

Series - Unit budgeting and administration

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Identity area

Reference code	WB IBRD/IDA EXT-09
Title	Unit budgeting and administration
Dates	1966 - 1998 (Creation)
Level of description	Series
Extent and medium	3.61 linear feet of textual records

Context area

Name of creator	External Relations Vice Presidency and reporting units
Repository	World Bank Group Archives
Immediate source of acquisition or transfer	The earliest records in this series were transferred to the Archives from the Information and Public Affairs Department (IPA) in 1995. Other records in this series were transferred from the External Relations Office of the Vice Presidency to the Archives using approved records retention and disposition schedules.

Content and structure area

Scope and content	Series contains records related to the budgeting and administration of the Office of the Vice President and its departments responsible for the external relations function in the World Bank. Records are predominantly from the 1970s and 1990s and include outgoing memoranda, reports, handwritten notes and ledger sheets in preparation for fiscal year business planning. The series also contains memoranda and notes relating to personnel administration and budget correspondence files of Information and Public Affairs (IPA) Directors Lars J. Lind (1967 to 1972), and John Merriam (1973 to 1974), which provides contextual information about IPA's organization and activities.
Accruals	Accruals are not expected.
System of arrangement	Files are arranged chronologically.

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
- Financial Policy, Planning, and Budgeting ([WB IBRD/IDA WB IBRD/IDA 110](#)) fonds.
 - See Records of the Office of External Relations - External Relations Vice President and Director records ([WB IBRD/IDA EXT-13](#)).

Description control area

Rules and/or conventions used Internal World Bank Group Archives rules

Dates of creation revision deletion 12 November 2019