

## How to Obtain Information from the Smithsonian

The Smithsonian posts a great deal of information on its website, so first explore the website at [www.Smithsonian.org](http://www.Smithsonian.org). You may find that the information you seek is already available. The website is an interrelated, searchable system of thousands of records about the Smithsonian museums, research centers, and administration. Each of the nineteen museums and nine research centers has its own website, which contains 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 Archives (<http://www.siarchives.si.edu>)
- Smithsonian Research Information System (<http://www.siris.si.edu>)
- Smithsonian Libraries (<http://www.sil.si.edu>)
- Smithsonian Administration (<http://www.si.edu/about/>)
- Office of Visitor Services (send an e-mail to [info@si.edu](mailto:info@si.edu))

To make a request for records not available on the Smithsonian website, simply send to us in writing the following information:

- A description, in as much detail as possible, 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 a scientific, educational, personal, or commercial use. This information will help us to 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: [SanetJ@si.edu](mailto:SanetJ@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.