

## International Standard for Archival Description

<b>1.1 Reference code</b>	UNHCR 31/18
<b>1.2 Title</b>	Records of the Office of the Chief of Mission in Belgrade
<b>1.3 Dates of creation</b>	1978-1997
<b>1.4 Level</b>	Sub-fonds
<b>1.5 Extent (quantity)</b>	42.60 m
<b>2.4 Immediate source of acquisition</b>	The files were transferred to UNHCR in Geneva on two separate occasions, April 1997 and May 2000
<b>3.1 Scope and content</b>	The records of the Office of the Chief of Mission in Belgrade consist of reports from the field offices in Serbia and Montenegro and correspondence with field offices in Eastern Bosnia-Herzegovina; i.e., Srebrenica, Tuzla, Zepa, Gorazde. The majority of the records are protection files on individual cases (including files that predate the Balkan war of the 1990s) and case files relating to reuniting children with their families. The records also contain records from the Podgorica Field Office and one file from Pristina Field Office.
<b>3.3 Accruals</b>	Accruals are expected for operations after January 1997.
<b>3.4 Arrangement</b>	The records are arranged in one Second level sub-fonds, one series, and one file unit: The Second level sub-fonds is the records of the Office of Chief of Mission in Belgrade. The series is the records of the Podgorica Field Office. The file unit is protection issues (Kosovo region) from the Pristina Field Office.
<b>4.1 Conditions governing access</b>	Records are subject to the General Restriction Policy of the UNHCR Archives
<b>4.2 Conditions governing reproduction</b>	Records are subject to the Copyright Policy of UNHCR
<b>4.3 Language/scripts</b>	English, Serbian, Croatian, Bosnian and French
<b>5.3 Related units of description</b>	Fonds UNHCR 19/6 Records of the Regional Bureaux Former Yugoslavia Fonds UNHCR 31/1 Records of the Office of the Special Envoy for former Yugoslavia Fonds UNHCR 31/2 Records of the Office of the Chief of Mission Sarajevo Fonds UNHCR 31/10 Records of the Office of the Chief of Mission Croatia Fonds UNHCR 31/20 Records of the Office of the Chief of Mission Slovenia
<b>7.2 Rules or conventions</b>	Internal UNHCR rules
<b>7.3 Date of description</b>	20 October 2000