

## INTERNATIONAL STANDARD FOR ARCHIVAL DESCRIPTION

- 1.1 Reference code** UNHCR 9  
**1.2 Title** Collective fonds regarding UNHCR matters  
**1.3 Dates of creation** 1951-1964  
**1.4 Level** Fonds  
**1.5 Extent (quantity)** .48
- 2.3 Archival history** During its first two decades, UNHCR relied heavily on its Central Registry to maintain its files. Inevitably, however, some materials did not make it into the Registry system. This fonds contains records from that period that, for various reasons, were not filed in the Central Registry.
- The first series is retained copies of outgoing letters to governments. It appears to have been kept in the High Commissioner's office for convenience of reference. The second series, originally in two files marked "Sans No," are records that did not have a number in the Central Registry scheme with which to file them. The third series was assembled by the UNHCR Archives of files from the period that have been retained but were not assigned a Registry file code. These all relate to projects undertaken by or proposed to UNHCR.
- Scope and content** The records include letters to governments that are the first UNHCR appeals for voluntary contributions. The "Sans No" series has a number of records on early public awareness activities. The project records, which often are related to construction of facilities for refugees, contain architectural drawings for proposed buildings in locations from Beirut to Hong Kong. The two reports in series four, from Vienna and Zurich in 1952, provide information on the social conditions in which refugees found themselves.
- 3.4 Arrangement** The records are arranged in one file unit and four series. The series are:
1. Letters sent to governments
  2. "Sans No" correspondence
  3. Records relating to projects
  4. External reports to the High Commissioner
- 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** Principally English and French
- 4.5 Finding aids** File unit lists
- 5.3 Related units of description** Fonds 11, Records of the Central Registry
- 7.2 Rules or conventions** Internal UNHCR rules  
**7.3 Dates of descriptions** 25 July 2001, 2 October 2001