



Secretariat

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ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Under-Secretary-General for Conference Services and Special Assignments

Subject: REGULATIONS FOR THE CONTROL AND LIMITATION OF DOCUMENTATION

Addendum

STOCK REVIEW AND DISPOSAL OF OFFICIAL RECORDS AND PUBLICATIONS

INTRODUCTION

1. The rules set forth below outline the policy for reviewing the stock of Official Records and sales publications with a view to the disposal of surplus stock on a continuous basis.

I. OFFICIAL STOCK

A. Official Records

2. The Official Records of the United Nations are a series of printed publications relating to the proceedings of principal organs of the United Nations and, when specifically so decided by the General Assembly, of certain United Nations conferences. They include verbatim or summary records of the meetings of the organ concerned, documents or check-lists of documents relevant to its discussions, which are issued in the form of annexes to those records or of quarterly supplements in the case of the Security Council, the reports to those organs of their subordinate or affiliated bodies, compilations of resolutions, certain reports of the Secretary-General and other selected publications, which are issued in the form of supplements.

3. In order to maintain the balance between supply and demand, stock of all Official Records is periodically reviewed. After completion of the initial automatic distribution, stock is retained according to the following schedule, in which the passage of time is recorded from the date of issue:

(a) Official Records less than two years old: all stock will be retained;

(b) Official Records two to five years old (with exceptions to be identified by the Distribution Section of the Publishing Division of the Department of Conference Services): stock will be reduced to 10 copies Arabic, 10 copies Chinese, 50 copies English, 25 copies French, 10 copies German, 10 copies Russian and 20 copies Spanish, if in excess of those amounts;

(c) Official Records six years old and over will be retained in microform only;

(d) As an exception to the above schedule, the bound volumes of resolutions of the organs entitled to Official Records will be maintained in stock at all times.

4. A review of the stock of Official Records will be carried out as required by the above schedule. In addition, the Publishing Division of the Department of Conference Services will make modifications where necessary, based on demand and estimated future requirements.

B. Publications

5. Official and departmental stock of publications retained for secondary requests after the initial automatic distribution is usually exhausted within three years. However, in cases where stock exists after that period, and subject to consultations with the substantive department/office, it will either be transferred to the substantive department/office, to the Sales Section, New York, to the United Nations Office at Geneva, to the United Nations Office at Vienna or to the regional economic commissions, or disposed of.

II. SALES STOCK

6. Sales stock of publications will be reviewed on a regular and ongoing basis.

A. Official Records

7. A minimal stock of Official Records will be retained for sales purposes after the automatic sales distribution has been completed.

B. Publications

8. The sales pressrun of non-recurrent publications normally covers world-wide sales requirements for a three-year period, estimated on the basis of experience with previous publications in the same field. It is expected that some 50 per cent of the sales pressrun will be sold at the time of issuance. Stock unsold after three years, or no longer listed in Publications in Print, will be reduced or disposed of upon consultation and agreement between the Sales and Distribution Sections of the Publishing Division of the Department of Conference Services.

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9. In the case of recurrent publications such as yearbooks, first-year sales represent a substantially higher proportion - as much as 65 per cent - of the sales pressrun, but the sale of the remaining stock is normally spread over a larger number of years (for example, there is a continuing demand for editions of the Yearbook of the United Nations for many years after the date of publication). The number of copies to be retained will likewise be determined by the Distribution Section in consultation with the Sales Section.

C. Periodicals

10. A limited stock of periodicals will be retained for up to two years.

III. MISCELLANEOUS PROVISIONS

11. The number of copies of items to be retained for official use will be determined by the Publishing Division in consultation with the substantive department/office. The number of copies of items to be retained for sales use will be determined by the Distribution Section in consultation with the Sales Section.

12. The recommended practice in the retention of publications will be followed at Headquarters and the United Nations Offices at Geneva and Vienna. There will be co-ordination between the Publishing Division at Headquarters and its counterparts at the Geneva and Vienna Offices on the stock situation before the final disposal is carried out.

A. Departmental stock

13. Author departments/offices are reminded that, in order to avoid excessive disposal of stock, all distribution instructions and patterns must be submitted prior to printing. The number of departmental copies of publications to be retained after the automatic initial distribution has been conducted will be determined through consultation between the author department and the Publishing Division. Decisions will be based upon criteria such as the amount of storage space available for such purposes, indications of the anticipated level of secondary distribution and clearly identified future needs for the material.

14. The relevant department/offices will be consulted prior to the disposal of the stock of publications in which they may be interested. In order to ensure that the Organization has complete archival collections of its documents, a copy of each stock control disposal list will be sent for checking to the Curator of the United Nations and Specialized Agencies Collections of the Dag Hammarskjöld Library.

B. Transfers

15. If the stock in any of the three categories - i.e., departmental, sales or official - is exhausted, transfers of stock may be arranged by agreement among those concerned.

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IV. AVAILABILITY OF OUT-OF-STOCK MATERIAL

16. The Dag Hammarskjöld Library retains, for achival and reference purposes, copies of all documentation and publications in all lanquages of issue. In addition, the Library keeps microfiches of a selected number of items.

V. REPORT TO THE PUBLICATIONS BOARD

17. At the beginning of each calendar year, a report on the review and disposal of stock of Official Records and publications carried out in the preceding calendar year will be submitted to the Publications Board by the Publishing Division as part of the annual report to the Board on the work of the Distribution Section.
