



IAEA Archives

The IAEA, an international organization with more than 170 Member States, was set up in 1957 as the world's "Atoms for Peace" organization within the United Nations family. The IAEA works with its Member States and multiple partners worldwide to promote safe, secure and peaceful nuclear technologies.

The IAEA's Headquarters is based in Vienna, Austria, with two regional offices located in Toronto, Canada, and in Tokyo, Japan and two liaison offices in New York City, United States of America, and in Geneva, Switzerland. In addition, the Agency also has three Laboratories located in Vienna and Seibersdorf, Austria, and in Monaco.

Mandates and sources of authority

The Archives and Records Management Section (ARMS) establishes a framework for the creation and management of authentic, reliable and useable records, capable of supporting Agency business functions and activities for as long as they are required. Following approved retention schedules, IAEA Archives either preserves Agency records of long term value, thus safeguarding the IAEA's corporate memory, or disposes of records no longer needed.

The sources of authority to perform archival business processes are as follows:

- IAEA Administrative Manual, Part IV, Section 7 Records and Information Management Policy, including Annexes:
 - Annex 1: Identification of Archives
 - Annex 3: Rules for Access to Agency records
- Archives and Records Management (ARM) Handbook
- Information Security Policy and Procedures

Records and information management policy

The IAEA Administrative Manual, Part IV, Section 7 Records and Information Management Policy sets out principles for records and information that apply for the life cycle management of all official Agency records.

Building

IAEA Archives (repositories, reading room and staff offices) is located at the Agency's Headquarters at the Vienna International Centre, opened in August 1979.

Archival holdings

The IAEA Archives manages around 10,000 linear shelf metres of records in different media and performs two major functions: management of the Records Centre (as custodian of



temporary records transferred from offices for further storage), and management of the Historical Archives of the Agency. The IAEA Archives is the custodian of the IAEA's corporate memory, storing in its repositories the records documenting the Agency's programme activities. Apart from paper records, the IAEA Archives maintains a large audio-visual collection of films, sound recordings and photographs, publications and architectural plans. The IAEA Archives document the Agency's history, in particular the administrative structure, policies and procedures of the Agency; programme activities as per mandate of the Agency (promotion and control of peaceful nuclear applications); official records of the Policy-Making Organs (Board of Governors and General Conference); agreements relevant for the Agency's work and treaties under the auspices of the Agency.

The archival holdings are governed by the records management concepts, which adhere to the principle of provenance, and different traditions and practices in place. Some of the main record groups (Sub-fonds) and series have mixed provenance (for example Central Registry files, publications, audio-visual collections); other series were not produced by the Agency but originate from other organizations (for example, records of the Conference of the Statute 1956, records of the IAEA Preparatory Commission 1956/1957).

The hierarchical structure of archival holdings does not follow a strict chronological order, mainly because of the changes in records management methods over time and re-arrangements within IAEA Archives itself.

Finding aids

Finding aids for records under the custody of the IAEA Archives can only be consulted on-site. Written paper based finding aids are available, for example file plans, card indices based on names, countries, institutions, organizations and keywords, paper transfer lists. A number of series have been inventoried (box content, file-folder level) with database search tools (file title, sub-title, and file code). Selected series have been converted into digital files (PDF format) such as the Press Releases, Daily Press Reviews, and Technical Assistance Expert reports. These digital files and digital files resulting from a digitization of films and sound recordings are not yet accessible online.

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