

International Standard for Archival Description

1.1 Reference code	UNHCR 31/2
1.2 Title	Records of the Offices of the UNHCR Office of Chief of Mission for Bosnia and Herzegovina
1.3 Dates of creation	1991-1997
1.4 Level	Sub-fonds
1.5 Extent (quantity)	53.30 m
2.4 Immediate source of acquisition	The files were sent to UNHCR in Geneva in April 1997.
3.1 Scope and content	The major part of the records consists of records from the Office of the Chief of Mission and from Protection and Programme units. They include reports from the field offices and correspondence with other actors in the field. There is also a series of 'Working files' (that is, files that were maintained personally by the Chief of Mission and not sent to the central files) from the Chief of Mission, as well as files from the Office of the Deputy Chief of Mission and the Logistics Unit.
3.3 Accruals	Accruals are expected for operations after January 1997.
3.4 Arrangement	The records are arranged in five second level sub-fonds: <ol style="list-style-type: none">1. Records of the Office of Chief of Mission for Bosnia and Herzegovina2. Records of the Deputy Chief of Mission3. Records of the Protection Unit4. Records of the Programme Unit5. Records of the Logistics Unit
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, Serbian, Croatian, Bosnian and French
7.2 Rules or conventions	Internal UNHCR rules
7.3 Date of description	6 November 2000