# Table of Contents

Collection Overview........................................................................................................ 1
Administrative Information ............................................................................................. 1
Descriptive Entry............................................................................................................. 1
Names and Subject Terms ............................................................................................... 1
Container Listing............................................................................................................. 3
## Collection Overview

<table>
<thead>
<tr>
<th>Repository:</th>
<th>Smithsonian Institution Archives, Washington, D.C., <a href="mailto:osiaref@si.edu">osiaref@si.edu</a></th>
</tr>
</thead>
<tbody>
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<td>Smithsonian Institution, Visitor Information and Associates' Reception Center</td>
</tr>
<tr>
<td>Title:</td>
<td>Program Reports</td>
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<tr>
<td>Dates:</td>
<td>1979-2010</td>
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<tr>
<td>Quantity:</td>
<td>1.5 cu. ft. (1 record storage box) (1 document box)</td>
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## Administrative Information

### Preferred Citation

Smithsonian Institution Archives, Accession 11-071, Smithsonian Institution, Visitor Information and Associates' Reception Center, Program Reports

### Use Restriction

Restricted for 15 years, until Jan-01-2026; Transferring office; 1/16/2008 memorandum, Wright to Lemon; Contact reference staff for details.

## Descriptive Entry

This accession consists of monthly and annual reports documenting the activities of the Information Resources Division in both narrative and statistical format. The Information Resources Division is responsible for producing Visitor Information and Associates' Reception Center publications, including the Smithsonian Institution-wide calendar of events; reviewing internal and external publications; and creating signage for information kiosks. Some of the reports are accompanied by images or brochures.

## Names and Subject Terms

This collection is indexed in the online catalog of the Smithsonian Institution under the following terms:

**Subjects:**

- Museum publications.
- Special events.
- Visitors’ centers
Types of Materials:
- Black-and-white photographs
- Brochures
- Manuscripts

Names:
Smithsonian Institution. Visitor Information and Associates’ Reception Center. Information Resources Division.
Container Listing

Box 1

Information Resources Division, Monthly Reports, 1979-1982
Information Resources Division, Monthly Reports, 1983-1986
Information Resources Division, Monthly Reports, 1988
Information Resources Division, Monthly Reports, 1989
Information Resources Division, Monthly Reports, 1990
Information Resources Division, Monthly Reports, 1991
Information Resources Division, Monthly Reports, 1992
Information Resources Division, Monthly Reports, 1993
Information Resources Division, Monthly Reports, 1994
Information Resources Division, Monthly Reports, 1995
Information Resources Division, Monthly Reports, 1996
Information Resources Division, Monthly Reports, 1997
Information Resources Division, Monthly Reports, 1998
Information Resources Division, Monthly Reports, 1999
Information Resources Division, Monthly Reports, 2000
Information Resources Division, Monthly Reports, 2001
Information Resources Division, Monthly Reports, 2002
Information Resources Division, Monthly Reports, 2003
Information Resources Division, Monthly Reports, 2004
Information Resources Division, Monthly Reports, 2005
Information Resources Division, Monthly Reports, 2006
Information Resources Division, Monthly Reports, 2007
Information Resources Division, Monthly Reports, 2008
Information Resources Division, Monthly Reports, 2009
Information Resources Division, Monthly Reports, 2010
Information Resources Division, Annual Report, 1986
Information Resources Division, Annual Report, 1987
Information Resources Division, Annual Report, 1988
Information Resources Division, Annual Reports, 1989-1990
Information Resources Division, Annual Reports, 1991-1992
Information Resources Division, Annual Report, 1993
Information Resources Division, Annual Report, 1994
Information Resources Division, Annual Reports, 1995-1996
Information Resources Division, Annual Report, 1997
Information Resources Division, Annual Report, 1998
Information Resources Division, Annual Report, 1999
Information Resources Division, Annual Report, 2000
Information Resources Division, Annual Report, 2001

Box 2

Information Resources Division, Annual Report, 2002
Information Resources Division, Annual Report, 2003
Information Resources Division, Annual Report, 2004
Information Resources Division, Annual Report, 2005
Information Resources Division, Annual Report, 2006
Information Resources Division, Annual Report, 2007
Information Resources Division, Annual Report, 2008
Information Resources Division, Annual Report, 2009
Information Resources Division, Annual Report, 2010