

International Standard for Archival Description

1.1 Reference code	UNHCR 80
1.2 Title	Records of the Offices in Iraq
1.3 Dates of creation	2003
1.4 Level	Fonds
1.5 Extent (quantity)	2 e-mail
2.4 Immediate source of acquisition	Upon closure of the Field Office in Suleimaniyah 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 two e-mail with attachments from the Field Office Suleimaniyah with regard to individual refugee cases.
3.4 Arrangement	The records are arranged in four series: Series 1 Records of the Branch Office in Baghdad Series 2 Records of the Field Office in Suleimaniyah Series 3 Records of the Field Office in Erbil Series 4 Records of the Field Office in Makhmur
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	16 February 2006