at this time. Terms Initiative at a later
point. TAGS Initiative is priority at this time.

SMART is not a document mgmt. function.
It is a communication mgmt. function.