

INTERNATIONAL STANDARD FOR ARCHIVAL DESCRIPTION

- 1.1 Reference code** UNHCR 11/2
- 1.2 Title** Classified subject files, 1971-1984
- 1.3 Dates of creation** 1951 -1988 (predominant 1971-1984)
- 1.4 Level** Series
- 1.5 Extent (quantity)** 166 m
- 2.3 Archival history** On 10 November 1969, Inter-Office Memorandum 24/69 announced to UNHCR Headquarters that the Central Registry subject filing system was moving from a “classified” to a “decimal” system. One by one, categories of records were to be converted to the new system; from the appearance of the files, the conversion was not complete until well into the 1970s. Registry clerks continued to file into old filing numbers, while at the same time taking some existing files and moving them to the new system en masse.
- 3.2 Scope and content** The scope and content of the series is noted under each of the sections described within the following heading, Arrangement.
- 3.4 Arrangement** The series is arranged in nine sub-groups based on a division of UNHCR work by subject or function.
- General* *File numbers* 001-HC.GEN – 023-SWA This sub-group documents the interaction between UNHCR and national governments. It includes correspondence with various national ministries and embassies and covers the broad framework of UNHCR interaction with those governments, in particular in relation to the governments’ ratification of the convention and the protocol, but also more specific protection issues relating to individual cases or particular groups of refugees.
- Refugee Situations* *File numbers* 100-GEN.AFG - 121-SEA This sub-group contains information about logistics, statistics and protection issues relating to the reception, resettlement and repatriation of refugees. It documents conditions in the country of origin, the refugees’ situations in the country of asylum, and related interactions between the UNHCR and various governments and NGOs. It also contains letters from refugees, relevant press cuttings and letters from the public. In particular, the sub-group contains a substantial collection of documents on the Orderly Departure Programme, a major operation in the context of which the UNHCR acted as a mediator between the Democratic Republic of Vietnam and various receiving countries to arrange for the resettlement of Vietnamese wishing to leave the Democratic Republic. This programme aimed to reduce the numbers of those leaving Vietnam by boat. The sub-group also contains a collection of documents on UNHCR relations with liberation movements following a number of United Nations General Assembly resolutions, which granted a *representative character* to liberation movements recognized by the Organization for African Unity.
- Administration and Finance* *File numbers* 200 – 266 This sub-group documents UNHCR internal organisation. It includes documents relating to logistics, budgets, financial and operation control, communications and personnel issues. It also documents UNHCR administrative and financial interaction with external actors, including private institutions and other international organisations.

- Intergovernmental Organisations* *File numbers* 300-GEN – 391-82 This sub-group documents UNHCR interaction with the Secretary General, the General Assembly and other UN organisations and Agencies. It contains documents relating to interagency cooperation, as well as correspondence with and reports prepared by various UN organisations and agencies as well as other international organisations.
- Non-Governmental Organisations* *File numbers* 400-GEN - 430-SSF This sub-group documents UNHCR relations with Non-Governmental Organisations. It contains information relating to operational cooperation and financial interaction with national and international NGOs, including correspondence, bills, budgets, and reports prepared by NGOs.
- Assistance* *File numbers* 500-GEN – 598 This sub-group includes internal reports and statistics on resettlement, integration and social programmes for refugees. It contains correspondence about the logistics of assistance programmes and reports prepared by various NGOs. The sub-group also includes a substantial amount of data on resettlement and integration of refugees and displaced persons from Indochina.
- Protection* *File numbers* 600 – 695 This sub-group documents UNHCR activities in carrying out its responsibility to provide international protection to refugees. It includes correspondence between various branch offices and headquarters relating to individual cases and the situation of particular groups, as well as reports on government recognition records, statistics about decisions on asylum cases, and transcripts of court decisions. It also contains related correspondence with lawyers, social workers and governmental authorities.
- Fund Raising* *File numbers* 700 - 791-FRA This sub-group documents UNHCR efforts to raise funds for its many activities. It includes appeals to Permanent Missions, governmental authorities and non-governmental organisations, reports and statistics about finance and logistics of operations prepared for donors, as well as documents relating to fund-raising activities such as the sale of stamp collections or musical records or the organisation of concerts.
- Public Information* *File numbers* 800-GEN – 899 This sub-group contains press cuttings relating to refugee issues and UNHCR activities, as well as publications by Non-Governmental Organisations and academic writings. It also includes correspondence with various external actors relating to UNHCR activities.

4.5 Finding aids File unit list

5.3 Related units of description UNHCR 4, Records of the United Nations Office in Geneva; UNHCR 13, Records of the Office of the High Commissioner

7.2 Rules or conventions Internal UNHCR rules

7.3 Date of description 2008