



ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Assistant Secretary-General
for General Services

Subject: PROCEDURE FOR SALE OF COPIES OF
UNITED NATIONS SOUND RECORDINGS

1. This instruction supersedes ST/AI/67/Rev.5 of 9 December 1974 on the above subject.
2. Copies of unrestricted United Nations sound recordings are available at cost to delegations, Secretariat staff and the general public. Requests for copies or for information should be addressed to the Sound Recording Unit, Records Management Service, Office of General Services, or in person to room GA-19 (ext. 7660).
3. Charges will be in accordance with the table below with effect from 1 September 1979. Mailing and delivery charges will be added when required. Charges listed are for continuous speeches. If desired, several items may be combined on a reel or cassette, subject to a charge of \$1.50 for each additional item added.

Tapes (7 1/2 inches per second, full track, 1.5 mil acetate)

Up to 15 minutes, 600 feet on a 5-inch reel	\$ 8.00
15-30 minutes, 1,200 feet on a 7-inch reel	12.00
30-60 minutes, 2,400 feet on a 10 1/2-inch metal reel	24.00

Tapes (3 3/4 inches per second, 1/4 track, 0.5 mil polyester)

Up to 1 hour, 1,200 feet on a 5-inch reel, one track	20.00
Up to 2 hours, 1,200 feet on a 5-inch reel, two tracks	30.00
Up to 2 hours, 2,400 feet on a 7-inch reel, one track	30.00
Up to 4 hours, 2,400 feet on a 7-inch reel, two tracks	50.00

Cassettes

Up to 15 minutes on C-30 cassettes (one side)	\$ 8.00
Up to 30 minutes on C-30 cassettes (two sides)	12.00
Up to 30 minutes on C-60 cassettes (one side)	12.00
Up to 60 minutes on C-60 cassettes (two sides)	24.00
