

International Standard for Archival Description

1.1 Reference code	UNHCR 31/1
1.2 Title	Records of the Offices of the Special Envoy for Former Yugoslavia
1.3 Dates of creation	1991-1997
1.4 Level	Sub-fonds
1.5 Extent (quantity)	147.25 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 are divided into three parts. The most important set of the records are those from the Office of the Special Envoy. They document the Special Envoy's role as the leader and coordinator for operations in the Former Yugoslavia between 1991 and 1996.

The records consist of correspondence between the Special Envoy and the most important actors in the Bosnian conflict; records relating to UN, NATO and particularly UNHCR activities; operational records of programs overseen by the office; and records of efforts to publicise and gain support for humanitarian activities. Especially important records are the correspondence with the High Commissioner, reports of missions by the Special Envoy, and situation reports by the Special Envoy covering all aspects of his work. The files "Chronological, incoming" and "Chronological, outgoing" contain most of Special Envoy's correspondence, for example, correspondence with governments in the conflict but also correspondence with the field offices.

The Office of the Special Envoy included a Senior External Affairs Officer to handle press relations and public information, and the series of records from that officer includes many press reports from and about the region and the conflict. A complete file of UNHCR "Information Notes on Former Yugoslavia", the principal news release of UNHCR on the situation in the Balkans, provides a useful chronological overview of UNHCR actions in the Balkans.

The largest part of the records of the Office of the Special Envoy, however, was created by the Central Administration Unit and the Central Logistics Office. They contain principally administrative documents; for example, bank statements, delivery forms and stock reports. They also include the files from Central Registry, which contain a copy of each document sent or received through the Telecommunications Unit and, as such, are a principal source for gaining a chronological perspective on the operations.

3.3 Accruals Accruals are expected for operations after January 1997.

3.4 Arrangement The records are arranged in six series, two file units and two second level sub-fonds. The series are:

1. Incoming chronological files
2. Chronological, outgoing
3. Faxes, outgoing
4. Numeric subject files
5. Subject files
6. Subject files of the Senior External Affairs Officer

The file units are:

1. Correspondence Feb 93 - Jan 95
2. Personal 1994

The second level sub-fonds are:

1. Records of Central Administration Unit
2. Records of Central Logistics Office

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

7.2 Rules or conventions Internal UNHCR rules

7.3 Date of description 17 November 2000