

INTERNATIONAL STANDARD FOR ARCHIVAL DESCRIPTION

- 1.1 Reference code** UNHCR 10/6
- 1.2 Title** Publications
- 1.3 Dates of creation** 1951-
- 1.4 Level** Series
- 1.5 Extent (quantity)** 5.64 m
- 2.2 Administrative/Biographical history** The Statute of the Office of the United Nations High Commissioner for Refugees requires the High Commissioner to provide for the protection of refugees falling under the competence of his Office by taking specific actions. Three of the first four actions listed are “promoting.” One vehicle that has been used for promotion throughout the history of UNHCR has been publication.
- UNHCR publishes informational, promotional, and instructional materials. Nearly all parts of the organisation have, at some time, produced a publication. Most publications are produced and published by UNHCR alone, but some publications are produced with a partner, which may be another United Nations organisation, an NGO, a university, or a publishing firm.
- 2.3 Archival history** The series has been assembled from publications transferred to the Archives by creating or receiving units.
- 3.1 Scope and content** The series includes both publications intended for external distribution and those originally distributed internally. Included as sub-series are the six public information periodicals that have been issued by UNHCR. Dating from December 1960 to the present, they provide a convenient overview of UNHCR’s principal areas of concern.
- The series does not include copies of combined calls for funds that are published by the United Nations to which UNHCR is only one contributor; the official set of these publications is maintained by the Dag Hammarskjöld Library at the United Nations in New York and working copies are found in the records of the fund-raising unit (Fonds 16, Sub-fonds 4). It also does not include the documents submitted by the Executive Committee of UNHCR to the United Nations and published with a General Assembly or Economic and Social Council symbol; these are found in Fonds 12, Records of the Executive Committee, and in the UN library. Finally, it does not include published posters (see series 7 of this fonds) or items such as fliers, calendars, teaching packages, and other promotional literature. The latter will be found in the records of the organisational unit that produced them, most often the Headquarters Public Information office (Fonds 16, Sub-fonds 3).
- 3.3 Accruals** Accruals are expected.
- 3.4 Arrangement** The series is arranged in seven sub-series, which are all arranged chronologically. In the sub-series for General publications, the items are arranged by year and thereunder alphabetically by title. The sub-series are:
1. General publications
 2. UNHCR Reports, Dec 1960 – Jan 1968
 3. HCR Bulletin, Mar 1968 – May 1972
 4. UNHCR Report, Aug 1972 – Autumn 1975
 5. UNHCR, Jul 1972 – Apr 1981
 6. Refugees (newspaper format), May/June 1981 – Dec 1983
 7. Refugees (magazine format), Sep 1982 -
- 4.1 Conditions governing access** Records are subject to the Archives Access Policy of UNHCR

4.1 Conditions governing reproduction Records are subject to the Copyright Policy of UNHCR

4.3 Language/scripts Principally English and French, but also Arabic, Chinese, English, French, German, Greek, Italian, Japanese, Norwegian, Portuguese, and Spanish.

4.5 Finding aids Item list for sub-series 1; reference information paper for sub-series 2-7

7.2 Rules or conventions Internal UNHCR rules

7.3 Date of description 6 November 2001; 30 July 2001