

Smithsonian Institution Archives

REQUEST FOR PERMISSION TO USE RESTRICTED RECORDS

Restrictions are placed on some records and papers to maintain the administrative confidentiality of the Smithsonian Institution, and to protect the privacy and proprietary rights of donors. It is the policy of the Smithsonian Institution Archives to grant access to restricted records only with the explicit permission of the office or donor from which the records or papers originated. This form will document permission to use a restricted collection. The Reference Archivist will fill in the gray section; the Patron should complete the remainder of the form.

Date	<input type="text"/>				
Patron Name	<input type="text"/>				
Organization	<input type="text"/>				
Address	<input type="text"/>				
Phone	<input type="text"/>	Fax	<input type="text"/>	Email	<input type="text"/>
Subject	<input type="text"/>				

Purpose of Research SI Use Scholarly For Profit

Record Unit/Accession #	<input type="text"/>
Title & Dates	<input type="text"/>
Responsible Staff	<input type="text"/>
Office	<input type="text"/>
Telephone	<input type="text"/>

PATRON: Please have the individual responsible for the records or papers complete the following section. The completed form must be presented to the Reference Archivist before access to the records or papers will be granted.

Responsible Staff	<input type="text"/>
Address	<input type="text"/>
Telephone	<input type="text"/>
Signature	<input type="text"/>

Permission Granted Permission Denied Date

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