UNESCO ARCHIVES

A short guide

UNESCO

United Nations
Educational, Scientific and
Cultural Organization

Contents

I. Visitor and contact information

UNESCO Archives
Archives and Records Management Unit
7, place de Fontenoy
75352 Paris 07 SP
France

Internet: http://www.unesco.org/archives
Phone: +33.1.45.68.19.49/55
Fax: +33.1.45.68.56.17
E-mail: archives@unesco.org

Contact
Chief Archivist Jens BOEL
Phone: +33.1.45.68.19.50
E-mail: j.boel@unesco.org

Access to the reading room
The Archives' reading room is located in the main building (Place de Fontenoy), in the basement (room F.016bis). The reading room is accessible by elevator.

Opening hours:
Monday to Friday 9:30 am to 1:00 pm and 2:00 pm to 5:30 pm.

External researchers:
In order to ensure the best possible service, external researchers should make an appointment in advance of their first visit, and are encouraged to fill in the Researcher application form, which can be downloaded on the Archives' website. Please send the form to archives@unesco.org.

II. What is UNESCO?

Constitution and mandate

The Constitution of UNESCO was signed in London on 16 November 1945 by 37 countries and came into force with its 20th ratification on 4 November 1946.

The purpose of the Organization was defined as follows: "to contribute to peace and security by promoting collaboration among nations through education, science and culture in order to further universal respect for justice, for the rule of law and for the human rights and fundamental freedoms which are affirmed for the peoples of the world, without distinction of race, sex, language or religion, by the Charter of the United Nations."

Function and fields of action

Today, UNESCO functions as a laboratory of ideas and a standard-setter to forge universal agreements on emerging ethical issues. The Organization also serves as a clearinghouse – for the dissemination and sharing of information and knowledge – while helping Member States to build their human and institutional capacities in diverse fields. The major areas of focus and activities correspond to the five programme sectors of UNESCO: Culture, Education, Natural Sciences, Social and Human Sciences, and Communication and Information.

Origins of UNESCO

The main predecessors of UNESCO were the International Committee on Intellectual Co-operation, Geneva 1922-1946, its executing agency: the International Institute of Intellectual Co-operation (IIIC), Paris 1925-1946, and the International Bureau of Education (IBE), Geneva 1925-1968. The latter has since 1969 been part of the UNESCO Secretariat with its own statutes.

A Conference of Allied Ministers of Education (CAME) started its meetings in London on 16 November 1942 and continued until 5 December 1945. Eighteen governments were represented. Upon the proposal of CAME and in accordance with the recommendations of the United Nations Conference on International Organization (UNCIO), held in San Francisco in April-June 1945, a United Nations Conference for the establishment of an educational and cultural organization (ECO/CONF) was convened in London 1-16 November 1945.

Forty-four governments were represented. On 16 November 1945, the Constitution of UNESCO was signed and a Preparatory Commission (Prep.Com.) established. The first session of the General Conference of UNESCO took place in Paris from 19 November to 10 December 1946.

Structure of the Organization

Three bodies are responsible for policy-making, governance, and day-to-day administration at UNESCO: the General Conference, the Executive Board and the Secretariat. Since 1946, UNESCO's headquarters are based in Paris, France. The Organization maintains more than 50 field offices, centres and institutes around the world.

As of January 2011, UNESCO has 193 Member States and seven Associate Members. Most of these states have established a National Commission for UNESCO as a governmental advisory body. By virtue of Article VII of its Constitution, UNESCO is the only Specialized Agency of the United Nations to provide for the establishment of a National Commission by each of its Member States. In addition, governments maintain Permanent Delegations in Paris to keep close contact with the Organization.

Official languages of UNESCO

For the Secretariat:
English and French since 1946.
For the General Conference:
English and French since 1946, Spanish since 1950, Russian since 1954, Arabic since 1974 and Chinese since 1980.
For the Executive Board:
English and French since 1946, Russian and Spanish since 1954, Arabic since 1974 and Chinese since 1977.

III. The archives service of UNESCO

History

The archives service of UNESCO was established in 1947. The first holdings were inherited from its predecessors: the International Institute of Intellectual Co-operation (IIIC), the Preparatory Commission of UNESCO (Prep.Com.), the Conference of Allied Ministers of Education (CAME), and the Conference for the Establishment of UNESCO. UNESCO records start in 1946 with the first General Conference and Executive Board Documents. In 1996, the archives service was given added responsibilities in the field of records management, and was from then on also in charge of the transfer and indexing of all programme sector files. In 2004, the UNESCO Archives launched an electronic records management initiative in order to appraise and preserve the growing number of e-mails and electronic documents.

Mission

UNESCO's archives are the institutional memory of the Organization. They are constituted by materials received or prepared by the Organization in the exercise of its functions. The mission of the Archives and Records Management Unit is therefore twofold: to document the history and activities of the Organization since 1945 (and its predecessors) to the present day and to help the Secretariat to manage its records today in order to ensure their appraisal, preservation and accessibility.

Services

UNESCO Archives offers guidance and helps to identify primary source material on topics of interest. The Archives' staff assist by orientating researchers upon arrival and by providing guidance for handling the archival material and the use of reference documents, which are available in the reading room.

Researchers can use the reading room of the Archives which is equipped with a microfiche reader-printer, a photocopy machine and a computer. Visitors of the UNESCO Archives can use the public areas of UNESCO Headquarters (cafeteria, restaurant, refreshment rooms with hot drinks vending machines and water dispenser etc.).

Getting copies

There is a charge of 10 centimes per page for photocopying. The UNESCO Archives reserves the right to refuse copy services if the materials are likely to be damaged or if materials must be altered to make copying possible. This applies in particular to bound volumes and fragile material.

Researchers are encouraged to bring a digital camera to the reading room to make their own copies of accessible materials, subject to preservation and related considerations.

Audiovisual material

Audiovisual material accessible via the UNESCO Archives may be embedded on a website for educational, non-commercial purposes, provided that it is accompanied by an acknowledgement of UNESCO as the source (© UNESCO). UNESCO would appreciate to be informed about such use of its material.

Before you use these materials, however, keep also in mind that all UNESCO audiovisual content must be shown with credits and under no circumstances can shots or sequences be used in other circumstances without prior negotiation and written authorization of UNESCO.

For further information, refer to our *Terms of use* as well as to the *Rights and permissions* regarding UNESCO documents and publications, or contact us if you have not found the answer to your specific case.

►*http://publishing.unesco.org/permissions.aspx*

IV. Access conditions and requirements

The Rules governing access by outside persons to the UNESCO archives are set in the UNESCO Administrative Manual, Appendix 9.5 A.

As a general rule, Secretariat correspondence and administrative files are open for consultation after a closure period of twenty years, counted from the most recent item in the file.

UNESCO official documents, including field mission reports, and publications are, as a general rule, freely accessible online via the UNESDOC database and in the reading room of the UNESCO Archives.
However, documents marked restricted or confidential may only be consulted before twenty years if the prior agreement of the relevant unit of the Secretariat has been obtained.

The following Secretariat records are open for consultation after a closure period of fifty years:
- files containing exceptionally sensitive information on relations between UNESCO and its Member States;
- files containing papers which, if divulged, might injure the reputation, affect the privacy or endanger the safety of individuals;
- personnel files of officials or agents of UNESCO;
- And, confidential files of the offices of the UNESCO Director-General, Deputy Director-General and Assistant Directors-Generals.

Access to a document or file not yet within the open consultation period may be granted by the Chief Archivist on an exceptional basis with the agreement of the appropriate unit of the Secretariat.

The Organization cannot exempt researchers from any copyright liabilities that may exist pertinent to the copyright ownership of material in the UNESCO Archives.

Researchers are required to deposit with the Archives one copy of any text that, in whole or in part, is based on or relates to material made available from the Organization.

V. Archival holdings

The holdings of the Archives consist of more than 10,000 linear meters of occupied shelving of textual records and documents, photographs, sound recordings and 120,000 microfiches.

They include all categories of records that reflect the execution of the Organization's activities since 1946: agreements, contracts and other legal instruments, correspondence files, reports, manuscripts, documents, publications, photographs, films, micro-copies, sound recordings and other documentary material.

A growing number of e-mails and electronic documents are preserved, following the launching of an electronic records management initiative at UNESCO in 2004. By October 2010, more than 4,600,000 electronic records had been archived in the electronic records application.

In addition to this, there are also documents, correspondence files and publications from UNESCO's predecessors:
- the International Institute for Intellectual Cooperation, 1925-1946 (IIIC);
- the Conferences of the Allied Ministers of Education, 1942-1945 (CAME);
- the Conference for the Establishment of UNESCO, London, 1945;
- And, the Preparatory Commission for UNESCO, 1945-1946 (Prep.Com).

Outside the Archives and Records Management Unit, the Sector for External Relations and Public Information (ERI) keeps the major part of the audiovisual collections covering the period 1946 to present, including a film collection, video and radio tapes, and the photograph collection of UNESCO.

Archive groups:

For practical reasons, the UNESCO archives are organized in 16 major Archive Groups (AG) 1-16:

AG 1:   International Institute of Intellectual Co-operation (IIIC), 1925-1946

AG 2:   Conference of Allied Ministers of Education (CAME), 1942-1945

AG 3:   Preparatory Commission of UNESCO (Prep.Com.), 1945-1946

AG 4:   Conference for the Establishment of UNESCO (ECO/CONF), General Conference Documents (C), 1945-

AG 5:   Executive Board Documents (EX), 1946-

AG 6:   Secretariat Documents (S), 1946-

AG 7:   UNESCO Publications, 1946-

AG 8:   Secretariat Records, 1946-

AG 9:   Archives of Field Units

AG 10:   Archives of Staff Associations

AG 11:   Microcopies

AG 12:   Audiovisual Archives

AG 13:   Archives of Colour Reproductions of Paintings

AG 14:   Publications, documents and records on UNESCO

AG 15:   Archives of International Organisations

AG 16:   Electronic Records

VI. Research strategies

Research in the UNESCO Archives could start with identifying official documents and possibly publications relating to the subject:

- Therefore, a study of a specific matter could begin with the relevant General Conference and Executive Board documents (AG 4) and (AG 5).

- Searches in UNESCO's documentary database (UNESDOC) are then indispensable to identify documents and publications on the subject.

- The list of research works on UNESCO history, deposited in the Archives, would also prove useful.

- Furthermore, monographs and articles on the topic should be checked (AG 7) and (AG 14).

- Before 1972, card indexes must be used as a complement to the database (AG 6 and 7).

- For records older than twenty years, programme files should then be examined (AG 8).

- In some cases, the archives of field units (AG 9) or audiovisual archives (AG 12) could bring additional valuable information or approaches.

If the research is focused on an important person in the life of UNESCO, for example a Director-General, the correspondence files and possibly some administrative files (AG 8) will normally be the most important sources. But they should be combined with Secretariat documents (AG 6) such as mission reports and lists of members of the Secretariat.

As a general rule for research in the UNESCO Archives it is recommended to combine the sources and to check all archive groups that could reasonably be expected to include relevant information. The Organization's history, orientations and activities are reflected in a wide range of different series and sources, including private, public and international archival collections outside the custody of the UNESCO Archives.

VII. Online access to archival information

AtoM - Access to Memory

AtoM is an open-source software application to manage archival descriptions and to provide online access to archival information. UNESCO Archives is one of the pilot institutions for the implementation of AtoM which is still under development. By September 2010 descriptions of UNESCO's archival holdings have been completed at a general level. The Archives' catalogue with descriptions for all sixteen archival groups can be accessed and searched via the UNESCO AtoM website in order to view all related sub-fonds, series and collections. For each archive group, inventories in electronic form are available. Further information, content and scanned records will be added continuously.

► *http://www.unesco.org/archives/atom*

UNESDOC

UNESDOC is UNESCO's documentary database. It provides bibliographical records and on-line access to a significant part of UNESCO's documents. All official documents and publications since 1972, as well as a continuously growing number of older documents, are available either in full-text or by bibliographic reference.

► *http://unesdoc.unesco.org*

Multimedia Archives

The UNESCO Multimedia Archives manages audio-visual material, such as documentaries, fiction, interviews, speeches and promotional material created by the Organization or related to its history and programme activities. The Multimedia Archives also provides storage for physical and electronic audio-visual records, assuring in the process their preservation, and facilitates the search, retrieval and consultation of these records through the Internet, or on-site in the Archives' reading room.

► *http://www.unesco.org/archives/multimedia*

UNESCO Photobank

Part of UNESCO's photographic holdings have been scanned and are accessible online via the UNESCO's online photo library which displays thousands of photos on the Organization's activities.
► *http://photobank.unesco.org*

Electronic records

Since the electronic records management initiative of 2004, more than 4,600,000 electronic records and emails have been archived in the electronic records application. They are only accessible on the UNESCO Intranet and are currently closed due to the 20-year access time rule.
► *http://recman.hq.int.unesco.org/recman/RISS.html*

Web archives

The UNESCO web archives capture three complete snapshots of the Internet and Intranet per year, starting in 2004. These archives are only available via the UNESCO Intranet.
► *http://archive.unesco.org*

Files on-line

Only a very limited number of correspondence files are currently available on-line. Our priority is to give on-line access to inventories and to all official UNESCO documents of a public nature, since a large-scale scanning project for correspondence files would be extremely costly. The files on-line are, therefore, simply a sample of what researchers can expect to find at the UNESCO Archives.
► *http://www.unesco.org/archives/new2010/en/files_online.html*

Organizational charts

Organizational charts are useful tools to understand the functions of an organization and to track changes over time. Thus, they can also be helpful for archival searches. A sample of UNESCO charts, covering the period 1946-2010, is on-line.
► *http://www.unesco.org/archives/new2010/en/files_online.html*

VIII. Key finding aids

Introduction

Finding aids listed here have been prepared by the Archives Service, the Library, other Secretariat units or outside bodies. 'Finding aid' is here understood very broadly meaning all kinds of lists, indexes or registers which refer to documents in the Archives. They are organized by Archive Group and therefore have a reference number like 'AG 6/7' which means Archive Group 6, finding aid number 7.

Most of the finding aids are available in electronic version via the UNESCO Archives catalogue (AtoM - Access to Memory). All listed finding aids – and some more minor inventories - are available for consultation in the Archives' reading room, including all card-indexes.

General finding aids

- UNESCO Archives: list by archive group with index (1922-1992) (ARC./91/WS/2)

- UNESCO Archives: List of Documents issued by the Archives Service (ARC) 1947-1994 (ARC.94/WS/3)

- Information sources and basic data on the Organization (ARC.92/WS/2)

- UNESCO Member States and Associate Members. Chronological list 1946-1993 (ARC.93/WS/2)

- A Chronology of UNESCO, 1945-1987. Facts and events in UNESCO's history with references to documentary sources in the UNESCO Archives and supplementary information in the annexes 1-21, Paris 1987 (LAD.85/WS/4 Rev)

- UNESCO 1945-1995: A Fact Sheet (ARC.95/WS/1)

AG 1. International Institute of Intellectual Cooperation (IIIC)

- AG 1/1: IICI. Inventory of archives 1925-1946 (Volume I - II), 55 pages (UIS.90/WS/1) including:
  - Commission Internationale de cooperation intellectuelle (CICI) 1922-1946
  - Office international des musées (OIM) 1926-1946
  - Comité français du cinema éducatif (CFCE) 1930-1938
- AG 1/2: IICI. Index of the correspondence files on index cards: 37 drawers (names) and 7 drawers (subjects)
- AG 1/3: IICI. Index of documents per code on index cards: 2 drawers
- AG 1/4: IICI. Index of publications on index cards
- AG 1/5: IICI. List of publications of the IICI 1925-1946, 16 pages (UIS.89/WS/5)
- Detailed inventory: Paul Valéry and his activities at the IIIC

AG 2. Conference of Allied Ministers of Education (CAME)

- AG 2/1: CAME. List of documents and correspondence files (PRS.80/WS/2)
- AG 2/2: CAME. List of documents: an item-by-item list
- AG 2/3: CAME. Index of documents: a detailed subject index to documents and records of the Conference and its Commission
- AG 2/4: CAME. Card-index of documents (ARC.90/WS/1)
- AG 2/5: United States of America. Department of State. "Analysis of Minutes and Documents relating to the Conference of Allied Ministers of Education"

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AG 3. Preparatory Commission of UNESCO (Prep.Com.)

- AG 3/1: Prep.Com. Inventory of archives: the inventory contains detailed lists of documents and files

- AG 3/2: Prep.Com. Name and subject index of the correspondence files: card -index which refers firstly to the correspondence of the Commission (governments, institutions, organizations and individual persons) and secondly to subject matters dealt with in the correspondence; references are to individual letters

- AG 3/3: Prep.Com. Mail register: chronological register-book of letters received between 21 March and 17 December 1946; letters after that date should, in principle, be filed in the UNESCO Secretariat files (registry files); file numbers of individual letters indicated

- AG 3/4: Prep.Com. Card-index of documents

AG 4. General Conference Documents (C)

- AG 4/1: Check-list of documents of the Conference for the Establishment of UNESCO (ECO/CONF), London 1945

- AG 4/2: Inventory of General Conference documents, 1946-1989 (SID.78/WS/2 Rev)

- AG 4/3: List of General Conference Documents (UIS.90/WS/2)

- AG 4/4: Different indexes (by subject, country and name)

- AG 4/5: Draft Programme and Budget: Index and contents tables, 1953-1993

- AG 4/6: List of Reports of the Director-General on the activities of the Organization; printed and oral reports, 1946-1989

- AG 4/7: General Conference voting records

- ICONFEX database (paper version): subject index to resolutions and related documents of the General Conference (1946-1989)

Searching in UNESDOC:

- Full text search in all General Conference documents
  ► *http://unesdoc.unesco.org/ulis/cfgdoc_advanced.html*

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AG 5. Executive Board Documents (EX)

- AG 5/1: Inventaire des documents du Conseil exécutif. Série française

- AG 5/2: List of Executive Board documents, 1946-1982

- AG 5/3: Index of decisions by the Executive Board, 1946-1990

- AG 5/4: Reports of the Chairman of the Executive Board to the General Conference, 1946-1994

- ICONFEX database (paper version): subject index to decisions and related documents of the Executive Board (1980-1992)

Searching in UNESDOC:

- Full text search in all Executive Board documents
  ► http://www.unesco.org/new/en/executive-board/documentation/advanced-search/

AG 6. Secretariat Documents (S)

- AG 6/1: List of UNESCO documents and publications, 1949-1973
- AG 6/2: UNESCO list of documents and publications (ULDP), 1972-1993
- AG 6/3: Card index of documents, 1946-72
- AG 6/4: Registers of documents by code
- AG 6/5: List of UNESCO document codes (symbols), 1946-1981
- AG 6/6: Calendars of conferences and meetings (monthly, annual)
- AG 6/7 Adm.Circ.: List of Administrative Circulars, 1960-1990
- AG 6/7 CL: List of Circular Letters, 1947-1990
- AG 6/7 EX/SP: List of Special Committees and studies undertaken by them, 1957-1989
- AG 6/7 MD: List of UNESCO Secretariat main series documents. In chronological order by department/sector, 1947-1971
- AG 6/7 FMR: Index of field mission reports, 1947-1993
- AG 6/7 DG: Inventory of speeches by the Director-General of UNESCO, 1946 -1985
- AG 6/7 DG: Decisions and instructions of the Director-General, 1946-1990
- AG 6/7 DG: Missions of the Director-General and the Deputy Director-General to Member States. List of missions and references to reports, 1947-1986
- AG 6/7 DG: Visits to UNESCO of Heads of States, Chiefs of Governments and other dignitaries: list, 1945-1993
- AG 6/7 EX: List of evaluation studies carried out by UNESCO, 1987
- AG 6/7 JIU: List of reports and notes issued by the Joint Inspection Unit (UN/JIU), Geneva, 1968-1990
- AG 6/7 BEP : UNESCO GPI. Réflexion sur les problèmes mondiaux et études prospectives: liste des documents, 1984-1988
- AG 6/7 RAMP: Records and Archives Management Programme: list of RAMP studies, 1975-1990

- AG 6/8: UNESCO programme committees, commissions, councils and boards, 1947-1993

- AG 6/9: Lists of Members of the Secretariat, 1945-2007

Some more minor inventories about sectors, programmes and projects are available in the reading room of the UNESCO Archives.

All official documents and publications since 1972, as well as a continuously growing number of older documents, are available either in full-text or as bibliographic references. The objective is to make all official UNESCO documents, dating from 1946 onwards, of a public nature available on-line.
► *http://unesdoc.unesco.org*

AG 7. UNESCO Publications

From 1972 on (partly also publications before 1972): UNESCO's documentary database, UNESDOC
► *http://unesdoc.unesco.org*

- AG 7/1: Bibliography of publications issued by UNESCO or under its auspices the first twenty-five years, 1946-1971

- AG 7/3: List of UNESCO periodicals

- AG 7/3: List of UNESCO serial publications with ARC codes

- AG 7/4: Registers of publications by ARC-code, 1946-

- AG 7/5: Card-index of publications, 1946-1971

- AG 7/6 : National Commissions for UNESCO: publications catalogue 1968, 1972; also registers 1947-

- AG 7/6: Registers of publications of Non-governmental Organizations (NGOs) working in close collaboration with UNESCO, 1945-

- AG 7/6 Bib : Bibliographies publiées sous les auspices de l'UNESCO.

- AG 7/6 BIE: International Bureau of Education: list of publications. 1928-1969

- AG 7/6 IIE: International Institute of Educational Planning: publications catalogue.

- AG 7/6 IOC: Intergovernmental Oceanographic Commission. "List of IOC publications in stock."

- AG 7/6 OER: UNESCO Collection of Representative Works: catalogue (UNESCO programme for the translation of literary works)

- AG 7/6 OER: Selected lists of representative works of Arabic, European and Latin American literature.

- AG 7/6 OER: List of Representative Works of World Literature. 1973

- AG 7/6 ICA: International Council on Archives: list of publications

- AG 7/6 Maps: Register of maps kept by the Archives

Periodicals:

- Diogène. Revue internationale des sciences humaines: tables de matière, 1952-

- Journal of World History, Index, 1953-1972

- UNESCO Features: a fortnightly bulletin for press, radio and television (MC/021). Index on microfiche, 1949-1986

- Archivum: international review on archives. General index I-XXX., 1951- 1992

- Bibliography-Documentation-Terminology, 1952-1978

- Bulletin of the International Bureau of Education, 1928-1982

- Copyright Bulletin, 1948-2000

- General Information Programme: UNISIST Bulletin. Index and annual index, 1973-1978

- Impact of Science on Society: list of articles 1950-1964; index 1964-1972

- International Social Science Bulletin: list of main topics, 1948-1958

- International Social Science Journal: list of main topics, index, 1959-

- Le Mois à l'UNESCO. Centre international catholique pour l'UNESCO, index 1961-1964, 1965-1970

- Muséum: index 1948-1973, 1974-1983

- Nature and Ressources. Index 1974-1984 in no.4, 1984

- Prospects: quarterly review of education: index 1972-1976, 1977-1980,

- UNESCO Bulletin for Libraries: index 1947-1961, 1962-1976, 1977-1978

- UNESCO Courier: index (F); index (E) 1948-1987

- UNESCO Journal of Information Science, Librarianship and Archives Administration. Annual index, 1979-1983

- UNESCO World Review: a weekly radio bulletin (MC/016) 1-137; contents tables, 1949-1955

AG 8: Secretariat Records

- AG 8/1: Secretariat records: list of sub-groups and series

- AG 8/2.1: Abridged filing plan for the official dossiers in use by the Secretariat of UNESCO (GES/WS/2)

- AG 8/2.2 REG: Index of inactive correspondence files, 1st series, 1946-1956

- AG 8/2.3 REG: Index of inactive correspondence files, 2nd series, 1957-1966

- AG 8/2.4 REG: Box list for inactive correspondence files, 1st and 2nd series (box REG 1-1632),1946-1966

- Registry files: card index, inventories of records transferred to the Archives by series (constituted by administrative units), 1946-1966

- Inventories of records transferred to the Archives by series (constituted by administrative units)

- RECMAN database of paper files transferred to the Archives and Records Management Unit

- AG 8/3 LA: Legal instruments (agreements, conventions and other instruments: list, registers, card index)

- AG 8/3 TA: List of Technical Assistance projects, 1950-72

- AG 8/3 SF: List of Special Fund projects, 1959-1972

- AG 8/3 PP: Participation Programme (PP): list of documents and records, 1955-

- AG 8/4 SCHM: International Commission for a History of the Scientific and Cultural Development of Mankind (SCHM): inventory of archives, 1944-1969

- AG 8/4 Int.Com.: Internal committees, boards, councils and working groups of the UNESCO Secretariat

- AG 8/5: Biographical files (name files) established by the Archives on selected persons related to UNESCO and its activities

AG 9: Archives of Field Units

- Asian Regional Institute for School Building Research (ARISBR), Bandung, Bangkok, Colombo: Inventory of 6 boxes of documents and publications from 1961-1973

- Preliminary list in French for UNESCO Field Office in Conakry, unsorted files from 1993 to 2002

- List of files of the Middle East Science Cooperation Office (MESCO), Cairo: 7 boxes, 11 envelopes from 1949-1960

- Inventory for Regional Educational Building Institute for Africa (REBIA), Khartoum: 6 boxes of publications and documents earlier than 1986

- List of files for Regional Office of Science and Technology for South and Central Asia (ROSTSCA), New Delhi: 4 boxes of publications and documents, 1956-1974

- List of files for Regional Office for Science and Technology for Southeast Asia (ROSTSEA), Jakarta: 3 boxes of documents and publications, 1982-1987

- Inventory for Bureau of Venice (VENISE), Venice: 12 boxes of documents, 1967 - 1987

- Preliminary inventory from 1988 for Washington Liaison Office (WLO), Washington: 32 boxes, May 1978 to March 1986
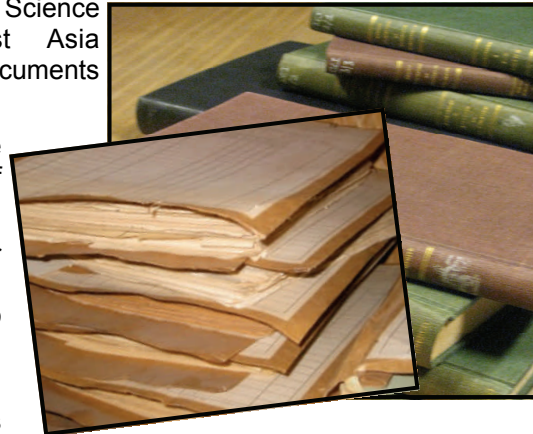
UNESCO Archives also has records from other field offices, centres and institutes, such as: the International Institute of Educational Planning (IIEP), the European Center for Higher Education (CEPES), and the Regional School Building Center for Latin America and the Caribbean (CONESCAL). Further information about these records is available via the UNESCO Archives catalogue (AtoM).

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AG 10. Archives of Staff Associations

- Inventory of archives of UNESCO Staff Association (STA), 1946-1974

AG 11. Microcopies

- AG 11/1: General list of microcopies
- AG 11/2: Check-list of General Conference documents on microfiches, 1946-1970
- AG 11/3 EX: Check-list of Executive Board documents on microfiches, 1946-1982
- AG 11/4 FM: Lists of field mission reports and periodical reports on microfiches, 1947-1969 and 1951-1970
- AG 11/6 P: Listing of UNESCO publications on microfiche, 1990
- AG 11/6 SIRE: IBE. Series of International Reports on Education: SIRE 0001-2429, 1972-1990
- AG 11/6 SIRE: IBE. Documents of the International Conferences on Education, catalogues, 1973-1990
- AG 11/6 SIRE: Conferences on Education, 1973-1990, and documents from the Experimental World Literacy Programme, 1966-1975
- AG 11/6 IIEP: International Institute of Educational Planning (IIEP): Publications and documents: microfiche catalogue, 1989
- AG 11/6 UNISIST: UNESCO/ICSU: Study on the Feasibility of a World Science Information System, UNISIST. Proceedings 1966-1970: list of documents on microfiches
- AG 11/6 IBE: Documents of the International Bureau of Education (IBE): Series of International Reports on Education, 1972-1990
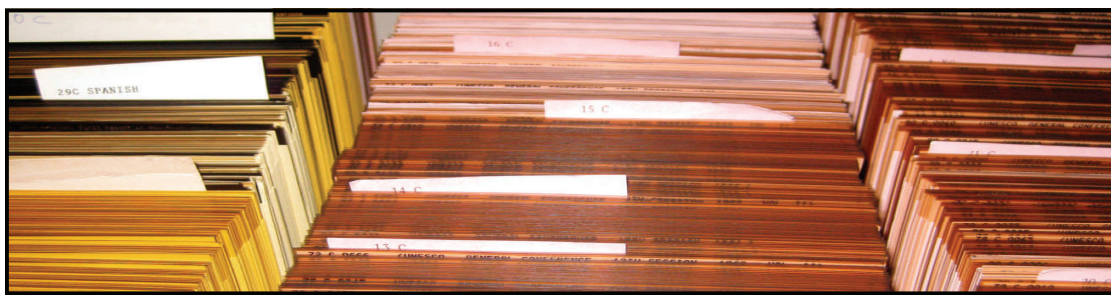
AG 12: Audiovisual archives

- AG 12/1 Audiovisual archives: references
- AG 12/2 Sound archives: catalogues, 1946-1971
- AG 12/2 English language radio recordings
- AG 12/2 Catalogue de programmes radiophoniques
- AG 12/2 Catalogo des programas seleccionados
- AG 12/2 Video: UNESCO: video catalogue, 1992
- AG 12/3 UNESCO: film reference library catalogues, 1972 and 1973-1980
- AG 12/3 UN: Films of the UN Family: 16 mm. Catalogue, 1980-1981
- AG 12/4 C: General Conference: list of speakers on tape recordings, 1968-
- AG 12/4 EX: Executive Board: list of speakers on tape recordings, 1968-
- AG 12/5 TV: Unesco: television video catalogue
- AG 12/5 VHS: Unesco: video programmes
- AG 12/5 Photo: BPI: Register of photographs, 1945-
- AG 12/5 Negatives: BPI: Register of Negatives, 1945-
- AG 12/5 Diapo: Diapositives/Slides UNESCO
- AG 12/6 IMC: UNESCO Collection of Traditional Music
- Bureau of Public Information (BPI): Register and card indexes to radio programmes, 1949-
- Bureau of Public Information (BPI): card indexes to films, 1945-

Besides these inventories preserved in the Archives, there are several other ways to find information on the audiovisual holdings of UNESCO:

For film material:

Online search of a growing part of the film material is possible via the UNESCO Archives Multimedia Database.
► *http://www.unesco.org/archives/multimedia*

All other film material is indexed in an electronic database which is accessible at the Audiovisual Section of the Sector for External Relations and Public Information (ERI).

For photographic material:

Around 25,000 photos with a high public interest are indexed in the UNESCO photobank.
► *http://photobank.unesco.org*

All other photos preserved by the Sector for External Relations and Public Information are inventoried on card indexes and on chronological lists, available in the photo archives of ERI.

For audio material:
For the General Conference and the Executive Board, lists of speakers on tape recordings are available for all sessions since 1968.

For events, conferences and meetings before that date, as well as interviews and recordings of the programme sectors, a card index is available in the Sector for External Relations and Public Information.

ERI keeps registers and indexes on cards for UNESCO radio programmes arranged by speaker, by theme, by title of program and by language.

AG 13. Archives of Colour Reproductions of Paintings

- AG 13/1: Catalogue of reproductions of paintings prior to 1860, 10th ed. Paris, 1978 (CUA/18/21)
- AG 13/2: Catalogue of reproductions of paintings 1860-1979, 11th ed. Paris 1981 (CUA/18/22)
- AG 13/3: Card index of pictures included in the catalogues

There are several earlier catalogues but the two above are comprehensive.

AG 14. Publications and records on UNESCO

- Bibliography of Publications on UNESCO (LAD-84/WS/3), 1984 covering the period 1944-1983
- List of articles, documents and brochures on UNESCO (filed alphabetically by name of author, available in the reading room)
- Lists of ongoing and accomplished research about UNESCO and its activities
  ► *http://www.unesco.org/archives/new2010/en/research_on_unesco.html*
- Further material, documents and publications about UNESCO and UNESCO field of actions is accessible via the UNESDOC database
  ► *http://unesdoc.unesco.org*

AG 15. Archives and Documentation of International Organizations

- AG 15/1: Intergovernmental Bureau for Informatics (IBI), Rome: inventory of archives, 1961-1989

AG 16. Electronic Records

Electronic records and emails have been archived in the electronic records application. They are only accessible on the UNESCO Intranet.
► *http://recman.hq.int.unesco.org/recman/RISS.html*

The UNESCO web archives contain three complete snapshots of the Internet and Intranet per year, starting in 2004. These archives are only available via the UNESCO Intranet.
► *http://archive.unesco.org/*

At present, only a very limited number of correspondence files available on-line.
► *http://www.unesco.org/archives/new2010/en/files_online.html*

The UNESCO Multimedia Archives make available to the public audio-visual material, such as documentaries, fiction, interviews, speeches and promotional material created by the Organization or related to its history and programme activities.
► *http://www.unesco.org/archives/multimedia*
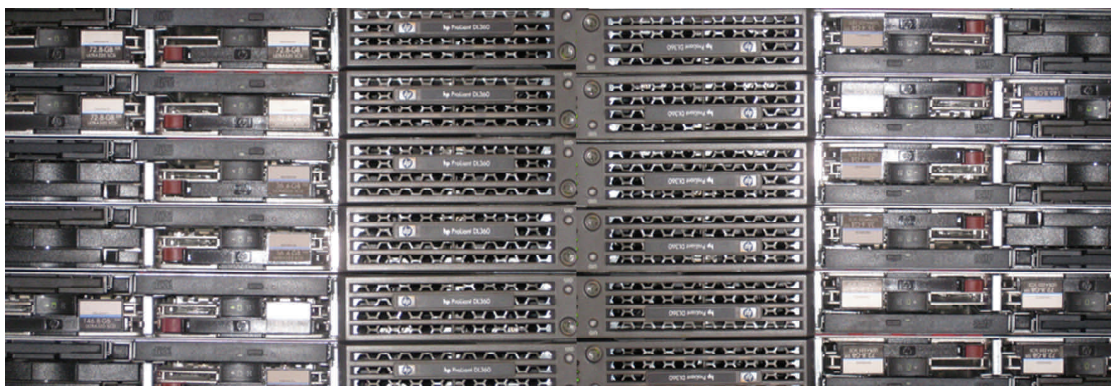
IX. UNESCO news bulletins

Since its beginnings, UNESCO has regularly published news bulletins for its staff at Headquarters and in the field. These periodic publications can be an interesting source for information concerning the Organization.

Official news bulletins:

- UNESCO Bulletin (Prep.Com. vol.VII), 1946
- UNESCO Monitor (MC/01 2), 1947
- UNESCO Official Bulletin (XR/01), 1948-1955
- UNESCO Newsletter (MC/01 8), 1949-1955
- Staff Information Letter (ODG/01 7), 1956
- UNESCO House News (ODG/01 7), 1957-1958
- UNESCO Chronicle (MC/064), 1955-1980
- UNESCO Flash (MC/0137), 1976-1978
- UNESCO News (MC/0151), 1979-1987
- UNESCO Sources (MC/01 51), 1988-

Bulletins for the field personnel:

- Technical Assistance Bulletin (BMS/07), 1953-1957
- Link - Enlace - Lien (BMS/07), 1957-1958
- UNESCO Monthly Field Newsletter (BMS/06), 1962-1963
- Field Newsletter (PER/02), 1973-1979
- Field Staff Bulletin (PER/02), 1989-

www.unesco.org/archives

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