

## Series - Chronological files

[Fonds] [Records of the Population, Health, and Nutrition Sector](#)

[Series] [Grant and trust fund management](#)

[Series] [Quality enhancement review](#)

[Series] [Nutrition sector country files](#)

[Series] [Knowledge and learning events](#)

[Series] [Research and policy development](#)

[Series] [Chronological files](#)

[Series] [Partnerships and program collaboration](#)

[Series] [Director and Front Office records](#)

### Identity area

Reference code	WB IBRD/IDA WB_IBRD/IDA_89-01
Title	Chronological files
Dates	1988 - 1995 (Creation)
Level of description	Series
Extent and medium	3.78 linear feet of textual records

### Context area

Name of creator	<a href="#">Population, Health, and Nutrition Sector</a>
Repository	<a href="#">World Bank Group Archives</a>
Archival history	Records in this series were initially sent from the Population, Health and Nutrition Department (PHN) to the Bank's Institutional Information Services Center (IISC). It is likely that the classification of files and creation of file titles were undertaken by IISC staff. Whereas most of the correspondence maintained in the IISC was organized chronologically, a portion of the 1993 correspondence was organized by country or function. The whole of the records were transferred to the Bank's Archives after the closure of the IISC in December 1995.

### Content and structure area

Scope and content	<p>The series consists of records created by the Population, Health and Nutrition Division (PHRHN) and its subordinate units beginning from 1988 and continuing through 1995 under its' successor, the Population, Health and Nutrition Department (PHN) of the Human Resources Development (HRO) Vice Presidency.</p> <p>Records generally consist of outgoing memoranda and letters, specifically hard copies of All-In-1 messages and attachments. Much of the correspondence is between division staff and external agencies, institutions, and governments discussing information exchange, collaboration on projects, and conferences.</p> <p>Correspondence between PHN staff and other Bank departments relates to: research paper publication; peer review and comments on research, strategy, and policy papers; conference attendance and planning; preparation of sector reviews; grants and trust funds; and assistance to and collaboration with the regions.</p> <p>Other records occasionally found among the correspondence are back-to-office reports; terms of reference (TORs); aide memoires; published and unpublished reports and policy papers; sector reviews; and business plans.</p>
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A small body of correspondence files all dated 1993 were provided classification by country or subject presumably by IISC (see Archival History field for further information). Most of the country files contain a single memorandum regarding projects, pre-appraisal and reviews, or country health or nutrition data. The subject files are also thin, and cover a variety of topics under: administration (including budget, work program, special grant or donor funding, and fiscal review); policy development and research; dissemination and training (including publications and attendance at conferences, workshops, roundtables, and other events); and general functional areas). This set of files contain mostly memoranda between PHRHN division staff and other Bank staff, including the Regions, often in the form of TORs and back-to-office reports.

Accruals

No further accruals expected.

System of arrangement

Original order of the records has been maintained. Files are primarily arranged in chronological order. A small portion from a single year (1993) was arranged by country or subject.

## Conditions of access and use area

Conditions governing  
access

Records are subject to the World Bank Access to Information Policy.

Conditions governing  
reproduction

Records are subject to the Copyright Policy of the World Bank Group.

Language of material

- English

## Allied materials area

Related units of  
description

- See Records of Population, Health and Nutrition Sector - Director and Front Office records ([WB IBRD/IDA WB IBRD/IDA\\_89-06](#)) for director's chronological files.
- See Records of Population, Health and Nutrition Sector - Research and policy development ([WB IBRD/IDA WB IBRD/IDA\\_89-07](#)) for chronological files of Senior Demographer Dr. K.C. Zachariah, between 1970 and 1987.
- See Records of Population, Health and Nutrition Sector - Nutrition sector country files ([WB IBRD/IDA WB IBRD/IDA\\_89-02](#)) for records related to the status of the health and nutrition sector in member countries.
- See Central Files - Operations policy and procedures ([WB IBRD/IDA ADMCF-04](#)) for correspondence and other records that originated in the population, health and nutrition sector units from approximately 1969 to 1987. During this period, several Bank departments records including the sectors were centralized.
- Records of the Human Resources Development and Operations Policy Vice Presidency - Chronological files ([WB IBRD/IDA WB IBRD/IDA\\_91-01](#)).

## Description control area

Rules and/or conventions  
used

Internal World Bank Group Archives rules

Dates of creation revision  
deletion

26 May 2020