

International Standard for Archival Description

- 1.1 Reference code** UNHCR 30
- 1.2 Title** Records of the Office in Vietnam
- 1.3 Dates of creation** circa 1980-1991
- 1.4 Level** Fonds
- 1.5 Extent (quantity)** 10.2 m
- 2.2 Administrative/Biographical history** The UNHCR Office in Hanoi was established in 1975 following the signing of an agreement between UNHCR and the government of Vietnam.
- 2.4 Immediate source of acquisition** Following the closure of the office in Ho Chi Minh City (the Working Group) in December 1998, the files were transferred to UNHCR Archives in January 1999.
- 3.1 Scope and content** In May 1979 UNHCR and the government of Vietnam signed a Memorandum of Understanding in order to enable the voluntary repatriation of refugees from the country of first asylum under the Orderly Departure Programme (ODP). This agreement was followed in December 1988 with a Memorandum of Understanding in which the government assured UNHCR unfettered access in order to offer humanitarian assistance and monitor implementation of the ODP. The records consist of the ODP files from Ho Chi Minh City predominantly individual case information (flight lists, laissez-passer and entry visa lists and departure lists by country).
- 3.4 Arrangement** The records are arranged in two series:
Series 1 Records of the Branch Office in Hanoi
Series 2 Records of the Working Group in Ho Chi Minh City
- 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
- 4.5 Finding aids** File unit and box lists available
- 5.3 Related units of description** Fonds UNHCR 11 Series 2 Classified Subject Files of the Central Registry, 100.ORD.SRV.GEN.
- 7.2 Rules or conventions** Internal UNHCR rules
- 7.3 Date of description** 9 February 2006