

How to Obtain Information from the Smithsonian:

The Smithsonian Institution posts a great deal of information on its website, so first explore the website at www.Smithsonian.org. You may find that the information you seek is already available. The website is an interrelated, searchable system which contains thousands of records concerning the Smithsonian museums, research centers, and administration. Each of the nineteen museums and nine research centers has its own website with extensive information about its programs and collections. Links to the individual museum websites are located at <http://www.si.edu/Museums>. Links to the research centers are located at <http://www.si.edu/ResearchCenters>. You can also access information about the Smithsonian and its collections through the following resources:

- Smithsonian Libraries and Archives (<https://librariesarchives.si.edu/>)
- Smithsonian Administration (<http://www.si.edu/about/>)
- Office of Visitor Services (send an e-mail to info@si.edu)

To request records that are unavailable on the Smithsonian website, please send us the following information in writing:

- A detailed description of the records you seek.
- The department or museum location of the records, if possible.
- Your contact information, including your name, mailing address, e-mail address, and telephone number.
- Whether the documents are requested for scientific, educational, personal, or commercial use. This information will help us determine what fees, if any, to charge.

Send your written request by mail, fax, or e-mail to:

Jessica Sanet
Assistant General Counsel
Smithsonian Institution
Office of General Counsel
MRC 012
P.O. Box 37012
Washington, DC 20013-7012

Fax: 202-357-4310
Email: SIRecordsReq@si.edu

Within twenty business days of the receipt of your request for records, the Office of General Counsel (OGC) will send you a letter acknowledging your request and assigning it a tracking number. The letter will also state whether you have provided enough information for OGC to begin searching for the documents or if OGC requires additional information so that it can begin processing your request.