INTERNATIONAL STANDARD FOR ARCHIVAL DESCRIPTION

1.1 Reference code   UNHCR 10/5
1.2 Title   All-staff e-mail messages
1.3 Dates of creation   1996-
1.4 Level   Series
1.5 Extent (quantity)   1 file

2.2 Administrative/Biographical history In 1996 UNHCR recognized e-mail as "the preferred medium of communication." A system of all-staff e-mail was established, in which any message that was to have general distribution was sent to a central "e-mail administrator" who sent it out. This system superceded many of the informational messages that had previously been distributed as IOM/FOMs.

3.1 Scope and content   All-staff e-mail are a source of information about general policies and practices in UNHCR as well as providing information on events (for example, deaths of staff members), copies of key speeches by senior officials, and the concerns of the UNHCR Staff Council.

3.4 Arrangement   Chronological

7.2 Rules or conventions Internal UNHCR rules
7.3 Date of description   27 July 2001