



Secretariat

ST/SGB/242
26 June 1991

SECRETARY-GENERAL'S BULLETIN

To: Members of the staff

Subject: UNITED NATIONS ARCHIVES AND RECORDS MANAGEMENT

1. The purpose of the present bulletin is to restate certain rules with regard to the management, utilization, preservation and disposition of United Nations records and to prescribe custodial responsibility therefor. Bulletins SGB/63/Rev.1, ST/SGB/158 and ST/SGB/159 dated 14 June 1948, 28 July and 13 September 1977, respectively, are hereby superseded.
2. The Archives and Records Management Section, Buildings and Commercial Services Division, Office of General Services, shall be responsible for establishing policy and procedures for records and files management throughout the Secretariat. These include preservation and servicing of archival records of the United Nations, both paper based as well as electronic, that should be preserved because of their administrative, legal, historical or other value as evidence of the official business of the United Nations.
3. The archival records of the United Nations are not limited to those of the Headquarters Secretariat and its predecessor bodies but include the archives of the United Nations Secretariat units away from Headquarters and subsidiary organizations of the United Nations.
4. United Nations records shall be inviolable and may not be removed from any United Nations premises or destroyed without specific written authorization from the Chief, Archives and Records Management Section. Although the daily responsibility for all records rests with the various Secretariat offices, the Chief, Archives and Records Management Section, or his/her representative may inspect existing records systems, manual as well as electronic, and prescribe changes and/or improvements in those systems as may be required.
5. The Chief, Archives and Records Management Section, shall determine which records have sufficient historical or other value to warrant their continued preservation as the archives of the United Nations. United Nations records,

current as well as archival, may be made available to Secretariat officials subject to existing classification and declassification rules. The Organization shall promote scholarly research concerning the United Nations and, to that end, make available to the public the archival material of the Organization, in accordance with prescribed conditions of access.

6. Rules and procedures governing the management of office records, public access to archival material, the obligation to transfer records to the Archives and Records Management Section, including the classification and declassification of records and archives, and guidelines concerning the Secretary-General's private papers shall be issued in subsequent administrative issuances.

7. A detailed statement of the functions of the Archives and Records Management Section will be set out in the Organizational Manual (ST/SGB/Organization, sect. AM/OGS), to be issued in due course.

Javier PEREZ DE CUELLAR
Secretary-General
