

## International Standard for Archival Description

- 1.1 Reference code** UNHCR 42
- 1.2 Title** Records of the Offices in Guinea
- 1.3 Dates of creation** 1992, 2001-1003
- 1.4 Level** Fonds
- 1.5 Extent (quantity)** Less than .12 m, 1 Diskette and 278 e-mail
- 2.2 Administrative/Biographical history** The Office in Conakry opened on 15 October 1989. Prior to this time, the UNHCR work in Guinea had been coordinated through UNHCR regional offices in West Africa.
- 2.3 Archival history** The Representative brought part of the paper records to Geneva and subsequently was sent some additional items. The records containing individual case information were transferred to UNHCR Archives in 1999.
- 2.4 Immediate source of acquisition** Upon closure of the Field Office in Dabola, the electronic records were held by the Operations and Technical Services Unit in the Division of Information Systems and Telecommunications in Headquarters. In February 2006 the records were transferred to UNHCR Archives.
- 3.1 Scope and content** The records consist of correspondence and 1992 “handover” notes written for the use of the successor Representative, describing the situation in the office and the work in Guinea as well as individual case information spanning 1998-1999.
- 3.3. Accruals** Accruals are expected.
- 3.4 Arrangement** The records consist of one file unit and one series:  
Series 1 Records of the Office in Guinea  
Series 2 Records of the Field Office in Dabola  
File Unit Records the Representative to Guinea
- 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** French, English
- 5.3 Related units of description** Fonds UNHCR 11, Records of the Central Registry, Series 3; Fonds 19, Sub-fonds 1, Records of the Africa Bureau.
- 7.2 Rules or conventions** Internal UNHCR rules
- 7.3 Date of description** 21 February 2006