Jan. 11th

NARA | SMART Mtg.

* F/up - Lisa's project plan & Aileen's usage stats

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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~~ that meet their needs (CVIS - IV NIV)

to[illegible] 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 Id'ing subject content
- Users associate TAGS with dissimination

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 Initiave is priority at this time.

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