

## International Standard for Archival Description

- 1.1 Reference code** UNHCR 62
- 1.2 Title** Records of the Offices in Albania
- 1.3 Dates of creation** 1995-1999
- 1.4 Level** Fonds
- 1.5 Extent (quantity)** 16.5 m
- 2.2 Administrative/Biographical history** The UNHCR Branch Office in Tirana was established in February 1992 as a small operation focussed on the dissemination of information with regard to international refugee and human rights law and strengthening legal protection for refugees in Albania. UNHCR BO Tirana worked closely with the Albanian government on the drafting of the Albanian Asylum Law, approved by the Albanian Parliament in December 1998.
- During 1999, field offices were set up in Elbasan, Durres, Shkodra, Korca and Fier to respond to the massive influx of Kosovo refugees. The main point of entry was Kukes, where a small UNHCR field office had been established in 1998. A field office in the border area of Barjam Curri, established in June 1998, was closed several months later when the security situation deteriorated.
- 2.4 Immediate source of acquisition** The records were transferred from UNHCR BO Tirana to UNHCR Archives in November 2001.
- 3.1 Scope and content** While several files from BO Tirana cover the work of UNHCR prior to 1998, the records deal predominantly with the massive influx of Kosovo refugees during the period of May 1998 to June 1999.
- In addition to correspondence (letters, faxes, cables and printed e-mail), the records contain field operation reports by camp and NGO, camp profiles, situation reports, notes for the file, cargo and stock reports and statistics. The records include individual refugee case information.
- 3.4 Arrangement** The records are arranged in eight series:
- Series 1: Records of the Branch Office in Tirana
  - Series 2: Records of the Field Office in Elbasan
  - Series 3: Records of the Field Office in Kukes
  - Series 4: Records of the Filed Office in Barjam Curri
  - Series 5: Records of the Field Office in Durres
  - Series 6: Records of the Field Office in Shkodra
  - Series 7: Records of the Field Office in Korca
  - Series 8: Records of the Field Office in Fier
- 4.1 Conditions governing access** Records are subject to the General Restriction Policy of the UNHCR Archives
- 4.2 Conditions governing reproduction** Records are subject to the Copyright Policy of UNHCR
- 4.3 Language/scripts** English, French and Albanian
- 7.2 Rules or conventions** Internal UNHCR rules
- 7.3 Date of description** 13 February 2006