

UNITED NATIONS DOCUMENTATION

A brief guide for official recipients

UNITED NATIONS
New York, 1974



ST/LIB/34

INTRODUCTORY NOTE

This booklet is intended primarily for the staff of permanent missions accredited at Headquarters and, more particularly, the staff in charge of maintaining collections of United Nations documents and publications.

The information it contains is of a practical nature and is limited to general notions. No attempt has been made to include information on distribution and library services at locations other than New York. At Headquarters, more information, when needed, can be obtained from the appropriate offices, as indicated in this guide, or by calling the Documents Reference and Collections Section of the Library (ext. 3734 or 2501).

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I. UNITED NATIONS DOCUMENTS

General

1. United Nations documents are issued in mimeographed, offset or printed form.

Identification of documents

2. United Nations documents are identified by symbol, sales code or Official Records designation.

United Nations publications

3. Yearbooks, major reports and studies, proceedings of conferences and of some seminars and symposia, the volumes of the United Nations Treaty Series and indexes to proceedings of the main United Nations organs are issued as sales publications. For convenience in research and identification, the sales code that is carried on the reverse of the title-page and on the back cover of each sales publication indicates the language of issue, the year of issue, the subject category (a roman numeral, with in some cases a capital letter indicating a subdivision of the subject category) and the number of the individual title, e.g., E.69.II.C.1. A list of the subject categories is given in the latest issue of "United Nations Publications Check List: Books in Print".

4. The principal periodicals issued by the United Nations are also offered for sale, by series. With the exception of the UN Monthly Chronicle, most periodicals carry a symbol.

Official Records

5. The Official Records comprise the records of the meetings of the General Assembly and its Main Committees, the Security Council, the Disarmament Commission, the Economic and Social Council, the Trusteeship Council, the International Law Commission and the Trade and Development Board of the United Nations Conference on Trade and Development and the supplements and annexes to those records.

(a) Meeting records

(i) Verbatim records

6. The records of plenary meetings of the General Assembly (A/PV...) and meetings of its First Committee (A/C.1/PV...) are issued in printed fascicle form, each fascicle containing the record of a single meeting. At the end of each session, separate fascicles containing, respectively, a list of delegations and a check list of documents are issued.

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7. The verbatim records of the Security Council and the Disarmament Commission are issued in separate fascicles, one for each meeting.

8. The meeting records of the Trusteeship Council are issued as verbatim records, in provisional mimeographed form. Substantive corrections are included in a single corrigendum covering the meetings of an entire session, and with the issue of the corrigendum the records are considered final and part of the Official Records. The table of contents of the meetings is included in the Sessional Fascicle. ^{1/}

(ii) Summary records

9. The meeting records of the Main Committees of the General Assembly, except the First Committee, and of the Economic and Social Council and the Trade and Development Board of the United Nations Conference on Trade and Development are issued in bound volumes, by session.

10. The meeting records of the International Law Commission appear in volume I of the Yearbook of the International Law Commission.

11. Summary records of meetings of the Industrial Development Board of the United Nations Industrial Development Organization are issued in final mimeographed form.

(b) Annexes

12. Annexes are compilations of documents by agenda item, issued as an adjunct to the meeting records of a session. Each agenda item fascicle contains a check list of documents pertaining to the item that are not reprinted in the fascicle. Annex fascicles are normally issued separately by agenda item. In the case of special sessions and emergency special sessions of the General Assembly, however, the meeting records and the annexes are combined in one volume. The annexes to the records of the Trusteeship Council are another exception; they appear in the Sessional Fascicle. The documents relating to sessions of the International Law Commission are reproduced in volume II of the Yearbook of the International Law Commission.

(c) Supplements

13. The supplements to the records of the General Assembly, the Economic and Social Council, the Trusteeship Council and the Trade and Development Board of the United Nations Conference on Trade and Development include the principal reports prepared for consideration at a session, such as the reports of subsidiary bodies,

^{1/} The Sessional Fascicle contains, in addition to the table of contents of the meeting records, the annexes, the agenda, the list of delegations and a check list of documents.

issued separately, and the volume of resolutions and decisions adopted at the session. They are numbered with arabic numerals, starting each session at one. Each such supplement also bears a document symbol in the appropriate series.

14. In the case of the Security Council, quarterly supplements are issued containing a compilation, arranged numerically by symbol, of the main documents issued during the period covered and a listing of other documents issued. Special supplements are issued for certain reports, such as those of ad hoc subsidiary bodies.

Symbols of United Nations documents

15. Symbols of United Nations documents are made up of juxtaposed elements that identify the authority under which they are issued. These elements, which are separated by oblique strokes, are composed of capital letters and figures, usually arabic numerals. When roman numerals are used they usually indicate the number of the session or the number of the subsidiary organ (e.g., -/WG.II/-). Documents of two or more organs may carry two or more symbols, one for each organ. If a document is reissued in the printed Official Records or as a sales publication, it retains its symbol. A sales publication normally carries both a symbol and a sales code. Each language version of a mimeographed document carries the same symbol and date.

Leading elements

16. The series elements of the five principal United Nations organs are:

A/--	General Assembly
E/--	Economic and Social Council
S/--	Security Council
T/--	Trusteeship Council
ST/--	Secretariat

17. Special series symbols have been established for certain bodies, for example:

AT/--	United Nations Administrative Tribunal
CERD/--	International Convention on the Elimination of All Forms of Racial Discrimination
DC/--	Disarmament Commission
DP/--	United Nations Development Programme
ID/--	United Nations Industrial Development Organization
TD/--	United Nations Conference on Trade and Development
UNEP/--	United Nations Environment Programme
UNITAR/--	United Nations Institute for Training and Research

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18. A special symbol is used for information material issued by the Office of Public Information of the United Nations Secretariat; it consists of the acronym for the title of the Office followed by the number (e.g., OPI/123). Press releases issued by the Office of Public Information are not considered official documents; they are identified by capital letters indicating subject, followed by a number, e.g., BIO/... (biographies), HR/... (human rights), ILO/... (International Labour Organisation). No stock of press releases is kept after 30 days.

Secondary elements

(a) Elements denoting the subsidiary organ

19. The documents of subsidiary organs normally carry a symbol consisting of the basic series symbol of the parent body plus one or more of the following elements:

-/AC.../-	<u>Ad hoc</u> committee or similar body
-/C.../-	Standing, permanent, main committee
-/CN.../-	Commission
-/CONF.../-	Conference
-/GC/-	Governing Council
-/SC.../-	Sub-committee
-/Sub.../-	Sub-commission
-/WG.../-	Working group
-/WP.../-	Working party

20. The documents of some subsidiary organs bear a symbol consisting of the basic series symbol of the parent body followed by the acronym of the subsidiary organ, e.g., A/SPC/- (Special Political Committee of the General Assembly), E/ECE/- (Economic Commission for Europe), E/INCB/- (International Narcotics Control Board).

(b) Elements denoting the nature of the document

21. Other elements of the symbol may denote the nature of the document, for example:

-/INF...	Information series
-/MIN...	Minutes
-/NGO/-	Documents containing communications from non-governmental organizations
-/PET/-	Petitions

/...

-/PV...	Verbatim records of meetings (procès-verbaux)
-/RES/-	Mimeographed texts of adopted resolutions
-/SR...	Summary records of meetings
-/WP...	Working paper

Elements denoting modification of the text

22. Modifications of the text are indicated by the following elements, added to the symbol:

-/Add...	Addendum	Addition of text to the main document
-/Amend...	Amendment	Alteration of a portion of an adopted formal text
-/Corr...	Corrigendum	To correct errors, revise wording or reorganize text, whether for substantive or technical reasons
--/Excerpt		Reproduction of part of a text
-/Rev...	Revision	New text superseding and replacing that of a previously issued document. Used when the document has to be reissued in its entirety
-/Summary		Summary of a report, prepared specifically to facilitate its consideration by an organ. Also used to provide a summary, in the working languages of an organ, of a technical paper issued in its entirety in the original language only

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II. CATEGORIES OF DISTRIBUTION OF DOCUMENTS AND MEETING RECORDS

23. For distribution purposes, documents and meeting records are classified in the following categories, each indicating the pattern and scope of distribution:

(a) GENERAL; (b) LIMITED; and (c) RESTRICTED. The distribution pattern for these categories follows:

(a) The designation GENERAL is used on basic documents and final meeting records, including agenda, studies and reports, communications from Governments and adopted resolutions and other decisions of main organs. Documents in this category are given the widest distribution appropriate to the body concerned.

(b) The designation LIMITED is used on documents of a temporary nature such as draft resolutions and amendments thereto, draft reports and other action documents, and papers dealing with the order in which items will be discussed and other ephemeral matters. The primary distribution of documents in this category is limited to those likely to be immediately interested in the work of the body concerned. The substance of limited documents may, as appropriate and reasonable, be referred to or included in, or annexed to, the report of the body in which they were discussed. Limited documents bear the letter "L" before the serial number.

(c) The designation RESTRICTED is used on documents and meeting records whose contents require at the time of issuance that they not be made public. The distribution of these documents and records is determined by the originating office. Such documents bear the letter "R" before the serial number in the symbol.

24. The principles concerning the classification and declassification of documents by the Secretariat have been set forth in documents ST/AI/189/Add.16.

Provisional texts of documents and meeting records

25. Documents the text of which is of a provisional nature are issued first to participants in a meeting; such documents comprise unrevised translations circulated in the course of a meeting, which are to be reissued the next day as formal documents, and certain meeting records that will be issued later in final, corrected form. They bear the word PROVISIONAL above the document symbol.

26. Consolidated corrections to the provisional records of meetings of certain bodies are issued separately. Upon issuance of the corrections, the related provisional records are considered final.

Informal conference room and working papers

27. Conference room and working papers are informal action documents issued for discussion at a meeting. They are not assigned symbols and are not quoted or cited in meeting records or reports. It is the responsibility of the secretariats of organs to see to their circulation.

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III. PROCEDURE FOR OBTAINING UNITED NATIONS MATERIALS

Official distribution

28. Documents, meeting records, Official Records and publications are distributed free of charge by the Distribution Section of the Publishing Service in accordance with the general distribution policies set by the Publications Board and, where applicable, after consultation with the originating and/or responsible departments or offices, to the following:

(a) Distribution at Headquarters: (i) permanent missions; (ii) permanent observers; (iii) press; (iv) Secretariat; (v) meetings service and conference requirements; (vi) sales; (vii) stock; (viii) library;

(b) Distribution from Headquarters to other locations (by surface mail and/or pouch): (i) ministries, embassies and other governmental addresses; (ii) intergovernmental organizations; (iii) non-governmental organizations in consultative status; (iv) specialized agencies; (v) United Nations Office at Geneva, regional economic commissions, United Nations Environment Programme (Nairobi), United Nations Conference on Trade and Development (Geneva), United Nations Industrial Development Organization (Vienna); (vi) information centres; (vii) depositary libraries.

Daily list of documents distributed

29. The daily list of documents distributed at Headquarters (ST/CS/SER.D/...) is compiled and issued by the Publishing Service, Department of Conference Services. Its function is to enable recipients to check that they are receiving the documents in the series they have requested and to select other documents they may wish to order.

30. During sessions of the General Assembly, a daily list of Assembly documentation is issued, in addition to the daily list of all other documentation.

Availability of old mimeographed documents and Official Records

31. Mimeographed documents, including mimeographed meeting records, are normally available for two years after the original date of issue. Official Records (verbatim and summary records, annexes and supplements) are normally available for five years, with the exception of resolutions, which are stocked on a continuing basis. It should be noted that all United Nations documents and Official Records, as well as microfiches of a selected number of items and microfilms for 1946-1968 in all languages of issue, may be consulted at the Documents Reference and Collections Section of the Dag Hammarskjöld Library, room L-260. Information on catalogues of material available in microform is found in paragraphs 60 and 61.

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Initial or automatic distribution

32. All official recipients do not necessarily receive all documents. Distribution policies have been established by the United Nations Publications Board defining the entitlement of each category; these policies are indicated in the distribution chart attached to document ST/AI/189/Add.3/Rev.1. The entitlement of depository libraries has been set forth in document ST/LIB/13/Rev.2.

Supplementary or secondary distribution

33. Recipients needing additional documents or wishing to claim items not received in the initial distribution should request them from the Distribution Section, Publishing Service, on form PS.10, a copy of which is annexed hereto, together with explanatory notes. A supply of these forms may be obtained from the Publishing Service.

34. Recipients are asked to bear in mind the need for strict economy by limiting their requests to the minimum.

Correspondence regarding distribution of documents

35. Correspondence regarding distribution of documents should be directed as follows:

(a) From permanent missions, specialized agencies and the International Atomic Energy Agency, to:

Chief, Distribution Section
Room 1B-1

(b) From non-governmental organizations in consultative status, to:

Non-Governmental Organizations Section
Economic and Social Council Secretariat
Room 3233

(c) From non-governmental organizations without status, to:

Non-Governmental Organizations Section,
Office of Public Information
Room 1037-I

(d) From depository libraries, to:

The Director
Dag Hammarskjold Library
Room L-382A

International Court of Justice publications

36. The publications of the Court are distributed free by the Registry of the Court on request and as required to the Governments or public services of all States entitled to appear before the Court. Correspondence relating to ICJ documentation should be addressed to:

The Registrar
International Court of Justice
Peace Palace
The Hague, 2012, Netherlands

37. The Catalogue of Court publications, issued in English and French, is brought up to date as of 1 January each year, either by an addendum or by a new edition. The catalogue may be obtained free by writing to the United Nations Sales Section (New York or Geneva) or to the Registry of the Court. A chapter on the publications of the Court appears each year in the International Court of Justice Yearbook.

Specialized agencies documentation

38. No documents or publications of the specialized agencies or the International Atomic Energy Agency are distributed by the Secretariat of the United Nations. An extensive collection of them is maintained in the Dag Hammarskjold Library, and selected titles are available for sale at the United Nations Bookshop, in room GA-32A, extension 2484.

IV. SUGGESTIONS FOR FILING AND MAINTENANCE OF DOCUMENTS

Symbolized documents

39. In a collection consisting of one copy of each document, it is advisable to file alphabetically by series symbol, then numerically by the individual document number. The List of United Nations Document Series Symbols (ST/LIB/SER.B/5/Rev.2) 2/ can be used as a guide. Where necessary, and if a second copy of each document is available, subject files may also be kept (for current reference, agenda item files are practical).

40. The file should be kept up to date and in good order. It is suggested that one person be placed in charge of maintaining the collection and of refiling material taken out of it for consultation or loan.

41. Documents taken out should be charged to the borrower. Borrowed documents should be replaced in the file as soon as possible.

Corrigenda, addenda, amendments, excerpts, summaries and revisions

42. Corrigenda (Corr...), addenda (Add...), amendments (Amend...), excerpts and summaries should be filed following the original document. A revision (Rev...) supersedes the original document and its corrigenda and amendments. Where so specified, a revision may replace the original document, its corrigenda and amendments and its addenda.

Multiple symbols

43. A document that carries two or more series symbols can be filed with the series of the parent body, and a cross reference placed in the series of the subsidiary organ to indicate where the document is filed. If the document is also a Supplement to the Official Records, it can be filed with the Official Records and a cross reference placed in each of the symbol series. Thus, document E/5265-E/CN.4/1127, the report of the Commission on Human Rights to the fifty-fourth session of the Economic and Social Council, should be filed as Supplement No. 6 to the Official Records of the Economic and Social Council, fifty-fourth session. Cross references filed in place of documents E/5265 and E/CN.4/1127 should thus read:

E/5265 (E/CN.4/1127) See ESCOR, 54th sess., Suppl. no. 6
E/CN.4/1127 (E/5265) See ESCOR, 54th sess., Suppl. no. 6

Sales publications

44. A recipient of sales publications may choose to arrange the collection by sales code, thus achieving a broad subject classification (see paragraph 3 above).

2/ United Nations publication, Sales No. E.70.I.21.

Filing by title

45. It may be more convenient to file recurrent publications, periodicals and volumes of the Treaty Series by title, rather than by sales code.

Other documents

46. A simple classification scheme can be devised for publications carrying neither symbol nor sales code. Assistance in working out such a scheme can be provided by the staff of the Dag Hammarskjold Library (see paragraph 75 below).

Official Records

47. The Official Records can be shelved immediately before or after the symbolized documents of the organ (e.g., Official Records of the General Assembly before or after all A/... documents), arranged as described below.

General Assembly

48. Within each session, the Official Records of the General Assembly can be arranged by:

List of delegations and Check list of documents

Plenary meeting records (A/PV...) by meeting number
(bound volumes of these, issued later, include table of contents)

Annexes by agenda item number (cross indexed by symbol)

General Committee meeting records (A/BUR/SR...), bound volume

Main Committee meeting records:

A/C.1/PV... by meeting number
(bound volume, issued later, contains
table of contents)

A/C.2/SR... bound volume

A/C.3/SR... bound volume

A/C.4/SR... bound volume

A/C.5/SR... bound volume

A/C.6/SR... bound volume

A/SPC/SR... bound volume

Supplements by number (cross indexed by symbol)

/...

49. The resolutions of the General Assembly are issued as a supplement to the Official Records of each session and should be filed with the supplements. Provisional mimeographed versions are issued individually in the A/RES/... series; these should be filed in their place in the symbol file and discarded when the supplement is issued.

50. Official Records of special sessions and emergency special sessions can be filed after those of the previous regular session.

Security Council

51. Within each year the Official Records of the Security Council can be arranged by:

Meeting records (S/PV...)	by meeting number
Supplements (quarterly)	by date
Special supplements	by number (cross reference to symbol)
Resolutions and decisions	

52. Security Council resolutions are issued individually in provisional mimeographed form in the series S/RES/...; they are then printed collectively by year and issued as a volume of the Official Records of the Security Council. When the printed volume is issued, the mimeographed documents can be discarded.

Economic and Social Council

53. Within each session, the Official Records of the Economic and Social Council can be arranged by:

(a) Up to the end of 1973:

Plenary meeting records (E/SR...)	by bound volume
Annexes	by agenda item number (cross indexed by symbol)
Supplements	by number (cross indexed by symbol)

(b) Beginning in 1974:

Sessional check list	issued separately
Sessional volume <u>3/</u>	<u>/containing plenary meeting records, agenda and check list of documents/</u>
Supplements	by number (cross indexed by symbol)

3/ After the fifty-fifth session, no further Annexes to the Official Records of the Council will be issued. /...

54. The resolutions of the Economic and Social Council, which are issued in provisional mimeographed form in the series E/RES/..., appear in printed form as Supplement No. 1 to the records of each session (Supplement No. 1A for resumed sessions).

Trusteeship Council

55. The Official Records of the Trusteeship Council can be arranged within each session by:

Sessional fascicle

Meeting records T/SR... by number

Supplements by number (cross indexed by symbol)

Special supplements by number (cross indexed by symbol)

56. The resolutions of the Trusteeship Council, which are issued in provisional mimeographed form in the series T/RES/..., appear in printed form as Supplement No. 1 to the records of each session.

United Nations Conference on Trade and Development (UNCTAD)

57. The Official Records of UNCTAD can be arranged as follows:

(a) The Conferences:

Plenary meetings:

E/CONF.46/SR.1-36

First Conference

TD/SR.37-81

Second Conference

TD/SR.82-

Third Conference (beginning with the Third Conference, issued as part of the printed Proceedings)

Committee meetings:

TD/session (indicated in roman numerals)

-/C.1/SR...

-/C.2/SR...

-/C.3/SR...

-/C.4/SR...

-/C.5/SR...

-/C.6/SR...

beginning with the Third Conference

/...

Printed proceedings

/Volume I contains also observations and reservations of delegations on resolutions and decisions and, beginning with the Third Conference, the summary records of plenary meetings. Volume II and subsequent volumes cover topics dealt with. The volumes carry sales code ...II.B.../

(b) Trade and Development Board:

Within each session, by:

Meeting records

by bound volume

Annexes

by agenda item number (cross indexed by symbol)

Supplements

by number (cross indexed by symbol)

/The resolutions and decisions appear in Supplement No. 1./

/...

V. DOCUMENTATION IN MICROFORM

58. Lack of space or difficulties in handling the documentation may prompt a recipient to change from the original paper copy to microform. Selected series of United Nations documents and publications are already available for purchase in both microfiche and microfilm form.

59. The Official Records of certain of the main organs of the United Nations and volumes of the Treaty Series are at present available on microfiche. The text of the microfiche is in negative (i.e. clear text on opaque background) with the title in positive (i.e. opaque text on clear background); enlargement shows the text in positive. Each fiche is 105 mm x 148 mm (4" x 6") in size, contains 60 frames at a reduction rate of 1/20 and is housed in an individual protective envelope coloured according to language of the text. The first offer of material in microfiche form was made in November 1972. Additional series of microfiches are expected to be offered for sale in the future as they become available.

60. Sets of United Nations documents from 1947 up to 1968 are available on microfilm, in reels of approximately 100 feet of 16 mm unperforated safety film. A 1/19 reduction rate was used at first, allowing about 1,800 document pages per reel, and a 1/24 ratio later, bringing the number of pages to nearly 2,400 per reel. Since 1969 a 1/40 ratio has been used, and each reel now contains about 8,500 pages of text. Moderate temperatures and a normal degree of humidity are required for safe preservation. Indexes to microfilms of United Nations documents have been issued in English (1946-1961, 1962-1967), French, Russian and Spanish (1946-1952) and are available on request from the Library at United Nations Headquarters.

61. Inquiries relating to availability of documents on microfiche or microfilm and their price, and orders, which must be placed direct and prepaid in full, should be addressed to:

Sales Section
United Nations
Room LX-2300
New York, N.Y. 10017

VI. INDEXES PUBLISHED BY THE UNITED NATIONS

62. Between 1950 and 1973, a monthly index listing the documents published by the United Nations, with the exception of restricted documents and material intended for internal use, was issued in the series ST/LIB/SER.E/-; each year the monthly issues were superseded by a cumulative check list arranged by document symbol and a cumulative index (series ST/LIB/SER.E/CUM.-). The cumulative index was issued in two parts, part 1 containing a consolidation of the 12 monthly subject indexes, and part 2 containing consolidated lists, by symbol, of all documents and publications issued by the United Nations and the International Court of Justice during the year, of documents republished, of sales publications and of new document series symbols.

United Nations Documents Index (UNDEX) (ST/LIB/SER.I/- series)

63. Beginning in 1974, UNDEX, which was issued irregularly, in two series only, between 1969 and 1973, will be issued in three series, as follows:

- A. UNDEX Subject Index: provides the information needed to locate documents on specific subjects; each entry contains the following information: subject, type of document, and document symbol.
- B. UNDEX Country Index: provides information on the participation of Member States in United Nations activities; each entry contains the following information: name of country, type of participation or action, subject, and symbol of the document.
- C. UNDEX List of Documents Issued: provides full bibliographical descriptions of documents and publications issued by the United Nations and the International Court of Justice and information on language versions, on series not available to depository libraries, series analysed for storage of information in computer files and series for which microfiches are produced.

64. Series A and B are compiled by computer and appear in English, French, Russian and Spanish, 10 times a year. Series C is prepared by conventional methods and will appear in English and French 10 times a year. Each year, two issues will list the documentation of the following organs, thus:

- 1 and 6: General Assembly (A/- series)
- 2 and 7: Economic and Social Council (E/- series)
- 3 and 8: Security Council (S/- series), Trusteeship Council (T/- series) and the publications of the International Court of Justice
- 4 and 9: Secretariat (ST/- series), regional economic commissions series
- 5 and 10: Documents issued in all other series (e.g., those of UNCTAD, UNDP, UNIDO etc.), consolidated lists of periodicals and sales publications.

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Index to Proceedings (ST/LIB/SER.B/- series)

65. The Index to Proceedings series provides a bibliographical guide to the proceedings and related documentation of sessions of four of the main organs of the United Nations. They include the following:

- (a) The list of offices of the session;
- (b) Information concerning the rules of procedure and the resolutions and decisions of the session;
- (c) A check list of meetings;
- (d) The agenda;
- (e) A subject index in which is listed, by topic, the documentation and action taken on the question during the session;
- (f) An index to speeches;
- (g) A numerical list of documents, with information on their republication, if any.

66. The following are currently being issued, in English only:

(a) General Assembly (ST/LIB/SER.B/A-). One issue per session. Indexes to proceedings of the special and emergency special sessions are included in a separate section as part of the issue covering the Index to Proceedings of the ordinary session of the year when they were held.

(b) Economic and Social Council (ST/LIB/SER.B/E-). Two issues per year, covering the two sessions of the Council. Special and resumed session indexes are included in the issue covering the nearest regular session.

(c) Security Council (ST/LIB/SER.B/S-). One issue per year.

(d) Trusteeship Council (ST/LIB/SER.B/T-). One issue per year.

Index to Resolutions (ST/LIB/SER.H/- series)

67. The Index to Resolutions series provides a cumulative guide to information contained in the resolutions adopted by United Nations organs and bodies. Thus far, the following have been issued, in English only:

No. 1: Index to resolutions of the General Assembly, 1946-1970

No. 2: Index to resolutions and other decisions of the United Nations Conference on Trade and Development and of the Trade and Development Board, 1964-1972

No. 3: Index to resolutions of the Security Council, 1946-1970.

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68. Each index contains a numerical list, giving the title or subject of the resolution, the date of adoption and information on where the text appears, and a subject index arranged alphabetically.

69. Indexes to resolutions of the Economic and Social Council and the Trusteeship Council, 1946-1970, will be issued.

Cumulative index to the United Nations Treaty Series

70. The indexes to the Treaty Series are issued in English and French. Up to 1973, nine indexes, covering volumes 1 to 650, were published, each containing for the volumes covered, the following:

- (a) A chronological listing of treaties and international agreements;
- (b) A list of general international agreements, arranged chronologically;
- (c) An alphabetical listing of names of parties and subjects.

VII. METHODS OF CONTROLLING THE SIZE OF FILES
AND DISPOSAL OF OBSOLETE DOCUMENTS

71. Facilities (staff and space) will determine to some extent how much material to acquire and how long to keep it. The principle of discarding is based primarily on duplication, and on the specific needs of the recipient.

72. The following material can be discarded:

(a) Mimeographed versions of documents that are reproduced in the Official Records or in printed proceedings;

(b) Once a revision is issued, the basic document and its corrigenda, amendments and excerpts; also its addenda, in cases where the revised version supersedes them;

(c) Duplicate copies of documents bearing two symbols (only one copy need be kept if a cross reference is placed under the second symbol);

(d) Mimeographed documents of conferences, meetings, symposia etc., subsequently appearing as sales publications;

(e) Weekly, monthly, quarterly etc. issues of publications for which a yearly cumulation has been issued;

(f) Mimeographed documents of the International Law Commission, series A/CN.4- and A/CN.4/SR.- that are subsequently reproduced in the Yearbook of the International Law Commission (A/CN.4/SER.A/-).

VIII. SERVICES OFFERED BY THE DAG HAMMARSKJOLD LIBRARY

Reference service

73. Reference librarians stationed in the Woodrow Wilson Reading Room (L-201) and the adjoining area housing the documents and publications of the United Nations, the specialized agencies and other organizations in the United Nations system, assist readers to locate materials and provide reference and bibliographical services. Telephone inquiries should be referred to extensions 2501, 2502 or 2503.

Copying service

74. Copies of documents needed for official purposes are available through the Stack and Loan Section (room L-105) and the Documents Reference and Collections Section (room L-260) at a nominal charge. A coin-operated photocopying machine for personal use is located in room L-IB-10.

Advice and assistance

75. If problems are encountered in organizing a collection of United Nations materials, assistance can be provided by the staff of the Dag Hammarskjold Library either at the Library or on the premises where the collection is located. Advice and assistance can be requested in writing to:

The Director
Dag Hammarskjold Library
Room L-382A
United Nations
New York

Annex

PS.10 (2-64)

REQUEST FOR DOCUMENTS

No.	LINE ITEMS	No. DOCUMENTS	SUBMIT IN DUPLICATE		
TO: DISTRIBUTION SECTION, PUBLISHING SERVICE		DELEGATION REQUESTS TO: ROOM 1B-60 Ext. 2273			
		DEPARTMENT REQUESTS TO: ROOM 1B-44 Ext. 791			
Date wanted:	Delegation or Department:		Location / Room:		
Will call:	Requestor:		Date:		
		Ext.:			
Item	QUANT.	LANG.	LIST EACH DOCUMENT SEPARATELY	SEE CODE BELOW	REMARKS (For Use of Publishing Service)
1					
2					
3					
4					
5					
6					
7					
8					
9					
A. Restricted/Limited		D. Superseded, see remarks		I. Not a U.N. document	
B. Out of print/stock		E. Appears in Official Records, see remarks		J. Not issued	
C. Will be forwarded when available		F. Will appear in future Official Records		K. Advance distribution only	
				L. Reference copies available only	
				M. "Provisional" - available to participants only	
				N. Please Clarify Request	
				P. Not Distributed From Headquarters	

Notes

- Do not fill out the shaded portions of the form.
- Items should be listed in sequence within each category, one item to a line, and the language or languages required should be indicated in each case. Languages should be abbreviated as follows: Ar, Arabic; C, Chinese; E, English; F, French; R, Russian; S, Spanish.
- Documents should be listed as follows:
 - Mimeographed documents by symbol;
 - Periodicals by title, volume, year, issue number;
 - Sales publications by sales code only;
 - Volumes of the United Nations Treaty Series by series title and volume number;
 - Official Records by:
 - indication of organ (GAOR, ESCOR, SCOR, TCOR, TDBOR);
 - session number or, in the case of the Security Council, year;
 - volume title and other necessary information (e.g., Plenary Meetings, First Committee etc., followed by meeting number; Annexes, followed by agenda item number; Supplement No. ...).