

## International Standard for Archival Description

- 1.1 Reference code** UNHCR 74
- 1.2 Title** Records of the Offices in Togo
- 1.3 Dates of creation** 1997-2000
- 1.4 Level** Fonds
- 1.5 Extent (quantity)** 109 e-mail
- 2.4 Immediate source of acquisition** Upon closure of the Field Office in Lome, the records were held by the Operations and Technical Services Unit in the Division of Information Systems and Telecommunications in Headquarters. In February 2006 the records were transferred to UNHCR Archives.
- 3.1 Scope and content** The records consist of correspondence from the Field Office in Lome and deal with individual case and protection issues.
- 3.3 Accruals** Accruals are expected.
- 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
- 7.2 Rules or conventions** Internal UNHCR rules
- 7.3 Date of description** 15 February 2006