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Identity area

Reference code WB IBRD/IDA DEC-03-53

Title Correspondence Files of Masood Ahmed, Director, International Economics Department (IEC)

Dates December 1993 - December 1995 (Creation)

Level of description Series

Extent and medium	18.08 linear feet of textual records
Context area	
Name of creator	Office of the Chief Economist -- Office of the Vice President, Development Economics and Chief Economist and later Senior Vice President, Development Economics and Chief Economist
Repository	World Bank Group Archives
Content and structure area	
Scope and content	<p>This series, which contains the incoming and outgoing correspondence of Masood Ahmed, consists of five parts.</p> <p>The first set of files (7 linear feet) is correspondence for the periods December 1, 1993 - February 28, 1995 and March 16 - December 31, 1995 containing both incoming and outgoing correspondence for the periods December 1, 1993 - October 31, 1994 and August 1995. The files for November 1994 -July 1995; and September - December 1995 primarily contain only copies of outgoing correspondence. In most cases, the enclosures to outgoing mail are included.</p> <p>The second part of the series (3 linear feet) is the general correspondence for August 8, 1994 and September 19, 1994 - December 30, 1995. A number of the items in these files are duplicated in the first set of correspondence described above. The correspondence is primarily with World Bank staff, and most consists of a copy of the incoming letter with Ahmed's handwritten reply. Almost all are electrostatic copies rather than the originals. The typed outgoing copy of Ahmed's reply is not always attached but generally can be found in the first set of files.</p> <p>The general external correspondence forms the third part of the series (1 linear foot) with records dating from September 1994 to December 1995 with two documents dated June 7, 1994 and August 30, 1994. These files contain Ahmed's correspondence with individuals or organizations external to the Bank or his correspondence with IEC staff that concerned issues external to the Bank. A large portion of the files consists only of electrostatic copies of the covers of non-Bank reports or publications that were sent to Ahmed and that he then forwarded to a Bank staff member or circulated to the IEC managers. Other documents in the files are memoranda from IEC staff concerning external-Bank issues; copies of Ahmed's letters sent to or received from non-Bank personnel; intra-IEC memoranda concerning attendance at a non-Bank conference or arranging for visits of non-Bank staff to IEC; Ahmed's memoranda to IEC staff regarding his meetings with non-Bank individuals; and requests for copies of IEC reports or publications. Many of the letters and memoranda are electrostatic copies rather than the originals.</p> <p>The fourth group (5.42 linear feet) consists of printouts of incoming e-mail, September 11, 1994 - December 31, 1995, primarily from World Bank staff, but some e-mails are from staff of the Organization of Economic Cooperation and Development (OECD), the International Monetary Fund, and the Development Assistance Committee (DAC).</p> <p>The final set (1.66 linear feet) includes printouts of outgoing e-mail, September 12, 1994 - December 27, 1995. Some printouts of incoming e-mail are filed with the related outgoing message and are duplicated in the set of incoming e-mail.</p>
System of arrangement	Records are arranged in the five parts described above. Parts 1, 2, 4, and 5 are arranged chronologically. Part 3 is arranged chronologically with one folder at the end containing Ahmed's correspondence (August 1994 - March 1995) with six individuals arranged by name of correspondent.
Conditions of access and use area	

Conditions governing access	Records are subject to the World Bank Policy on Access to Information.
Conditions governing reproduction	Records are subject to the Copyright Policy of the World Bank Group.

Description control area	
Rules and/or conventions used	Internal World Bank Group Archives rules based on ISAD(G).
Dates of creation revision deletion	29 September 2011