

UNITED NATIONS

SECRETARIAT

ST/AI/189/Add.10*
29 November 1972

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

Subject: REGULATIONS FOR THE CONTROL AND
LIMITATION OF DOCUMENTATIONAddendum

MAILING OF OFFICIAL UNITED NATIONS DOCUMENTATION

1. Official documentation may be mailed at Headquarters only through the Distribution Section of the Publishing Service, which is responsible for approving requests for mailing, for packaging the approved documents and for forwarding them to the Mail Room.
2. Requests for mailings shall be submitted to the Distribution Section on form PS.16 and, when airmail is requested, shall be accompanied by form CR.21. These forms must be signed by the requesting officer and, in the case of form CR.21, by an officer authorized to certify the expenditure of funds from the allotment account concerned.
3. The Distribution Section examines such requests to ensure that they conform with established distribution policies and that they do not duplicate any distribution already made or scheduled. If such examination results in the disallowance of a request or in a suggestion for its revision, this fact shall be communicated to the requesting office.
4. The OPI station of the Distribution Section is responsible for the distribution, other than official distribution, of all documents, material and publications on behalf of the Office of Public Information. Bulk mailings shall be requested on form PS.16 and, where appropriate, shall be accompanied by form CR.21.

* Superseding ST/AFS/AI/82 of 16 August 1950 in so far as that document relates to mailing documentation.

5. The Sales Dispatch Unit of the Distribution Section is responsible for the mailing of all properly invoiced sales orders and promotional material.
 6. The Mail Operations Unit of the Communications, Archives and Records Service is authorized to mail documents only by request of the Publishing Service. As an exception, the Mail Operations Unit may process mail items containing single lightweight documents when these are not a duplication of regular distribution patterns.
 7. At offices away from Headquarters, the services responsible for documents distribution and for mailing should apply the above procedures.
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