

INTERNATIONAL STANDARD FOR ARCHIVAL DESCRIPTION

- 1.1 Reference code** UNHCR 10
- 1.2 Title** General Records of the United Nations High Commissioner for Refugees
- 1.2 Dates of creation** 1951-
- 1.3 Level** Fonds
- 1.4 Extent (quantity)** 12 m, 300 posters
- 3.1 Scope and content** The general records of UNHCR are the formal agreements signed with governments and non-governmental organisations, the administrative issuances that affect all UNHCR offices, and the master sets of publications, including posters, produced by any UNHCR office. This is the central resource for understanding the administrative framework of UNHCR throughout its history.
- 3.3 Accruals** Accruals are expected.
- 3.4 System of arrangement** The records are arranged in seven series:
1. Agreements with National Governments
 2. Agreements with Organizations
 3. Inter-Office Memoranda/Field Office Memoranda (IOM/FOM)
 4. Monthly Notes
 5. All-staff e-mail messages
 6. Publications
 7. Posters
- 4.1 Conditions governing access** Materials are subject to the Archives Access Policy of the UNHCR Archives.
- 4.2 Conditions governing reproduction** Materials are subject to the Copyright Policy of UNHCR.
- 4.3 Language/scripts** Predominantly English and French
- 4.5 Finding aids** See series descriptions
- 7.2 Rules or conventions** Internal UNHCR rules
- 7.3 Date of descriptions** 26 July 2001