



Series Number : **S-1088**

Series Title : **Secretary-General's Activities**

Earliest Date : **01/01/1966**

Latest Date : **31/12/1996**

Office of Origin : **UN. Secretary-General (1992-1996 : Boutros-Ghali)**

Scope and Content : **Series includes records pertaining to the Secretary-General's daily agenda of activities. Documented are the Secretary-General's extensive travels during the entirety of his tenure. Trip files consist of official itineraries and program booklets of the Secretary-General's visit; press releases regarding the Secretary-General's activities while on trips; background briefings and notes on topics of importance to groups and organizations with whom the Secretary-General met; reports and talking points of meetings the Secretary-General attended; seating arrangements of formal dinners and meetings the Secretary-General attended; lists of persons accompanying the Secretary-General on trips; programs of cultural performances attended by the Secretary-General; records pertaining to air and ground transportation (flight information, vehicles, motorcades and convoys used on trips) of the Secretary-General and party; records pertaining to the travel of Mrs. Leila Maria Boutros-Ghali; and records documenting gifts given to the Secretary-General on official trips. Trip files also contain code cables and cryptofaxes exchanged between the United Nations headquarters and the Secretary-General and party (including Jean Claude Aime, Ismat Kittani, Mourad Wabha, Lisa Buttenheim and Marrack Goulding). Also included in the series are files which pertain to persons and groups that were granted meetings and audiences with the Secretary-General. Other files in the series pertain to invitations received by the Secretary-General to attend public and private events; to attend celebrations and commemorations of non-profit or private organizations; to participate in meetings of non-profit or private organizations; and to attend official meetings of foreign governments. Records also identify persons who attended events as representatives of the Secretary-General. Files pertaining to messages include the text of the Secretary-General's messages offered to various groups, organizations and individuals for use at public and private events; text of messages published in books, periodicals, or distributed on audio media; text of messages the Secretary-General used for events and commemorative occasions at United Nations headquarters and messages offered to organizations within the United Nations system; and United Nations press releases pertaining to international news events for which the Secretary-General or the Spokesman for the Secretary-General released a public statement. The Secretary-General's trip logs, logs of meetings with heads of state and government, and records pertaining to socials hosted by the Secretary-General are included in the Kofi Annan fond. Series consists of correspondence, briefing books, programs, invitations, speeches, code cables and faxes.**

Arrangement : **Chronological**

Language : **English, some French, Arabic, Chinese, Spanish**

Finding Aid : **File list available**

Linear Feet : **46**

No. of Boxes : **91**