

International Standard for Archival Description

1.1 Reference code	UNHCR 31/7
1.2 Title	Records of the Office in Pale
1.3 Dates of creation	1992-1996
1.4 Level	Sub-fonds
1.5 Extent (quantity)	17.40 m
2.4 Immediate source of acquisition	The files were sent to UNHCR in Geneva in April 1997.
3.1 Scope and content	The records of the Pale Office consist of files from both the Pale Office and the BH-desk in Belgrade. During the war in Bosnia, UNHCR found it easier to reach the sites in eastern Bosnia by operations from Belgrade rather than from either Sarajevo or Zagreb. Consequently, UNHCR Belgrades BH-desk was operating as the Field Office for Eastern Bosnia & Herzegovina. The Pale Office had direct contact with the BH-desk, and they operated simultaneously with complementary functions. After the Dayton agreement, the staff from the BH-desk was relocated to Pale.
3.3 Accruals	Accruals are expected for operations after December 1996.
3.4 Arrangement	<p>The records are arranged in nine series and two file units. The series are:</p> <ol style="list-style-type: none">1. Correspondence, incoming2. Correspondence, outgoing3. Capsat, incoming4. Capsat, outgoing5. Numerical subject files6. Subject files7. Alphanumeric subject files BH-desk Belgrade8. Subject files BH-desk Belgrade9. Working files <p>The file units are:</p> <ol style="list-style-type: none">1. Individual Case files, May 94 - Sep 942. [Proposal to build road in Pale] Nov-93
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	English, Serbian, Croatian, Bosnian and French
5.3 Related units of description	Records of UNHCR 31/1 Office of the Special Envoy for the Former Yugoslavia Records of UNHCR 31/2 Office of Chief of Mission for Bosnia and Herzegovina Records of UNHCR 31/18 Office of the Chief of Mission in Belgrade
7.2 Rules or conventions	Internal UNHCR rules
7.3 Date of description	29 November 2000