

A. UNESCO Archives and Records

Introduction

UNESCO Archives is the part of the UNO. It started services in 1947. The archive section of the UNESCO are; library, archives and documentation services Division. All inactive and closed files are transferred to the archives after 5-10 years.

There is a sound and telephone section, which is responsible for recording all the General Conference and other meetings of the Executive Board of UNESCO.

Services for consultation of record are efficient. Generally all such documents which are 30 years old were opened for consultation of the scholars. Whereas the UNESCO publications is assessable for consultation

in UNESCO depository libraries National Commission for UNESCO also supplies its publications on payment through UNESCO Bookshop in Paris.

The Archives Service, established in 1947, operates as the archives repository of the Organization. The archives and records management unit of the Secretariat is coordinating with Registry (REG/FU) as an Information and reference service in collaboration with the Library and documentation centers. The mission of the Archives is to document the history and activities of the Organization from 1945 to the present day.

Responsibilities of the Archives Section of UNESCO

The Archives section of the UNESCO Library, Archives and Documentation services division (LAD/ARC) is, in principle, responsible for all the archives of the Organization. Inactive files are transferred to the archive after five or, at the latest, ten after they have been closed. In practice however, some files are deposited before they have reached five years of age, while other files, although more than ten years old, have not yet been transferred. UNESCO documents and publications arrive as soon as they are issued in two copies of each language version.

The sound and telephone and section of the buildings division in the Bureau of General Services (GES/BM) is responsible for recording on tape the debates of the General Conference and Executive Board sessions and UNESCO meetings; a copy of conference and board recording are deposited with the Archives.

Access to the record

UNESCO documents are available for consultation with minor restrictions; record and files may be consulted, in principle, after 30 years with possible exceptions in agreement with the appropriate official or unit in the secretariat. The responsible assistant Director General may also, on the proposition of the Chief Archivist, open for consultation records of less than 30 years of age, if they have lost their confidential character.

Services

The reading room, with 16 seats, located in the Fotenoy building; office C.021, is open to outside readers on Thursday and Friday from 2 p.m.- 6 p.m. or by appointment or written request. For members of the Secretariat and Delegations the reading room is open from 9.am to 12.30.p.m. and from 2. P.M. to 6. P.M, Monday to Friday. The room is equipped with microfiche reader-printer and a photocopy machine (self-service -1F.F.per page) and a terminal for interrogation of the databases.

Archives holdings; - 5500 linear meters of occupied shelving of records and documents, photographs, sound recordings and 99000 microfilms.

Name of the archive group (AG), abbreviation years

1. International Institute of Intellectual Corporation(IICI)1925-1946, Paris
2. Conference of Allied Ministers of Education(CAME)1942-1945, London
3. UNESCO Preparatory Commission (Pre. Com.).1945-46, London, Paris
4. General Conference Documents (C)1046-
5. Executive Board Documents (EX)1946-
6. Secretariat Documents (S) 1946-
7. UNESCO Publications 1046
8. Secretariat Records 1046
9. Archives of Field Units
10. Archives of the Staff Association(STA)
11. Microcopies
12. Audiovisual Archives (DIT. OPI)
13. Documents on UNESCO etc.

Finding aids

1. UNESCO Archives; list of finding aids on microfiche (ARC.91/WS/1)
2. UNESCO; Information sources and basic data on the Organization (ARC.92/WS/2) Accessibility; rules in UNESCO Manual, Item 901: Appendix 9G Working language of the Organization; General Conference and Executive Board are English, French, Spanish, Russian, Arabic, Chinese, Secretariat.

UNESCO publications are accessible for consultation in UNESCO depositor libraries, National Commission for UNESCO is national distributors of UNESCO publications and at the UNESCO Books shop in Paris .

Terminologies used in the UNESCO Archives

A few Terminologies used in the Records management and Administration of UNESCO Archives are described below.

Definition of Archives; recorded information, records, documents regardless of form of medium, created, received and maintained by an agency, institution organization (or individual) in pursuance of its legal obligations or in the transaction of its task.

Archive group (AG) or record group (RG) is the primary division in the arrangement, organization and presentation of archives at the level of the independent originating unit or agency. AG and RG are not completely

equivalent, the latter being more flexible; at UNESCO AGs. Correspond more to RGs even if the term AG has been retained, in the strict sense.

An AG is divided into sub-group and series; for example, the Bureau of personnel (RER) and its records are a sub-group in the AG 8; Records of the Secretariat, Division, Sections and Units divide Records of PER into numerous series. Another example of a sub-group is the Headquarters Office (HQ) responsible for the construction of the building on the site of Fontenoy 1952-1958.

Series are items, documents or records arranged in accordance with a filing plan or filing system or maintained together because they relate to a particular function or subject, result from the same activity, have a particular form or because of some other relationship arising out of the circumstances of their creation or use (record series, document series).

Examples of series: Records of the Headquarters Office 1952-1958 HQ/1-139.

Even if a sub-group, the records of the HQ; 139 boxes marked by reference codes from HQ/139 constitute only one series.

Document: Is a single archival record usually a type script or manuscript item or a product of a word processor. In the general sense the document is a combination of a medium (paper, film, magnetic tape, Optical Disk or other) and the information recorded on or in it, which may be used as evidence or for consultation. A single archival document can also be called "piece; item" In an Archival usage means also a volume or box, which has a reference code in an inventory. There is not a complete agreement on the terms.

It is to be noted that libraries, too, use the term "Document" or "Item"