

## SMITHSONIAN PROGRAM CODE DEFINITIONS MANUAL

PROGRAM CODE	TITLE	DEFINITION	MAPPING FOR INACTIVATED PROGRAM CODES	STRATEGIC PLAN PRIORITY	SAO Legacy System Program Codes (Not in Use)
XXX6	Web/New Media	<b>Outreach activities for external audiences related to Web and New Media, including mobile devices.</b>			
0006	Web/New Media	<p>Web and new media activities intended to target the public.</p> <p>Includes (but not limited to):</p> <ul style="list-style-type: none"> <li>• Conceptual development, visual design, experience flow, and information-architecture of Web and New Media projects</li> <li>• Audience research, metrics and analysis</li> <li>• Content development and migration</li> <li>• Community engagement and marketing</li> <li>• Software development</li> <li>• Technical infrastructure</li> <li>• Security tasks, including ongoing monitoring and maintenance</li> <li>• Translation of content to other languages</li> <li>• Incorporating accessibility features</li> <li>• Web metrics design, collection and analysis</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Web developments intended for internal SI use only, e.g., Prism 2.0, should not be considered as Web/New Media. (Use 7000)</li> <li>• Web presences developed primarily for donations. (Use 9000)</li> </ul>	<p>1116, 1126, 1136, 1146, 1206, 1306, 1406, 2106, 2206, 3106, 3206, 3306, 3406, 4006</p>	Broadening Access	

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XXX7	Digitization	<p><b>Activities performed with the specific objective of capturing and representing physical objects in digital form (e.g., digital image, audio, video), or the creation of materials in a digital form (born digital such as from digital cameras or digital data collection devices). In addition to digitizing the objects and specimens, whether born digitally or converted, digitization includes creating and enhancing the metadata which gives these assets context and meaning.</b></p>			
0007	Digitization	<p>This code should be used when the objective of the activity being performed is the creation or enhancement of the digital assets.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• All expenditures directly supporting the activity including the acquisition of services, hardware, software, travel, policy development, planning, etc.</li> <li>• Cataloging and maintaining collections information in collections information systems.</li> <li>• Cataloging and maintaining data assets and their related metadata in enterprise-wide digital repositories such as the Digital Asset Management System.</li> <li>• Data management of digital assets at the unit level and within the Office of the Chief Information Officer.</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Creation of digital assets which are not managed centrally in an IT system will not qualify as digitization. Collections Information Systems (CIS) and Digital Asset Management Systems (DAMS) are examples of these systems, although others also may be included. For example, a photograph taken with a digital camera to post on a museum’s website or a digital video created for the Smithsonian Channel that is not intended to be managed by a CIS or DAMS would not be charged against this program code . (Use 0006)</li> </ul>		Broadening Access	

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PROGRAM CODE	TITLE	<b>Contents</b> No table of contents entries found.  DEFINITION	MAPPING FOR INACTIVATED PROGRAM CODES	STRATEGIC PLAN PRIORITY	SAO Legacy System Program Codes (Not in Use)
01XX	Business Activities	Unit level business activities related to the generation of sales revenue. Includes only Smithsonian Enterprises and fund 420 business activities.			
0100	Fund 420 Business Activities	Fund 420 business activities including but not limited to: <ul style="list-style-type: none"> <li>• Sales of merchandise from Folklife Festival Business Activities, Folkways, and Cooper-Hewitt Museum Shops</li> <li>• Programs offered by the Smithsonian Associates</li> <li>• Exhibition catalogs</li> <li>• Folkways recordings</li> <li>• Smithsonian parking</li> <li>• Membership expenses related to fulfilling member benefits such as providing the Smithsonian Magazine, free tickets to events, etc.</li> </ul> Excludes: <ul style="list-style-type: none"> <li>• Costs coded to federal appropriations, gifts, grants or discretionary funds (Use applicable program code)</li> <li>• Fund 801 expenses associated with the gift portion of a membership (Use 9500)</li> <li>• Fund 420 expenses associated with activities for which a fee is charged but whose proceeds are used to defray the program costs and not to make a profit (Use applicable program code)</li> </ul>	0110, 0120, 0130, <b>0140</b> , 0160	Mission Enabling	U02
0150	SE Business Activities	Includes: <ul style="list-style-type: none"> <li>• Operational expenses of Smithsonian Enterprises</li> </ul> Excludes: <ul style="list-style-type: none"> <li>• <b>DO NOT</b> use this program code for any unit except Smithsonian Enterprises</li> </ul>		Mission Enabling	

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1XXX	Public Programs/ Education	<p><b>Public events and information/orientation for Smithsonian visitors/audiences.</b></p> <p><b>Learning activities, programs and materials (exclusive of exhibitions) developed for the education, museum, and professional communities.</b></p> <p><b>Reference services in response to inquiries for information and interlibrary and archival loans.</b></p>			
1000	Public Programs	<p>Learning activities, programs and materials that are directed toward general audiences.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• Events open to the general public (all ages), e.g., family days, films, concerts, theater events</li> <li>• Guided tours</li> <li>• Information/orientation for Smithsonian visitors/audiences</li> <li>• Activities/materials that facilitate access by potential and actual visitors to SI facilities, programs and services for specific events such as individual public programs and exhibitions (e.g., signage, information desks, museum guides)</li> <li>• Advertising and promotion</li> <li>• Catalogues, CD-ROMs or other materials that are intended for sale and are not integral to exhibitions</li> <li>• Evaluation of programs</li> <li>• Administrative and IT activities in support of public programs</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Exhibitions (Use 2000)</li> <li>• TSA programs under fund 420 (Use 0100)</li> <li>• Outreach activities for external audiences related to Web and New Media whether hosted on Smithsonian websites or a third part social media venue (e.g., Facebook, Flickr, etc.). (Use 0006)</li> </ul>	1008, 1207, 1300, 1305, 1307, 1400, 1405, 1407	Broadening Access	

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1100	Education	<p>Education programs, activities and materials whose intent is to foster learning in general audiences (all ages).</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• Educational programs, lectures and symposia not specifically targeted to grades preK-12 (1120) or to museums, higher education and the professional community (1130)</li> <li>• Evaluation of programs</li> <li>• Administrative and IT activities in support of educational activities</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Public programs (Use 1000)</li> <li>• TSA educational programs under fund 420 (Use 0100)</li> <li>• PreK-12 (Use 1120)</li> <li>• Outreach activities for external audiences related to Web and New Media (Use 0006)</li> </ul>	1008, 1117, 1127, 1137, 1140, <b>1145</b> , 1147	Revitalizing Education	E14
1120	Education – Grades PreK-12	<p>Education programs whose intent is to foster learning in grades PreK-12.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• Students and teachers/educators</li> <li>• Evaluation of programs</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Public programs (Use 1000)</li> <li>• General audiences (Use 1100)</li> <li>• Higher education – colleges/universities (Use 1130)</li> </ul>	1110, 1115, <b>1125</b>	Revitalizing Education	E01
1130	Education - Museums, Higher Education & Professional	<p>Education and professional development programs, materials and activities directed toward museums, higher education and the professional community.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• Museum professionals</li> </ul>	1135	Revitalizing Education	

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	Community	<ul style="list-style-type: none"> <li>• Higher education – colleges/universities, students and teachers</li> <li>• Professional communities</li> <li>• Evaluation of programs</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• PreK-12 (Use 1120)</li> <li>• Public programs (Use 1000)</li> <li>• General audiences (Use 1100)</li> </ul>			
1200	Reference Services	<p><u>Responses to Inquiries</u></p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• All activities undertaken to respond to inquiries for information related to the subject matter, collections and records of Smithsonian units.</li> <li>• Inquiries made by internal and external scholars and other professionals, as well as general public                             <ul style="list-style-type: none"> <li>○ Assistance locating archival materials</li> <li>○ Questions regarding artifacts and objects, e.g., specific artists, identification of insects, etc.</li> </ul> </li> <li>• Inquiries made in person and/or by mail, telephone, fax, email or website</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Inquiries that require substantial research, such as identification of bones should be referred to Research (Use 4XXX)</li> </ul> <p><u>Interlibrary Loans</u></p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• Requests for loans of archival materials in SI Libraries or Archives</li> <li>• Materials located at other institutions when not available in</li> </ul>	<b>1205</b>	Broadening Access	E15

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		<p style="text-align: center;">SI Libraries or Archives</p> <p><u>Consulting Services and Advice</u></p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• Advice relating to museum operations/activities provided by the unit to other Smithsonian and non-Smithsonian clients                             <ul style="list-style-type: none"> <li>○ Does not relate specifically to an increase in knowledge for scholarly purposes.</li> <li>○ Examples include consultations related to exhibition development and education programming</li> </ul> </li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Inquiries relating to access to Smithsonian facilities, programs and services (Use Public Programs - 1000).</li> </ul>			



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2XXX	Exhibitions	<b>A display or environment produced or presented by the unit, accessible to the general public in person or remotely via a Smithsonian website/new media, which typically includes objects or living entities, texts, and other media. Included here are permanent exhibits, and temporary and touring exhibitions, whether developed by SI or procured outside SI.</b>			
2000	Exhibitions	<p>Includes all costs directly supporting the development and realization of the physical/virtual exhibition and its key components, such as:</p> <ul style="list-style-type: none"> <li>• Research and planning</li> <li>• Exhibition and graphic design</li> <li>• Multi-media design and development</li> <li>• Prototyping, production, fabrication, construction</li> <li>• Text and graphic preparation</li> <li>• Plantings that are part of the design of the exhibition</li> <li>• Collection management activities (such as identifying, conserving, packing, shipping, courier fees and insuring of objects or living entities)</li> <li>• Installation</li> <li>• Security (any security costs beyond the normal security cost of public access, such as security required during construction/installation/deinstallation, additional security required by a specific exhibition design or loan agreement, etc.)</li> <li>• Documentation</li> <li>• Maintenance and repair</li> <li>• Rotation of objects or living entities</li> <li>• Alterations, revisions, renovations</li> <li>• Deinstallation and return of objects/entities</li> <li>• Invitation-only special events for exhibition openings which are not intended for fund raising purposes</li> <li>• Administrative, IT and other activities in support of Exhibition</li> </ul>	2008, 2100, 2103, 2104, 2105, 2107, 2200, 2203, 2204, 2205, 2207	Broadening Access	

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		<p style="text-align: center;">activities</p> <p>Also includes essential consumables in the exhibition that are distributed free of charge to visitors as part of the experience, such as brochures or 3-D glasses.</p> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Costs of advertising, promotion and public programs, which should be listed in Public Programs (Use 1000)</li> <li>• Loans made to another museum for use in an exhibition produced by that museum for its own use, which should be listed under Collections - Physical Care and Management (Use 3300)</li> <li>• Fundraising activities, which should be listed under Development (Use 9XXX)</li> <li>• Catalogs, CD-ROMS, DVDs or other material that are not integral to the exhibition or that are intended for sale, which should be listed under Public Programs (Use 1000) or Business Activities (See 1XXX definitions)</li> <li>• Public programs conducted inside the exhibition, such as tours, demonstrations or performances (unless the programs are integral to the exhibition and accessible during most of the hours that the exhibition is open), which should be listed under Public Programs (Use 1000)</li> <li>• Exhibition openings open to the general public (Use 1000)</li> <li>• Outreach activities for external audiences related to Web and New Media (Use 0006)</li> <li>• Creation of digital surrogates for use in the physical or virtual exhibit. (Use 0007)</li> </ul>			

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3XXX	Collections	<p><b>Applies to all SI collections, including, but not limited to:</b></p> <ul style="list-style-type: none"> <li>• Archival and library collections</li> <li>• Collection data bases maintained by SI</li> <li>• Collection acquisition</li> <li>• Executing physical and chemical preservation and conservation treatments of collections</li> <li>• Cataloging collections and information about them</li> <li>• Developing and maintaining collection data bases</li> <li>• Processing loans, transfers, and disposal of collections</li> </ul>			
3000	Collections	<p>Includes:</p> <ul style="list-style-type: none"> <li>• Administrative activities and those IT activities which are in support of Collection activities</li> <li>• Activities that cannot be applied against a specific collection program such as 3100 Collections Development &amp; Refinement, 3200 Intellectual &amp; Information Management, or 0007 Digitization.</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Outreach activities for external audiences related to Web and New Media (Use 0006)</li> </ul>	3008, 3107, 3207, 3307, 3407	Strengthening Collections	
3100	Collections Development & Refinement	<p>Process of acquiring and disposing of collections to augment and refine the quality and relevance of collections with respect to the unit's mission and purpose.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• Preacquisition activities, including assessment and consideration of items for possible acquisition and development of collecting plans.</li> <li>• Acquisition activities, including all costs associated with obtaining legal title and/or physical control of collections items.</li> <li>• Disposal of existing collections, including review, evaluation, and</li> </ul>	3104, 3105, 3109	Strengthening Collections	

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		<p>deaccessioning, through various means</p> <ul style="list-style-type: none"> <li>• Research activities related to collections development and refinement</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Repatriation and return of Native American and Native Hawaiian human remains, funerary objects, sacred objects, and objects of cultural patrimony that are subject to the terms of the NMAI Act (Use 3400)</li> </ul>			
3200	Intellectual & Information Management	<p>Documentation of the intellectual significance, physical characteristics, provenance, and legal status of collection items, as well as the collections management processes and transactions they undergo.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• Manual documentation</li> <li>• Media formats</li> <li>• Preparation of the accession, deaccession, and loan records</li> <li>• Registration</li> <li>• Information transaction</li> <li>• Systems management</li> <li>• Inventorying</li> <li>• Object tracking</li> <li>• Intellectual property rights management</li> <li>• Research activities related to intellectual and information management for collections</li> </ul>	3204, 3205, 3209	Strengthening Collections	
3300	Physical Care & Management	<p>Preservation, protection, and stabilization of collections and their associated information, through a coordinated set of activities aimed at minimizing chemical, physical, and biological deterioration and damage and preventing loss of intellectual, aesthetic, and monetary value.</p> <p>Includes:</p>	3304, 3305, 3309	Strengthening Collections	

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		<ul style="list-style-type: none"> <li>• Preservation</li> <li>• Collections storage and facility, including leasing of space</li> <li>• Preservation assessments</li> <li>• Conservation</li> <li>• Preparation of objects for loan to other institutions</li> <li>• Restoration, rehousing</li> <li>• Processing</li> <li>• Equipment and supplies</li> <li>• Collection moves and relocations</li> <li>• Environmental monitoring</li> <li>• Duplication</li> <li>• Disaster planning</li> <li>• Integrated pest management</li> <li>• Feeding, medical services, and pest management associated with NZP living animals</li> <li>• Care and management of animals not on exhibit at the Conservation Biology Institute (SCBI)</li> <li>• Research activities related to physical care and management of collections</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Management and care of digital assets. (Use 0007)</li> </ul>			
3400	Repatriation	<p>Repatriation and return of collection items.</p> <p>Includes, but not limited to:</p> <ul style="list-style-type: none"> <li>• Native American and Native Hawaiian human remains, including funerary objects, sacred objects, and objects of cultural patrimony to Native American tribes, Native Hawaiian groups, or specified individuals according to the terms of the NMAI Act, as amended.</li> <li>• Research</li> </ul>	3404, 3405, 3409	Broadening Access	

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		<ul style="list-style-type: none"> <li>• Inventory compilation</li> <li>• Tribal consultations</li> <li>• Object treatment</li> <li>• Transportation</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Digitization of a collection object prior to repatriation and return. (Use 0007)</li> </ul>			

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<b>4XXX</b>	<b>Research</b>	<b>The intellectual process involving study and investigation intended to create new knowledge or new explanations that contribute to the sum of human knowledge.</b>			
4000	Research - General	<p>Research support related activities that cannot be applied to a specific research program.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• Administrative, IT and other activities in support of Research activities</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Data management of digital research information (Use 0007)</li> <li>• Web and New Media outreach including to scientific peers. (Use 0006)</li> </ul>	4005, 4007, <b>4008</b> , 4009	Excellent Research	G99
4110	Biological (Excl. Environment)	<p>Research that involves the scientific study of living organisms (e.g. plants, animals, human beings).</p> <p>Includes, but not limited to:</p> <ul style="list-style-type: none"> <li>• Biochemistry, biogeography, botany, ecology, entomology, genetics, microbiology, nutrition, human and animal pathology, physical anthropology, zoology</li> </ul>	4100, 4140, 4150	Excellent Research	
4120	Environmental Biology	<p>Research that integrates physical and biological sciences to the study of the environment.</p> <p>Includes, but not limited to:</p> <ul style="list-style-type: none"> <li>• Ecosystem sciences, evolutionary biology, physiological ecology, population biology, systematics</li> </ul>	4100	Excellent Research	
4130	Environ. Biology – Global Change	<p>Research on the biological effects of natural and human-induced global environmental change (e.g. temperature, CO2, UV radiation).</p>	4100, 4310, 4320	Excellent Research	

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4210	Astronomy	<p>Research that deals with the study of celestial objects (e.g. stars, planets, comets) and phenomena that originates outside of the Earth's atmosphere.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• Laboratory astrophysics, optical astronomy, radio astronomy, theoretical astrophysics</li> </ul>	4200	Excellent Research	R29
4330	Geological Sciences	<p>Research on the solid Earth and the processes by which it is shaped and changed.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• General geology, geomagnetism, hydrology, geophysics, paleomagnetism, paleontology, physical geography and cartography, seismology, soil sciences</li> </ul>	4300	Excellent Research	
4340	Oceanography	<p>The branch of Earth Science that studies the ocean, its chemical and physical properties (e.g. plate tectonics of ocean floor, ocean currents).</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• Aquatic biology, biological oceanography, chemical oceanography, geological oceanography, marine geophysics, physical oceanography</li> </ul>	4300, 4350	Excellent Research	
4510	Anthropology	<p>The study of all aspects of humanity.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• Applied anthropology, archaeology, cultural and social anthropology, ethnology.</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Physical anthropology (Use 4110)</li> </ul>	4500	Excellent Research	
4600	Cross-Disciplinary/	<p>Multidisciplinary, interdisciplinary and other scientific research that cannot be classified within one of the fields of research above. Note:</p>	4200, 4220, 4230, 4400,	Excellent Research	



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	Other Research	May include some interdisciplinary Consortia research projects.	4500, 4620		
4610	Materials Research/Tech. Studies	Research that is directly related to conservation science, preservation science and the characterization of collection materials.		Excellent Research	
4700	Art, Historical and Cultural Studies	<p>Research into the advancement and integration of art, historical and cultural knowledge.</p> <p>Includes, but not limited to:</p> <ul style="list-style-type: none"> <li>• Art: Study of works of art, artists, art history, etc.</li> <li>• History: Social, cultural, military, political, business, technology, aeronautics, science, medicine, etc.</li> <li>• Culture: Folklore, musicology, ethnomusicology, ethnic and area studies, material culture, etc.</li> </ul>		Excellent Research	

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5XXX	Facilities	<p><b>Activities involving all phases of: construction and acquisition of new facilities; operations, maintenance, minor repair, and revitalization of existing facilities.</b></p>			
5000	Facilities	<p>Activities involving all phases of operations, maintenance and minor repair/modification of existing facilities.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• Office of Facilities Management and Reliability; Office of Planning and Project Management; Office of Engineering Design and Construction</li> <li>• All facilities operations, such as custodial work, snow removal and grounds care, pest control, utilities, postage, rent/lease costs, transportation, and mail delivery</li> <li>• Facilities maintenance and minor repairs required to keep facility systems functioning through their estimated useful life. Examples include lubrication and cleaning of equipment; spot repairs to roofs, roads and walkways; testing and inspection of building systems; and replacement of broken parts</li> <li>• IT and administrative activities directly supporting Facilities work, including development and application system activities</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Facilities activity captured under codes 5310, 5350, 5400, 5500</li> <li>• Exhibition and other program-related activities (Use 2000, etc., as applicable)</li> <li>• Unit funded leasing for the housing of collections captured under code 3300</li> <li>• Security and Safety activities captured under code 6XXX</li> </ul>	<p>5006, 5007, 5008, <b>5100</b>, 5200, 5300, 5320, 5330, 5340, <b>5360</b>, 5370, 5999</p>	<p>Mission Enabling</p>	<p>F03</p>
5310	Other Revitalization	<p>Activities under \$5 million that restore an aging or failed real property facility or system to its designated functional purpose or modify an existing space for a new purpose.</p>		<p>Mission Enabling</p>	<p>F61</p>

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5350	Major Revitalization	Activities of \$5 million or higher that restore an aging or failed real property facility or system to its designated functional purpose or modify an existing space for a new purpose.		Mission Enabling	
5400	Facilities Planning & Design	Planning and design activities related to facilities projects. Includes feasibility studies, needs assessments, master planning, historic structure reports, and design.		Mission Enabling	
5500	Facilities Construction & Expansion	Facilities acquisition through new construction or acquisition. New construction may include additions to existing buildings and the conversion of donated buildings to SI use. Also includes sale of buildings or land.		Mission Enabling	F55

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6XXX	Security & Safety	<p><b>Activities involving the protection and security of staff, visitors, collections and all Smithsonian property; ensuring a safe and healthy environment.</b></p>			
6110	Security Operations/ Technical Support	<p>Activities involving the protection and security of staff, visitors, collections and all Smithsonian property.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• Office of Protection Services</li> <li>• Physical and electronic security</li> <li>• Design, acquisition, construction, and maintenance of security structures, systems, equipment and devices</li> <li>• Investigations of incidents involving SI staff or property and mandated background investigations on new staff</li> <li>• IT activities directly supporting Security activities, including development and application system activities</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Costs captured in the Safety program code (Use 6210)</li> </ul>	6000, 6006, 6007, 6008, 6100, 6120, 6130, 6140	Mission Enabling	
6210	Safety	<p>Activities to ensure a safe and healthy environment for visitors and staff.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• Office of Safety, Health and Environmental Management</li> <li>• Identification, evaluation and control of occupational health hazards, including fire protection programs, occupational and emergency medical services, hazardous waste material, safety inspections and training</li> <li>• Enforcement of safety codes and correction of unsafe conditions, such as the removal/ abatement of hazardous materials and installing safety equipment</li> <li>• IT activities directly supporting Safety activities, including</li> </ul>	6000, 6006, 6007, 6008, 6200, 6220, 6230	Mission Enabling	T02

## SMITHSONIAN PROGRAM CODE DEFINITIONS MANUAL

PROGRAM CODE	TITLE	DEFINITION	MAPPING FOR INACTIVATED PROGRAM CODES	STRATEGIC PLAN PRIORITY	SAO Legacy System Program Codes (Not in Use)
		development and application system activities Excludes: <ul style="list-style-type: none"> <li>• Costs captured in the Security program code (Use 6110)</li> </ul>			

## SMITHSONIAN PROGRAM CODE DEFINITIONS MANUAL

PROGRAM CODE	TITLE	DEFINITION	MAPPING FOR INACTIVATED PROGRAM CODES	STRATEGIC PLAN PRIORITY	SAO Legacy System Program Codes (Not in Use)
7XXX	Information Technology	<p><b>All SI activities related to information technology infrastructure. Those activities not related to a specific program area but that support general IT services.</b></p>			
7000	Information Technology	<p>Includes (but not limited to):</p> <ul style="list-style-type: none"> <li>• Network management</li> <li>• Storage and backup activities</li> <li>• Enterprise architecture</li> <li>• Desktop and help desk support services</li> <li>• Information technology security not related to a particular application system</li> <li>• Data center operations</li> <li>• Web infrastructure development</li> <li>• Activities related to managing, maintaining, or enhancing IT infrastructure</li> <li>• Development of IT policies, including Web and New Media</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Digitization (Use 0007)</li> <li>• Outreach activities for external audiences related to Web and New Media, such as design, development, experience flow, etc. (Use 0006)</li> <li>• IT activities in direct support of specific programmatic areas (Use as defined under codes 1XXX, 2XXX, 3XXX, 4XXX, etc.)</li> </ul>	7008, 7100, 7200, 7300, 7400, 7500, 7600, 7700	Mission Enabling	

## SMITHSONIAN PROGRAM CODE DEFINITIONS MANUAL

PROGRAM CODE	TITLE	DEFINITION	MAPPING FOR INACTIVATED PROGRAM CODES	STRATEGIC PLAN PRIORITY	
8XXX	Operations	<p><b>Management activities performed by executives, senior management and general administrative services. Activities performed that support multiple functional organizations within individual units or SI as a whole</b></p>			
8100	Policy, Planning & Executive Management	<p>Costs incurred by:</p> <ul style="list-style-type: none"> <li>• Office of the Secretary</li> <li>• Offices of the Undersecretaries</li> <li>• Office of Policy &amp; Analysis</li> <li>• Office of the General Counsel</li> <li>• Office of the Inspector General</li> <li>• Office of Sponsored Projects</li> <li>• Office of Fellowships &amp; Internships</li> </ul> <p>Includes:</p> <ul style="list-style-type: none"> <li>• Directors, deputies, office staff providing direct support to the above groups</li> <li>• IT activities directly supporting policy, planning and executive management activities, including development and application system activities and security</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Costs captured in a specific Operations program category (e.g., HR Management, Financial Management, Public &amp; Governmental Affairs, etc. – Use applicable 8XXX code)</li> <li>• Assistant/Associate Directors and their staff directly supporting non-administrative functions such as Public Programs, Exhibitions, Collections, and Research (Use 1XXX, 2XXX, 3XXX, etc., as applicable)</li> </ul>	8000, 8006, 8107	Mission Enabling	
8200	Human Resources Management	<p>Costs incurred by staff whose primary responsibility is human resource management such as:</p> <ul style="list-style-type: none"> <li>• Classification</li> <li>• Recruiting</li> </ul>	8000, 8006, 8207	Mission Enabling	

## SMITHSONIAN PROGRAM CODE DEFINITIONS MANUAL

PROGRAM CODE	TITLE	DEFINITION	MAPPING FOR INACTIVATED PROGRAM CODES	STRATEGIC PLAN PRIORITY	
		<ul style="list-style-type: none"> <li>• Labor Relations</li> <li>• Training</li> <li>• Processing Personnel Actions</li> <li>• Tracking Performance Awards</li> <li>• Developing Position Descriptions</li> </ul> <p>Includes:</p> <ul style="list-style-type: none"> <li>• OHR activities other than OEEMA (Use 8210 for OEEMA activities)</li> <li>• Costs of employee/volunteer recognition and appreciation activities                             <ul style="list-style-type: none"> <li>○ Secretary’s holiday party</li> <li>○ Unsung Hero awards</li> </ul> </li> <li>• IT activities directly supporting HR management activities, including development and application system activities and security</li> </ul>			
8210	Diversity/EEO	<p>Costs incurred by staff whose primary responsibility is the management/support of diversity and EEO in their organizations.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• OEEMA staff</li> <li>• Unit staff with primary responsibility for supporting the above activities</li> <li>• Accessibility activities</li> <li>• IT activities directly supporting internal Diversity/EEO activities, including development and application system activities and security</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• External diversity activities and events which should be classified as Public Programs (Use 1000)</li> </ul>	8000, 8006, 8217	Mission Enabling	
8300	Financial	Costs incurred by staff with primary responsibility for:	8000, 8006,	Mission Enabling	



## SMITHSONIAN PROGRAM CODE DEFINITIONS MANUAL

PROGRAM CODE	TITLE	DEFINITION	MAPPING FOR INACTIVATED PROGRAM CODES	STRATEGIC PLAN PRIORITY	
	Management	<ul style="list-style-type: none"> <li>• Financial Management</li> <li>• Budget</li> <li>• Related Services and Fiscal Activities</li> </ul> <p>Includes:</p> <ul style="list-style-type: none"> <li>• Office of the Chief Financial Officer</li> <li>• Office of the Comptroller</li> <li>• Office of Planning, Management &amp; Budget</li> <li>• Office of the Treasurer</li> <li>• Office of Investments</li> <li>• Unit finance personnel who support the entire unit across functional areas</li> <li>• IT activities directly supporting financial management activities, including development and application system activities and security</li> </ul>	8307, 8310, 8317		
8400	Public & Government Affairs	<p>Costs incurred by staff with primary responsibility for enhancement of relations with:</p> <ul style="list-style-type: none"> <li>• The press</li> <li>• Mass media</li> <li>• Federal, State, Local Government Entities</li> </ul> <p>Includes:</p> <ul style="list-style-type: none"> <li>• Office of Government Relations</li> <li>• Office of Public Affairs</li> <li>• Activities intended to represent the Smithsonian, in general</li> <li>• IT activities directly supporting internal public and governmental affairs activities, including development and application system activities and security</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Unit-specific or event-specific activities to be coded under Public Programs (Use 1000)</li> </ul>	8000, 8006, 8407	Mission Enabling	

## SMITHSONIAN PROGRAM CODE DEFINITIONS MANUAL

PROGRAM CODE	TITLE	DEFINITION	MAPPING FOR INACTIVATED PROGRAM CODES	STRATEGIC PLAN PRIORITY	
		<ul style="list-style-type: none"> <li>• Web and New Media activities targeted to the public (Use 0006)</li> </ul>			
8500	Advisory Bodies	<p>Costs incurred by staff whose primary responsibility is to provide support for:</p> <ul style="list-style-type: none"> <li>• Boards</li> <li>• Commissions</li> <li>• Trustees</li> <li>• Councils</li> <li>• Advisory Groups</li> </ul> <p>Includes:</p> <ul style="list-style-type: none"> <li>• Office of the Regents</li> <li>• Salary costs of staff that spend a significant amount of time on activities related to the above groups</li> <li>• IT activities directly supporting advisory group activities, including development and application system activities and security</li> </ul>	8000, 8006, 8507	Mission Enabling	
8600	Procurement	<p>Costs incurred by staff with primary responsibility for procurement of goods/services.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• Office of Contracting &amp; Personal Property Management</li> <li>• Costs in support of the entire unit across functional areas</li> <li>• IT activities directly supporting procurement activities, including development and application system activities and security</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Activities that support specific program categories such as Public Programs, Exhibitions, Collections, Research should be coded directly to those categories (Use 1XXX, 2XXX, 3XXX, etc., as applicable)</li> </ul>	8000, 8006, 8607	Mission Enabling	
8700	General	Costs incurred by staff fulfilling multiple administrative functions (e.g.,	8000, 8006,	Mission Enabling	A01

## SMITHSONIAN PROGRAM CODE DEFINITIONS MANUAL

PROGRAM CODE	TITLE	DEFINITION	MAPPING FOR INACTIVATED PROGRAM CODES	STRATEGIC PLAN PRIORITY	
	Administration & Management	financial management, procurement, HR management) across the entire unit.  Includes: <ul style="list-style-type: none"> <li>• Administrative Directors</li> <li>• Administrative Officers</li> <li>• Other Administrative Staff who do not support specific, functional areas</li> <li>• IT activities directly supporting general administrative and management activities, including development and application system activities and security</li> </ul>	8707		

## SMITHSONIAN PROGRAM CODE DEFINITIONS MANUAL

PROGRAM CODE	TITLE	DEFINITION	MAPPING FOR INACTIVATED PROGRAM CODES	STRATEGIC PLAN PRIORITY	SAO Legacy System Program Codes (Not in Use)
9XXX	Development	<p>Staff, projects, and activities whose primary purpose is to generate private support for the Institution. Staff involved in obtaining contracts and government grants would not use these program codes.</p> <p>Development-related event costs should be coded to the applicable program code – 9100, 9200, etc., when the event focuses on specific types of prospects and donors. For development-related events that involve multiple audiences, costs should be coded to 9600, general development.</p>			
9000	Development – Admin/IT	<p>All Administrative and Information Technology activities that directly support the execution and delivery of development operations and other development programs.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• All development and application system activities and application system security</li> <li>• Website creation and maintenance</li> <li>• Online giving systems</li> </ul>	9007, 9008	Mission Enabling	D07/D01
9100	Major Gifts - Individuals	<p>All salary and expenses related to the cultivation and solicitation of major gifts, as defined by the unit.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• Salary and benefits (either full or fractional staff expense)</li> <li>• Creation of proposals</li> <li>• Fundraising event costs</li> <li>• Donor cultivation and travel expenses</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Membership program expenses (Use 9500)</li> <li>• Corporate and foundation program expenses (Use 9200)</li> <li>• Non-major gift program expenses (Use 9600)</li> </ul>		Mission Enabling	D91

## SMITHSONIAN PROGRAM CODE DEFINITIONS MANUAL

PROGRAM CODE	TITLE	DEFINITION	MAPPING FOR INACTIVATED PROGRAM CODES	STRATEGIC PLAN PRIORITY	SAO Legacy System Program Codes (Not in Use)
		<ul style="list-style-type: none"> <li>IT and administrative related expenses (Use 9000)</li> </ul>			
9200	Gifts - Corps/ Foundations	<p>All staff and expenses related to cultivation and solicitation of gifts from corporations and foundations. This program code applies to gifts of any size from corporations or foundations.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>Salary and benefits (either full or fractional staff expense)</li> <li>Creation of proposals</li> <li>Fundraising event costs</li> <li>Corporate membership program expense</li> <li>Donor cultivation and travel expenses</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>Expenses related to gifts from individuals (Use 9100 – major; 9600 – non-major)</li> <li>Prospect development expenses (Use 9400)</li> <li>IT and administrative related expenses (Use 9000)</li> </ul>		Mission Enabling	D92
9300	Planned Giving	<p>All staff and expenses related to the cultivation, solicitation, stewardship, and execution of deferred gifts, including, but not limited to, bequests, charitable trusts, charitable gift annuities, pooled income fund gifts, and gifts of life insurance and retirement plan assets.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>Salary and benefits (either full or fractional staff expense)</li> <li>Planned giving advertising and brochures</li> <li>Fundraising event costs and other cultivation activities</li> <li>Travel expenses</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>Membership program expenses (Use 9500)</li> <li>Prospect development expenses (Use 9400)</li> <li>IT and administrative related expenses (Use 9000)</li> </ul>		Mission Enabling	D93

## SMITHSONIAN PROGRAM CODE DEFINITIONS MANUAL

PROGRAM CODE	TITLE	DEFINITION	MAPPING FOR INACTIVATED PROGRAM CODES	STRATEGIC PLAN PRIORITY	SAO Legacy System Program Codes (Not in Use)
9400	Prospect Development/ Research	<p>All staff and expenses related to the discovery, research, and tracking of prospects.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• Salary and benefits (either full or fractional staff expense)</li> <li>• Scoring and modeling of prospects</li> <li>• Cost of information and research services</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• IT and administrative related expenses (Use 9000)</li> </ul>		Mission Enabling	D94
9500	Membership	<p>All staff and expenses related to the cultivation, solicitation, and stewardship of gifts through membership programs. This category applies to memberships of any dollar amount.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• Salary and benefits (either full or fractional staff expense)</li> <li>• Membership benefit expenses</li> <li>• Fundraising event costs</li> <li>• Direct mail and telemarketing</li> <li>• Donor cultivation and travel</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Membership expenses under fund 420 related to fulfilling member benefits such as providing the Smithsonian Magazine, free tickets to events, etc. (Use 0100)</li> <li>• Any expenses related to major gifts (Use 9100) or non-membership individual gifts (Use 9600)</li> <li>• IT and administrative related expenses (Use 9000)</li> </ul>		Mission Enabling	D95
9600	General Development	<p>All staff and expenses related to the production, cultivation, and solicitation of all gifts and pledges other than major gifts, corporation/foundation, and memberships gifts. This program code covers expenses generated by development activity designed to</p>		Mission Enabling	D96

## SMITHSONIAN PROGRAM CODE DEFINITIONS MANUAL

PROGRAM CODE	TITLE	DEFINITION	MAPPING FOR INACTIVATED PROGRAM CODES	STRATEGIC PLAN PRIORITY	SAO Legacy System Program Codes (Not in Use)
		<p>generate gifts that are not part of a membership program, but don't meet the major gift threshold.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• Salary/benefits (either full or fractional staff expense)</li> <li>• Production of brochures and proposals</li> <li>• Fundraising event costs</li> <li>• General purpose publications and brochures</li> <li>• Donor cultivation and travel expenses</li> </ul> <p>Excludes:</p> <ul style="list-style-type: none"> <li>• Membership program related-expenses (Use 9500)</li> <li>• Major gift-related expenses (Use 9100 – Individual; 9200 – Corps/Foundations)</li> <li>• IT and administrative related expenses (Use 9000)</li> </ul>			