Records Management Training Manual
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In 2004, UNESCO launched a comprehensive, cross-organizational records management programme to secure accountability and transparency at all levels of the Secretariat. This is accomplished through the application of standards, rules and practices relating to the creation, organisation, maintenance and appraisal of records as well as to their transfer to archival custody for permanent preservation and use by the Organization. The records constitute the inalienable property of UNESCO.

The scope of the new records management initiative is to cover all paper, electronic and audio-visual records created by UNESCO at Headquarters and in its field offices. Priority within the programme is given to the introduction of electronic records management in the Organization. As the majority of communications and documents are nowadays created electronically and their legal value is generally recognized, it has become indispensable to preserve this documentary heritage in its integrity and authenticity and to acknowledge their records value.

The Archives and Records Management Unit (ADM/DIT/ARC) is responsible for the development and the implementation of the records management programme, and the intersectoral Records Management Committee (RMC) ensures the observance of the procedures and standards in the Organization and assists the Archives and Records Management Unit in the establishment of the new programme.

As it is within the responsibilities of all UNESCO staff members to provide evidence of actions taken by adequately retaining paper and electronic records, the training of staff has been identified as priority within the programme. This manual serves for participants of the new training cycle launched in March 2005 by ADM/DIT/ARC in collaboration with HRM/TCD. It serves equally for all staff members at Headquarters and in field offices as reference concerning the classification, retention, preservation, research and the retrieval of paper and electronic records.
INVITATION TO THE TRAINING

UNESCO

ADM/DIT/05/6931
31 March 2005

To: ADG/ED
   ADG/CI
   ADG/CLT
   ADG/SC
   ADG/SHS
   ADG/ERC
   ADG/AFR
   DIR/BFC
   DIR/IIEP

cc: ADG/ADM
    DIR/HRM
    Chief, HRM/TCD

Subject: Training in Records Management

In follow up to the recommendations of the intersectoral Records Management Committee (RMC), the Archives and Records Management Unit, ADM/DIT/ARC, is now establishing regular training sessions for all secretaries and assistants with file keeping responsibilities.

Training is a key component of the new records management initiative launched by ADM/DIT/ARC in 2004. The first series of training sessions concerns secretaries and assistants of the Programme Sectors at Headquarters. The training will consist in a half-day session in the new training centre of HRM/TCD in building VII (Bonvin), and include practical training in paper file keeping, electronic file keeping, file classification, retention and transfer to archives. Please find attached the detailed training plan and expected results.

I kindly invite you to circulate the present memo and the attached training activity document to all Division Directors and Chiefs of Sections of your Sector or Office, with the purpose of identifying secretaries and assistants for whom such a training session would be useful. The names of these staff members should be communicated to Mr. Dieter Schlenker, who is the records management specialist within ADM/DIT/ARC in charge of the organization of this activity. He can be contacted by e-mail: d.schlenker@unesco.org, or by phone (ext. 81944).

Thank you for your kind attention to this matter.

Paulo Serra
TRAINING PLAN AND EXPECTED RESULTS

Training plan (duration: 3½ hours)

9.30 - 10.00 General records keeping rules and procedures
- Purpose of records keeping
- Roles and responsibilities
- Classification of records
- Records retention

10.00 - 11.20 Paper records keeping
- Classification
- Retention criteria
- Organization of paper files
- Transfer to archives
- Search and retrieval

11.30 - 13.00 Electronic records keeping (documents and e-mails)
- Classification
- Retention criteria
- Retention and archiving tools
- Search and retrieval

Expected results

General records keeping rules and procedures
- Maintain the unit’s filing plan
- Manage the unit’s paper files

Paper records keeping
- Identify paper documents for filing
- Create and organize paper files according to the unit’s filing plan
- Transfer appropriately paper files to archives

Electronic records keeping (documents and e-mails)
- Create and maintain folders
- Identify retention criteria
- Move to the appropriate folders
- Search and retrieve
I.

Retention of paper records
1. **GUIDELINES**

The purpose of sound records keeping is to provide evidence of actions taken during the execution and support of the Organization's programmes. The following guidelines help staff to retain relevant paper records and to avoid keeping insignificant and redundant information.

- Retain paper records relating to a specific subject or activity in a chronologically organised paper file, with the most recent document on top.
- To avoid duplication of information in the unit, one paper file per subject or activity should be created and all files of the unit be kept at a central location.
- The cover of the paper file should contain the following information: a) Filing Plan code or keyword, b) Clear and comprehensive title, c) Years covered, d) Part number (if applicable).
- The file should contain the original or copy of incoming correspondence, a copy of outgoing paper correspondence, and other records of evidential value for the activity or subject in question.
- Paper files are kept in the unit for a maximum period of five years after the project or programme in question has been closed, and are then transferred to the Archives and Records Management Unit for long-term storage or disposal according to the Organization's retention schedules (e.g. page 34).
- Records on administration, finance, budget and personnel are retained by the respective administrative or central services (DCO, BB, HRM, AO, etc.). Such documents should not be retained in files on programme execution or be kept separate within the file and destroyed when they no longer serve the unit.
- To avoid insignificant or redundant information in the files, the following types of documents should not be included in paper files, or be kept separate and destroyed when they no longer serve the unit:
  a) UNESCO documents as defined in the Administrative Manual Chapter 8;
  b) Paper documents and non-UNESCO publications received 'for information';
  c) Chrono Files from all staff below ADG-level, unless there is a specific need;
  d) Print-outs of electronic records, unless there is a specific need, such as signature, paper distribution or dispatch, etc.
  e) Copies of outgoing invitation letters for a conference (one example and the distribution list are retained).
2. **FILE TRANSFER: PROCEDURES**

- Before preparing a transfer of inactive paper files, the Archives and Records Management Unit (ADM/DIT/ARC – abbreviated ARC below), which functions as the archives repository of the Organization, the archives and records managing unit of the Secretariat and as information and reference service, must be contacted by telephone (ext. 81944/84708) or e-mail at: RecordsManagement@unesco.org

- Paper files from Programme Sectors should be transferred to ARC after five years, counted from the most recent item contained. Usually, files are transferred by series or definite parts of series (by biennium, project phases, etc.).

- No unique files may be eliminated without authorization by ARC. Such an authorization may consist of pre-established retention schedules or consultation before preparing a transfer to archives.

- Files selected for transfer to ARC must be organized according to the guidelines for paper records keeping, see manual page 11 or on the Intranet website: [http://recman.hq.int.unesco.org/recman/files/guidelines_paper_records.pdf](http://recman.hq.int.unesco.org/recman/files/guidelines_paper_records.pdf)

- The files are to be put in specific archives boxes, which are ordered by the unit concerned. The box labels bear the acronym of the Unit or Section in question and the box number as designated by ARC (e.g. CLT/ACE/CEC/1).

- The documents removed from the Leitz files, are put between two cards and tightened with a ‘capiclass’, which are provided by ARC.

- A list (Form 901, see manual page 13) must be prepared by the transferring unit and sent electronically to ARC for review before the actual file transfer. The form can be downloaded from the website on records management: [http://recman.hq.int.unesco.org/Recman/files/form901.xls](http://recman.hq.int.unesco.org/Recman/files/form901.xls)

- The final transfer list should be sent electronically to RecordsManagement@unesco.org. The archives boxes are transferred by the movers of the ADM/HQD/M section. The address for delivery is specified by ARC depending on the availability of space in the Unit’s file repositories.

- Information concerning paper files transferred to ARC can be obtained by keyword search on the records management website: [http://recman.hq.int.unesco.org/recman/](http://recman.hq.int.unesco.org/recman/)

- Individual files or series of files can be loaned by the unit concerned on request.
3. **FILE TRANSFER: FORM 901**

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**Request for Transfer of Inactive Programme Sector Files to Archives**

*In compliance with the Administrative Manual - Item 905*

Note: Prior to preparing paper files for transfer to archival custody, the Archives and Records Management Unit must be consulted at extension 84708 or by e-mail to RecordsManagement@unesco.org.

<table>
<thead>
<tr>
<th>Transfer Number (assigned by Archives)</th>
<th>Originating Sector/Division/Section</th>
<th>Date of Transfer</th>
<th>Contact Name</th>
<th>Contact Ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLT/CH/ITH</td>
<td></td>
<td>01/05/2005</td>
<td>Sandrine Niège</td>
<td>84395</td>
</tr>
</tbody>
</table>

**Special instructions: Proposed retention period, restrictions of access, etc.**

Location (assigned by Archives):

<table>
<thead>
<tr>
<th>Box Number</th>
<th>Filing Plan Number</th>
<th>UDC Number</th>
<th>FileTitle (Subject)</th>
<th>Part</th>
<th>From (year)</th>
<th>To (year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLT/CH/ITH/1</td>
<td>CLT/CH/496.3</td>
<td>549.46 A 10</td>
<td>570/TAN/901, preservation of intangible heritage in Tanzania</td>
<td>1</td>
<td>1990</td>
<td>1992</td>
</tr>
</tbody>
</table>

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1. Indicate series code and box number (assigned by ARC)
2. Applicable only to the transfer of former official files (on which the numbers are indicated)
3. Indicate clearly title and code of the project or activity without abbreviations (except official acronyms)
4. Fill out if several files on the same project or activity are transferred
5. Year of the oldest document
6. Year of the most recent document

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II.

Retention of e-mail
1. GUIDELINES

The purpose of sound e-mail records keeping is to provide evidence of actions taken during the execution and support of the Organization's programmes. The following guidelines help staff to retain relevant e-mail records and to avoid keeping insignificant and redundant information.

A. Your Inbox (Server)

1) This is the individual working area for electronic communications. You create, send and receive e-mails related to the actions and activities of your unit in the execution or the support of the Organization's programmes.

2) The space for mailboxes on the server is limited.

3) Do not retain your e-mails longer than necessary in this area. Delete your e-mails regularly or transfer them to personal folders or public folders.

B. Personal folders (PC)

1) This is a temporary individual storage area.

2) Retain in the personal folders only e-mails of transitory value, such as announcements, meeting requests, e-mails on general administration, copies for information (cc:) and all personal e-mails.

3) Do not retain e-mails longer than necessary in this area.

C. Public folders (Server)

1) This is the official area for sharing, classifying, filing and archiving of e-mails.

2) Access is limited to the unit concerned.

3) You access your folders as follows:
   - Click on ‘Public Folders’
   - Click on ‘All Public Folders’
   - Click on your Sector – Division – unit

4) Share, classify and retain in this area all e-mails that you have sent or received and that are directly related to the actions and activities of your unit in the execution or the support of the Organization’s programmes.

5) File the e-mails in folders that are named according to the activity or subject in question.

6) The e-mails are retained in the public folders and then transferred to the RISS, the new records and archives system of UNESCO. After a general retention of ten years the e-mails will be either preserved as electronic archives or deleted according to the rules in force.
2. STORAGE AREA: PERSONAL FOLDERS

Personal Folders are located in a file on your Personal computer (C:\) and opened within Outlook. This file has a limited storage space and no possibilities of sharing and security backup. Store in this area only e-mails of personal interest.

### Personal e-mails
- leave requests
- family matters
- cultural life
- professional information non-UNESCO
- Internship proposals, information about training
- Personal invitations

### Professional e-mails of personal interest:
- activity reports and minutes of meetings external to the unit’s programmes
- UNESCO events
- press releases
- Professional correspondence external to the unit’s programmes

### General e-mails (UNESCO internal distribution)
- UNESCOMMUNICATION
- ODG
- STU Secretariat
- AIPU
- Announcements
3. **STORAGE AREA: PUBLIC FOLDERS**

Public Folders are located on UNESCO’s e-mail server and constitute the official sharing and storage area for e-mail. Access to the folders is limited to the unit concerned. Store in this area e-mails that you create or receive in the execution or support of your unit’s programmes. Public folders are accessible via webmail (http://mail.unesco.org).

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**To access public folders:**

Click on:
- Public Folders
- All Public Folders
- Sector
- Division
- Unit

**E-mails related to the programme execution**

- planning, execution, support, evaluation, audit of programmes or activities
- correspondence with partners related to the unit’s programmes or activities
- invitations and documents of conferences and meetings organized by the unit

**Administrative and financial e-mails**

- drafts of contracts
- drafts of memos
- Unit’s work planning
- Unit’s budget plans
4. **Practical Information about Public Folders**

**A) Create folders in the Public folders**

1. On the Outlook bar, click on:
   (1) File - New
   (2) Folder
   (3) In the window that appears: Apply a clear and comprehensive title to the new folder
   (4) Select the folder under which you want to create a sub-folder and click OK

**B) Move e-mails to the Public folders**

1. Select e-mails to insert in the folders of your unit.
2. On the Outlook bar, click on:
   Edit - Move to folder
3. Select the folder - Click OK
C) Move folders to the Public folders

(1) Select folders to move to the Public folders.
(2) On the Outlook bar, click on: Edit - Move to folder
(3) Select the Public folder - Click OK

D) Rename folders in the Public folders

(1) Select the folder to rename
(2) On the Outlook bar, click on: File - Folder
(1) Rename
(2) Apply a clear and comprehensive title and click OK
The Classification of records ensures the systematic organisation and sharing of information and the retention and retrieval of this information in the context, in which it was created. Below you may find two examples of public folders, recently established by the ITH section, Culture Sector, and the PE section, Education Sector, in collaboration with ARC.
III.

Retention of electronic documents
1. GUIDELINES

The purpose of sound documents keeping is to provide evidence of actions taken during the execution and support of the Organization's programmes. The following guidelines help staff to retain relevant electronic records and to avoid keeping insignificant and redundant information.

A. My documents (PC)

1) This is the individual working area for creating and finalising documents and to store documents of personal interest.

2) Retain in ‘my documents’ only drafts of memos, reports, etc., personal documents and other documents that are of personal interest.

3) The final versions of your drafts and all documents that concern the work of your unit should be classified and retained in the ‘public’ area of your unit’s shared drive.

B. Public (shared drive)

1) This is the official area for sharing, collaboration, filing and storing the documents of the unit.

2) Access is limited to the unit concerned.

3) Share, file and retain in this area the documents you create or receive that are directly related to the actions and activities of your unit.

4) Group the documents in folders that are named according to the activity or subject in question.

5) Do not retain documents longer than necessary (current and past biennium), unless they have an archival value.

6) After a general retention of ten years the documents will be either preserved as electronic archives or deleted according to the rules in force.

C. Users (personal area on the shared drive)

1) This is a personal temporary storage area.

2) Access is limited to the user concerned.

3) Retain in this area only the documents from your PC as temporary backup in case of mission, change of computer or office move.

4) Do not retain documents in this area longer than necessary.

5) Documents stored in this area that date older than five years will be systematically deleted.
2. **STORAGE AREA: MY DOCUMENTS**

The ‘My Documents’ area is located on your Personal computer (C:\). Store in this area only personal documents, UNESCO documents of personal interest, drafts and external documents that are not directly related to actions and activities of your unit.
3. STORAGE AREA: SHARED DRIVE

The shared drive (U:) is a secure storage area, that is shared within the unit concerned. Store in this area administrative and financial documents of your unit, documents concerning the actions and activities during the execution or support of your unit’s programmes.

**NB:** The Users area on the shared drive is only meant for temporary storage and individual backup, especially in case of mission, computer or office change. Access is strictly personal.
4. **Recommendations on Folder Names**

The Classification of records ensures the systematic organisation and sharing of information and the retention and retrieval of this information in the context, in which it was created. The recommendations below will help staff to classify appropriately electronic documents and to use properly the storage area available on the shared drive.

- **Gather in one folder all documents concerning a specific activity or subject**
- **Structure hierarchically folders related to a programme**
- **Avoid duplication of folders**
- **Classify all documents in folders**

The Classification of records ensures the systematic organisation and sharing of information and the retention and retrieval of this information in the context, in which it was created. The recommendations below will help staff to classify appropriately electronic documents and to use properly the storage area available on the shared drive.
III. Retention of electronic documents

- Do not use names or first names for folders
- Avoid abbreviations (except official acronyms)
- Leave space between the words
- Avoid punctuation signs like : / (*)
5. PRACTICAL INFORMATION ABOUT THE SHARED DRIVE

A) Create folders in the shared drive

1. On the task bar, click on:
   (1) File - New
   (2) Folder
   (3) A new folder appears: Apply a clear and comprehensive title to the new folder - Click OK

B) Move documents to the shared drive

1. Select document(s) to insert in the folders of your unit.
2. On the task bar, click on:
   Edit - Move to folder
3. Select the folder - click OK
C) Move folders to the shared drive

1. Select the folder to move
2. On the task bar, click on: Edit - Move to folder
3. Select the folder of your unit - Click OK

D) Rename folders in the shared drive

1. Select the folder to rename
2. On the task bar, click on: File - Rename
3. Apply a clear and comprehensive title and click OK
6. **CLASSIFICATION OF ELECTRONIC DOCUMENTS**

The Classification of records ensures the systematic organisation and sharing of information and the retention and retrieval of this information in the context, in which it was created. Please find below two examples of shared drives, recently established by the ITH section, Culture Sector, and the PE section, Education Sector, in collaboration with ARC.
IV.

Retention schedule

Programme Sectors
## IV. Retention schedule

### RETENTION SCHEDULE - PROGRAMME SECTORS

<table>
<thead>
<tr>
<th>End of activity</th>
<th>+ 2 years</th>
<th>+ 5 years</th>
</tr>
</thead>
<tbody>
<tr>
<td>♦ Chrono</td>
<td>♦ Administration and finance files</td>
<td></td>
</tr>
<tr>
<td>♦ Files on unsuccessful candidates</td>
<td>♦ Contract files</td>
<td></td>
</tr>
<tr>
<td>♦ Drafts/manuscripts of printed UNESCO documents and publications</td>
<td>♦ Personnel files</td>
<td></td>
</tr>
<tr>
<td>♦ Files of personal interest and reference</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Retention Schedule

<table>
<thead>
<tr>
<th>Retention</th>
<th>Record Type (electronic and paper)</th>
<th>Description</th>
<th>Transfer to ARC after 5 years</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 years</td>
<td>Chrono Files</td>
<td>Chronological files containing copies of outgoing and/or incoming correspondence, such as memos, letters, fax, e-mails.</td>
<td>NO</td>
</tr>
<tr>
<td></td>
<td>Files on unsuccessful candidates (posts prizes/ fellowship/chairs)</td>
<td>Files that contain CVs, related documents, and publications of unsuccessful candidates applying for UNESCO posts prizes, fellowships or chairs.</td>
<td>NO</td>
</tr>
<tr>
<td></td>
<td>Drafts/manuscripts of printed UNESCO documents and publications</td>
<td>All manuscripts and drafts of texts which have been printed for sale or general distribution.</td>
<td>NO</td>
</tr>
<tr>
<td>5 years</td>
<td>Administration and finance files</td>
<td>Files that contain models, drafts and copies of administrative and finance records, such as payment requests, purchase requests (PR) and orders (PO), invoices, travel records, budgetary statements, account statements.</td>
<td>NO</td>
</tr>
<tr>
<td></td>
<td>Contract files</td>
<td>Copies of contracts, related correspondence and financial records.</td>
<td>NO</td>
</tr>
<tr>
<td></td>
<td>Files of personal interest and reference</td>
<td>Files that contain non-UNESCO documents, Press clippings, copies of official UNESCO documents and publications, copies of Web contents (UNESCO intranet, portal). Such files are established and retained on a personal basis and do not contain original correspondence or documents related to the programme execution.</td>
<td>NO</td>
</tr>
<tr>
<td></td>
<td>Personnel files</td>
<td>Models, drafts and copies of CVs, leave requests, job descriptions, training records.</td>
<td>NO</td>
</tr>
</tbody>
</table>
# IV. Retention schedule

<table>
<thead>
<tr>
<th>Retention</th>
<th>Record Type (electronic and paper)</th>
<th>Description</th>
<th>Transfer to ARC after 5 years</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 years</td>
<td>Original contract files</td>
<td>Files that contain original contracts, related correspondence and financial records.</td>
<td>YES</td>
</tr>
<tr>
<td></td>
<td>Original administration and finance files</td>
<td>Files that contain original administrative and financial records.</td>
<td>YES</td>
</tr>
<tr>
<td>Permanent</td>
<td>Files on successful candidates</td>
<td>Files that contain CVs, related documents, and correspondence of successful candidates applying for UNESCO posts prizes, fellowships or chairs.</td>
<td>YES</td>
</tr>
<tr>
<td></td>
<td>Files on programme execution</td>
<td>Correspondence files on activities, functions, planning, policy, strategy and concrete execution of a programme. These files contain records directly related to the programme, such as incoming and outgoing correspondence (memos, letters, faxes, e-mails) and attached documents, such as consultants’ reports, minutes of meetings, mission reports, etc.</td>
<td>YES</td>
</tr>
<tr>
<td></td>
<td>Official UNESCO documents and publications</td>
<td>Printed official UNESCO documents and publications should be kept by the producing unit for a maximum period of dispatch and distribution of 5 years. All such documents and publications are retained permanently by ARC and the Library, and in electronic version in UNESDOC. Systematically, three copies are transferred to ARC, LIB and UNESDOC by ADM/CLD or by the producing unit.</td>
<td>YES</td>
</tr>
</tbody>
</table>
V.

Search tools
V. Search tools

1. **PAPER FILES: RECMAN DATABASE**

The paper files of the Programme Sectors are currently registered in a database, which today already contains 28,000 entries. It contains the average of 6200 files for CLT, 8000 for SC, 900 for CI, 1200 for SHS, 3800 for ERC and 5100 files for ED.

The database consists of a basic and advanced search. The paper files corresponding to your research can be loaned on request by e-mail to recordsmanagement@unesco.org or by phone (84708/81944).

http://recman.hq.int.unesco.org/
V. Search tools

Search results

The result page displays a selection of required fields, such as the Sector and Division, title and years.

The complete display allows to visualize all descriptor fields, in particular the transfer date and the name of the person who transferred the files.
2. **E-MAIL AND DOCUMENTS: RISS**

The RISS (Records and Information Storage System) is UNESCO’s new electronic records keeping and archiving system. This system provides management, physical storage, long-term retention, search, retrieval and disposal of electronic records of the Organization, such as e-mail, office documents, information created in applications (FABS and SISTER), and web contents (UNESCO portal and Intranet).

The RISS is accessible via the “Search Archive” button in Outlook or by opening the following Intranet site: [http://hqarchive1.hq.int.unesco.org/webinterface/SingleSignOn](http://hqarchive1.hq.int.unesco.org/webinterface/SingleSignOn).

You may search for electronic records of your unit (records with restricted access) and for records of general interest (records with public access).

Search results

The result page displays in chronological order all e-mails or documents corresponding to the search.

Dear Judita Sandor,

I'm sending you the corrected teaching programs of ethics in all of teaching for e-life in Medicine. I would like to pay your attention that ethical studies in Kungju University comprises subject of philosophy, which border modules "Metaphysics" and "Ethics: Philosophy and Ethics of Medicine". The basics of ethics as practical philosophy mentioned. The main topics of "Moral Philosophy" and "Philosophy of Medicine" are in one document.
3. **UNESCO DOCUMENTS AND PUBLICATIONS:**

**UNESDOC/UNESBIB**

UNESDOC/UNESBIB is a multilingual database that provides bibliographic records and full text of UNESCO documents and publications (54,000 documents available online). UNESDOC is a search and archiving tool for UNESCO’s documentary asset of public interest.

UNESDOC contains in particular:

- Speeches of the Director-General from 1970 to present
- Documents of UNESCO’s Governing Bodies: Resolutions and decisions of the General Conference and Executive Board from 1946 to present.
- Technical documents (publications from Headquarters, regional and field offices, institutes and centres): Working papers, conferences/meetings reports and documents, etc.
- UNESCO publications: Published and commercialized by UNESCO Publishing. Only out-of-print publications are available in full text in UNESDOC.
- UNESCO sponsored publications: Published with the financial support of UNESCO.

http://unesdoc.unesco.org/ulis/search_form.html
Search results

The result page displays in chronological order all documents corresponding to the search and allows to read the documents in full text and in the official languages of the Organization.
INDEX

♦ Archives
The documents created or received and accumulated by a person or organization in the course of the conduct of affairs, and preserved because of their continuing value; also referred to as an archival repository; The agency or program responsible for selecting, acquiring, preserving, and making available archives; also referred to as an archival agency, archival institution, or archival program and to the building or part of a building in which the archives are preserved and made available for consultation.

♦ Document
Recorded information regardless of medium or characteristics.

♦ File
An organized unit (folder, volume, etc) of documents grouped together either for current use by the creator or in the process of archival arrangement, because they relate to the same subject, activity, or transaction. A file is usually the basic unit within a record series.

♦ Preservation
The totality of processes and operations involved in the stabilization and protection of documents against damage or deterioration and in the treatment of damaged or deteriorated documents. The preservation may also include the transfer of information to another medium, such as microfilm.

♦ Records
A document created or received and maintained by an agency, organization, or individual in pursuance of legal obligations or in the transaction of business.

♦ Records Management
A field of management responsible for the efficient and systematic control of the creation, maintenance, use and disposition of records.

♦ Transfer to archives
The act involved in a change of physical custody of records with or without change of legal title.

Notions extracted from the DAT III list, established by the Project Group on Terminology of the International Council of Archives (ICA):
http://staff-www.uni-marburg.de/~mennehar/datiiifransgmgl.htm