



Central Registry Records

Identity Statement

Identification Code	IAEA-CR
Title	Central Registry Records
Date Range	1957 – 1979/1985
Level of description	Sub-fonds
Extent and Media	720 linear shelf metres of paper records – copied, photo static, typed or handwritten

Context

Creator(s) and source	<p>Files and series of the Sub-fonds mainly originate from the Central Registry, containing copies and originals of incoming, outgoing and internal correspondence created by (or distributed to) all administrative areas of the International Atomic Energy Agency. Several series originate from offices of primary responsibility, such as</p> <ul style="list-style-type: none">• EX (Experts recruitment files) and TA – Technical Assistance files from the Department of Technical Assistance and Publications (established in 1958 as Department of Training and Technical Information, since 1964 Department of Technical Assistance, today's Department of Technical Cooperation);• INFCE records – International Nuclear Fuel Cycle Evaluation records (Department of Safeguards and the INFCE Support Secretariat); and• RC – Research Contracts (Research Contracts Section reporting to the Office of the Deputy Director General, Head of the Department of Research and Isotopes (today's Department of Nuclear Sciences and Applications, 1971-1981 temporarily transferred to the Division of Budget and Finance in the Department of Administration/Management)
Administrative history	As per standard established procedure, official records were



processed and maintained by the Central Registry based on the subjects assigned to the categories of the file plan. The records were registered and copied; originals were distributed to the offices responsible for these activities, copies were kept in the Central Registry.

Since the very beginning, some official correspondence was either not forwarded for registration or routed directly from/to the office of primary responsibility, bypassing formal registration; that way a dual file keeping system came into existence – (1) the Central Registry records (mainly copies) and (2) originals (registered and non-registered) kept in offices across the Agency, either in staff offices or areas dedicated for file keeping (departmental and/or divisional records offices). This long tradition of parallel records maintenance is reflected in the structure of archival holdings split into Central Registry records and Departmental records (part 1 and part 2).

Archival history

File transfers from the Central Registry to the newly established Archives Unit (as part of the Central Registry to “serve as a repository of all the Agency’s inactive records”) started in February 1964 and were mainly completed in the 1980s after the procedural changes from the Central Registration system to the new CRMS (Coordinated Records Management System).

In an aim to eliminate duplication and to create one ‘master file’ per subject area, Archives Unit merged Central Registry record series with files documenting the same subject and transferred from the de-centralised records offices. In other words, records received in Archives from satellite records offices were physically added to the appropriate Central Registry series. This exercise of merging records from two different provenances has been stopped, and since this merging exercise never was completed, a remaining portion not incorporated into Central Registry records still exists as the Sub-fonds of Departmental Records Part 1 (previously: ‘Permanent Collection’). By contrast, the RC (Research Contracts) series of the Central Registry was abolished and all records related to Research Contracts were merged into one series of Research Contracts arranged by Research Contract numbers. This series of Research Contracts dating back to 1958 is now integrated into the Departmental records, part 2.

During the mid-1990s, Central Registry files under custody of Archives Unit were re-boxed into standard archival boxes, given temporary box numbers and physically identified (labelled) at box level. A matching exercise was also started to map the old file coding system with the new (CRMS) file code classification but has



never been completed.

In early 2005, each box was given a unique Box ID number as part of the implementation of new software supporting archival processes including location management (Opentext-Livelink). Data from the old database used in Archives Unit for inventorying records until 2001 was partly converted, migrated and integrated into the new inventory of records.

In 2008-2009, efforts to improve long-term preservation and finding aids revealed critical preservation status of Central Registry paper records showing unstable chemical conditions and silvering on the printed paper with legibility being obscured over time. Based on recommendations by external experts, Archives Unit started to apply long-term preservation measures and to update descriptive metadata to paper files. This initiative was finalized for the 'ADM', 'S', 'SAF', 'STI', 'TA', and 'SC' series and is ongoing for the remaining series of this Sub-fonds. No re-appraisal was undertaken, but duplicate copies were removed.

Content and structure

Scope and content

Central Registry records cover subject files of all official functions and activities of the IAEA based on the main headings of the file plan such as 'ADM' and 'S' (Administration and Executive Management), 'DAT' (Data Processing), 'F' (Finance and Accounting), 'I' (Scientific and Public Information), 'L' (Legal Matters and Agreements), 'LAB' (Laboratories), 'O' (Organization, External Relations), 'P' (Personnel Matters, Human Resources Management), 'SAF' (Safeguards, Nuclear Verification, Nuclear Security), 'SC' (Science, Nuclear Science, Training, Technical Cooperation), 'STI' (Scientific and Technical Information), 'INFCE' (International Nuclear Fuel Cycle Evaluation), 'TA' (Technical Assistance and Technical Cooperation), 'EX' (Experts recruitment files).

Accruals

No further accruals.

Arrangement & Disposition

By subject matter following the file plan system; Technical Assistance [TA] files are arranged by country and project codes, Technical Assistance Experts/Mission Reports by numbers, and Experts recruitment files by experts' names.

Disposition: permanent value.



Physical Condition & Preservation status

Files are stored in standard archival boxes in upright position except those series already processed since 2008 applying newly established long-term preservation methods (re-folding and re-boxing by using acid-free containers, storage in horizontal position, replacing damaged records by photocopies).

Notes / Comments

Allied Materials Area

Allied Material

The Sub-fonds of the Departmental Records, Part 1 and Departmental Records, Part 2 (for instance Research Contracts series)

Conditions of Access and Use

Finding Aid(s)

File Plan (available as excel spreadsheet), index cards with limited usability; electronic inventory with box-level information or archival description on file-folder level with searchable metadata (title, sub-title, date range, file code); finding aids and searchable databases restricted to Archives staff only.

Access Conditions

In accordance with established rules and regulations regarding access to IAEA historical records (AM VIII/4 Annex I), the majority of Central Registry records are accessible to the public except files containing classified information (for example several files of the 'P' and 'SAF' series).

Archival records under custody of Archives Unit may be consulted only in the Reading Room of the Archives Unit located at IAEA Headquarters in Vienna and by prior appointment only.

No external loans are allowed.

Online Access

N/A



CRMS Archives

Identity Statement

Identification Code	IAEA-CRMS
Title	CRMS Archives
Date Range	1979/1985 – 2007
Level of description	Sub-fonds
Extent and Media	900 000 digital images; 20 linear shelf metres of 3100 micro-films (master film and duplicate films).

Context

Creator(s) and source Microfilms were created by the Archives and Records Management Section (previously Records and Communication Section) within the framework of correspondence registration procedures established under the Co-ordinated Records Management System (CRMS); this system was in use from the late 1970s until November 2007, when it was replaced by a new correspondence management process named ERMS (Electronic Records Management System).

The registration of classified correspondence under CRMS was performed independently within the Archives and Records Management Section (previously Records and Communication Section); this has created a separate series of microfilmed registered correspondence.

Between 2004 until 2008 all microfilms were scanned by using Kodak technologies, producing digital images in low resolution JPG file format.

Administrative history Microfilms as well as the digital images were created in the Archives and Records Management Section (previously Records and Communication Section) as part of the Co-ordinated Correspondence Management System (CRMS) between 1979 until 2007.



Archival history

Microfilms (see also audio-visual collection) were transferred (master films and duplicate films) from the Records Unit as the entity responsible for correspondence management within the Archives and Records Management Section (previously Records and Communication Section) to the Archives Unit on a regular basis, the last batch of microfilm was transferred in July 2008.

Duplicate films were used for the digital conversion process between 2004 and 2008.

Content and structure

Scope and content

Microfilms and the digital versions contain all incoming, outgoing and internal registered correspondence and indexing by the Co-ordinated Records Management System (CRMS) from 1979 to 2007, and cover subject areas of all official functions and activities of the IAEA based on the file coding system used under CRMS, excluding correspondence with classified contents (subjects related to Safeguards, Nuclear Verification, Nuclear Safety and Security).

Accruals

No further accruals.

Arrangement & Disposition

Digital images are arranged in numeric order of the microfilm pages per microfilm number.

Disposition: permanent value.

Physical Condition & Preservation status

Digital images are stored in standard file servers and centrally managed by the Division of Information Technology.

Notes / Comments

Allied Materials Area

Allied Material

The Sub-fonds of the Audio-Visual Collection and Departmental Records, Part 2.

Conditions of Access and Use

**Finding Aid(s)**

The CRMS Archives database is still used as the finding aid to search for individual registered correspondence; search functionality is limited to date, date range, file code, and file code title and type of correspondence (incoming, outgoing, internal); the database as well as the search results are not directly hyperlinked to the digital images.

Access Conditions

In accordance with established rules and regulations regarding access to IAEA historical records (AM VIII/4 Annex I), records of the CRMS Archives, unless classified, are only accessible if older than 30 years.

Archival records under custody of Archives Unit may be consulted only in the Reading Room of the Archives Unit located at IAEA Headquarters in Vienna and by prior appointment only.

No external loans are allowed.

Online Access

N/A



Departmental Records Part 1

Identity Statement

Identification Code	IAEA-DR1
Title	Departmental Records Part 1 (previously: 'Permanent Collection')
Date Range	1956 – 1979/1985
Level of description	Sub-fonds
Extent and Media	643 linear shelf metres of paper records – typed or handwritten; gifts and mementos presented to Directors General Sterling Cole and Sigvard Eklund such as a hand-embroidered Irish linen tablecloth (Sterling Cole) with signatures of distinguished personalities.

Context

Creator(s) and source	Records were created and accumulated by administrative offices in all departments across the Agency.
Administrative history	<p>Although official records were processed and maintained by the Central Registry (coding system based on the file plan), since the very beginning of the IAEA Secretariat, some official correspondence was not forwarded to Central Registry for registration and filing but routed directly from/to the office of primary responsibility bypassing formal registration. Therefore a parallel file keeping system came into existence with files kept in offices across the Agency, either in staff offices or areas dedicated for file keeping (departmental and/or divisional records offices).</p> <p>The dual path of records maintenance (Central Registry and satellite departmental records) and the dual route of records transfers to the IAEA Archives are reflected in the structure of archival holdings.</p>
Archival history	The co-existence of satellite departmental files was already documented at the time of the IAEA Records Management Pilot Project in 1964 and, in parallel to the transfers from the Central Registry, files from the de-centralised file depots were also moved



to the Archives Unit, finally leading to the creation of the Sub-fonds of Departmental Records, Part 1 (previously known as 'P'-Collection). Those files transferred from satellite file depots declared as having permanent archival value constituted the 'P' ('Permanent' collection).

In other words, records documenting the same subject were transferred from two different sources to Archives and created parallel record groups and duplication, with neither of the two record groups providing complete documentation.

Archives Unit merged and complemented almost all Central Registry record series by filling the gaps with files documenting the same subject and transferred from the de-centralised records offices previously accumulated under the 'P' collection. This re-processing exercise of merging two parallel series has never been completed; a remaining portion of the 'P' collection still exists as Sub-fonds of the Departmental Records, Part 1.

The remaining 'P' collection has been integrated as separate Sub-fonds by discontinuing adding records to the Central Registry files. Efforts to process this Sub-fonds (still kept in inappropriate box containers with poor content description) started in 2009. These combine a functional approach with the provenance of records: certain 'P' numbers (resulting from records transfers) were grouped together into series of the Sub-fonds 'Departmental Records, Part 1' such as 'Executive Management/Office of the Director General' (Sterling Cole and Sigvard Eklund) or 'Property, Physical Asset and Facility Management' containing records from the offices responsible for buildings and facility management.

Content and structure

Scope and content

Records transferred from satellite file depots documenting the management/administration of the Secretariat, major functions and programmes, policies and essential transactions were designated for permanent retention, constituting the so-called 'P' collection: these records now form the Sub-fonds of the Departmental Records, Part 1, previously known as the P collection. Records of this Sub-fonds cover a wide range of subject matters for the period between 1957 and the early 1980s.

The IAEA Preparatory Commission, correspondence about the initial stages and programme development of the Agency, including records of the Office of the Directors General Sterling



Cole (1957-1961) and Sigvard Eklund (1961-1981); relation with the Host Country Austria, with member states and the United Nations (Headquarters Agreement, Privileges and Immunities) and records originating from all departments documenting programme activities (Safeguards, Technical Assistance, Nuclear Science and Research), external relations, Conferences, Seminars, the Laboratories in Seibersdorf and Monaco (facility management and establishment of scientific work).

Accruals

No further accruals.

**Arrangement &
Disposition**

Records are arranged by subject, partly using the Central Registry coding system, stored in non-standard boxes, and accumulated by the transferring offices by assigning a P (for 'Permanent') number.

Disposition: permanent value.

**Physical Condition &
Preservation status**

Storage in non-standard boxes with original records labelling dating from the 1960s onwards; the majority of these records is still awaiting preservation measures (re-folding, re-boxing, possible re-appraisal) as well as detailed inventorying.

Efforts to re-organize the entire collection, to re-folder, to re-box and to inventory records at file-folder level started in 2009 and are ongoing; so far the files of the office of Director General Sterling Cole, the series on Financial Management, Publishing and Printing Services, and Property, Physical Asset and Facility Management have been processed (re-folding, re-boxing, possible re-appraisal including detailed inventorying).

Notes / Comments

Allied Materials Area

Allied Material

The Sub-fonds of the Central Registry Records

Conditions of Access and Use

Finding Aid(s)

Original records transfer lists (box content) with limited usability; some series of this Sub-fonds are inventoried at file-folder level; finding aids and searchable databases restricted to Archives staff only.

**Access Conditions**

In accordance with established rules and regulations regarding access to IAEA historical records (AM VIII/4 Annex I), the majority of records are accessible to the public since they are older than 30 years; files containing classified information are not accessible to the public.

Archival records under the custody of Archives Unit may be consulted only in the Reading Room of the Archives Unit located at the IAEA Headquarters in Vienna and by prior appointment only.

No external loans are allowed.

Online Access

N/A



Departmental Records Part 2

Identity Statement

Identification Code	IAEA-DR2
Title	Departmental Records, Part 2
Date Range	1957/1979 – to date
Level of description	Sub-fonds
Extent and Media	Due to continuous accruals, the total is constantly changing approx. 6000 linear shelf metres; paper record(s) – typed (print-outs from electronic files) or handwritten.

Context

Creator(s) and source Records were created and accumulated by offices in all departments across the Agency.

Administrative history The Departmental Records, Part 2 represent the official records of the Agency after the implementation of a new correspondence registration system from 1979 to 1985 (CRMS – Coordinated Records Management System). While the techniques of central registration changed (registration by using a database and microfilming of all registered correspondence), the dual path of registered documents and unregistered records that were kept in 'satellite' (de-centralized) file depots (as already seen with the Central Registry / Departmental Records, Part 1) has continued to the present day.

The Computerised [Coordinated] Records Management System (CRMS), implemented in 1979, created microfilmed copies of all registered correspondence, and distributed the original paper correspondence to the offices responsible where the paper records were filed and eventually transferred to the Archives (Departmental Records, Part 2).

The Central Registry records were continued in the form of the CRMS microfilm library or the digitized version as the "CRMS Archives". In November 2007, the CRMS was replaced by the Electronic Records Management System (ERMS). According to



ERMS procedures still in use paper correspondence is scanned and then stored as a PDF file with descriptive metadata attached in Livelink, the Agency's standard document and records management software. The practice of distributing hard copies of scanned correspondence continues until today; these hard copies are filed in the offices responsible and eventually transferred to the Archives, creating new accruals to the Departmental Records, Part 2.

Archival history

The Departmental Records, Part 2, represent records transferred from offices in all departments of the IAEA comprising hard copies of registered correspondence and non-registered correspondence. These files, therefore, duplicate but also complement the CRMS microfilm library or the CRMS Archives. The records transfer lists constitute the major finding aid to the Sub-fonds Departmental Records, Part 2; these lists were arranged in accordance with the administrative structure, bringing together under one specific code lists of records transferred from the same Unit, Section or Division. These lists make up in their totality the so-called 'Roster Book'. This Roster Book, as a collection of transfer lists, is still used as a finding aid; however, a number of old transfer lists have been replaced by databased inventories in Opentext-Livelink. Since 2005 all new transfers have been processed in a standardized way in that data is directly uploaded into Livelink, which constitutes the electronic inventory of archival holdings. Records and boxes resulting from transfers prior to 2005 are inventoried retroactively on an ongoing basis.

Records transferred to the Archives Unit have been designated with retention periods and final disposition; systematic appraisal routines have been applied to major series such as TC project files, Training Courses, Research Contract files before accessioning to the Historical Archives — a process accompanied, since 2008, with long-term preservation measures such as removing metal and plastic, re-folding, re-boxing by using acid free containers. A large number of records are still awaiting appraisal and further processing.

The Sub-fonds of the Departmental Records, Part 2, is sub-divided into series mainly following the origin (provenance) of the records, partly following content/subject oriented arrangement such as Personnel files, Pension Fund and Research Contract files dating back to the early years of the IAEA.

Content and structure

**Scope and content**

Records of the Sub-fonds of the Departmental Records, Part 2 cover all business areas and programme activities of the IAEA as per main functions of the file plan currently in use: Governance and Executive Management, Property and Physical Asset Management, Financial Management, Human Resources Management, Information Products and Services, Nuclear Technology for Development, Nuclear Safety and Security, and Nuclear Verification.

Accruals

Continuing accruals

**Arrangement &
Disposition**

The records are arranged following their provenance (transferring offices), file-coded by using the CRMS and classified in line with the file plan.

In compliance with the established retention schedules, records are kept in the Records Centre the way they were transferred, for an average of four years. Appraisal routines are applied to the majority of the records before accessioning, in order to eliminate duplication and to create consistent subject files. For instance, files from different departments documenting the same Technical Cooperation Project are combined into one TC project file.

**Physical Condition &
Preservation status**

Records of this Sub-fonds transferred to the Archives are kept in binders stored in standard archival boxes. As part of the appraisal and accessioning practices, records with permanent value are being stored in acid free containers following prior removal of metal clips and plastic sleeves.

Notes / Comments**Allied Materials Area****Allied Material**

Audio-Visual Collection, Records of Policy Making Organs & Legal Instruments, Various Other Collections (for instance Travel Reports, Daily Press Reviews)

Conditions of Access and Use**Finding Aid(s)**

The records are accessible via the electronic finding aids used in the IAEA Archives since 2005 (Opentext Livelink). The finding aids provide descriptive metadata at file-folder level or summary



descriptions on box level with extended search functions. Since not all records of this Sub-fonds are yet inventoried in this database, paper transfer lists and paper inventories still serve as finding aids; restricted to Archives staff only.

Access Conditions

In accordance with established rules and regulations regarding access to IAEA historical records (AM VIII/4 Annex I), the majority of records are not accessible to the public for one of two reasons: either because they are younger than 30 years or because the content of the files may be classified (Personnel files); non-classified records older than 30 years such as Research Contract files are accessible to the public.

Archival records under the custody of Archives Unit may be consulted only in the Reading Room of the Archives Unit located at the IAEA Headquarters in Vienna and by prior appointment only.

No external loans are allowed.

Online Access

N/A



Audio-Visual Collection

Identity Statement

Identification Code	IAEA-AV
Title	Audio-Visual Collection
Date Range	1946 – 2009
Level of description	Sub-fonds
Extent and Media	208 linear shelf metres of audio-visual records (films, magnetic audio tapes and cassettes, lacquer discs, microfilms, photos)

Context

Creator(s) and source	<p>The audio-visual collection is sub-divided into films and videos, sound recordings, microfilms and photographs.</p> <p>The collection of films and videos originates from the IAEA Library (Department of Nuclear Energy). The majority of items were donated by the United Nations, governments of Member States (e.g. US Atomic Energy Commission) or external (scientific) institutions. Other items were created by the IAEA Division of Public Information (Department of Administration, now: Management) or produced for the IAEA by external contractors and film studios.</p> <p>The collection of magnetic audio tapes and audio cassettes originates from all administrative areas across the Agency: the majority of sound items was recorded primarily by the Multimedia Services of the Division of General Services (MTGS) and/or the Radio/TV studio in the Division of Public Information (MTPI), both Department of Administration (now: Management). A minor volume of audio cassettes has been recorded by the organizers of events (meetings, symposia). Other sound recordings (interviews of IAEA senior managers, press conferences) were donated to the Agency (MTPI) by external radio and TV services.</p> <p>The collection of lacquer records was created by the United Nations Atomic Energy Commission: the originals were donated in 1970/1971 by the United Nations Archives to the IAEA as the</p>
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appropriate custodian. No copies of these sound recordings are available in the United Nations Audio-Visual Library.

The series of microfilms originate from the Records and Communication Section, former Central Registry, today's Archives and Records Management Section (Division of General Services, Department of Management). Almost 80 percent of the microfilms were produced as part of the registration process by Central Registry; the remaining portion was produced by the Archives Unit as preservation copies for historical records, partly replacing paper records. The content creators of records on microfilms are located across the Agency (as far as registered correspondence is concerned), the Secretariat of Policy Making Organs (Records of the Board of Governors and General Conferences), Department of Technical Cooperation (Fellowship files), Monaco Environmental Laboratory (Publications) and the United Nations Atomic Energy Commission (UNAEC).

The photographic collection mainly originates from the Division of Public Information (MTPI), Department of Administration (now: Management). Only a small part originates from the IAEA Laboratory in Seibersdorf (Austria). 22 photos are a private donation of a former staff member (Ms Renata MacMillan) and include photos from a Staff Association Ball, from the signing of treaties and private staff functions.

Administrative history

The 'film library', as part of the IAEA Library, was established to lend films on request to educational and non-commercial institutions. The IAEA has been granted the 'fair use' right according to which it may use these films for non-profit purposes; however the copyright has remained with the holders of the films.

The magnetic audio tapes and audio cassettes contain (1) the recordings of meetings of the Policy Making Organs (Board of Governors, General Conference) as a basis for the production of the official records of those meetings; (2) the recordings of various types of internal meetings and conferences and (3) sound recordings resulting from activities maintained by the Division of Public Information (Department of Administration, now: Management).

UNAEC (United Nations Atomic Energy Commission) as the creator of the vinyl sound recordings was founded on 24 January 1946 by the United Nations General Assembly to promote the peaceful uses of atomic energy and to prevent national armament with nuclear or other weapons of mass destruction. After the plan, proposed by Bernard Baruch, United States representative to the



Commission, in 1946, failed, the Commission became inactive in 1949 and was eventually dissolved in 1952.

The microfilm collection primarily results from the CRMS (Computerised/Coordinated Records Management System) registration process in the Records Unit; a smaller number of microfilms were produced by the Archives Unit as preservation copies, or originate from the United Nations Atomic Energy Commission (records of its meetings).

The photographic collection of the Division of Public Information (Department of Management) was created in 1958/1959 with the publication of the first IAEA Bulletin, and was constantly expanded until its transfer to the Archives Unit in 2008 and 2009.

Archival history

Films and videos were transferred to the IAEA Archives from the IAEA Library and the Division of Public Information. Due to the advanced state of decay of the analogue films, a digitization project in cooperation with the Austrian Film Archives took place between 2009 and 2012, including basic cleaning and/or restoration.

Transfers of sound recordings (magnetic tapes and audio cassettes) to IAEA Archives started in the late 1970ies and continued at irregular intervals until 2009, when digital recording techniques replaced analogue ones. For this reason, the last transfer of analogue recordings was processed in late 2011, covering IAEA meetings until September 2009. Following a re-boxing project between 2006 and 2008, a digitization project was initiated due to the advanced decay of the audio material. Suspended in 2011, this project could not cover digitization of all analogue sound recordings.

The collection of lacquer records was received by the IAEA from the United Nations Archives in 1970/1971 and kept in the original shipment boxes until 2008. During a digitization project of analogue audio cassettes in the early 1980ies, it was noticed that four recordings were missing (329G/Blank, dated 1949 February 18, 425G/Blank, dated 1949 July 20, 430G/432G, dated 1949 July 29 and 434G/436G, dated 1949 July 29). Following water seepage in 2008, the records were removed from the original shipment boxes and two of the recordings evaluated by the 'Phonogrammarchiv' in 2009. As a result of that evaluation, the entire collection was re-boxed in 2010 and a systematic digitization project was carried out between April and June 2013.

80 percent of the collection of microfilms is based on the CRMS (Coordinated Records Management System) microfilms: in the



CRMS era paper correspondence was formally registered, the original distributed to the corresponding offices and a copy kept in the Records and Communication Section (today: Archives and Records Management Section) and then microfilmed in batches (until November 2007). From 2003 to 2007, all CRMS microfilms were digitized (cf. 'CRMS Archives').

The remaining 20 percent of microfilms consist of (1) microfilms of Board of Governors meetings (1957-1961, microfilmed as preservation copies), (2) microfilms of the records of the UNAEC (United Nations Atomic Energy Commission, 1946-1952, handed over together with the sound recordings), (3) microfilms of the publications of the Environmental Laboratory Monaco (1961-1996), and (4) microfilms of fellowship files (1971-1994, microfilmed to replace paper originals).

The major part of the photographic collection was transferred in three batches from the Division of Public Information (Department of Management) in 2008; material from Seibersdorf arrived in 2009. Since 2010 the descriptive metadata of the collection was reviewed, duplicates removed and photographs re-arranged. This initiative aiming to produce a proper finding aid had to be suspended in 2011 due to lack of resources.

Content and structure

Scope and content

The collection of moving images covers key moments of General Conferences, public education initiatives about nuclear energy and promoting the peaceful uses of atomic energy as well as documenting scientific programmes of the IAEA (Safeguards inspections, Nuclear security missions, Monaco Laboratories, Fruit Fly and Tse Tse Fly eradication).

The collection of analogue sound recordings covers recordings of Board of Governors meetings, committee meetings, plenary and special sessions of the General Conferences (including Scientific Afternoons). The collection also covers sound recordings of IAEA executive and programme management meetings, staff association meetings and meetings of cross-cutting activities such as, for example, the Programme of Action for Cancer Therapy.

The lacquer disc collection consists of 236 audio recordings of the meetings of the United Nations Atomic Energy Commission (1946-1952) and 201 recordings of the Conference of the Statute of the IAEA (1956).



The majority of microfilms originate from the Coordinated Records Management System (CRMS) registration procedures in use between 1979 and 2007, covering all programmatic activities and subjects including a sub-set of microfilms with classified correspondence. A minor portion of microfilms contain records of the Board of Governors meetings (1957-1961), records of the General Conference (1957-1998), records of the United Nations Atomic Energy Commission (1946-1952) and publications of the Environmental Laboratory Monaco (1962-1996).

Photos transferred from the Division of Public Information originate from various institutions and were collected by the Division of Public Information in order to establish an image pool to document and promote the Agency's work and projects; it also showcases people taking part in the work of the Agency in a variety of areas of nuclear technology and science including photographic material on nuclear disasters like Chernobyl in 1986. A small subset of the collection illustrates the work at the Agency's Laboratory in Seibersdorf.

Accruals

No further accruals of analogue material.

Arrangement & Disposition

The physical arrangement of films, videos, magnetic tapes and audio cassettes is based on the sequence of transfer/receipt in the Archives.

The Lacquer records (1946/1956) are arranged numerically and chronologically.

The CRMS microfilms are arranged by numbers; the rest of the microfilm collection is arranged by subject.

Disposition: permanent value.

Physical Condition & Preservation status

With the exception of the film canisters and lacquer records, stored horizontally, all other parts of the audio-visual collection (magnetic tapes, audio cassettes, microfilms and photos) are stored in standard archival boxes; parts of the photographic collection are stored in hanging files in a metal cabinet, the lacquer records were re-boxed in 2012 to acid-free boxes specially designed to fit the size and format of the Lacquer discs.

Films, videos (including the tapes with digitized versions) and all sound recordings were moved in early 2013 to a new repository (P2M1) with optimized climate conditions (21°C, 45 % rH). Storage conditions of the photographic collection remain unsatisfactory.

Notes / Comments



Allied Materials Area

Allied Material Central Registry Records, Departmental Records Part 1 and 2, Records of Policy Making Organs and Legal Instruments.

Conditions of Access and Use

Finding Aid(s) Whereas old transfer lists and printed catalogues of the 'film library' (published in 1991) are exceptionally used as finding aids, all series of the audio-visual collection were inventoried (at item or file-folder level) by using standardized descriptive metadata (Livelink) comprising basic information for each audio-visual item (title, date, storage location and technical details). However, the quality of this electronic inventory needs to be improved since it is derived from the rather poor labelling; the latter must be validated by checking the contents in more detail.

All microfilms (master films and duplicates) have been inventoried in the electronic inventory of archival holdings using Livelink. However descriptive metadata is minimal and additional reference material has to be consulted to identify the appropriate microfilm. With regard to the CRMS microfilms, the CRMS Archives database is being used as a search tool which contains a reference to the microfilm number and page of a given piece to identify correspondence. However, this search tool is limited to file code, file code title, date and date range, and action officer.

The finding aid of the photographic collection is an Access database created by the Division of Public Information and handed over to the IAEA Archives; this database requires systematic updating.

All finding aids are restricted to Archives staff only.

Access Conditions In accordance with established rules and regulations regarding access to IAEA historical records (AM VIII/4 Annex I), unclassified records older than 30 years are accessible to the public.

Archival records under the custody of Archives Unit may be consulted only in the Reading Room of the Archives Unit located at



the IAEA Headquarters in Vienna and by prior appointment only.
No external loans are allowed.

Online Access

N/A



Publications

Identity Statement

Identification Code	IAEA-Pub
Title	Publications
Date Range	1958 – to date
Level of description	Sub-fonds
Extent and Media	Due to ongoing accrual, the total is constantly changing (status: April 2016: 380 linear shelf meters); more than 15 000 publications in hard copy paper format and one per cent electronic publications on CD-ROM.

Context

Creator(s) and source	<p>Publications are defined as Agency-copyrighted hard copies or electronic products issued for general, unrestricted distribution bearing the Agency's emblem; Agency publications can be categorized as (1) Scientific and Technical publications deriving from the substantive programmes, or (2) Advocacy publications deriving from the Public Information programme or produced originally for Policy Making Organs. Publications, therefore, originate from almost all technical departments (Technical Cooperation, Nuclear Energy, Nuclear Applications, Nuclear Safety and Security, and Safeguards) and also from the department of Administration/Management [Public Information].</p> <p>Pursuant to Art. III-A-3 of the IAEA Statute ("To foster the exchange of scientific and technical information on peaceful uses of atomic energy") and Art. VIII-C ("The Agency shall assemble and make available in an accessible form the information made available to it under paragraphs A and B of this article. It shall take positive steps to encourage the exchange among its members of information relating to the nature and peaceful uses of atomic energy and shall serve as an intermediary among its members for this purpose."), the creation, exchange and distribution of official IAEA publications has been a fundamental component of all programmatic activities from the very beginning, as well as the</p>
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establishment of an IAEA Library.

Administrative history

The contents of publications originate from almost all technical departments (Technical Cooperation, Nuclear Energy, Nuclear Applications, Nuclear Safety and Security, and Safeguards) and the Department of Administration/Management [Public Information].

Publishing, Printing and Document Distribution initially had its place in the Division of Scientific and Technical Information (Division of Publications) in the department of Training and Technical Information (later Technical Assistance and Publications, today's Department of Technical Cooperation). In 1994, these functions were transferred to the Department of Management, Division of Conference Services. In 1998, the IAEA Library was incorporated into the Department of Nuclear Energy.

The majority of publications was produced and printed by the responsible offices (Division of Scientific and Technical Information, Division of Publications, Division of Conference Services); a smaller number of official publications were produced by the Division of Public information (Department of Administration/Management) or by content providers in technical Divisions.

Archival history

The publications under the custody of IAEA Archives are preservation copies of official Agency publications. However, the collection is not a one-to-one duplication of what is held by the IAEA Library, where certain types of official records (e.g. reports of meetings, committees or working groups) are not available. Furthermore, especially in the case of early Agency publications, the IAEA Library collection has gaps. In such cases, the reference copy held in the IAEA Archives is the last remaining copy.

The origins of the IAEA Archives publications collection go back to a clean-up exercise by Documents Distribution of the IAEA's Publishing Section aimed at reducing stockpiles of publications as well as to duplicates received from the IAEA Library. After this rather haphazard beginning, Archives started building up its collection on a more systematic basis. Thanks to its inclusion in the Agency-internal distribution channels for official publications, it receives one copy of each publication for accessioning into its collection. In addition, meeting reports and conference material (as part of appraisal activities) are being added to this collection on an ongoing basis.

From 2001 to 2007, a number of hard copy publications from the TECDOC series in the IAEA Archives were systematically digitized



and made accessible online via the IAEA library catalogue and Opentext-Livelink.

Content and structure

Scope and content

The publications collection under custody of the IAEA Archives comprises volumes of the large series of Scientific and Technical publications such as STI/PUB, STI/DOC (incl. sub-series), and TECDOCs; it also includes non-published reports of various meetings and symposia, internal papers. Publications of the below listed series are available in the English edition, some are also available in other language versions. The entire collection includes the following series:

Advisory Group Meetings (acronym: AGM) from 1975 to 2001; Africa Regional (acronym: AFRA) from 1994 to 1998; Analysis of Safety Significant Events Teams (acronym: ASSET) from 1988 to 1997; Analytical Laboratory (acronym: AL) from 1987 to 2008; Analytical Quality in Nuclear Application Series (acronym: AQ) from 2009 to date; Asia Regional (acronym: RCA) from 1979 to 1998; Atomic and Molecular Collision Data (Acronym: CIAMDA); Atomic Review Series (published in: STI/PUB/66) from 1963 to 1981; Bibliographical Series (published in: STI/PUB/21); BIOMASS (acronym: BIOMASS) from 2003 to 2003; IAEA Bulletin from 1959 to 2010; Computer Index Neutron Data (acronym: CINDA) from 1968 to 2002; Computer Manual Series (acronym: CMS) from 1991 to 2006; Conference and Symposia Papers series (acronym: CSP) from 1998 to 2004; Conferences (mainly published in: STI/PUB) (acronym: CN) from 1958 to date; Country Programmes Summary (acronym: CPS) from 1992 to 1997; Desk Evaluation Review (acronym: DER) from 1984 to 1997; External Publication Reports (acronym: EPR) from 1985 to 1999; Extra Budgetary Programme Asia (acronym: EBP/ASIA); Extra Budgetary Programme RBMK (acronym: EBP/RBMK); Extra Budgetary Programme WWER (acronym: EBP/WWER); Field Evaluation Review (acronym: FER) from 1985 to 1998; Human Health Series (published in: STI/PUB) from 2009 to date; Integrated Safety Assessment of Research Reactors (acronym: INSARR) from 1990 to 2000; International Arctic Seas Assessment Project (acronym: IASAP) from 1994 to 1995; International Bulletin on Atomic and Molecular Data for Fusion (acronym: IBAMD) 2008; International Nuclear Data Committee (acronym: INDC-NDS) from 1979 to 2001; International Nuclear Event Scale (acronym: INES); International Nuclear Information System (CD-ROM) (acronym: INIS) from 1970 to 1999;



International Nuclear Safety Advisory Group (acronym: INSAG) from 1987 to 1991; International Regulatory Review Team (acronym: IRRT) from 1992 to 1999; International Thermonuclear Experimental Reactor (acronym: ITER) from 1988 to 1991; International Thermonuclear Experimental Reactor (acronym: ITER-EDA) from 1992 to 2002; IWG on Fast Reactors (acronym: IWGFR) from 1968 to 2001; IWG on Gas Cooled Reactors (acronym: IWGGCR) from 1980 to 1992; IWG on Water Reactor Fuel Performance and Technology (acronym: IWGFPT) from 1978 to 2000; IWG on Advanced Technologies for Water-Cooled Reactors (acronym: IWGATWR) from 1987 to 1990; IWG on Reliability of Reactor Pressure Components (acronym: IWG-RRPC) from 1978 to 1990; International Working Group on Life Management of NPPs (acronym: IWG-LMNPP) from 1991 to 1998; International Working Group on High Temperature Reactors (acronym: IWGHTR); International Working Group on NPP Control and Instrumentation (acronym: IWGNPPCI) from 1972 to 1999; Laboratory (acronym: Entomology) from 1985 to 1995; Laboratory (acronym: RL) from 1971 to 1987; Latin America Regional (acronym: ARCAL) from 1988 to 1999; Legal Series (Published in: STI/PUB); National Competent Authorities Responsible for approvals of transport (acronym: NCAL) from 1981 to 2004; Nuclear Energy Series (Published in: STI/PUB) from 2007 to present; Nuclear Fusion Series (Published in: STI/PUB/23) from 1961 to present; Nuclear Safety Review (acronym: NSR); Nuclear Safety Standards (NUSS) (published in: STI/PUB); Nuclear Security Series (published in: STI/PUB) from 2007 to date; Nuclear Verification Series (acronym: NVS); Nutritional and Health-Related Environmental Studies (acronym: NAHRES) 1988; Operational Safety Review Teams (acronym: OSART) from 1986 to 2004; Panel (acronym: PL) from 1959 to 1975; Peer discussions on Regulatory Practices (acronym: PDRP) from 1996 to 2000; Practical Radiation Safety Manual (acronym: PRSM); Practical Radiation Technical Manual (acronym: PRTM) from 1995 to 1999; Proceedings Series (published in: STI/PUB); Public Information (acronym: BULLETIN) from 1959 to 2010; Reference Data Series (acronym: RDS) from 1981 to date; Regional Nuclear Fuel Cycle Centre (acronym: RFCC); Research Coordination Meeting (acronym: RCM) from 1976 to date; Review Series (published in: STI/PUB/15); Russian Bolshoy Moschnosty Reactor (acronym: RBMK) from 1993 to 1998; Safeguards Advisory Reports (acronym: SAR) from 1987 to 2004; Safeguards Information (acronym: SG/INF) from 1980 to 1985; Safeguards Technical Reports (acronym: STR) from 1972 to 2006; Safety Series (published in: STI/PUB) from 1958 to date; Safety Standard Series (published in: STI/PUB) from 1974 to 2001;



Seminars (acronym: SR) from 1975 to 2001; Services Series (acronym: SVS) from 1997 to 2006; Special Evaluation (acronym: SE) from 1992 to 1995; Special Evaluation Review (acronym: SER) from 1984 to 1997; Staff Journal (acronym: ECHO) from 1958 to 2010; Symposia (Acronym: SM) from 1959 to 2001; Technical Committee Meeting (acronym: TCM) from 1975 to 2001; Technical Document (acronym: TECDOC) from 1966 to date; Technical Meeting (acronym: TM) from 2002 to date; Technical Report Series (published in: STI/DOC/10) from 1959 to 2010; Training Courses Series (acronym: TCS) from 1991 to present; Waste Management Research Abstracts (acronym: HSW (WMRA)) from 1965 to 1978; Waste Management Research Abstracts (Acronym: WMRA (HSW)) from 1982 to 2002; Water Energy Reactor (Acronym: WWER) from 1993 to 1998.

Accruals

On-going accruals of both hard copies and digital versions.

**Arrangement &
Disposition**

One copy of each publication is stored in a dedicated archival repository, arranged by series and within the series by number. Publications are stored partly in standard archival boxes or in upright position on shelves.

Disposition: permanent value.

**Physical Condition &
Preservation status**

Preservation status of paper copies can be characterized as satisfactory; however, climate conditions in the repository are sub-optimal and adhesive tapes on some volume backs produce typical damage to covers.

As part of a project initiated in 2014, the publications collection is undergoing a review process. Its main aim is to update the inventory in order to bring the book stock in line with the actual stock. This is a preparatory measure to facilitate the eventual integration of the publications collection into a future Archives Information System (AIS).

Notes / Comments

Allied Materials Area

Allied Material

Central Registry Records, Departmental Records, part 1 and Part 2, Records of Policy Making Organs and Legal Instruments.

Born digital electronic publications (with no hard copies) are available online (IAEA official web site or IAEA Library catalogue).



Conditions of Access and Use

Finding Aid(s)

IAEA Archives uses an Access database as finding aid; its origin goes back to approx. 50 Excel spreadsheets that had been maintained over many years and were imported into the database. Descriptive metadata is marginal (no publication title, no publication year, no author names) and include series title, series number, and reference information (file codes) to unpublished material; restricted to Archives staff only.

The standard search method employed first searches the IAEA Library catalogue (with extended search tools) to identify the series code for a specific publication. Quite a number of printed publications are accessible online either via the IAEA website.

Access Conditions

In accordance with established rules and regulations, free access is granted with the exception to a few technical papers marked as confidential.

The publications under the custody of Archives Unit may be consulted only in the Reading Room of the Archives Unit located at the IAEA Headquarters in Vienna and by prior appointment only.

No external loans are allowed.

Online Access

IAEA Official website (Library)



Records of Policy-Making Organs (PMO) and Legal Instruments

Identity Statement

Identification Code	IAEA-PMO/LI
Title	Records of Policy Making Organs and Legal Instruments
Date Range	1956 – to date
Level of description	Sub-fonds
Extent and Media	Due to ongoing accrual the total is constantly changing (approx. 200 linear shelf meters); paper records (typed or handwritten); including 1900 agreements (originals, certified copies), ratifications, and credentials, 130 linear metres of paper records (Records of the Board of Governors and its Committees including the Scientific Advisory Committee), Records of the General Conference and its Committees; Records of the Conference of the IAEA Statute and the IAEA Preparatory Commission).

Context

Creator(s) and source	Files originate from the Secretariat of the Policy Making Organs (SEC-PMO) of the IAEA as per Statute (Board of Governors, General Conference); the Department of Management, Division of Conference Services (Language and Translation Sections) and Legal Division (today's Office of Legal Affairs reporting to the Director General's Office for Coordination).
Administrative history	<p>Record series in this Sub-fonds originate from different administrative areas within the IAEA Secretariat:</p> <ol style="list-style-type: none">1. Records of the Conference of the Statute and the IAEA Preparatory Commission: Records of the Conference of the Statute (minutes of meetings) were produced and distributed by the secretariat of said conference hosted by the United Nations (administrative correspondence therefore can only be found in the United Nations Archives or in the National Archives of the so-called group of '12-Member-States'). In its last session, the



Conference of the Statute established the IAEA Preparatory Commission and its terms of reference to prepare the First IAEA General Conference and to formulate recommendations of the Agency's programme and budget. With the first meeting of the IAEA Board of Governors (October 1957), the IAEA Preparatory Commission was dissolved, and records produced between 1956 and 1957, including administrative correspondence, were taken over by the IAEA Secretariat, including a set of copies of records of the Working Level Conference on the Draft IAEA Statute in Washington ('12-Nations-Conference') from February to June 1956.

2. Records of the Policy Making Organs (PMO): the objective of the Secretariat of the IAEA Policy Making Organs (SEC-PMO) has always been to enable the decision-making bodies to effectively perform their statutory responsibilities and their other functions and to ensure that all meetings of the Policy Making Organs (PMO) are conducted efficiently. Its responsibility includes the organization and documentation of the PMO debates and decisions, in close cooperation with the Office of the Director General and Translation Services. Meetings of the Board of Governors and Committees were audio-recorded by the Division of General Services. Final versions of records of the Board of Governors (documents, minutes of the meetings, records of the committees as established by the Board) have been transferred to the IAEA Archives on a regular basis. Another set of PMO records (in official languages of the IAEA) transferred to the IAEA Archives originates from the Languages and Translations Sections (Division of Conference Services).
3. One of the objectives of the Office of Legal Affairs (OLA), previously Legal Division, is to prepare legal instruments, including international agreements and internal regulations, to provide legal interpretations of these instruments and regulations, and to perform a depository function for, among other documents, credentials and United Nations registration of agreements if applicable. Agreements and Treaties have been transferred from the Office of Legal Affairs (OLA) to the IAEA Archives.

Archival history

PMO records including the records of the Conference of the Statute and the IAEA Preparatory Commission were transferred from SEC-PMO, Office of External relations and the Office of the Deputy Director General Paul Jolles, Head of the Department for Administration/Management, to the IAEA Archives and were kept for many decades in the original transfer boxes. In parallel, the IAEA Archives built its own set of PMO records (English version of



the Board of Governors and General Conferences) since it routinely received copies via internal distribution channels. In addition, Languages and Translation Services have transferred major parts of their documentation of records in different language versions.

These parallel and partly redundant series were all stored in the IAEA Archives; however, the experience from retrieval action showed that all these series had gaps and records missing. In 2012/2013, Archives merged these parallel series into one set of records per language version.

Since the 1980ies, a substantive portion of the records of the Board of Governors has been converted into electronic files; since 2002, this manual conversion (essentially retyping paper records) was replaced by scanning paper records and making electronic versions of records available on a web site named 'GovAtom' (with mandatory registration and access restricted to Member States). However, 'GovAtom' does not contain a complete set of all records of the Board of Governors; some sub-series (records of Committees) were entirely exempted from scanning. In 2007, SEC-PMO started complementing the English version of records on 'GovAtom' with additional language versions (French, Spanish, Arabic, Russian, and Chinese). This digitization is ongoing for all non-English language versions.

The series of agreements and treaties were stored in metal cabinets arranged by agreement numbers, following the sequence of the transfers. In 2013, all agreements and treaties were relocated from this sub-optimal storage environment to a new secure repository (P2M1).

Texts of agreements have been officially published in the Information Circulars (INFCIRC). The IAEA Archives maintains its own series of INFCIRCs (English, French); other language versions of INFCIRCs are still held by the Languages and Translation Sections (Division of Conference Services). In late 2012, re-boxing of INFCIRCs (English, French) was started including physical relocation to a new repository.

INFCIRCs are also made available in electronic form on the official IAEA web site.

Content and structure



Scope and content

All IAEA programme areas are reflected in the records of this Sub-fonds (Executive Management of the Secretariat, Administration, Budget and Finance, Nuclear Power and Nuclear Energy, Nuclear Applications, Research Programmes, Nuclear Safety and Security, Safeguards and Nuclear Verification). The records of the 'Working Level Conference on the Draft IAEA Statute' in Washington, of the Conference on the IAEA Statute and records of the IAEA Preparatory Commission document the foundation of the IAEA in 1956/1957; agreements, treaties, contracts and conventions testify the legal framework with a certified copy of the IAEA Statute, the Headquarters Agreement with Austria, the Relationship Agreement with the United Nations, the Safeguards agreements in connection with the Non-Proliferation Treaty or the Tlatelolco Treaty, Agreements regarding Technical Assistance, the Convention on Nuclear Safety, the International Convention on Physical Protection of Nuclear Materials (CPPNM), and the Joint Convention on the Safety of Spent Fuel Management and on the Safety of Radioactive Waste Management.

Accruals

On-going accruals of mainly electronic records.

Arrangement & Disposition

PMO records (including the records of the Conference of the Statute and the Preparatory Commission) are divided into sub series and arranged by a numbering system (document codes); agreements are arranged by registration numbers, legal instruments such as Full Powers, Ratifications, Accessions are arranged by conventions, credentials of delegates to the IAEA General Conferences are filed chronologically.

Disposition: permanent value.

Physical Condition & Preservation status

PMO paper records and paper originals of agreements and treaties suffered from sub-optimal storage conditions over many years; several of the agreements from the late 1950s and early 1960s require restoration action.

In late 2012, a comprehensive re-boxing project for PMO paper records began which aims to compile complete sets of PMO records until the year 2000, to eliminate duplication, and to store the consolidated paper records under optimized conditions (project completed in summer 2013).

In 2013, a similar course of action was applied to agreements, treaties and legal instruments: relocation to optimized storage areas including re-boxing.



Notes / Comments

Allied Materials Area

Allied Material

Electronic versions of records of the General Conferences and INFCIRCs are available online on the official IAEA web site; electronic versions of the records of the Board of Governors are available online on 'GovAtom' (access restricted for Member States).

Audio recordings of Board of Governors and Committee meetings, the Conference of the Statute and a few meetings of the Preparatory Commission (see audio-visual collection); subject files (composition of the Board, credentials, etc.) regarding the Policy Making Organs including drafts of records in the Central Registry Records and records originating from the Office of the Director General, Office of Legal Affairs, Office for External Relations and Offices of the Deputy Directors General (Departmental Records, Part 1 and Part 2).

Conditions of Access and Use

Finding Aid(s)

Paper inventories (transfer lists) are available for agreements and treaties that are also inventoried at item-level with full text search capabilities (title of agreement, date); finding aids for PMO records exist on Excel spreadsheets and paper lists (box level and/or physical location inventory); electronic versions available online (on the official IAEA web site and GovAtom) have limited full text search capabilities; all finding aids are restricted to Archives staff only.

Access Conditions

Records of the Conference of the IAEA Statute and the General Conferences (excluding credentials) have no access restrictions; the same policy applies to agreements officially published in the Information Circulars (INFCIRCs).

Records of the Board of Governors irrespective of age are not accessible for the public.

Online Access

Records of the General Conferences (incomplete) and INFCIRCs are available via the official IAEA web site; records of the Board of



Governors are made available online via 'GovAtom' (access restricted to Member States, with mandatory registration).



Various Other Collections

Identity Statement

Identification-Code	IAEA-VOC
Title	Various Other Collections
Date Range	1919/1957 – to date
Level of description	Sub-fonds
Extent and Media	153.5 linear shelf metres of typed, handwritten and painted paper records, plans and maps as well as non-paper (electronic) records (Press Releases).

Context

Creator(s) and source	<p>Due to the diversity of this Sub-fonds, almost all series have different originators and sources:</p> <p>Items of the Architectural Plans Collection (1919/1957–1985) were created by engineers, external architects and contractors working either for the IAEA or the IAKW AG (Internationales Amtssitz und Konferenzzentrum Wien); plans were transferred to the IAEA Archives from the Facility Management Section, Division of General Services (Department of Management) and the Building Management Services of the Vienna International Centre (operated by UNIDO).</p> <p>The Circular Letters (1957–2000) were compiled by the Division of External Relations or the Protocol Section (now integrated into the Office of the Director General), but often created by the Departments or Divisions responsible for certain subjects covered by Circular Letters.</p> <p>The Collection of Uranium Reports (covering the years from approximately 1960 to 1975) originates from the Department of Nuclear Energy, Division of Nuclear Power.</p> <p>The Duty Travel Reports (starting in 1958) originate from all Departments across the Agency; as per established procedures, duty travel reports were addressed to the Director General; official reports approved by the Director General were transferred to the</p>
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IAEA Archives.

The Press Cuttings and Press Reviews (1969-2000) were compiled by the Division of Public Information (Department of Management, previously Administration) and contain original articles (or copies) from local and international newspapers and journals selected for their relevance to the Agency's work.

The series of Press Releases (1957–1994) originates from the Division of Public Information (Department of Management, previously: Administration).

The Research Reactor Safety Section (Division of Nuclear Installation Safety, Department of Nuclear Safety and Security) created the collection of Reactor Safety Manuals and Reports (1953 to approximately 1975).

Administrative history

Due to the diversity of the originating offices, the administrative history of this Sub-fonds is neither linear nor uniform.

The collection of architectural plans retraces the IAEA's various temporary headquarters in Vienna until it found its permanent seat on the premises of the Vienna International Centre in 1979. The collection also mirrors historical aspects of IAEA administration, for example the adaptation of the Vienna Imperial Palace (Hofburg) for the annual General Conferences, plans of the Monaco and Seibersdorf Laboratories, renovation plans of staff apartments or plans of the Child Care Centre initially located at Heumarkt, Vienna.

Circular Letters – one text with multiple distributions – informed Member States and international organizations about the work and services offered by the IAEA. Therefore, the Circular Letters were compiled and distributed by the Division of External Relations and/or the Department responsible for a given subject.

The Country Uranium Reports were written by scientists and specialists, partly from within the Agency or the United Nations Industrial and Development Organization (UNIDO), on geological themes or uranium deposits in many countries.

The Duty Travel Reports give account of the reason, the contents and the outcome of official business travels on behalf of the Agency. Travel reports were created and submitted for approval in paper form until 2009. Since then travel reports have been created and submitted by using an electronic workflow system called Travel Report Processing System.

The Daily Press Reviews (press cuttings and press reviews) were



compiled to keep the Agency's Secretariat informed not only of the public perception of the IAEA's work but also of public opinion regarding nuclear energy and its peaceful and military uses. The compilation of press cuttings in paper form was discontinued in early 2000.

The series of press releases started immediately after the First IAEA General Conference in October 1957, with its first number released on 1 December 1957 informing about a voluntary donation to the IAEA programme: "IAEA received its first private gift, a sum of \$2.01". Press releases in paper form existed until 1994; since then, overviews about daily press articles have been published on the official IAEA web site.

The collection of Reactor Safety Manuals and Reports represents a comprehensive compilation of technical information on research reactors in use.

Archival history

The archival history of this Sub-fonds covering a wide spectrum of series (Architectural Plan Collection, Circular Letters, Country Uranium Reports, Duty Travel Reports, Daily Press Reviews [press cuttings and press reviews], Press Releases, Reactor Safety Manuals and Reports) is diverse and differs from series to series as far as transfer to the IAEA Archives, processing and preservation are concerned:

The architectural plan collection was transferred to the IAEA Archives from the Office of the Director of General Services and its Engineering and Maintenance Services Section (Department of Management) between 1971 and 1985.

Transfers of the Circular Letters revealed that in 1972 a first agreement was made on their retention and disposition, modified in 1980, stating that a master file should be kept permanently in the IAEA Archives containing a) the request for the dispatch of multiples letters, b) the original draft, c) the distribution lists, and d) one copy of the Circular Letter or Note Verbale in each available language.

The collection of duty travel reports existed in two parallel sub-series: one transferred from the Central Registry (later Records and Communication Section, today's Archives and Records Management Section, Division of General Services, Department of Management) and a second, parallel sub-series of approved reports transferred from the Office of the Director General. These two series were kept separate until 2014, when the merging of both series was completed (including inventorying, re-boxing and



relocation to P2M1).

The collection of Daily Press Reviews (press cuttings and press reviews) was transferred from the Division of Public Information (formerly Section of Public Information, Department of Administration/Management) as part of regular transfers to the IAEA Archives. The entire series was re-boxed and relocated to P2M1; a digitization project, between 2013 and 2014, has resulted in a complete set of digital files.

The press releases in their English version were kept and maintained as separate series; duplicates and non-English versions of press releases can also be found in records originating and transferred from the Division of Public Information (Departmental Records, Part 1, and former 'P-Collection').

The collection of Country Uranium Reports originates from the Department of Nuclear Energy, Division of Nuclear Power, including reference material created outside the IAEA (OECD/NEA). The entire collection was transferred to the IAEA Archives in April 1991 (reference transfer list filed under C 502/12, 6410/12), and was kept in storage as transferred until October 2013. At that time, the entire collection was re-boxed, inventoried and relocated to P2M1.

Content and structure

Scope and content

The architectural plan collection (1919/1957–1985) comprises (in its majority) plans from the IAEA's temporary headquarters at the Grand Hotel in Vienna (Kärntnerring 11) and its permanent headquarters at the Vienna International Centre (VIC), including the four short-listed projects from the architects' competition. A wide range of plans documenting the Agency's conference premises (Vienna Imperial Palace, General Conference sites in Tokyo, Rio de Janeiro, Mexico City and New Delhi), the Agency's Laboratories in Monaco and Seibersdorf, international conference halls (Egypt, Pakistan), staff apartments and Child Care Centre.

The Circular Letters (1957–2000) contain information for Member and Non-Member States, the United Nations and other international organizations on meetings, training courses and in general, the work of the Agency.

The Country Uranium Reports (from approximately 1960 to 1975) consist mainly of geological articles published in a variety of specialist journals or by the United Nations Industrial and



Development Organization (UNIDO) and of reports written by the Department of Technical Assistance (Department of Technical Cooperation) for countries on their uranium deposits.

The collection of duty travel reports (starting in 1958) mirrors the IAEA's business activities such as organizing seminars and training, conducting special workshops, participating in conferences or special events. Expert mission reports (related to Technical Cooperation projects) are sometimes submitted in the form of duty travel reports.

On a systematic basis, certain national and international newspapers were checked for articles related to the Agency's work and programme. The collection of Daily Press Reviews (press cuttings and press reviews, 1969–2000) contains information on the IAEA in the international (daily) press between 1969 and 2000. This collection, therefore, is a unique source of public perception of the Agency's work, and public information activities performed by the Agency.

The collection of press releases (1957–1994) covers key events in the IAEA's history. The lists of conferences and seminars including summary reports were also made available in press releases as were awards for research contracts and achievements in various kinds of peaceful nuclear applications promoted and/or managed by the Agency.

The collection of Reactor Safety Manuals and Reports provides technical information on all research reactors in use.

Accruals

No further accruals of hard copy paper versions of any of the series; collections are either completed/discontinued or continued in digital format.

**Arrangement &
Disposition**

The Architectural Plan collection is arranged numerically, following the only existing finding aid, an Excel spreadsheet.

The collections of Circular Letters, Duty Travel Reports and Press Cuttings and Reviews are arranged chronologically.

The collection of Country Uranium Reports and the Reactor Safety Manuals and Reports are stored in alphabetical order by country name or geographical region.

Disposition (for all series of this Sub-fonds): permanent value.

**Physical Condition &
Preservation status**

Some series of this Sub-fonds are still stored in the way they were transferred to the IAEA Archives. Circular Letters are stored in box containers in upright position. In 2013, other series were re-boxed



and/or merged, inventoried and relocated to P2M1 (Reactor Safety Manuals and Reports, Country Uranium Reports, Duty Travel Reports, Daily Press Reviews)

Press releases (English version) were processed in 2008–2009 (re-boxing into acid-free containers). The English version of Press releases was digitized at the same time.

The collection of Architectural Plans was completely rearranged by grouping plans by subject and/or chronological order. This project was carried out in 2012 and early 2013 and included a detailed cataloguing exercise (detailed inventory available as an Excel spreadsheet).

Notes / Comments

Allied Materials Area

Allied Material

Allied material can be found in almost all other Sub-fonds, especially in the Central Registry Records and the Departmental Records, Part 1 and 2.

Conditions of Access and Use

Finding Aid(s)

A comprehensive inventory (Excel spreadsheet) has been compiled for the entire Architectural Plan Collection with detailed descriptive metadata (content, author, date, category of plan, context).

For other series of this Sub-fonds the quality of finding aids have improved as part of the long-term preservation activities applied to all series except Circular Letters. Press Releases (English version) and Daily Press Reviews are available in digital format.

For locating duty travel reports (until November 2007), the CRMS Archives database can be used for retrieval; however, searchable metadata is limited to date, author and file code and file code title. Since November 2007, all registered travel reports (including those generated by the Travel Report Processing System) can be accessed in Livelink.

Finding aids are restricted to Archives staff only.

Access Conditions

In accordance with established rules and regulations regarding access to IAEA historical records (AM VIII/4 Annex I), the majority



of records are accessible to the public since they are older than 30 years.

Archival records under the custody of Archives Unit may be consulted only in the Reading Room of the Archives Unit located at the IAEA Headquarters in Vienna and by prior appointment only.

No external loans are allowed.

Online Access

N/A