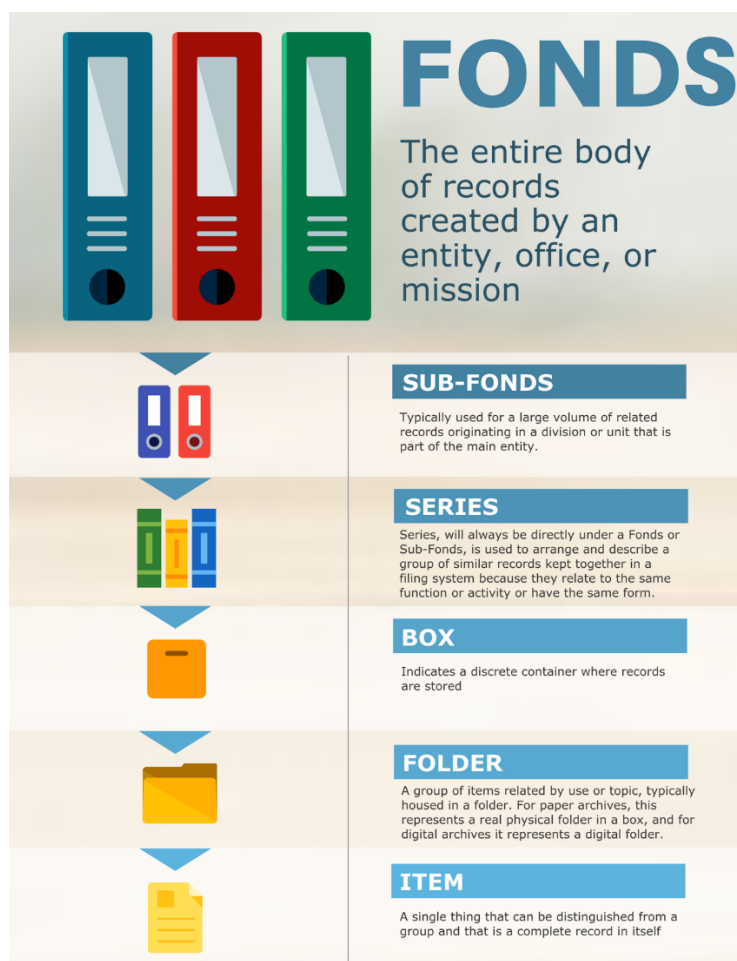


## Searching in UN Archives AtoM Catalog

Before starting, please note, we are the Archives of the United Nations Secretariat and the records we have are broadly divided into four categories: Secretariat departments and offices; peacekeeping and field missions; certain commissions; and a few predecessor organizations to the UN. **We do not have the records of other UN Principal Organs (such as the General Assembly and the Economic and Social Council), specialized agencies, and related organizations in the UN System.** The UN Secretariat provides administrative support and interacts with other units in the UN System and records from these interactions may be found within our archives. You can placement and relationship of the Secretariat in the UN System in the [following chart](#).

### I. How Our Records are Organized

While conducting a search, please pay attention to the types of records you see in our catalogue. The records in the United Nations Archives are organized in a hierarchical structure, with multiple interrelated levels that reflect the arrangement of the records.



Please note that these hierarchical levels are an intellectual concept and are solely descriptive. Except for the folders and the items inside them, these levels themselves they are not actual records.

The highest level of the hierarchy is called a **Fonds** and consists of the entire body of records created by an entity, office, or mission. Examples of **Fonds** in the UN Archives, include:

- United Nations Relief and Rehabilitation Administration (UNRRA), AG-018
- United Nations Assistance Mission for Rwanda (UNAMIR), AG-026
- Department of Economic and Social Affairs (DESA), AG-004
- Records of Secretary-General Kofi Annan, AG-029

In the UN Archives a **Fonds** is also sometimes called an **Archival Group (AG)**. You can tell that you are looking at a **Fonds** level record by the letters **AG**, followed by a three-digit number, (for example AG-001, AG-002).

The next level, the **Sub-Fonds**, is not always used. Typically, it would only be used for a large volume of related records originating in a division or unit that is part of the main entity, for example, the Office of the Deputy Secretary-General is a Sub-Fonds of the Secretary-General Ban Ki-moon Fonds. A Sub-Fonds is indicated by the “AG” Fonds number, followed by another three-digit number which indicates the Sub-Fonds: AG-069-001.

The next level, called a **Series**, will always be directly under a Fonds or Sub-Fonds (if one exists), and is used to arrange and describe a group of similar records kept together in a filing system because they relate to the same function or activity or have the same form. For instance, the Sub-Fonds of the Deputy Secretary-General contains four series amongst which are the Deputy Secretary-General Jan Eliasson's Trips series and the Deputy Secretary-General Jan Eliasson's Activities series. All series are indicated by an “S” followed by a four-digit number (S-1945, S-1959, S-1022).

The next level, called a **Box**, indicates a discrete container where records are stored. However, this level does not appear in the dynamic view of our catalogue, only in the pdf view. The dynamic view proceeds from a series to folder level (see screenshot below). The box record number consists of a series record number and an addition four-digit numeral: S-1959-0005 (this indicates box number 5 in series S-1959); S-1022-0100 (this indicates box 100 in series S-1022).

The next level, called a **Folder**, consists of a group of items related by use or topic, housed inside a folder. For paper archives, this represents a real physical folder in a box, and for digital archives, it represents a digital folder. Examples of documents in folders are outgoing correspondence, meeting notes, or press clippings. The folder title, taken together with the fonds and series it is under, as well as the date range of the records inside, should give you a good sense of whether it is relevant to your topic. Folder level records typically include three sets of numbers, for instance S-1959-0005-0001. The first part (S-1959) indicates the series, the second (0005) indicates its box, and the third (0001) the number of the folder within that box. So S-1959-0005-0001 is the first folder in the fifth box of series S-1959, which in this case are the Central Files (2011-2016) of the Executive Office of the Secretary-General. Depending on when the folder was created, the last set of numbers may be either four- or two-digits. **(For a relatively small number of very early files, the record number may not follow this recordkeeping system and consist of a five or six digit number).**

The final level is called an **Item** and indicates a single object that can be distinguished from a group and that is a complete record in itself. For instance, a single outgoing letter, a speech, or a report. Because we typically digitize an entire folder (if every item in it has the same classification) as a single file, the item and folder in our catalog are effectively the same thing (the only exception to this are the records of Secretary-General Ban Ki-moon and for individually digitized photographs). As a result, the item inherits most of its metadata from the folder (**the only exception is security classification when there is more than one in a single folder**). If you see an item level record in our catalog, this typically indicates that the contents of the folder have been digitized.

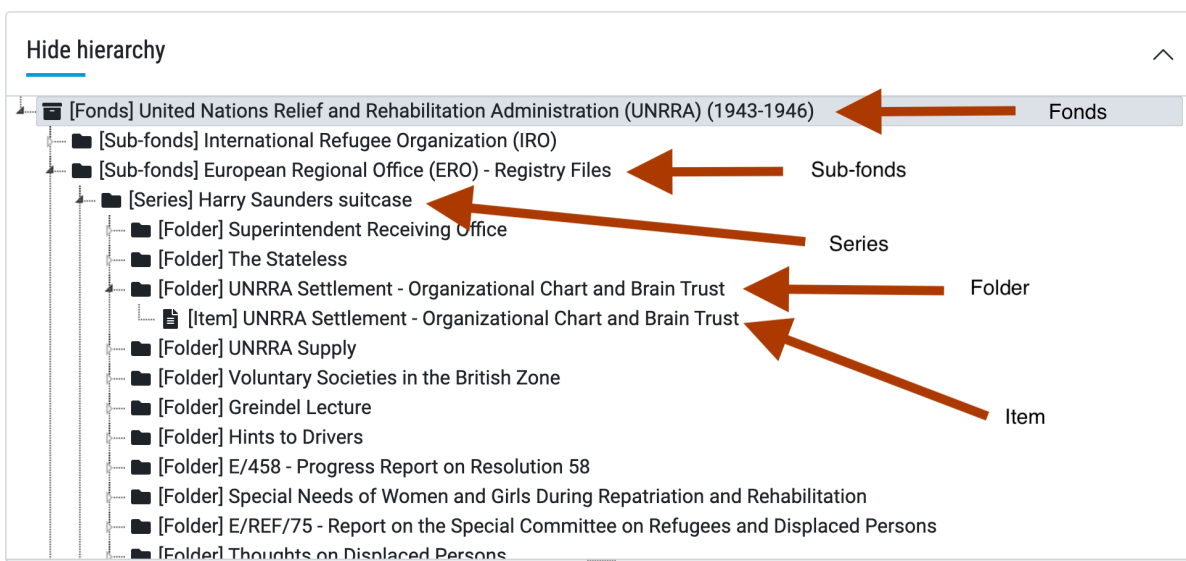
An item level record typically consists of four sets of numbers which indicate the series, the box, the folder, and the item: S-1959-0005-0001-00005

## II. Viewing Finding Aids

There are two ways you can view and use our finding aids:

1. Dynamic view in the Access to Memory (AtoM) catalogue. You can navigate the hierarchical structure by clicking on the “+” (plus symbol) on the left-hand side of the description record in order to open the level(s) contained under it. If there are no pluses, you have reached the end of the structure.

### Fonds AG-018 - United Nations Relief and Rehabilitation Administration (UNRRA) (1943-1946)



### Dynamic Catalogue View

2. PDF finding aid view. Each Fonds in the catalogue has an associated pdf, which some researchers may find easier to use and search (by pressing Ctrl+F) than

the dynamic catalogue. The pdf can be found on the right-hand side and viewed by pressing the “download” button.

## Fonds AG-018 - United Nations Relief and Rehabilitation Administration (UNRRA) (1943-1946)

The screenshot displays the dynamic catalogue interface for Fonds AG-018 - United Nations Relief and Rehabilitation Administration (UNRRA) (1943-1946). The interface is divided into three main sections:

- Left Panel (Hierarchy):** A tree view showing the structure of the fonds. The root is "[Fonds] United Nations Relief and Rehabilitation Administration (UNRRA) (1943-1946)". It branches into "[Sub-fonds] International Refugee Organization (IRO)", "[Sub-fonds] European Regional Office (ERO) - Registry Files", and "[Series] Harry Saunders suitcase". The "[Series] Harry Saunders suitcase" further branches into "[Folder] Superintendent Receiving Office", "[Folder] The Stateless", and "[Folder] UNRRA Settlement - Organizational Chart and Brain Trust". The "[Folder] UNRRA Settlement - Organizational Chart and Brain Trust" contains an "[Item] UNRRA Settlement - Organizational Chart and Brain Trust".
- Center Panel (Image carousel):** A carousel showing three items: a black and white photograph of a group of people, a document titled "OUTGOING CABLEGRAM", and a document titled "UNRRA Settlement - Organizational Chart and Brain Trust".
- Right Panel (Actions):** A sidebar with various options: "Clipboard", "Add", "Explore", "Reports", "Browse as list", "Export", "Dublin Core 1.1 XML", "EAD 2002 XML", "Finding aid", "Download", and "Related people and".

An orange arrow points from the "Download" button in the right panel to the "UNRRA Settlement - Organizational Chart and Brain Trust" item in the hierarchy.

### III. Viewing the Record

When you click on a **Folder** level record in the dynamic view, you will see three areas of information (see figure):

**Identity Area** contains the reference code, title, dates, and level of description. Pay specific attention to the reference code (referred to as a record number previously). This is the number that you will need to provide when filling out a request form.

**Context Area** indicates the Fonds from which a particular folder comes.

**Condition of Access and Use Area** contains the security level of the particular folder and a link to the pdf copy of the finding aid. The security level will tell you whether the file is available for consultation or if it is restricted. There are three levels of classification:

1. Unclassified – open for research
2. Confidential – closed for 20 years after creation.
3. Strictly Confidential – is not open for research with the passage of time unless it undergoes a process of declassification

**If you do not see a security classification, this indicates that the folder may not have been processed, or that the individual processing these records did not feel knowledgeable enough to give the folder a classification. Please contact us at [arms@un.org](mailto:arms@un.org) and we will be able to check if these records may be accessed.**

If you see a “confidential” classification, please check its date fields in the identity area. Sometimes the 20-year time limit had expired before we had a chance to upgrade the classification. To initiate a declassification request for “strictly confidential” files, please contact the Archives.

**A strictly confidential classification does not always mean that the entire folder is closed. The folder inherits the highest classification of the items inside and so a portion of them may be open. Please contact ARMS staff and they would be able to check if a part of the folder is available.**

Image carousel

Identity area

Reference code	S-1940-0001-0002
Title	The Stateless
Date(s)	• 1945-01-01 - 1945-12-30 (Creation)
Level of description	Folder

Context area

Name of creator	<u>United Nations Relief and Rehabilitation Administration</u>
-----------------	--

Conditions of access and use area

Conditions governing access	Security level: Unclassified
Uploaded finding aid	<u><a href="#">united-nations-relief-and-rehabilitation-administration-unrra-1943-1946.pdf</a></u>

(Note that the higher level records such as Fonds, Sub-fonds, and Series will have additional areas with contextual information, and some folder level records may have notes with additional information too).

#### IV. SEARCHING FOR RECORDS

There are three main ways to search our catalogue for what you are looking for:

##### 1. BROWSE

This search feature allows you to get a general idea of what is in the archives by looking either at the “Catalogue” of all our holdings or at the “Digital Objects” which are digitized files that are available online.

United Nations Archives and Records Management Section

Welcome to the United Nations Archives Search Engine

Browse by

- Catalogue
- Digital Objects

Newest additions

- No. 35 - I - ADM.I/1 - Administrative
- No. 34 - I - Staff.I/1 - Staff File
- No. 33 - I - S/ASB.I/1 - Secret File - Eritrean Assembly
- No. 32 - I - S/EA.I/1 - Secret File - Eritrean Administration 2
- No. 32 - I - S/EA.I/1 - Secret File - Eritrean Administration 1
- No. 31 - I - S/CU.I/1 - Secret File - Customs Union

UNITED NATIONS ARCHIVES

R 013 - SU 11

Pressing the “Catalogue” option will take you to a page listing our collections at the Fonds level. Most of these collections can also be accessed from the front page our catalogue where they are listed under the tiles labeled **Secretaries-General; Secretariat Departments; Missions, Commissions, and Related; and Predecessor Organizations.**





From the Fonds level you can navigate down to the Sub-Fonds (if present), Series, File, and Item (if it has been digitized). This is a good option if you already know the mission, office, or entity that you would like to look at.

Pressing the “Digital Objects” option will show all of the digitized archives that can be viewed online. These are the scanned PDF versions of documents, photographs, and other items. You can quickly refine the results you see by utilizing the menu on the left-hand side of the screen. There, you will see the 10 Fonds which have the largest number of files digitized and available at the item level under the “Part of” menu. By clicking on any one of these Fonds, the catalogue will only show the digitized items for that particular Fonds.

## Showing 247063 results

Catalogue

Narrow your results by:

With digital objects

Advanced search options

Print preview Card view Table view

Sort by: Title Direction: Ascending

Part of	
All	
Secretary-General Kofi Annan (1997-2006)	105864
Secretary-General Ban Ki-moon (2007-2016)	87058
United Nations Commission for the Unification and Rehabilitation of Korea (UNCURK) (1950-1973)	15334
United Nations Relief and Rehabilitation Administration (UNRRA) (1943-1946)	11043
United Nations Registry Section (1946-1979)	3357
Secretary-General U Thant (1961-1971)	3075
United Nations Department of	

British Guiana - A/AC.109/PET.19 - Peter Daguia, Leader of the United Force'

Environment and climate change - petitions

Executive Office of the Secretary-General (EOSSG)

A useful filter if you want to see photographs is found under “Media Type”. Pressing the “Image” term will show you all of the photographs which have been digitized and made available via our catalogue.

Level of description

All

Item	246996
Sub-fonds	3
Fonds	1
Folder	1

Media type

All

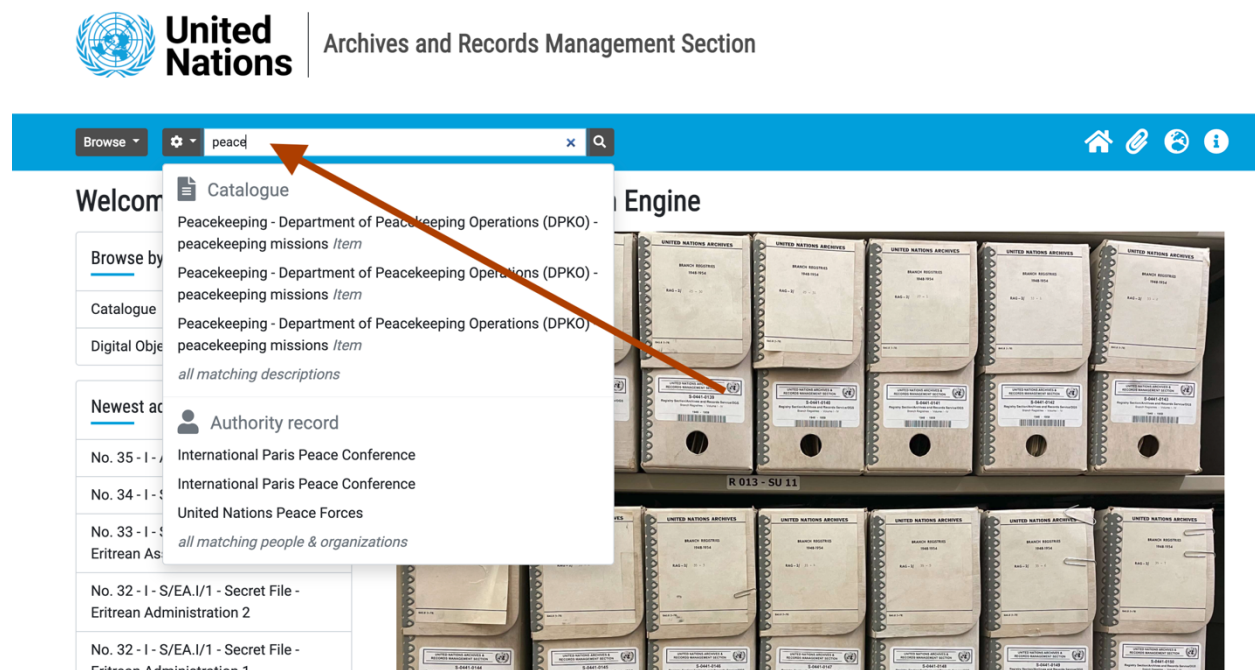
Text	242599
Image	4460
Other	3
Video	1

All of our digital objects can be downloaded to your computer by pressing on the thumbnail of the particular item.



## 2. BASIC SEARCH

This is the easiest way to search for keywords or phrases. The Search Box is located in the left-hand corner of our catalogue page. This search will look at every single item in every single collection for your search term(s). The search engine looks at the titles of folders, series, sub-fonds, and fonds; text in notes fields; and does a full-text search of the content of the digitized archives. As you are entering search terms, suggestions in blue will appear. Clicking on any of them will take you to that particular record. Otherwise, pressing “enter” or the magnifying glass will run the search and show you all results. Keep in mind that the results you will see include all levels of the hierarchy, including Fonds, Sub-fonds, Series, Files, and Items.



In order to improve the results, there are a number of methods that you can use:

1. Use quotation marks ( " ") around your search terms if you want to find results where the terms are side-by-side. For instance, doing a search for international peace conference will give you the results where these three terms may be found separately within a document whereas using "international peace conference" will only give you the results where all three terms are together.
2. Use an asterisk (\*) wildcard to find multiple terms deriving from single core term. For instance, by searching \*Franc\* you will get results for "France" "French" and "Francaise".
3. Use the question mark (?) wildcard to include results where a single character may be different. For instance, "?ugoslavia" will result in all search results for "Jugoslavia" and "Yugoslavia".

If you do not see a result, it does not mean that what you are looking for in the catalogue is not in the Archive but rather that these particular search terms are not in any of the descriptive fields. Please note that we are always working to add more information about our holdings to make them more discoverable online and it is a constantly ongoing process. Not everything has been added to the catalogue and not everything in the catalogue has been fully described.

In case you did not get the desired result right away, there are a couple of different things you can do:

1. Make sure you have the correct spelling. Unlike popular search engines which will show you the right results even if there are misspellings, our catalogue will only look for the exact term entered. Try a different spelling for your search terms.
2. Names of places may have changed, with earlier records found under a former name, such as Myanmar (formerly Burma) or may be spelled in different ways, such as Belarus/Byelorussia/Belorussia.
3. Names of people may be spelled in different ways. They may use a full name, a short form or only initials. For example, the following spelling, might all refer to the same name: Winnie, Winny, Edwina, Winifred, Winnifred, Gwendolyn, Guinevere, Gwyneth, and Wynne.
4. If you are using multiple search terms, remove one or two of them and see if it produces a different result. This may be important if you are getting too few results. Likewise, if you are getting too many, you may want to add more terms.
5. Contact the UN Archives reference desk with your question and we will try to assist you.

It is possible to refine the search results by using the facet filters located on the left side of the search results screen.

1. The “Part Of” filtering column indicates the top 10 Fonds (by volume) from where the search results are located. Pressing a particular Fonds will remove all search results except for the one selected.
2. The “Creator” filter option indicates the top 10 creators or offices of origin for the search results. Pressing it will show only the Fonds level description
3. The “Level of Description” filter option allows you to determine the level of records that you would like to see in a search result: Fonds, Sub-fonds, Series, Folder, and Item. Pressing a particular option will eliminate all other types of records except for the one selected.

The results can also be sorted by “date modified (i.e. when the records were put into catalogue); by title (alphabetically); by reference code; and by the start and end date (earliest and latest dates found in the record). There results can be viewed in ascending and descending order via a second sort menu.

Narrow your results by:

Part of

All

Secretary-General Ban Ki-moon (2007-2016) 96835

United Nations Office for Special Political Affairs (1955-1991) 20716

United Nations Operation in the Congo (ONUC) (1960-1964) 11301

Secretary-General Kofi Annan (1997-2006) 9077

Department of Peacekeeping Operations (DPKO), Office of the Under-Secretary-General (OUSG) (1992-present) 6718

United Nations Transitional Authority in Cambodia (UNTAC) (1992-1993) 5394

United Nations Emergency Force I (UNEF I) (1956-1967) 1474

United Nations Peace Forces (UNPF) (1995-1996) 1371

United Nations Truce Supervision Organization (UNTSO) (1947-present) 1135

International Conference on the Former Yugoslavia (ICFY) (1992-1993) 990

Creator

All

Field Operations Service and Successory Bodies 2

Secretary-General - Dag Hammarskjöld 1

Secretary-General - U Thant 1

Secretary-General - Kurt Waldheim 1

UN Transitional Authority in Cambodia 1

United Nations Advance Mission in Cambodia 1

Secretary-General - Javier Perez de Cuellar 1

UN. Office for Special Political Affairs 1

Department of Political Affairs 1

Under-Secretary-General for Special Political Affairs - Urquhart 1

Level of description

All

Item 101276

Folder 57099

Series 474

Fonds 30

Sub-fonds 20

Advanced search options

Print preview

Card view

Table view

Sort by: Relevance

Direction: Descending

101279 results with digital objects

Show results with digital objects

## Peacekeeping

S-1065 · Series · 1947 - 1995

Part of [United Nations Office for Special Political Affairs \(1955-1991\)](#)

Series consists of records relating to United Nations peacekeeping operations, stand-by forces and military observers. Includes a number of files dating from 1947 to 1971 that pertain to the establishment of United Nations peacekeeping missions... [Read more](#)

## Peacekeeping Planning Subgroup

S-1834-0051-0005 · Folder · 1991-02-28 - 1991-05-16

Part of [Department of Peacekeeping Operations \(DPKO\), Office of the Under-Secretary-General \(OUSG\) \(1992-present\)](#)

This file originates from the office of Shashi Tharoor. Shashi Tharoor served as the Special Assistant to the Under-Secretary-General for Peacekeeping from 1992 to 1996.

## Peacekeeping

S-0879 · Series · 1960 - 1971

Part of [Secretary-General U Thant \(1961-1971\)](#)

Series consists of cables, aide-memoires, letters, handwritten notes, drafts, lists, General Assembly documents, General Assembly draft resolutions, General Assembly resolutions, press releases, Security Council documents, reports, speeches, memoranda,... [Read more](#)

## Peacekeeping - guidelines for peacekeeping operations

S-1834-0079-0005 · Folder · 1993-09-02 - 1995-12-21

Part of [Department of Peacekeeping Operations \(DPKO\), Office of the Under-Secretary-General \(OUSG\) \(1992-present\)](#)

## Under-Secretary-General's instructions to the Assistant Secretary-General for Peacekeeping Operations

S-1834-0088-0007 · Folder · 2003-04-02 - 2003-08-22

Part of [Department of Peacekeeping Operations \(DPKO\), Office of the Under-Secretary-General \(OUSG\) \(1992-present\)](#)

Folder contains instructions to Hédi Annabi, Assistant Secretary-General for Peacekeeping Operations.

## Peacekeeping - management and structure of peacekeeping operations

S-1834-0079-0006 · Folder · 1993-11-05 - 1995-12-12

Part of [Department of Peacekeeping Operations \(DPKO\), Office of the Under-Secretary-General \(OUSG\) \(1992-present\)](#)

## Yugoslavia - deployment of peacekeeping operation

S-1834-0053-0005 · Folder · 1991-12-09 - 1992-05-07

Part of [Department of Peacekeeping Operations \(DPKO\), Office of the Under-Secretary-General \(OUSG\) \(1992-present\)](#)

Folder contains 3 items classified strictly confidential. The remaining items are classified confidential. This file originates from the office of Shashi Tharoor. Shashi Tharoor served as the Special Assistant to the Under-Secretary-General for... [Read more](#)

## Department of Peacekeeping Operations (DPKO) Directors' meetings - weekly

S-1834-0133-0007 · Folder · 1994-11-16 - 1996-12-03

Part of [Department of Peacekeeping Operations \(DPKO\), Office of the Under-Secretary-General \(OUSG\) \(1992-present\)](#)

Folder contains a spiral-bound notebook featuring handwritten notes taken at Department of Peacekeeping Operations weekly directors' meetings.

## Peacekeeping - Official Documents

S-0888 · Series · 1939 - 1971

Part of [Secretary-General U Thant \(1961-1971\)](#)

Series is comprised of official United Nations documents on peacekeeping matters, arranged in by subject. Subjects are: Middle East; Congo; India - Pakistan; Vietnam; China; Secretary-General (matters referred to); hijacking; kidnapping of diplomats,... [Read more](#)

## Senior Planning and Monitoring Group on Peacekeeping Operations

S-1834-0051-0004 · Folder · 1990-02-22 - 1990-08-13

Part of [Department of Peacekeeping Operations \(DPKO\), Office of the Under-Secretary-General \(OUSG\) \(1992-present\)](#)

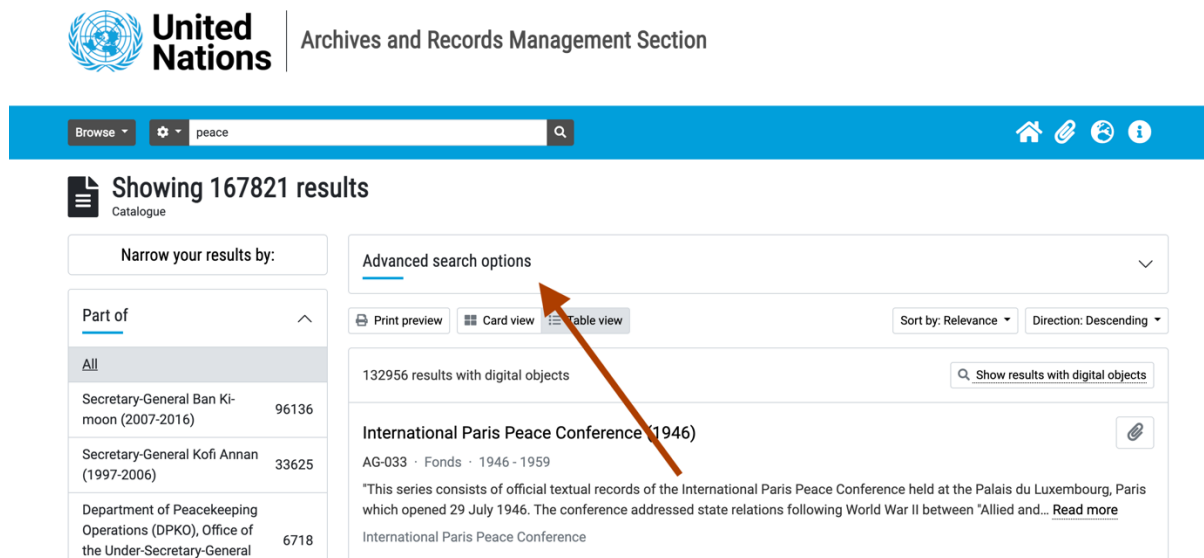
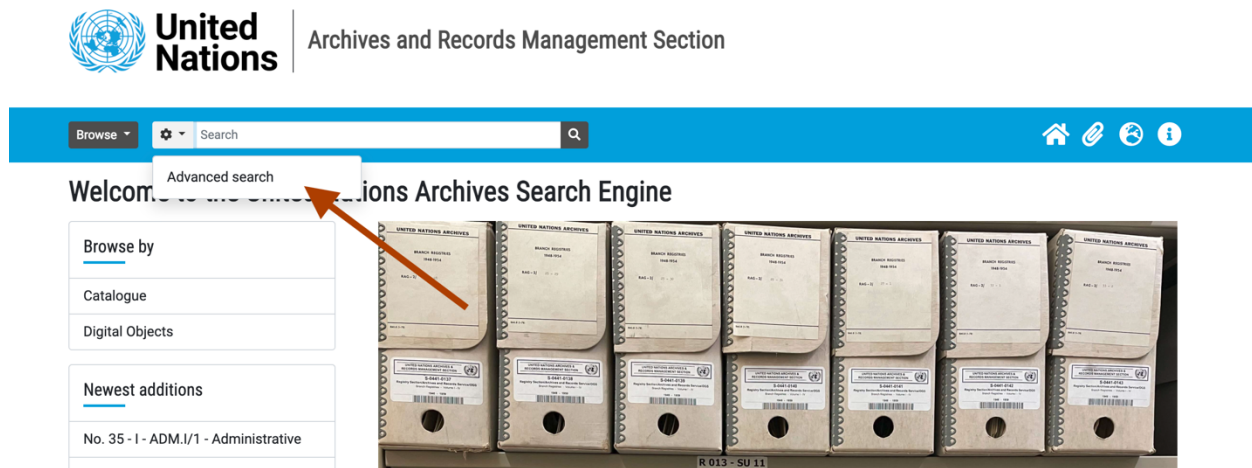
This file originates from the office of Shashi Tharoor. Shashi Tharoor served as the Special Assistant to the Under-Secretary-General for Peacekeeping from 1992 to 1996.

Results 1 to 10 of 158899

Previous 1 2 3 4 5 6 7 ... 15890 Next

#### 4. ADVANCED SEARCH

The advanced search allows you to build complex queries to search in the catalogue. Advanced search is accessible in two ways. By either clicking on an empty Basic Search box (at which point the option for an advance search will appear, or completing a basic search and then clicking on the advanced search option at the top of the page.



The advanced search screen allows searching in the Title, Scope and content, and Reference code fields among others. This screen also allows Boolean searching using the terms “or,” “and,” and “not” after selecting Add new criteria.

Advanced search options

Find results with:

Search

in

Any field

×

Add new criteria

Limit results to:

Top-level description

undefined

Filter results by:

Level of description

Scanned Items available

Finding aid

Copyright status

General material designation

☐ Top-level descriptions

☒ All descriptions

Filter by date range:

Start

End

Results ?

mm/dd/yyyy

mm/dd/yyyy

☒ Overlapping ☐ Exact

Reset

Search

The first part of the advanced search gives you the option of conducting a Boolean search operation that allow you to limit, widen or otherwise define a search in very specific terms. There are three commands that you can use: “and”, “or”, “not”. The “and” command indicates that all terms need to be present in a search result. The “or” command indicates that either of the terms can be in the search results; and the “not” command indicates that a particular term should not be included in the results. These commands can all be included in any combination.

Find results with:

Peacekeeping	in	Any field	×
and	Report	in	Any field
or	Survey	in	Any field
not	published	in	Any field

Add new criteria

The rest of the advance search menu serves to filter the results. By such facets as whether a scanned item is available, limiting the results to a particular level of description (from the Fonds to the Item level), and filtering by a date range of the records.

Filter results by:

Level of description	Scanned Items available	Finding aid
Copyright status	General material designation	

☐ Top-level descriptions
 ☒ All descriptions

Filter by date range:

Start	End
mm/dd/yyyy	mm/dd/yyyy

Results ?

☒ Overlapping
 ☐ Exact

Please contact us if you find any error or encounter issues while using the catalogue.