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NATIONS

Correspondence Manual

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INTRODUCTION

All incoming, outgoing and internal communications which are not personal and which relate to the work of the United Nations, are considered to be official correspondence of the United Nations. The purpose of this Manual is to set forth the policies relating to official correspondence and to describe the procedures for dealing with it. This Manual supersedes the Correspondence Manual of 26 February 1954 (ST/AI/102).

The responsibility for United Nations correspondence is laid down in the first section of this Manual. The second section deals with the control and routing of files and correspondence. The third section describes the usages and approved forms for drafting outgoing correspondence. The fourth section contains instructions for typing and preparation of outgoing correspondence and provides a uniform set of standards in this respect. The fifth section is composed of exhibits chosen as illustrations of correspondence properly drafted and prepared. It also includes certain forms currently used in connexion with United Nations correspondence.

1. ALLOCATION OF RESPONSIBILITY FOR CORRESPONDENCE

1.1. General

1.1.1. *Action on incoming correspondence*

Departments and Offices are responsible for dealing promptly with incoming correspondence relating to the work in which they are engaged. This applies to communications arising from decisions and projects of the various organs of the United Nations, as well as to communications from sources outside the United Nations. Departments and Offices are responsible in particular for the substance, factual accuracy and form of outgoing communications. They are responsible for ensuring that the typing, addressing and assembly of such communications conform with the provisions of this Manual.

1.1.2. *Clearance of outgoing correspondence*

Departments and Offices are responsible for clearing with the Executive Office of the Secretary-General outgoing communications involving matters of policy which should be brought to the attention of the Secretary-General. The question as to whether the Secretary-General should sign or personally clear a communication depends only partially upon rules and must depend to a degree on the background and nature of each matter dealt with. This also applies to decisions within Departments or Offices as to the level at which outgoing communications should be cleared and signed. Communications to Heads of State or Heads of Governments and to Ministers for Foreign Affairs, however, should bear the signature of the Secretary-General. Communications to Permanent Representatives should in general bear the signature of the Secretary-General, an Under-Secretary or an officer of equivalent rank. When specifically authorized by an Under-Secretary, officers of subordinate rank may in certain cases communicate directly with Permanent Representatives. It is quite proper for responsible officials to sign and send to members of Governments or delegations outgoing communications relating to the work of the Organization on which the policy of the Secretary-General has been clearly established or where the subject matter is of a technical or routine nature.

1.1.3. *Duties of Correspondence Officers*

The head of each Department or Office is responsible for designating as Correspondence Officer a staff member of level P-3 or above who is responsible for the correspondence procedures within the Department or Office and for ensuring that the correspondence conforms with the provisions of this Manual. The Correspondence Officer is re-

sponsible directly to the head of the Department or Office on all correspondence matters. He should also clear with the Executive Office of the Secretary-General any question involving interpretation of correspondence policy.

The Correspondence Officer is responsible for ensuring that copies of this Manual are available to the members of his Department. He is responsible for ensuring that a sufficient number of current copies of the List of Official Addresses (see Sec. 2.5.) is maintained within the Department or Office and that they are readily accessible to secretaries. He is also responsible for keeping up to date the sets of the Official Correspondence Card Index (see Sec. 2.5.).

Departments and Offices may designate alternate Correspondence Officers of level G-4 or above as may be required. For all designations of Correspondence Officers or alternates, Form P.86 as revised should be submitted by the head of the Department or Office to the Executive Assistant to the Secretary-General.

1.2. *Executive Office of the Secretary-General*

The Executive Office of the Secretary-General co-ordinates all matters relating to correspondence, reviews outgoing communications requiring the signature of the Secretary-General and clears communications referred to the Executive Office. The Executive Office of the Secretary-General issues or approves such instructions as may be required from time to time to implement or amplify the procedures in this Manual as well as regulations governing the classification and security of confidential files and papers.

1.3. *The Registry*

1.3.1. *The Records Control Unit of the Registry*

The Records Control Unit is responsible for processing incoming, outgoing and internal communications; for maintaining the official file classification manual, prescribing related procedures, designating of subject filing codes and indices and for the custody, maintenance and security of all files, including staff records.

The Records Control Unit is responsible for reviewing all outgoing correspondence and will return to Correspondence Officers any outgoing communications which are not prepared in accordance with this Manual.

1.3.2. *The Correspondence Service of the Registry*

The Correspondence Service of Registry is responsible for furnishing correspondence services for the Secretariat as follows:

- (a) Typing, assembly and dispatch of multiple letters, cables, notes verbales and, in special circumstances, single letters of particular importance;
- (b) Arranging for translation of communications received for typing and dispatch;
- (c) Furnishing information with respect to proper form, procedure and language to be used in drafting formal correspondence;
- (d) Maintaining liaison with the Executive Office of the Secretary-General on matters of correspondence policy and in the clearance and dispatch of communications requiring action or approval by that Office;

2. CONTROL AND ROUTING OF FILES AND CORRESPONDENCE

2.1. General

The Registry routes incoming communications by subject to the appropriate Department or Office for action, designates and controls subject codes and maintains subject files and staff records. All incoming communications received through channels other than the Registry should be referred upon receipt to Records Control for processing.

Normally, incoming communications will be submitted for action on the appropriate subject file together with all relevant papers.

Papers should not be removed from or added to files without clearance by the Registry.

An official to whom a file is charged is responsible for its safekeeping, proper handling and return to the Records Control Unit.

2.2. Control of correspondence

2.2.1. Correspondence Control Form

If a subject file is already charged out by the Registry or if action can be taken without previous correspondence, or if the importance of a communication warrants individual control, a Correspondence Control Form (CR.29 as revised, see Exhibit No. 38) should be attached to the communication, which will be forwarded without the file to the person responsible for action. If such communications are of a particularly important nature, such as credentials, or if they contain important enclosures, a false docket (CR.25 as revised) should be used instead of a Correspondence Control Form to ensure that the communications do not become detached or mutilated.

If action cannot be taken on a communication within one week, the file, false docket or Correspondence Control Form should be returned to Records Control marked "BF" (Bring Forward) with the date required. If necessary, the file can be immediately returned by Records Control to the official concerned after any additional papers have been inserted.

After action has been taken, the file, false

- (e) Maintaining and keeping current the List of Official Addresses of delegations and representatives of Member nations and issuing to each Correspondence Officer the set of cards known as the Official Correspondence Card Index and the amending cards to reflect changes in this information (see Sec. 2.5.).

1.3.3. The Mail Operations Unit of the Registry

The Mail Operations Unit is responsible for the primary routing of incoming mail, the dispatch of outgoing mail, the maintenance and control of diplomatic pouch services, distribution of cables and the internal messenger service.

2. CONTROL AND ROUTING OF FILES AND CORRESPONDENCE

docket or Correspondence Control Form should be marked "PA" (Put Away), dated and initialed in the appropriate spaces and returned to Records Control in order that all papers may be incorporated into the file.

2.2.2. File Control Form

A File Control Form (CR.20 as revised, see Exhibit No. 39) is used to:

(a) Inform Records Control of the transfer of a file, false docket, or Correspondence Control Form to another official or unit;

(b) Request a file from Records Control (If the file is required immediately, a request may be made by telephone. Requests for Staff Records files should be submitted to the Staff Records Service directly on Form CR.5 as revised, approved by an authorized official);

(c) Request Records Control to bring forward (BF) a file on a given date (It should be noted that a separate File Control Form should be used for each file, false docket, or Correspondence Control Form.)

2.2.3. Correspondence logs

To ensure that incoming communications are dealt with promptly logs should be set up and maintained at each point within the Secretariat to and from which a significant number of incoming communications are sent for action. These logs should show the date of receipt, the Registry file number, the date, type and source of the communication, a brief description of its subject matter, the subsequent routing and the action taken. This system of logs is in addition to the Registry system of file control. Departments and Offices are also responsible for informing the Registry by means of the File Control Form of all transfers of pending communications to other points of the Secretariat. A check-off column for this should be kept in the logs.

2.2.4. Overdue files

When the volume of overdue files charged to any particular Secretariat unit appears to

be excessive, the Registry will prepare a report reflecting the status of such overdue files or correspondence and will forward this report to the Correspondence Officer, supplying a copy to the Executive Office of the Secretary-General. A general report of overdue files and correspondence for either the whole of the Secretariat or a particular Department or Office will be supplied, upon request, by the Registry to the Executive Office of the Secretary-General.

2.2.5. Acknowledgements

Replies to incoming communications should be dispatched promptly. In cases where the action on an incoming communication requires more than three working days, an interim acknowledgement should be sent. The departmental logs should indicate such acknowledgements on pending communications in the action column.

2.2.6. Material not received through the Registry

Departments and Offices are responsible for referring to the Registry for incorporation into the official files of the Organization any correspondence which may arrive through channels other than the Registry. It is possible that some communications of a personal nature may contain references to official matters. When such communications are not appropriate for the official files, extracts relating to official business may be prepared for incorporation in the file. Where this material is of a highly confidential or delicate nature, adequate provision should be made to classify it and maintain it under responsible control. Departments and Offices should in such cases arrange with the Chief of the Registry or of Records Control for the proper treatment of this material. For further information on classified material, see Sec. 2.4.

Departments and Offices are also responsible for ensuring that, on separation from service of staff members, all files or papers in their possession which concern the work of the United Nations are turned over to the Correspondence Officer for disposition. The Correspondence Officer must certify Form P.35 to this effect.

2.2.7. Personnel correspondence

Correspondence relating to careers and personal affairs of staff members and to applications for employment is routed and handled in accordance with special instructions covering all staff records.

2.3. Special routing of correspondence

2.3.1. Correspondence with Information Centres

Communications to and from officials of Information Centres should be routed via the

Director of External Services, Department of Public Information, with the exception of routine communications as specifically authorized by the Director of External Services. Within the Department of Public Information, however, it is sufficient to send a copy to the Director of External Services.

2.3.2. Correspondence with political missions

Communications dealing with administrative matters, to and from United Nations political missions, should be cleared with and routed through the Field Operations Service. Communications relating to substantive matters, addressed to political missions, should be cleared with the Executive Office of the Secretary-General

2.3.3. Communications relating to representation on United Nations organs

Communications relating to the appointment, credentials, titles, or addresses of representatives on United Nations organs or members of permanent delegations are initially processed by Records Control. Special care should be taken to ensure that Records Control receives such communications when they are handed over personally to Secretariat officials by members of delegations.

Communications relating solely to the titles or addresses of representatives or of delegation offices are routed by Records Control directly to the Protocol and Liaison Section of the Executive Office of the Secretary-General, which records the information, notifies the Correspondence Service of the Registry, prepares a reply, when appropriate, and returns the communication or file to Records Control.

Communications relating to the appointment or departure or the official status or the credentials of any representative to any organ of the United Nations or to the permanent missions or delegations (with the exception of the functional and regional commissions of the Economic and Social Council) are routed to the Office of Legal Affairs for examination. That office does not, however, reply to such communications unless some problem arises directly connected with credentials.

Communications of this type relating to membership of permanent missions of Members or of delegations to the General Assembly are routed after examination, within two working days, by the Office of Legal Affairs to the Protocol and Liaison Section via the Executive Assistant to the Secretary-General. The Protocol and Liaison Section records the information contained in such communications and takes any necessary action in connexion with the issuance of passes, the requesting of privileges and immunities

and registration with the appropriate authorities. The Protocol and Liaison Section is responsible for preparing replies to such communications and for returning the files after completion of action to Records Control. Credentials, as such, are filed separately from purely informational communications such as notifications of appointment.

Communications relating to the membership of organs of the United Nations other than permanent missions of Members or delegations to the General Assembly (with the exception of the functional and regional commissions of the Economic and Social Council) are routed, after examination, by the Office of Legal Affairs to the substantive unit of the Secretariat which is responsible for servicing such organs. The substantive unit takes appropriate action and replies, if necessary. It then reroutes the communication within three working days to the Protocol and Liaison Section.

Communications relating to the membership of the functional and regional commissions of the Economic and Social Council are routed by Records Control directly to the Department of Economic and Social Affairs without examination by the Legal Office. They are then sent within three working days to the Protocol and Liaison Section.

The Protocol and Liaison Section is responsible for maintaining current records of the membership and representation of all organs of the United Nations other than the Secretariat.

2.3.4. Communications from the general public and from organizations

Communications from the general public are routed directly by Records Control according to subject matter. Departments receiving communications from the general public relating to their field of work are responsible for logging these communications and replying on behalf of the United Nations. All thoughtful and constructive comments from the general public should be given careful attention and an individual reply. Where a large number of communications deals with one subject on which the policy of the Secretary-General has been clearly set, however, a standard form of reply may be used, but each reply should be individually signed by a responsible official. Letters which are abusive or incoherent need not be answered and should be destroyed by the Department or Office. Correspondence from the general public to which replies are sent, however, are codified and incorporated in the files.

Where communications from important public figures are addressed to the Secretary-General, replies are prepared in the Executive Office of the Secretary-General.

Letters from members of the public and from non-governmental organizations, dealing with subjects not specifically within the competence of any other Department or Office, are answered by the Department of Public Information.

Communications relating to matters on the agenda of the General Assembly, received during sessions of the General Assembly, are routed to the Executive Office of the Secretary-General for possible listing on the "Review of Communications Received Relating to General Assembly Matters" (A/INF. series).

These communications may be answered in the Executive Office of the Secretary-General or rerouted to the appropriate substantive Department or Office.

All communications addressed to the President of the General Assembly are sent unopened to the Executive Office of the Secretary-General. These are examined and either acted upon by that Office or rerouted to another Department or Office for reply. The Executive Office of the Secretary-General maintains a separate log of all such communications.

2.3.5. Cables

Action copies of cables are routed directly to the person responsible for action immediately upon receipt by Mail Operations. After completion of action, the cables should be returned to Records Control for incorporation in the file.

Information copies are routed directly to other officials concerned on the basis of instructions issued by the Chief of Registry, in consultation with Correspondence Officers of Departments.

Officials receiving information copies should not take action without clearing with the person to whom the action copy is sent.

Drafts of outgoing cables should be sent by the originating Department or Office directly to Mail Operations, which will supply Records Control with copies of the dispatched cables for incorporation in the appropriate subject files. Files should be returned to Records Control at the time the cables are sent to Mail Operations.

2.3.6. Mail addressed to staff members

Communications which are marked "personal" or "confidential" or which are obviously of a private nature are sent unopened to the addressee. If any mail routed in the above manner is found to concern the official business of the United Nations, it should be returned to Records Control for proper processing. Private mail intended for staff members at Headquarters should be addressed to Box 20, Grand Central Post Office, New York 17, N.Y.

In addition, certain other categories of mail may be delivered unopened to the addressee on the authority of the Chief of the Registry.

Except as provided above, all incoming letters are opened by Records Control and, after having been processed, are forwarded to the appropriate official or unit.

2.4. Security classification of correspondence

The term "confidential" applies to correspondence dealing with subjects of a nature requiring limited access. Material classified as confidential is divided into three categories. The first includes subject files dealing with the substantive and administrative work of the Organization. The second consists of material relating to the careers or personal affairs of the members of the Secretariat. The third category includes code cables. The instructions in this Manual relate to the first category of classified correspondence only. Separate instructions cover the handling of classified material relating to personnel and the administration of staff records. All files of code cables are subject to special arrangements between the Executive Office of the Secretary-General and the Registry.

The classification "confidential" automatically restricts issuance or clearance for issuance of such material to specified persons who are particularly concerned with the subject matter.

Requests for classification or declassification of subject files should be routed to the Registry through the Correspondence Officer of the Department or Office concerned and require his written approval. Any requests for classification must be accompanied by a list of the persons who are authorized to see the file or papers or who are authorized to approve the issuance of this material to other persons.

Records Control will request written authorization from the Correspondence Officer of the Department or Office which originates a confidential file before placing any additional name on the list of officers authorized to see that file. In the absence of the Correspondence Officer, the head of the Department or Office will be consulted on any changes in the names of those entitled to see confidential files.

Approval for classification of correspondence is the responsibility of the Chief of the Registry or the Chief of the Records Control Unit. Requests will be considered in the light of prevailing rules governing the files.

Once a file or a group of files on a given subject has been classified as confidential, any papers marked for inclusion in this file are automatically classified as confidential.

When some of the material on a given subject is of a type appropriate for classification and other material is not, two files are maintained on the subject. The Registry determines whether papers fall into the classified category or the non-classified category.

Declassification of files should be requested as soon as the subject matter has ceased to require confidential treatment. Departments and Offices are responsible for initiating written requests through their Correspondence Officers for declassification of files or of individual papers whenever appropriate. Every effort should be made to keep confidential files to a minimum in the interest of administrative efficiency and convenience. The Chief of the Registry or the Chief of Records Control approve declassification of files and papers as they deem appropriate.

All confidential files must include a list of the persons authorized to see them. This list must bear the signature of the Correspondence Officer.

Confidential files are to be sent in sealed envelopes by special messenger, and all persons having them in their custody are responsible for ensuring that proper care is taken while in use and that they are kept under lock and key when not in use.

2.5. List of Official Addresses and Official Correspondence Card Index

It is important that correspondence with Governments, delegations and officials of Member States and with non-member States be addressed properly. All formal correspondence from the Secretariat to Governments should be addressed in accordance with the instructions in the List of Official Addresses and the Official Correspondence Card Index.

As has been indicated in Sec. 1.1.2., it is appropriate in many cases for officials of the Secretariat to write informally directly to officials of delegations and of Governments. In such cases, however, the List of Official Addresses and the Official Correspondence Card Index will also be useful in providing the correct addresses and other information relating to the addressees.

The List of Official Addresses and the Official Correspondence Card Index provide information relating to Governments which are not Members of the United Nations. Since the Governments of non-members and of associate members of regional economic commissions vary in status, Departments and Offices will exercise discretion in addressing correspondence to these bodies. Particular care should be taken to ensure that correct titles are used in addressing Governments or observers of non-members.

Correspondence may be carried on with all the States listed in the List of Official Addresses. When it is necessary to correspond with non-member States not listed in the List of Official Addresses, clearance must be obtained from the Office of Legal Affairs.

The List of Official Addresses is issued to secretaries by the relevant Documents Distribution Sub-stations at the request of Correspondence Officers. Normally one copy should be sufficient for a group of secretaries working in one office. The List of Official Addresses is issued in loose-leaf form. Amendments are distributed by the Documents Sub-stations to the Correspondence Officer who is responsible for ensuring that those persons maintaining the List enter the changes properly. The List of Official Addresses gives the addresses of the following:

- (a) Ministers for Foreign Affairs of Members and of non-members;
- (b) Permanent Representatives to the United Nations of Governments of Mem-

bers and Permanent Observers of Governments of non-members;

- (c) Directors-General of specialized agencies;
- (d) Heads of non-governmental organizations granted consultative status in "Category A";

The Official Correspondence Card Index is maintained in the form of a set of cards. One set is issued to each Correspondence Officer but additional sets may be obtained if the necessity arises. These cards contain all the information found in the List of Official Addresses as listed under (a), (b), (c) and (d) above and some additional information such as:

- (a) Ambassadors accredited to the United States of America;
- (b) Names and addresses;
- (c) Forms of salutation;
- (d) Special instructions for routing of correspondence, including extra copies necessary for multiple offset communications.

3. DRAFTING INSTRUCTIONS

3.1. General

All correspondence of the United Nations engages the responsibility of the Secretary-General. United Nations correspondence should therefore show the care and attention required to combine a high standard of clarity with courtesy and discretion.

Correspondence should be brief, consistent in style and to the point. Short words, sentences and paragraphs should be the rule. Thoughts should be logically developed to facilitate easy reading.

The use of specific, concrete and active verbs strengthens a text. A text which contains a large number of nouns and adjectives derived from verbs is weak and tends toward a passive style which is heavy and difficult to read.

Roundabout prepositional phrases should also be avoided. It is sometimes proper to use such expressions as "With regard to" or "In reference to" but these should be held to a minimum.

Impersonal constructions such as "The records of this office indicate" should be avoided. Direct statements should be used clearly indicating to the reader exactly what responsibility the drafter takes for the information given. Such equivocations as "Opinion is widely held..." are in many cases a device to avoid responsibility. Sentences which are vague or ambiguous also create difficulties. Weaknesses in drafting appear most frequently in long sentences in which the drafter tries to say everything at once.

Replies need not recapitulate or repeat what has been already said in incoming com-

munications. They should be free from redundancies and information which the reader already knows.

Criticism, either direct or implied, should be avoided in United Nations correspondence. Where correspondence involves differences of opinion, a statement of the facts and of the position of the United Nations is sufficient. On the other hand, when errors have occurred they should be candidly acknowledged. Expressions of gratitude and thanks in correspondence with Member States should be used only when there has been action beyond normal compliance with the obligations of membership. It is, however, appropriate in informal correspondence to express appreciation for co-operation.

For most correspondence of the United Nations a polite informal style is appropriate. Where formal style is required, the established phraseology of diplomatic correspondence should be consistently used.

The exhibits at the back of this Manual have been chosen as examples of appropriate drafting for the subjects involved, and in each case they represent a communication actually sent.

3.2. Letters

3.2.1. General

The degree of formality of letters should depend upon the subject matter, the style of the incoming communication to which reply is made and the official status of addressee. Strict diplomatic style will be confined to formal letters to Heads of Governments, Ministers for Foreign Affairs and, in most

cases, Permanent Representatives. For other letters to Permanent Representatives, letters to heads or officials of specialized agencies, letters on substantive and administrative matters to officials of delegations and Governments and letters to members of the public, an informal style is appropriate.

In all letters in which there has been previous correspondence, a brief introductory reference to the subject of the communication is of importance. Wherever possible, letters should contain a precise reference to the last communication on the subject.

Where references are made to resolutions or other actions of organs of the United Nations, the number and date of the resolution and the name of the organ concerned should be indicated. Generally speaking, paraphrases of United Nations resolutions in introductory references are not satisfactory. When reference to the number of a resolution is insufficient and when it is not practicable, owing to the length, to insert quotations in the text of a letter, then a copy of the resolution should be transmitted as an enclosure.

To identify resolutions and decisions, the following forms should be used: "According to resolution 83 (V) adopted by the Economic and Social Council on 14 August 1947"; and "General Assembly resolution 889 (IX) of 17 December 1954 states..."

Outgoing letters to delegations or governments should be written in the working language indicated in the List of Official Addresses as appropriate. Where special courtesy is desirable, however, a letter may be written in an official language other than the working language in the List. If an incoming letter is written in a working language other than that shown in the List, reply should be made in the language of the incoming letter.

In the text of letters where the titles of United Nations officials are mentioned, the word "Acting" should be avoided. For purposes of correspondence, officials are regarded as carrying out their regular duties at all times, and in using the title of an official in the text of a letter, the reference should be to a function rather than a person.

A clear distinction should be made between an official title which describes a function, such as "The Permanent Representative of ...", and a personal title, such as "His Excellency", which relates to an individual.

In the text of letters the use of personal titles such as "Your Excellency" in referring to the addressee should be restricted to formal communications to Ministers for Foreign Affairs or persons of ambassadorial rank and, when used at all, should be used consistently throughout the text. In general, however, the use of personal titles in the text of correspondence should be avoided.

Permanent Representatives who carry ambassadorial rank may be referred to by the title of "Ambassador" preceding their surname in the text of informal letters, but not in the address. When the title is used in accordance with the List of Official Addresses, it follows the surname.

The personal title "Right Honourable" is used in the British Commonwealth of Nations in addressing Members of the Privy Council. It is no longer correct to put "P.C." after the name. The title "the Honourable (the Hon.)" is used in addressing persons of certain categories. The proper use of this term for nationals of the Commonwealth is given in "Who's Who". In the United States of America, the title "Honorable" is used in addressing such officials as Ambassadors, Cabinet members, Under-Secretaries of Executive Departments, Senators, Congressmen, Governors and Mayors.

3.2.2. *Formal letters*

For purposes of United Nations correspondence, formal letters are defined as those employing diplomatic style and phraseology. Normally such letters are addressed only to Heads of State or Heads of Governments, Ministers for Foreign Affairs and Permanent Representatives.

While it is not possible to provide in this Manual an exhaustive list of the subjects appropriate for formal letters, they include official statements of policy by the Secretary-General, actions taken or contemplated by the Secretary-General in connexion with decisions or recommendations of organs of the United Nations, matters relating to the obligations of Members under the Charter, acknowledgements of the credentials or appointments of Permanent Representatives and other letters to Governments and delegations involving the duties and responsibilities of the Secretary-General under the Charter.

Formal letters should not be used for the transaction of routine substantive or administrative business with delegations or Governments nor is it necessary to use the formal style in all communications with Permanent Representatives.

The proper salutation for a formal letter is "Sir" or "Madam" followed by a comma. The salutation "Excellency" is no longer used by the Secretariat.

Formal letters should begin with the expression "I have the honour to...." except in the case of formal letters from Under-Secretaries or officials of equivalent rank to Permanent Representatives. These may commence with "I am directed by the Secretary-General to...." or "On behalf of the Secretary-General, I have the honour to...."

In the text of formal letters the expression "I have the honour" should be used very sparingly.

ingly. Succeeding paragraphs should normally commence without introductory phraseology. Where it is necessary to refer to a resolution or act of one of the organs of the United Nations or a previous communication of the Secretary-General, the appropriate form is "I refer to...." or "I invite your attention to..." If a request is made of the addressee, the expression "I should be grateful" is appropriate. In formal letters the pronoun "we" and the expressions "I should be glad" or "I would appreciate" should be avoided.

The complimentary closing for formal letters is as follows:

"Accept, Sir, the (renewed) assurances of my highest consideration"

or

"I avail myself of this opportunity to express (renew) the assurances of my highest consideration".

All formal letters to multiple governmental addressees are processed through the Correspondence Service. See Secs. 1.3.2. and 4.2.16.

3.2.3. *Informal letters*

Informal letters are the appropriate instruments for the day-to-day business of the Secretariat. It is also proper to use the informal style in drafting letters from the Secretary-General or from Under-Secretaries or officers of equivalent rank to Permanent Representatives or senior members of missions and delegations on important matters of policy.

Informal letters should be drafted in a courteous, direct style without the use of diplomatic phraseology and without excursions into bureaucratic jargon. The style should be concise but colloquialisms and abbreviations should be avoided.

The appropriate salutation and closing for informal letters may take any of the following forms:

<u>Salutation</u>	<u>Closing</u>
Dear Sir, (Madam)	Yours truly,
Dear Mr. ..., (Mrs.)	Yours sincerely,
My dear Minister,	
	Believe me, my dear Minister
	Yours sincerely

Yours sincerely,
Dear Mr. Ambassador,
or Dear Ambassador

I remain, dear Mr. Ambassador,
Yours sincerely,

Yours sincerely,
All informal letters to multiple govern-
mental addresses are processed through the
Correspondence Service. See Secs. 1.3.2. and
4.2.16

3.3. Notes Verbales

3.1. Notes verbales
Notes verbales (also known as third-person notes) are formal notes written in the third person and initialled. They are normally used in reply to incoming communications which are in that form.

Notes verbales are particularly useful in communicating with a number of addressees. They are used for the exchange of information between the United Nations and Governments or delegations. Typical uses of notes verbales include requests for and acknowledgements of the receipt of information and documents, the transmission of information regarding the times and places of meetings, acknowledgements of changes in the membership of delegations, and other requests or acknowledgements to Governments relating to the substantive work of the United Nations where the subject matter is not of sufficient importance to warrant a formal letter from the Secretary-General or an Under-Secretary.

In some cases, the third-person note lends itself to the transmission of important decisions or actions of the Secretary-General. As a rule, however, this type of note, despite its traditionally formal language, is used for routine exchanges of information and not for statements of policy or opinion.

Notes verbales should not be sent to the specialized agencies, to non-governmental organizations, nor to the public.

Notes verbales may be written in the name of the Secretary-General or of the Secretariat. They may not be written in the name of organizational units or of officials of the Secretariat.

When they are sent in the name of the Secretary-General they address an individual. When they are sent in the name of the Secretariat they address an office.

The following forms are thus appropriate:

The following forms are thus appropriate:
"The Secretary-General of the United Nations presents his compliments to the Permanent Representative of to the United Nations and has the honour to"

or

"The Secretariat of the United Nations
presents its compliments to the Permanent
Mission of to the United Nations and
has the honour to"

All notes verbales in reply to those which address the Secretary-General should be sent from the Secretary-General. All notes verbales in reply to notes from Permanent Representatives or Ministers for Foreign Affairs should be sent from the Secretary-General, whether or not such incoming notes are addressed to the Secretary-General, to a subordinate official, to the Secretariat or to any of its branches. The only notes verbales, therefore, which may be sent from the Secretariat, are those which address a permanent mission or other governmental office when the correspondence is initiated by the Secretariat or is in response to a note verbale from a permanent mission or other governmental office addressed to the Secretariat.

All notes verbales to multiple governmental addressees are processed through

the Correspondence Service. See Secs. 1.3.2. and 4.2.16.

Notes verbales should be initialled in ink, approximately 1/2 inch below the date on the right hand side of the last page of the original. The act of initialling a note verbale is equivalent to signing a letter and means that the official taking this action assumes full responsibility for the contents. Notes verbales prepared in the Correspondence Service will be referred back to the originating office for initialling before dispatch or photo-offsetting.

3.4. Requests for information

Requests for information addressed to sources outside the Secretariat should be tactfully worded, and the information required clearly specified. Time limits set by such requests must take into consideration the complexity of the information required and the distances and facilities for transmission. Each such communication, whether photo-offset by the Correspondence Service or sent out directly, must be individually addressed and signed. Typed signatures are not acceptable. Such requests are not to be hectographed nor mimeographed.

3.5. Interoffice memoranda

Interoffice memoranda are the normal medium for internal correspondence at Headquarters and are appropriate for correspondence with Field Offices. They are used to record facts, decisions or opinions to which later reference will be necessary and are incorporated into the official files. They are the accepted form of making written reports for internal use.

Memoranda should be as brief and clear as possible. Time spent in making them so will be more than repaid by time saved in reading and discussion. The model memorandum explains the problem at the outset, indicates briefly the relevant considerations in a series of short, crisp paragraphs, and concludes with a precise statement of the decisions reached or recommended. Prefatory covering notes should be avoided; at best they are ephemeral or of doubtful status.

It is sometimes useful to summarize the main points of a long memorandum, but such a summary should be brief.

Where a memorandum requires supporting analyses or statistical information in detail, they should be set out as an appendix. This should not preclude a summary of such material in the text.

Copies of memoranda should be sent only to those officials who have a real and continuing interest in the subject matter; it should be remembered that the original will always be available in the file. The distribution of hectographed memoranda in particular should be closely watched especially

when they are in a series with an automatic distribution list.

The rules regarding security classification apply to all interoffice memoranda.

An interoffice memorandum should normally deal with one subject.

Interoffice memoranda may be directed to more than one addressee. In this case the original should be sent to the senior addressee, and signed carbon copies sent to the other addressees.

When an interoffice memorandum is sent through an intermediate, an extra copy should be provided for the intermediate, who should initial the original and forward it with any observations he may wish to make.

3.6. Referral sheets

Where a question lends itself to written comments by several staff members, a referral sheet may be used instead of an interoffice memorandum. This permits the economical organization of the views on a question and facilitates review of the file. A referral sheet may also be used as an endorsement to an interoffice memorandum to which a full reply is not required. The referral sheet will be prepared in the original only. Routing slips are not to be used for this purpose.

3.7. Minutes of meetings

Meetings in the Secretariat vary in purpose, representation, formality and duration. It is therefore appropriate to suggest rules for the drafting of minutes only in general terms.

A minute should be brief. This implies the most concise presentation of what has been discussed and decided at a meeting. Brevity requires a selective approach. Only the essence of a discussion should be recorded; it is not the function of a minute to provide a summary record of what transpired. The proper use of definitive statements or of striking phrases which occurred in the discussion will assist in developing a clear brief statement reflecting the tone of the meeting.

A minute should be self-contained and should require a minimum of reference to other documents. It should be as impersonal and objective as possible.

It should be decisive in presenting clearly the main points of the discussion and the conclusions which were reached.

In preparing the minute of a meeting, it is seldom profitable to transform chronological notes into an historical account. It is better to decide what conclusions are to be recorded, and with these in mind to think out the development of the salient points which led to these conclusions.

A minute should provide an adequate reference at the outset to any papers or documents under consideration. It should then present the problem discussed in a concise and unified form and without repetition.

The minute should then develop the major points of discussion in logical rather than chronological form. The value of impersonal presentation will permit the welding into a single paragraph of a major point partially developed by one speaker and enlarged upon by others. The impersonal presentation also tends to avert suggestions for amendment. It will, of course, be necessary to attribute views in some cases, particularly where there are divisions of opinion which are not resolved or where a particular point of view may be of value for later reference, or where positions have been reserved.

Irrelevant and discursive material should be discarded.

In some meetings the chairman summarizes the discussion as well as conclusions and decisions. When this has been done the task of completing the minutes is easy. When it has not been done, it is the duty of the individual drafting the minutes to set forth the conclusions which fairly express the sense of the meeting. It may be appropriate in such cases to consult with the chairman and members on the basis of a draft which may then be made final.

Where action is required, the conclusions should indicate clearly who is responsible. In general, the conclusions and decisions should be placed at the end of the minute, but where several unrelated topics are discussed, the appropriate conclusion may follow each topic.

3.8. Cables

3.8.1. Definition

The term "cable" applies to all United Nations communications sent by wire or radio within the United States or abroad. It includes communications usually referred to as telegrams.

3.8.2. Use

The decision to communicate by cable rather than by letter should be controlled by consideration of the importance of the communication in relation to the expense, the location of the addressee and the time at which the communication must be received. Where delivery of multiple messages to delegations can be assured with equal promptness, the Correspondence Service may dispatch communications in cable form by special delivery mail.

3.8.3. Drafting

Cables should be drafted concisely, avoiding adjectives, adverbs and repetitions. Titles

such as "Mr." and "Mrs.", articles such as "the" and "an" and some forms of auxiliary verbs can, in most cases, be omitted. Drafting officials should, however, ensure that brevity is not achieved at the expense of clarity and that ambiguities do not result from economy of expression.

Combinations or alterations of words contrary to accepted usage for the purpose of reducing the number of words in the message are not acceptable. Words separated or joined by an apostrophe, hyphen or a fraction-bar are counted as separate words unless they appear as such in a standard dictionary. Latin phrases, prefixes and suffixes should in general be avoided. Consecutive subjects are indicated by cardinal numbers, spelled out in the text. Consecutive paragraphs within a subject are separated by the word "para". For purposes of clarity, important words or phrases may be repeated following the word "repeat". The language of diplomatic correspondence may be used as a matter of courtesy in formal cables to Governments. Cables are edited by the Registry in the interest of economy and brevity and to ensure conformity with these instructions.

3.8.4. Classification

Security classification may be either plain or confidential. Distribution of confidential cables is restricted to the Secretary-General's Office and to such other recipients as may be specified by the authorizing Department or Office. A confirmation copy of all outgoing cables is routed to the drafting official after dispatch by the Registry. If a cable editor disagrees with the classification of a cable, he will consult with the Correspondence Officer of the Department or Office before making a change.

3.8.5. Authorization, clearance and signature

In the clearance of cables, unlike letters and memoranda, there is a distinction between the drafting, authorizing, clearing and signing officials. The name of the drafting official appears in the appropriate space on the cable form. The name of the organizational unit is not sufficient. Certain officials have been approved to authorize cables, and the Registry maintains a list of such persons on the basis of P.86 forms submitted by their Departments or Offices. Authorization involves a commitment of funds to pay for the cables and is restricted to a small number of officials in each Department or Office. Cables are dispatched only when properly authorized. Clearances are obtained from those officials who should approve the substance of the cables prior to their dispatch. The signing official is the person who takes the final responsibility for the substance of an outgoing cable.

3.8.6. *Cables to Governments*

Cables to Governments must be sent in accordance with the instructions given in the List of Official Addresses. Where cables are addressed to permanent missions of Members for transmission to their Governments, the following form is used: "PLEASE BRING FOLLOWING ATTENTION YOUR GOVERNMENT BEGINS/text of cable, signature/ENDS UNATIONS".

Cables to multiple governmental addressees are processed through the Correspondence Service. See Sec. 4.6.10.

3.8.7. *Use of cable facilities by organizations outside the Secretariat*

Specialized agencies and other bodies of the United Nations outside the Secretariat may use the facilities of the Registry for cable traffic provided that the procedures for and the reimbursement of such services have been arranged with the Secretariat. The Registry maintains a list of officials entitled to authorize such cables.

4. SECRETARIAL AND TYPING INSTRUCTIONS

4.1. *General*

This part of the Correspondence Manual deals with the typing, assembly and dispatch of outgoing correspondence.

Correspondence of the United Nations must, at all times, reflect a high standard of technical competence in preparation. Neatness, symmetry and appropriate arrangement and balance of texts and margins, uniformity of typing impression and regularity of spacing are all important. Particular care must be taken to ensure that formal correspondence is immaculate and free from any smudges, strike-overs or erasures.

Outgoing letters should not be mimeographed or dittoed when sent to multiple addressees. Only the photo-offset method is used for this purpose.

Careful attention should be given to the typing and preparation of envelopes in which correspondence is dispatched.

Correspondence prepared with a high technical standard contributes to good relations with the public.

Secretaries are expected to read carefully all correspondence which they transcribe and to draw to the attention of the drafting officials apparent errors or words which, when transcribed, appear to be out of place in the context of the sentence. Attention should also be given to correct grammatical construction and consistency in the form and style of expression. Secretaries are therefore responsible for familiarizing themselves with the instructions in the other parts of this Manual and with the exhibits which are appended hereto.

3.8.8. *Priorities*

In exceptional cases where, in the opinion of the drafter, a cable requires immediate dispatch, the word "Priority" may be inserted on the cable form preceding the address.

3.9. *Covering slips and forwarding slips*

A covering slip is a printed attachment used to transmit a copy of a communication for information purposes to an addressee outside the United Nations Secretariat other than the person to whom the communication is addressed. No file number, date, nor authorizing official's initials are required.

When a letter or note verbale is forwarded through an intermediate, a forwarding slip is enclosed requesting transmission of the communication. No file number, date, nor authorizing official's initials are required for forwarding slips.

Covering and forwarding slips are available in English, French and Spanish.

4.2. *Letters*

4.2.1. *File number*

The Registry file number appears on the same horizontal line as the printed words "file No." with the same margin as the text of the letter. The file number may be obtained from previous papers on file or from Records Control.

4.2.2. *Initials and method of dispatch*

On all carbon copies of an outgoing letter the initials of the drafting official (upper case) followed by an oblique, followed by the initials of the typist (lower case), e.g., AB/cd, are typed two spaces from the upper right-hand corner of the page. If the communication is dispatched other than by regular post, e.g., by pouch, special delivery or by hand, the method of dispatch should be typed under the initials.

4.2.3. *Date*

The date appears in the upper right-hand corner of the page on the same horizontal line as the file number. The date should end at least fifteen spaces from the right-hand edge. It should be in the form "2 January 1955". The names of months should not be abbreviated and cardinal numbers should be used.

4.2.4. *Salutation*

The salutation begins with the same margin as the text and is followed by a comma. It is typed six or more lines below the file number, depending on the length of the letter.

4.2.5. *Margins*

The left-hand margin of letters should be twenty spaces and the right-hand margin at least fifteen.

4.2.6. *Spacing*

Formal letters are double-spaced, but informal letters may be single-spaced provided that they are fifteen lines or longer. The text of letters should start two lines below the salutation. Where typewriters are equipped for one and one-half spacing this may be used on both formal and informal letters. A single space follows all punctuation marks except colons, full stops as well as interrogation and exclamation marks, which are followed by two spaces.

4.2.7. *Indentation*

The first line of a paragraph is indented five spaces. Sub-paragraphs or quotations are single-spaced; the first line is indented ten spaces and the remaining lines five spaces. If further indentation is necessary for subordinate sub-paragraphs, the same principle is applied. Paragraphs of letters are not numbered. Identifying symbols of quoted paragraphs are treated as part of the text and indented accordingly.

4.2.8. *Complimentary closing*

The formal complimentary closing ("Accept, Sir, etc." or "I avail, etc.") is a part of the text and should be a separate paragraph. The informal complimentary closing should appear two spaces below the last line of the text and should be centred on a vertical line about one-third of the distance from the right-hand edge of the page. For the approved closings see Secs. 3.2.2. and 3.2.3. The following closing forms should be typed as indicated:

Believe me, my dear Minister,
Yours sincerely,

I remain, dear Mr. Ambassador,
Yours sincerely,

4.2.9. *Signature block*

The signature block of letters is typed four or six lines below the complimentary closing, depending on the length of the text.

The approved signature blocks for Under-Secretaries and officials of equivalent rank may be obtained from the Correspondence Service.

The first line of the signature block of a letter signed by an official below the rank of Under-Secretary consists of the typed name of the signing official; the second line gives his official title, if any; and the third the name of his Department, Office, Bureau or Division. The signature block need not contain both the name of the Department or Office and that of

a Bureau or Division. In the event that the name of the Department, Office, Bureau or Division exceeds forty spaces, an additional line should be used. Departmental nomenclature will follow the yellow pages of the Telephone Directory.

4.2.10. *Address*

The address is single-spaced in line with the left-hand margin at the bottom of the first page. The vertical position of the address should be in balance with the text and complimentary closing but at least four spaces below the complimentary closing and four spaces above the bottom of the page. Where there is insufficient room to complete the text and address within these limits on the first page, the address should be typed on the first page and the text continued on a second page.

Addresses follow the forms given in the List of Official Addresses and the Official Correspondence Card Index. Formal letters to Ministers for Foreign Affairs or Permanent Representatives do not as a rule include in the address the name of the addressee but should be addressed according to his official title. Where, however, an incoming letter from a Minister for Foreign Affairs or Permanent Representative is addressed to the Secretary-General or a high official by name, the reply may be addressed also to include the name of the addressee. In such cases personal titles such as "His Excellency" are also included.

On informal letters to governmental officials the name of the official as well as his title should appear in the address. The names of all officials of permanent missions are issued for convenience in a monthly handbook circulated by the Protocol and Liaison Section entitled "Permanent Missions to the United Nations." For sessions of the General Assembly a special handbook of delegations to the Assembly is issued.

Addresses on envelopes must be blocked and centred, single-spaced for long addresses and double-spaced for short addresses.

4.2.11. *Numbering of pages*

On letters with more than one page, each page except the first must be numbered in Arabic numerals between hyphens centred two spaces below the letterhead.

4.2.12. *Copies*

Letters must be prepared with the manifold copies for the Registry in the following order: manifold yellow, salmon and white. Additional manifold white copies for department reading files may be prepared as needed. If information copies are required within the Secretariat, the addressees will be indicated on the copies of the letter in the lower

left-hand corner under the address and individually marked with a check mark, e.g.:
cc: Mr. R. Townley, 2931A
Mr. W. Agar, 1067C

In addition the secretary should write by hand the name of the recipient in the upper right-hand corner over the initials of the drafter. Secretaries should ensure that all carbon copies are initialled by the signing official in the place where his signature is affixed to the original.

Pouched copies should be so identified in the upper right-hand corner, as well as on a routing slip attached to such copies.

4.2.13. Paper and envelopes

Letter size (8-1/2" x 11") bond paper is used for all letters. This is available in letterhead paper for first sheets and in paper headed "United Nations (seal) Nations Unies" for continuation sheets. Air mail weight paper should be used when appropriate. Normally 4-1/2" x 9-1/2" envelopes in bond paper are used for outgoing letters. Air mail envelopes are used where air mail is required. For non-confidential correspondence to be sent by pouch no envelope is necessary.

4.2.14. Enclosures

Each enclosure should be indicated in the text of letters by the insertion of five full stops (periods) ending one space to the left of the line on which reference to transmission of each enclosure begins. When three or more enclosures are sent with a letter, they should be briefly indicated by subject or title in the lower left-hand corner of the last page under the word "Enclosures:". If the letter is one page in length a separate page should be used for this purpose.

Enclosures which are copies of previous correspondence of the United Nations are prepared on special paper with the United Nations letterhead which is overprinted in red with the words "Copy-Copie".

Enclosures in the form of questionnaires, memoranda, resolutions, etc. emanating from the United Nations should be prepared on second-page letterhead (which is marked "United Nations [seal] Nations Unies").

Enclosures which are not copies of previous United Nations communications should be prepared on plain letter-sized bond paper. Where such enclosures are copies of letters the word "COPY" will be typed at the top of the page and centred. The signature will be indicated as follows: (Signed)

4.2.15. Assembly for dispatch

Letters other than multiples prepared in the Correspondence Service of the Registry should be assembled and transmitted as follows:

- (a) The original is placed under the flap of the envelope which thus covers the top of the original, address facing upward.
- (b) Any enclosures are clipped directly behind the original under the envelope flap.
- (c) Yellow, salmon and white registry copies are attached in that order directly behind the envelope.

Any additional information copies which are transmitted to the addressee of the letter will be placed directly behind the registry copies. If, as is the case with some formal correspondence, a forwarding slip (Exhibit 34) is required, the forwarding slip is attached to the information copy designated for the initial addressee. In such cases, the original is, of course, forwarded by the initial addressee to a second addressee. This usually occurs when a letter is forwarded through an intermediate with a copy to the intermediate, e.g., Secretary-General to Minister for Foreign Affairs via permanent mission.

In the event that information copies of a letter are sent to other addressees simultaneously with the dispatch of the original, envelopes should be prepared for each such addressee and the copy designated for such addressee should be placed in the envelope for direct dispatch. In some cases a covering slip will be used (see Exhibit 32) and when this is done, the covering slip should be stapled to the face of the copy.

All outgoing letters when assembled and ready for dispatch should be placed in brown messenger envelopes addressed to Records Control and marked "Outgoing Mail".

4.2.16. Letters processed by the Correspondence Service

The types of communications which are appropriate for processing by the Correspondence Service of the Registry are listed in Sec. 1.3.2. Drafts of letters to be processed by the Correspondence Service must be submitted in triplicate to the departmental Correspondence Officer or alternate accompanied by a Correspondence Service Worksheet (see Exhibit 37). The original draft should be typed on bond paper. The Correspondence Officer will approve and forward the Worksheet to the Correspondence Service. All such drafts should be neatly typed in accordance with the instructions in this Manual. The Correspondence Service may reject drafts which are not properly prepared. It may also, in consultation with departmental Correspondence Officers, make appropriate editing changes in drafts submitted for processing. The Correspondence Service will refer to the Executive Office of the Secretary-General any questions relating to the form or content of drafts submitted for processing

which cannot be settled between the Service and the Department or Office concerned.

The Correspondence Worksheet is revised from time to time. Only the current revision is accepted by the Correspondence Service. The Correspondence Service provides necessary stocks of the current Worksheet to all Correspondence Officers and alternates. The Worksheet must be fully filled out and a separate Worksheet submitted with each draft.

The name, room number and extension of the Correspondence Officer or alternate and the name and extension of the drafting official should be typed in the appropriate spaces on the Worksheet. The addressee or addressees should be indicated by check marks in the appropriate squares on the Worksheet. Any communications to Governments not listed on the Worksheet must be approved by the Office of Legal Affairs and the Worksheet must be countersigned in that office.

The Correspondence Service will process letters in the language shown as appropriate for each addressee in the List of Official Addresses, except where specially authorized by the Executive Office of the Secretary-General. When this approval has been given, the language to be used should be indicated on the Worksheet under the heading "Special Instructions". The Worksheet must be countersigned in the Executive Office of the Secretary-General.

In the event that translation of a draft to be processed by the Correspondence Service is required, the language should be entered under the heading "Translation required" on the Worksheet. In such cases, relevant documents or files which may assist in the translation should be sent together with the Worksheet and the draft to the Correspondence Service. Drafts of translations will be returned to the departmental Correspondence Officer or alternate for approval of the translation before the outgoing communication is finally typed.

Enclosures to drafts submitted to the Correspondence Service must be sent in final form. The Correspondence Service is not responsible for the typing or translation of enclosures to communications which it processes. It will, however, arrange to photo-offset and dispatch enclosures to multiple letters when the originals of such enclosures are submitted in correct final form and in the language required with the drafts of the letters to which they relate. When an enclosure accompanies a draft sent to the Correspondence Service for processing, the enclosure must be listed under the appropriate heading on the Worksheet.

In some cases where Departments or Offices wish to maintain a stock of a standard letter or other communication, such letters

may be submitted to the Correspondence Service for photo-offsetting and returned to the Departments or originating officers for later dispatch. In such cases, the drafts should be submitted in the appropriate language with a Worksheet which is checked in the square marked "Photo-offset only". Under this heading the exact number of copies required will be shown. All such requests must be approved by the Chief of the Registry.

When communications processed by the Correspondence Service are ready for signature, they will be returned to the Correspondence Officer for approval and signature by the appropriate official. They should then be sent back to the Correspondence Service for final dispatch. All multiple letters processed by the Correspondence Service must be individually signed and the signature will not be photo-offset unless specifically authorized by the Executive Office of the Secretary-General. All multiple letters are prepared by the photo-offset process through the Correspondence Service. Multiple communications are not sent by any other method.

4.3. Notes verbales

4.3.1. General

Notes verbales are prepared according to the rules applicable to letters in the following respects:

- (a) File number
- (b) Initials and method of dispatch
- (c) Margins
- (d) Indentation
- (e) Numbering of pages
- (f) Copies
- (g) Paper and envelopes
- (h) Enclosures
- (i) Assembly for dispatch
- (j) Processing by Correspondence Service
(See Secs. 4.2.1., 4.2.2., 4.2.5., 4.2.7., 4.2.11., 4.2.12., 4.2.13., 4.2.14., 4.2.15., 4.2.16.)

4.3.2. Salutation

The salutation in a note verbale is a part of the text and begins with the regular paragraphing of the text as follows:

"The Secretary-General of the United Nations (or: The Secretariat of the United Nations) presents his (its) compliments to and has the honour to"

4.3.3. Date

The date on a note verbale appears on the right-hand side of the last page, two to ten lines below the last line of the text, depending on the length of the note verbale. The date should be in the same form as that used for letters, e.g., "2 January 1955"

4.3.4. Authorization

Notes verbales are not signed; they are initialled in ink by the official who authorizes and takes responsibility for the contents. These initials appear on the original and on each copy, approximately 1/2 inch below the date on the right-hand side of the last page.

4.3.5. Spacing

All notes verbales are double-spaced or 1-1/2 spaced. A single space follows all punctuation marks except colons, full stops and interrogation and exclamation marks, which are followed by two spaces.

4.3.6. Complimentary closing

Complimentary closings are not used for notes verbales.

4.3.7. Address

The address does not appear on a note verale but is typed on the envelope in accordance with the instructions in Sec. 4.2.13.

4.4. Interoffice memoranda

4.4.1. Heading

Opposite the printed word "To" the name of the addressee preceded by Mr., Mrs. or Miss is typed, followed by his or her name and official position. The Department, Office or other administrative unit may appear on the second line.

Opposite the word "From" the name of the sender, omitting Mr., Mrs. or Miss, is typed followed by his official position. The Department, Office or other administrative unit may appear on the next line.

A concise statement of the matter dealt with appears opposite the printed word "Subject". Normally, the subject is the same as the title of the Registry file. The subject is underlined.

The Registry file number, the date and the sender's telephone extension are entered in the appropriate spaces provided on the right-hand side of the page.

4.4.2. Initials and method of dispatch

On all carbon copies of interoffice memoranda, the initials of the drafting official (upper case) followed by an oblique, followed by the initials of the typist (lower case), e.g., AB/cd, are typed two spaces from the upper right-hand corner of the page. If the memorandum is addressed to a field office and is dispatched by pouch, special delivery or by hand, the special method of dispatch is typed under the initials.

4.4.3. Margins

Margins of interoffice memoranda are fifteen spaces on the left and at least fifteen on the right.

4.4.4. Spacing

The texts of interoffice memoranda which are fifteen lines or longer are single-spaced. Interoffice memoranda of less than fifteen lines are double-spaced or one and one half-spaced.

4.4.5. Numbering of paragraphs

All paragraphs of interoffice memoranda except those with one paragraph are numbered consecutively to facilitate later reference. The number commencing each paragraph is indented five spaces and is followed by a period and two spaces, after which the text begins. Each page except the first of memoranda with more than one page is numbered in Arabic numerals between hyphens centred one inch below the top of the page.

4.4.6. Indentation

The first line of a paragraph is indented five spaces. The first line of sub-paragraphs is indented ten spaces, and the remaining lines, five. Identifying symbols of quoted paragraphs are treated as part of the text and indented accordingly.

4.4.7. Copies

Interoffice memoranda are prepared with manifold copies for the Registry in the following order: yellow, salmon and white. Additional manifold copies for departmental reading files may be prepared as needed. If information copies are required within the Secretariat, the addressees should be listed on the original and all copies of the memorandum in the lower left-hand corner. The copy for each addressee is individually marked with a check mark. In addition, the typist writes by hand the name of the addressee in the upper right-hand corner above the initials of the drafter.

Secretaries should ensure that all carbon copies of interoffice memoranda are initialled by the signing official in the place where his signature is affixed to the original.

Where copies of memoranda are pouched to field offices, this method of dispatch should be noted in the upper right-hand corner of such copies as well as on a routing slip attached.

4.4.8. Signature

Interoffice memoranda are signed beside the typed name of the sender at the top of the page.

4.4.9. Paper and envelopes

Interoffice memoranda are prepared on letter-size paper headed "Interoffice Memorandum". No envelopes are required for interoffice memoranda distributed at Headquarters. For interoffice memoranda addressed to field offices, envelopes 4-1/2" x

9-1/2" are used. Airmail envelopes are used where air mail is required. For non-confidential memoranda to be sent by pouch, no envelope is required.

4.4.10. Assembly for dispatch

Interoffice memoranda which do not require envelopes and are for distribution at Headquarters are sent in brown messenger envelopes and assembled as follows:

- (a) Original
- (b) Enclosures, if any
- (c) Yellow, salmon and white Registry copies, in that order.

The instructions in Secs. 4.2.13-15. relating to the assembly of letters also apply to any interoffice memoranda which require envelopes, or which have information copies or enclosures.

4.5. Referral sheets

Referral sheets are for the purpose of informal comments and suggestions. The use of referral sheets is described in Sec. 3.6. They should be typed in the original only. The referral sheet form, PT. 108 as revised, provides spaces for the name and title of the sender, the name and title of the addressee, the subject, the file number and the date. The text of a referral sheet should be typed to the right of the printed vertical line which establishes the left-hand margin. This margin is for written comments and should be left blank by typists.

4.6. Cables

4.6.1. Form used

All cables will be prepared on form UN/CR.3 as revised. The following information must be inserted in the information blocks marked "For use of Drafter": date, name of drafter, room number and telephone extension, Department or Office, allotment number, registry file number and the security classification (plain or confidential).

4.6.2. Address

The address should be typed single-spaced opposite the word "To" in the left-hand corner of the form.

The cable addresses of Governments of Members and those of non-member States with whom it is proper to communicate and the addresses of specialized agencies and United Nations field offices may be found in the List of Official Addresses. In case of doubt as to the proper address of a cable, questions should be addressed to the Cable Editing Unit of the Registry.

4.6.3. Spacing and margins

Cables should be double-spaced and carry a margin of ten spaces on each side.

4.6.4. Capital letters

Upper case is used throughout all cable messages.

4.6.5. Punctuation

Punctuation in cables should be indicated in full words and not by punctuation marks. In cables to overseas destinations, punctuation should be held to an absolute minimum since each punctuation symbol is charged as a full word. The accepted names for a certain number of punctuation marks are given as follows:

,	COMMA	(PAREN
.	STOP) UNPAREN
;	SEMICOLON	\$ DOLLARS
:	COLON	& AND
"	QUOTE and/or UNQUOTE	* ASTERISK
-	DASH	% PERCENT
-	HYPHEN	# NUMBER
/	SLASH	£ POUNDS

4.6.6. Text

In the case of cables to addressees outside the United Nations, the name of the addressee should appear in the address and not begin the text. In cables to staff members at United Nations offices, the text begins with the name of the addressee.

Abbreviations and initials do not result in economies in the transmission of cable texts. Therefore, for the purpose of clarity and in order to avoid mistakes and misunderstandings, all words should be spelled out except such words as would be abbreviated in normal correspondence, such as Mr. or Mrs.

Each subject of the cable is indicated by a cardinal number written out as a word, e.g., "ONE". When separate paragraphs occur within a single subject, the word "PARA" is used. The text is carried over to a second page if it extends within 1/2 inch of the spaces provided for authorization at the bottom of the page.

4.6.7. Statistical data

When statistical data are transmitted, tables of figures and itemized data should be set up with appropriate headings in the same manner as that in which the information is to be presented in the receiving office. Substitution of words for cardinal numbers or spelling out of figures should not in this case be undertaken by the drafters. Such conversion, if necessary, will be made by the Cable Editing Unit. The use of Arabic numerals in statistical data should not be confused with the requirement that all numbering of paragraphs must be spelled out in full words.

4.6.8. Signature

The signature of cables as defined in Sec. 3.8.5 depends upon the type of cable which is being sent. The following rules

should be observed:

- a) Cables to Governments are signed with the name and official title of the person taking responsibility for the substance.
- b) Cables addressed to persons outside the United Nations or organizations other than Governments are signed "UNATIONS". For purposes of identification, the name of the sending official may precede the word "UNATIONS".
- c) Cables addressed to United Nations field offices are signed by the person or administrative unit taking responsibility for the substance of the cable. If necessary, for purposes of identification both the name of an individual and an organisational unit may be used.

4.6.9. Copies

Copies should be made only if required for information purposes. Records Control is provided with copies by the Cable Editing Unit. After the dispatch of cables, confirmation copies so marked will be sent from the Cable Editing Unit to the drafting official, showing the time of dispatch and the exact text of the message as sent.

4.6.10. Multiple addresses

When a cable is to be dispatched to more than one addressee other than Governments, the list of addresses should be attached in duplicate. The addresses should be single-spaced and each address separated from the preceding one by three lines. One column only should be used for each page. Multiple cables to Governments should be transmitted to the Correspondence Service accompanied by a worksheet filled out in accordance with the instructions in Sec. 4.2.16. There need be no additional list of addresses in this case.

4.6.11. Dispatch

Cables are picked up by the Messenger Service. If urgent dispatch is required, they may be taken directly to the Cable Editors, room 2050.

Cables should not ordinarily be placed in envelopes except confidential cables which should be placed in sealed white envelopes addressed to the Cable Editors and marked "Confidential".

4.7. Handling of files

Secretarial staff are responsible for ensuring that the instructions in secs. 2.2.1. through 2.2.4., in respect of the use of correspondence control forms, file control forms, correspondence logs and overdue files, are strictly followed for all files and correspondence which they may be required to handle.

Secretaries are responsible for ensuring that the action stamps of pending papers in all files which they may handle, are properly

filled in by the action officer before the file is returned or transferred.

They are also responsible for filling out the information blocks on the front of the file folder when returning it to Records Control or transferring it.

Correspondence and files of the United Nations should at all times be kept neatly and in good order in the interest of efficiency and appearance and to prevent loss. Secretaries must ensure that papers and files are not left exposed overnight.

Secretaries are responsible for ensuring that any confidential files or papers in their custody are under lock and key when not in use. They must take particular precaution to ensure that confidential papers are not left exposed on their desks when they are temporarily out of the office.

Files returned to Records Control need not be placed in routing envelopes unless they are confidential or accompanied by an outgoing communication.

4.8. Punctuation

4.8.1. General

This Manual does not attempt to give a complete set of punctuation rules. Secretaries are expected to know the basic principles of punctuation and to use them properly. In some cases, however, the rules for punctuation in United Nations correspondence vary from those which may have been learned previously. In view of the importance of clarity and of uniformity, the principal rules of punctuation in the United Nations are given herewith.

Proper punctuation in correspondence cannot be over-emphasized since the misplacing of a comma can change the entire meaning of a text. The rules which are given below are not exhaustive. In some cases these rules cannot be applied without exceptions. In such cases, the word "normally" will be used to indicate the regular practice.

4.8.2. The full stop

The full stop or period is used

- (a) to end declarative sentences; after requests expressed in an interrogatory form. Example: Will you please return the enclosure.
- (b) after initials and titles of honour;
- (c) after standard abbreviations, such as Mr., Mrs., viz., e.g., etc.

The full stop is not used

- (a) to end addresses in letters;
- (b) in the signature blocks of letters;
- (c) after file numbers and dates;
- (d) after the addressee, the sender or the subject of interoffice memoranda;
- (e) after complete sentences included in parenthesis;
- (f) after centred headings or titles.

4.8.3. *Interrogation and exclamation points*

An interrogation point is used after every direct question but not after indirect questions.

Examples:

Direct:- It is well to ask, what is the precedent in such a case?

Indirect:- It is well to ask what the precedent is in such a case.

Exclamation points should generally be avoided in United Nations correspondence. When used they should be restricted to informal letters or memoranda.

If an interrogative or an exclamatory sentence and a declarative sentence end at the same time, because one of them is quoted within the other, the exclamation point or the interrogation point prevails and the period is omitted.

When either an interrogation point or an exclamation point is used in conjunction with closing quotation marks or a closing parenthesis, it precedes the quotation marks or the parenthesis if it is a part of the quoted or parenthetical matter; otherwise it follows.

4.8.4. *The colon*

The colon is used after a word, phrase or sentence to introduce an element or elements denoted specifically. It is often used in place of the words "that is" or "for example". It is not used before a list unless the items are in apposition to an introductory word.

Examples:

Correct usage:

The account contains the following headings: tax collection, land rental . . .

Incorrect usage:

exported in large quantities, such as: cacao beans, coffee, fruits.

A colon may be used after a subtitle when followed by a list of a text which sets out in detail the idea indicated in the subtitle.

A colon is used to introduce a quotation of written material.

Example:

The text of the resolution is as follows:
"Whereas the General Assembly . . ."

Whenever a colon is used in conjunction with closing quotation marks or a closing parenthesis it is placed outside.

4.8.5. *The semicolon*

The semicolon indicates a break in thought in a sentence. It is used where a comma would not be sufficiently distinctive.

The semicolon is frequently used instead of conjunctions or conjunctive adverbs between independent clauses.

Examples:

(1) A meeting is scheduled for Tuesday; the committee members have been notified.

(2) A meeting is scheduled for Tuesday; nevertheless, informal discussions will be carried on before the meeting.

In long sentences, a semicolon may be used to separate clauses which themselves are punctuated by a series of commas.

In a series of "whereas" clauses in a resolution, each clause is followed by a semicolon.

Whenever a semicolon occurs in conjunction with closing quotation marks, or a closing parenthesis, it is placed outside.

4.8.6. *The comma*

"Open punctuation" with reference to commas should be normally observed and commas should therefore be used only to the degree necessary for clarity and correct grammatical construction. Certain definite usages regarding commas are given here.

The comma separates independent clauses except where the subject is omitted in an independent clause following a conjunction.

Examples:

(1) A letter has been received, and a reply has been drafted.

(2) A letter was received and is being discussed.

A comma is inserted after each of a broken series of words instead of the conjunctions "and" or "or". No comma should be inserted before the final "and".

Example:

The letter was sent to the Governments of Panama, Peru and Uruguay.

A comma follows introductory subordinate clauses except where they are the subject of a sentence.

Examples:

(1) After the meeting adjourned, a press conference was held.

(2) Whatever conclusions were reached will be announced.

Commas are used to separate parenthetical elements, whether words, phrases or clauses, from the rest of the sentence. For this purpose they are always used in pairs, except when the portion so separated occurs at the beginning or at the end of the sentence.

Examples:

(1) The President, Mr. Entezam, called the meeting to order.

(2) The intention of this resolution, as explained in the report of the working group, is to . . .

(3) As explained in the report, the intention of this resolution is to . . .

(4) He said that, if the report was to be published in time, it would be necessary to send out the questionnaire immediately.

(5) Work has been started, and, if no further difficulties arise, the project should be completed by June.

(b) My delegation has never opposed, and indeed for many reasons would much prefer, this alternative solution.

Commas are not used to separate phrases or clauses from nouns which they serve to identify. The comma here completely alters the sense.

Examples:

- (1) The representatives who had not received the document asked for adjournment. (Certain delegates asked for adjournment).
- (2) The representatives, who had not received the document, asked for adjournment. (All the delegates asked for adjournment.)

Defining clauses or phrases, as in example (1), should not end with a comma, unless one is required for another purpose (see example (3) below).

Examples:

- (3) Any proposal to limit the freedom of Governments in their choice of candidates for the panel that was to be set up under the new resolution would have had little chance of adoption.
- (4) This is the only objection which might be raised, and it is a trivial one.

A single comma should not separate the subject of a sentence from the verb, or the verb (including the verb "to be") from the object. (Parenthetical pairs of commas, as described above, are allowed.)

Examples:

- (1) Any risk of overlapping with the tasks already tentatively assigned to the group of experts set up to study the impact of myxomatosis on the wild rabbit populations of Western Europe could be obviated by ...
- (2) The only objection that might possibly be raised is that the work could scarcely be started under this year's budget.

The comma is also used for the following purposes:

- (a) To set off an introductory word, such as "hence" or "thus";
- (b) To set off transitional words, such as "accordingly", "moreover", "however";
- (c) To set off a spoken quotation, maxim or similar expression; (before a written quotation or a formal statement a colon is used);

Example: The Chairman said, "The debate is closed", and called for a vote.

- (d) To set off an antithetical clause following the main clause on which it depends;

Example: The purpose of the resolution is to provide a solution, not to confuse the issue.

- (e) Following the salutation in letters;
- (f) To set off appositional words or phrases;

Example: Mr. Smith, the Chairman, introduced the speaker.

- (g) To set off co-ordinate adjectives modifying the same noun;

Example: broad, shallow rivers.

- (h) To set off introductory words such as "yes", "no", "well".

The comma is not used in the following cases:

- (a) At the end of lines in addresses on letters or envelopes;
- (b) To set off infinitive phrases used as the subject of a sentence.

When a comma occurs in conjunction with closing quotation marks or a closing parenthesis, the comma is normally placed outside.

4.8.7. Quotation marks

Quotation marks are used to set off spoken discourse and passages of written material which are cited. They are also used to a lesser extent for the purpose of setting off terms or phrases in a text which are used in a special sense or where the meaning is not subject to general agreement. In particular, they may be used to place a word in a doubtful status. Quotation marks are never used in connexion with the paraphrasing of statements or written material for indirect discourse.

Quotation marks enclose all direct quotations except where the name of the speaker is given first as in the case of verbatim records. Quotation marks precede each paragraph of a direct quotation and close only at the end of the last paragraph.

Quotation marks enclose all excerpts of written material except when they are presented as indented single-spaced subparagraphs.

Quotation marks are used to enclose words or phrases after "entitled" or "signed" and after technical words appearing for the first time.

Quotation marks enclosing an oral statement are preceded by a comma, and the statement begins with a capital letter.

Example:

Mr. Smith answered, "The Secretary-General was present at the meeting."

Quotations of written passages are normally preceded by a colon and begin with a capital letter.

Example:

The Manual states: "Annual leave will be taken in intervals of days and half days."

Generally speaking, punctuation within quotations follows the normal practice. Single words or short phrases and declarative sentences quoted within the body of another sentence do not, however, require any punctuation before the closing quotation marks. In such cases commas, semicolons or colons which relate to the sentence as a whole follow the closing quotation marks.

Examples:

- (1) Although he stated, "I believe two meetings may be necessary", the work was completed in one.
- (2) A letter arrived concerning the "incidents"; it also contained . . .

When interrogative or exclamatory sentences are quoted within the body of another sentence, the interrogation or exclamation mark precedes the closing quotation mark and in this case commas or semicolons relating to the sentence as a whole are omitted.

Example:

After he had asked, "When can we expect to adjourn?" the Chairman called for a vote.

When an interrogative or exclamatory sentence ends with the quotation of a declarative sentence only the interrogation or exclamation mark is used and appears after the quotation marks.

Example:

Did he say, "The meeting is adjourned"?

When a declarative sentence ends with the quotation of a declarative sentence the period is placed after the quotation marks.

Example:

He said, "The meeting is adjourned".

When a declarative sentence ends with the quotation of an interrogative or exclamatory sentence the interrogation or exclamation mark is used and appears within the quotation marks.

Example:

He said, "Shall we adjourn?"

An ellipsis or an omission of material in a quotation is indicated by three full stops.

A quotation within a quotation is indicated by single quotation marks (').

4.8.8. *Parentheses and brackets*

Parentheses () are used to enclose expressions having no essential connexion with the remainder of a sentence. They are useful in introducing examples or in recalling previous information. In the United Nations they are most frequently used in referring to documents, resolutions and dates. When a parenthetical element forms a part of a sentence, punctuation is outside of the parenthesis.

Brackets [] are used to indicate insertions of words in quotations when such words do not appear in the original material quoted. They are also used when it is necessary to insert one parenthetical element within another, although this is rarely necessary.

4.8.9. *The hyphen*

The hyphen is used in compound words such as "co-ordination" or "co-operation". Compounding should be in accordance with The Concise Oxford Dictionary, 1951 (4th edition). A few specific rules, may, however, be cited here:

Compound expressions should be hyphenated when one component has a cardinal number and the other a noun or adjective, but only when the compound expression is adjectival.

Examples:

- (1) Ten-pound packages (meaning units of 10 pounds each)
- (2) Ten pound packages (meaning ten units of 1 pound each)

Cardinal and ordinal numbers such as twenty-five or twenty-fifth are hyphenated.

Fractions used as adjectives are hyphenated unless the numerator or denominator itself is hyphenated.

Examples:

- (1) three-quarters-inch steel plate
- (2) twenty-five thirty-seconds inch steel plate.

Fractions used as nouns are not hyphenated.

Example:

One third of those present . . .

The hyphen is also used to divide words at the end of a line. This practice is not acceptable in United Nations correspondence except when absolutely necessary to avoid a large irregularity in the right hand margin. When hyphenation is required it normally follows the derivation of words rather than the sound. Geographical names, proper names and dates are never hyphenated.

4.8.10. *The dash*

In typed letters and other communications the dash is the same symbol as the hyphen: -. (In typed copy for a document it is indicated: ---.) The dash is used occasionally for parenthetical statements in memoranda where the insertion is more in the nature of an informal "aside" than an apposition or modification of a sentence. It should be avoided in letters.

Example:

He agreed - although with reluctance - that the meeting should be postponed.

4.8.11. *The apostrophe*

The apostrophe is used to indicate the possessive case of nouns. It is used before a final "s" which is added in the possessive case, except in the case of plural nouns ending in "s" where the apostrophe alone follows the "s".

The use of the apostrophe in contractions in place of letters omitted and before abbreviated parts of words which stand for the entire word is not acceptable in United Nations correspondence.

4.9. Spelling

United Nations correspondence follows the English spelling given in the Concise Oxford Dictionary. Preferred spelling should be used where alternatives are given. In correspondence with business firms in the United States of America, American spelling according to Webster's New International Dictionary may be used. It is particularly important, however, that a letter or other communication should never contain the same word spelled in more than one way.

The spelling of the names of institutions and organizations follows their own usage, e.g. American Federation of Labor, World Health Organization, International Labour Organisation.

The following list shows the accepted form in the United Nations for a number of words in which differences of spelling commonly occur:

abridgement	inquiry
acknowledgement	instalment
cheque	insure
colour	(to take out insurance)
connexion	judgement
dispatch	kilogramme
enclose	licence (noun)
enrolment	license (verb)
ensure (to make certain)	manoeuvre
fulfilment	metre
honour	programme
	telegram

The ending "ize" is used normally for such words as realize, organize, specialize. Note, however, the following exceptions:

advertise	improvise
analyse	paralyse
chastise	supervise
despise	

The final consonant of roots of verbs ending in "l" should be doubled in forming participles:

cancelled	(cancelling)
counselled	(counselling)
equalled	(equalling)
travelled	(travelling)

Normally other roots are not doubled unless the accent is on the last syllable:

Example: referring offering

4.10. Abbreviations

The use of abbreviations is governed basically by those given in the Concise Oxford Dictionary, at the beginning of the listing for each letter of the alphabet and also by the list commencing on page 1509. In general, only abbreviations which in good usage have replaced the words they represent should be used in formal correspondence. In interoffice memoranda abbreviations may be used more freely, particularly in reference to United Nations organs or activities.

Abbreviations such as "Ref." and "No." may be used in any communication where citation of documents or other correspondence is necessary. Any abbreviation which forms part of the number of a document may, of course, be used.

Abbreviations of Latin phrases, such as etc., i.e., e.g., ibid., may be used wherever appropriate, although the use of spelled-out English equivalents, if they exist, is preferred in formal letters.

4.11. Numbers

Numbers under 100 are spelled out, (Ninety-nine, not 99).

All numbers from 100 upward appear in Arabic numerals except when they begin a sentence.

Numerals, instead of written words are always used in referring to a specific chapter or section of a document, (Chapter V, paragraphs 1 to 5 inclusive).

Care should be taken to distinguish between the Roman and Arabic numerals appropriate in such cases.

Arabic numerals are used when a number represents a physical quantity or measurement as in "50 horse-power engine".

Sums of money and decimals are normally in Arabic numerals, as in \$6.50. The appropriate currency sign is preferable to spelling out the name of the currency unit except when both are required for clarity.

Main Committees of the United Nations General Assembly are numbered by ordinals, e.g. First Committee. Arabic numerals are used in the recording of votes.

Time is indicated as follows: 10.25 a.m.; not 10:25 a.m.

Dates are in the form: 2 January 1955; not January 2, 1955. Forms such as 2/1/55 are not used because of differences in usage regarding the positions of the numerals indicating the day or month.

Arabic numbers are set off in English by a comma every three spaces. Decimals on the other hand are set off by a full stop.

Thus: \$1,750,000.00; 55,712; 6.48.

Exceptions to this rule are years (1955), telephone numbers (Circle 6-5000) and addresses (5321 Euclid Avenue).

Numerical expressions referring to a period or forming an integral part of a name are usually spelled out.

Example:

"the Nineteen-Thirties", "the Hundred Years War", "the Thousand Islands".

Roman numerals are used in reference to resolutions of the General Assembly or of the councils (resolution 75 (V)). They are also used for the chapters of the United Nations Charter. They are normally used following a noun to indicate a number in a series (Louis XIV, Mark V, Part X).

4.12. Use of capitals

Capitals are used much more frequently in English than in French. In United Nations correspondence consistency and economy should be observed in the use of capitals. The former is more important. In English a basic rule is that proper nouns and adjectives derived from them take a capital letter; other nouns and adjectives do not. Capitals are referred to in printing as "upper case"; small letters as "lower case".

The following classes of words take a capital letter:

- (a) Proper names and epithets (Richard the Lionhearted);
- (b) Adjectives describing nationals of a country (the French); inhabitants of a region (Lapps); representatives of a race (the American Indians);
- (c) Geographical names and place names; names of continents, countries and commonwealths; their political and geographical sub-divisions; cities;
- (d) Cardinal points of the compass when referring to a region (at the Northern countries), or when used substantively (the American South); except when used to indicate direction rather than a place (to the north of Paris); abbreviations of points of the compass (SSW);
- (e) Days (New Year's Day, Friday); names of months; festivals (Easter, Pentecost);
- (f) Compound titles, (Under-Secretary, Deputy Director);
- (g) Official, military, ecclesiastical and personal titles, orders and decorations, including all titles of royalty and nobility;
- (h) Historical events, (First World War) and phrases, (Triple Entente);
- (i) Political groups (Republicans);
- (j) The Deity and names of religions;
- (k) The State (New York);
- (l) Titles and subtitles of books, plays, poems and publications (important words only);
- (m) Titles of corporations and public agencies, (important words only);
- (n) Numerical adjectives used to identify one of a series, (The Fifth Committee).

Certain special rules govern capitalization of United Nations terms. The President of the General Assembly and the Secretary-General always take capitals as indicated. "Member" takes a capital when it refers to a Member of the United Nations or of the General Assembly, but does not take a capital in referring to the membership of any other organ or body of the United Nations. In the expression "non-member State", the word

"member" is not capitalized, but "a State which is not a Member of the United Nations". Government takes a capital when it refers to a particular state or group of states, ("My Government"; "The Governments"; but "A system of government").

The words "article" and "chapter" take a capital when they refer to the Articles of the Charter, to the statute and rules of the International Court of Justice and to similar institutions of the League of Nations. The words "state" and "power" take capitals when they refer to sovereign states, and to states in a federation, e.g. the State of New York. The titles of United Nations organizations and bodies take capitals but not words such as "committee" or "commission" when used generally. The term "rules of procedure" always takes small letters as do references to specific rules. This also applies to items of the agenda. The words "mission" of a Member take capitals when the full title of a permanent mission of a Member is used in the address or text of a communication. They are not capitalized when used in a shortened form, e.g. the United States mission. The word "representative" is capitalized in the expression "Permanent Representative" but not in the form "the French representative".

The word "Press" and its combination forms, such as "Press Release" take capitals.

Capitals should not be used for general terms. Such a practice gives correspondence an archaic appearance. Headings and sub-headings of reports or other official papers do not take capitals after the first word, except where capitals would otherwise be used.

4.13. Underlining

Underlining is for special emphasis and should be avoided as much as possible in correspondence, not only to preserve its value for important occasions but also for good appearance.

Where italics would be used in printing, underlining may be used for short passages in letters and memoranda.

Underlining is used in the following cases:

- (a) The subject of interoffice memoranda and of notes verbales which carry a subject;
- (b) Foreign words and phrases in English texts, except terms which have become common usage in United Nations correspondence and documents (ad hoc, laissez-passer);
- (c) Titles of books.

Words in quotation marks or in block capitals are not underlined.

UNITED NATIONS



NEW YORK

LETTER, Secretary-General
to Minister for Foreign Affairs
(formal)

CABLE ADDRESS • UNATIONS NEW YORK • ADRESSE TELEGRAPHIQUE

FILE NO.:

SG 62/2/01

22 March 1955

Sir,

I have the honour to draw to your personal attention the preparations which are being made to hold a series of unofficial meetings of the Members of the United Nations in San Francisco from 20 to 26 June 1955, to commemorate the Tenth Anniversary of the signing of the United Nations Charter on 26 June 1945, in accordance with General Assembly resolution 889 (IX) of 17 December 1954. I have communicated the broad outline of the proposed programme and arrangements, developed in consultation with the advisory committee established under paragraph three of the resolution, to each of the Permanent Representatives of the Members of the United Nations.

It is our hope, as well as that of the authorities of the City of San Francisco as our hosts, that you personally will find it possible to attend the commemoration and to address the meeting of Members of the United Nations.

I should be grateful for an indication of your plans at your earliest convenience.

Accept, Sir, the assurances of my highest consideration.

Dag Hammarskjold
Secretary-General

His Excellency
The Rt. Hon. Richard Gardiner Casey
Minister of State for External Affairs
Canberra
Australia

UNITED NATIONS 
NAT
NEW YORKLETTER, Secretary-General
to Permanent Representative
(formal)

CABLE ADDRESS: UNATIONS NEWYORK - ADRESSE TELEGRAPHIQUE

FILE NO. 1

SCA 371/3/03

13 May 1955

Sir,

I have the honour to draw your attention to my letter SCA 371/3/03 of 1 February, in which your Government was invited to attend the International Conference on the Peaceful Uses of Atomic Energy, and with which I transmitted to you the rules of procedure of the Conference.

Under rule 6 of the rules of procedure, the Secretary-General will appoint the officers of the Conference, including the chairmen and rapporteurs of sections. In view of the fact that these appointments must be made at an early date, I would be grateful to receive a preliminary list of your delegation to the Conference, in order that I may know what scientists from your country may be expected to be present.

Accept, Sir, the assurances of my highest consideration.

Dag Hammarskjold
Secretary-General

The Permanent Representative of Sweden
to the United Nations
8 East 69th Street
New York 21, N.Y.

UNITED NATIONS  NA
NEW YORKLETTER, Under-Secretary
to Permanent Representative
(formal)

CABLE ADDRESS : UNATIONS NEWYORK - ADRESSE TELEGRAPHIQUE

FILE NO.:

LEG 239/03

25 April 1955

Sir,

I am directed by the Secretary-General to acknowledge the receipt of your letter No. 158/29-10UN/55 of 25 March 1955 and to thank you for transmitting ten copies of the Burma Gazette Extra-ordinary containing the text of the Convention on the Privileges and Immunities of the United Nations, adopted by the General Assembly of the United Nations on 13 February 1946.

Accept, Sir, the assurances of my highest consideration.

Constantin A. Stavropoulos
Legal Counsel

The Permanent Representative of Burma
to the United Nations
888 Madison Avenue
New York 21, N.Y.

UNITED NATIONS NAT
NEW YORKLETTER, Secretary-General
to Permanent Representative
(Informal)

CABLE ADDRESS • UNATIONS NEWYORK • ADRESSE TELEGRAPHIQUE

FILE NO. 1

SG 62/1/08

15 February 1955

Dear Mr. Johnson,

I have received your letter of 10 February in which, on behalf of the Canadian Club of Montreal, you have extended an invitation to me to address their luncheon meeting on 7 March or 28 March.

May I ask you to convey to the President of the Canadian Club my great appreciation for this kind invitation and my sincere regret that unfortunately I do not find it possible to include a visit to Montreal in my heavy schedule for this spring.

Sincerely yours,

Dag Hammarskjold
Secretary-General

His Excellency
Mr. David M. Johnson
Permanent Representative of Canada
to the United Nations
620 Fifth Avenue
New York 20, N.Y.

UNITED NATIONS 
NA
NEW YORKLETTER, Secretary-General
to Head of Specialized Agency
(informal)

CABLE ADDRESS: UNATIONS NEWYORK - ADRESSE TELEGRAPHIQUE

FILE NO.:

SG 62/2/01

10 May 1955

Dear Mr. Rooth,

..... I enclose for your information a copy of General Assembly resolution 889 (IX) of 17 December 1954. Part B relates to the commemoration of the Tenth Anniversary of the signing of the Charter in San Francisco from 20 to 26 June 1955.

The commemorative meetings of Members will be held in the Opera House, where the Charter was signed on 26 June 1945. They will be under the chairmanship of the President of the ninth session of the General Assembly, Mr. Eelco van Kleffens, and it is proposed that they follow in general outline the schedule set forth in the attached copy of the provisional programme as developed in consultations between the Secretary-General and the advisory committee referred to in paragraph 3 of Part B of the resolution.

Mr. Ivar Rooth
Managing Director
International Monetary Fund
1818 H Street, N.W.
Washington 25, D.C.

UNITED NATIONS



NATIONS UNIES

- 2 -

I am looking forward to this event as an appropriate occasion for an expression of faith in the United Nations by the representatives of Members. There are indications that very many Ministers for Foreign Affairs will attend personally and will speak during the four days of unofficial meetings of Members.

The programme of the commemoration would not be complete without the representation of specialized agencies. It is, therefore, with pleasure that I extend to you a cordial invitation to attend the commemoration at San Francisco, or if you should find it impossible to be present in person, to arrange for your Organization to be represented. The specialized agencies may find it appropriate to designate one of the Directors-General to speak on behalf of all of them at either the opening or the closing meeting.

Under the agreement between the United Nations and the City of San Francisco, all requests for hotel reservations are being channelled through the Secretariat. I should be grateful to receive an indication of your plans at your earliest convenience and of any hotel reservations which you would like us to make on your behalf.

Yours sincerely,

Dag Hammarskjold
Secretary-General

UNITED NATIONS  N
NEW YORKLETTER, Secretary-General
to Non-Governmental
Organization
(informal)

CABLE ADDRESS • UNATIONS NEW YORK • ADRESSE TELEGRAPHIQUE

FILE NO.:

DPI 62/2/01(3)

27 June 1955

Dear Mr. Nason,

Thank you for your letter of 14 June and your invitation to speak in Atlanta and in New Orleans on 23 and 24 October. I very much regret that it is impossible for me to accept this invitation.

As you know, the General Assembly will be meeting during that time, and for obvious reasons, I make it a point not to be away from Headquarters during its sessions.

Your efforts to organize World Affairs Councils in the South of the United States sound very interesting. I am sorry that I cannot help you, but you have all my best wishes in your endeavours.

Yours sincerely,

Dag Hammarskjold
Secretary-General

Mr. John W. Nason
President
Foreign Policy Association
345 East 46th Street
New York 17, N. Y.

UNITED NATIONS  NA
NEW YORKLETTER, Secretary-General
to Private Citizen
(informal)

CABLE ADDRESS - UNATIONS NEW YORK - ADRESSE TELEGRAPHIQUE

FILE NO.:

SG 62/1/08

1 June 1955

Dear Professor Kertesz,

On my return from Europe I received your letter of 23 May inviting me to deliver a lecture on the changes brought about by the United Nations in the methods of diplomacy. I am grateful to the Committee on International Relations at the University of Notre Dame for this kind invitation.

I am sure you will appreciate that it is not possible for me at this early stage to give any definite reply. I would, however, be interested in giving the lecture at Notre Dame and will therefore keep your invitation in mind for possible inclusion in my schedule for 1956, since I am unable to make any more commitments for this year.

Yours sincerely,

Dag Hammarskjold
Secretary-General

Professor Stephen D. Kertesz
Chairman
Committee on International Relations
University of Notre Dame
Notre Dame
Indiana

UNITED NATIONS  NA
NEW YORK

CABLE ADDRESS • UNATIONS NEWYORK • ADRESSE TELEGRAPHIQUE

FILE NO. 1

SOA 310/1/02(1)

27 July 1955

Dear Mr. Pedersen,

At our meeting on 26 July you raised the question whether a non-governmental organization under the name of "World Confederation of the Organizations of the Teaching Profession" has been consulted in connexion with Mr. Ammoun's report of discrimination in education. I have investigated the matter and found that the Confederation is a non-governmental organization in Category B and that a comprehensive letter informing them of the whole project and inviting their co-operation was sent to them on 23 March 1954 (File No. SOA 310/1/02(4)).

Yours sincerely,

Egon Schwelb
Deputy Director
Division of Human Rights

Mr. R. F. Pedersen
United States Mission
to the United Nations
2 Park Avenue
New York 16, N.Y.

UNITED NATIONS



NEW YORK

LETTER, Secretariat Official
to Specialized Agency Official
(informal)

CABLE ADDRESS • UNITED NATIONS NEW YORK • ADRESSE TELEGRAPHIQUE

FILE NO.:

SOA 415/1/03 UNESCO

11 May 1955

Dear Mr. Arnaldo,

I am writing to thank you for your letter of 4 May 1955, transmitting two copies of a list of UNESCO publications which have been issued since 1953 in the field of family and child welfare.

The items contained in this list will be included in the bibliography which is being prepared for the first issue of the International Social Services Review.

Sincerely yours,

Julia Henderson
Director
Bureau of Social Affairs

Mr. Solomon V. Arnaldo
Director
New York Office of the United Nations Educational,
Scientific and Cultural Organization
Room 2201
United Nations
New York

UNITED NATIONS

N
LETTER, Secretariat Official
to Private Citizen
(informal)

NEW YORK

CABLE ADDRESS • UNATIONS NEWYORK • ADRESSE TELEGRAPHIQUE

FILE NO.:

DPI 1/062

13 June 1955

Dear Mr. Graef,

Thank you for your letter of 18 April. I am sorry that the heavy pressure of work has delayed a reply to your question.

The United Nations Charter, which has been ratified by sixty nations including the United States is, in effect, a treaty among these sixty nations. This treaty has many specific purposes which the participating nations, by their ratification, have voluntarily agreed to carry out.

Since ratification by the United States required no modification of the Constitution, but was carried out in conformity with the provisions of the Constitution, there can hardly be a question of surrender of constitutional powers.

Yours sincerely,

Andrew W. Cordier
Executive Assistant to the
Secretary-General

Mr. Julius G. Graef
Jno. B. Lee Company
1123 Plymouth Building
Minneapolis 3
Minnesota

UNITED NATIONS  N
NEW YORK

EXHIBIT 11

LETTER, Secretariat Official
to Business Firm
(informal)

CABLE ADDRESS • UNATIONS NEWYORK • ADRESSE TELEGRAPHIQUE

FILE NO.: .

AD 64/2/08

29 April 1955

Dear Mr. Condos,

The Secretary-General of the United Nations has directed me to acknowledge with thanks your letter of 25 April.

We have read with interest the description of your products together with the photographs and literature attached.

Your letter and enclosures will be placed in the hands of our Chief, Fire and Safety Section.

Very truly yours,

F. A. Mapes
Director
Purchase and Transportation Division

Mr. G. J. Condos
President
International Flameproofing Corp.
International Airport
San Antonio, Texas

UNITED NATIONS  NA
NEW YORK

NOTE VERBALE, Secretary-General to Minister for Foreign Affairs

CABLE ADDRESS: UNATIONS NEW YORK - ADRESSE TELEGRAPHIQUE

FILE NO.:1

ECA 79/4/07(2)

The Secretary-General of the United Nations presents his compliments to the Minister for External Affairs of Ireland and has the honour to acknowledge the receipt of his note of 6 April 1955 concerning the International Technical Conference on the Conservation of the Living Resources of the Sea.

The Secretary-General notes that the Government of Ireland will be unable to send representatives but that it would like to receive copies of the report of the proceedings of the Conference.

25 April 1955

JRB

UNITED NATIONS  NA
NEW YORK

NOTE VERBALE, Secretary-General to Permanent Representative

CABLE ADDRESS : UNATIONS NEWYORK • ADRESSE TELEGRAPHIQUE

FILE NO.:

SG 2/5/01

The Secretary-General of the United Nations presents his compliments to the Permanent Representative of Liberia to the United Nations and has the honour to refer to the procedure by which the Secretary-General is informed of appointments of representatives to the various organs of the United Nations.

For the General Assembly, the Security Council, the Trusteeship Council and the Economic and Social Council, the practice for accrediting representatives is well established.

With respect to functional commissions of the Economic and Social Council and other bodies of the United Nations meeting at Headquarters, however, the practice of transmitting to the Secretary-General the names of the delegates is not as firmly established.

For all meetings of such bodies of the United Nations the prompt issuance of passes depends upon the receipt of information

UNITED NATIONS  NATIONS UNIES

- 2 -

regarding the composition of the delegations. In addition, it is necessary that the Secretary-General take appropriate steps to inform the host country under the Headquarters agreement of arrivals and departures of representatives to all United Nations bodies meeting at Headquarters.

The Secretary-General would therefore be grateful to receive from Member States represented on each such body or organ of the United Nations the relevant information concerning their delegation as soon as it may be conveniently transmitted.

13 May 1955

Nmm

UNITED NATIONS
NEW YORKNA
NOTE VERBALE, Secretariat
to Ministry of Foreign Affairs

CABLE ADDRESS - UNATIONS NEW YORK - ADRESSE TELEGRAPHIQUE

FILE NO.:

ECA 191/05

The Secretariat of the United Nations presents its compliments to the Ministry of Foreign Affairs of Thailand and has the honour to acknowledge the receipt of its note No. 120 of 6 April 1955 concerning the work of the resumed first session of the Commission on International Commodity Trade which convened on 25 April 1955.

Note has been taken of the comments of the Government of Thailand, and these have been incorporated in document E/CN.13/9 which was distributed to all members of the Commission.

5 May 1955

PRG

EXHIBIT 15

NOTE VERBALE, Secretariat
to Permanent Mission

UNITED NATIONS  NA
NEW YORK

CABLE ADDRESS : UNATIONS NEWYORK • ADRESSE TELEGRAPHIQUE

FILE NO.:

SOA 109/03

The Secretariat of the United Nations presents its compliments to the Permanent Mission of the United Kingdom to the United Nations and has the honour to acknowledge the receipt of its note No. 78 (1812/11/55) of 6 April 1955, forwarding three copies of the Annual Report of Seychelles for the year 1954 on the Traffic in Opium and Other Dangerous Drugs.

20 April 1955

RTA

UNITED NATIONS  NATION

INTEROFFICE MEMORANDUM

INTEROFFICE MEMORANDUM
(single spaced)TO: Mr. John McDiarmid, Deputy Director,
Office of PersonnelDate: 8 June 1965FROM: C.P. Holmes, Acting Chief,
Rules and Procedures SectionFILE NO.: PE 60/6/011 P-PSUBJECT: Letter of Appointment for Special InternesSENDER'S TELEPHONE EXTENSION: 2161

..... 1. Attached is a draft letter of appointment for the Special Internes, which takes into account suggestions made by Mr. Widdrington on a previous draft. We believe that the Special Interne Programme can be administered on the basis of this letter of appointment and the regulations.

2. If you consider this draft suitable, I would like to clear it with the Legal Counsel and the Controller as soon as possible. Mr. Widdrington hopes to send out the offers of appointment 1 July in order to have the internes here at Headquarters by 1 August.

3. Memoranda asking clearance of the Legal Counsel and the Controller
..... for the letter of appointment are attached for your signature.

UNITED NATIONS  NATIONSINTEROFFICE MEMORANDUM
to GENEVA

INTEROFFICE MEMORANDUM

TO: Mr. F.R. Hapgood, Head of the Documents,
Registry and Distribution Division,
United Nations European Office, Geneva

Date: 18 July 1955

FROM: Daniel D. DeWalt, Chief, Publishing Service,
Headquarters

FILE NO.: AD 53/4/02(5) GENSUBJECT: ECOSOC 20th Session SupplementsSENDER'S TELEPHONE EXTENSION: 566
VIA POUCH

1. Many thanks for your memorandum of 8 July 1955 and the detailed listing with regard to the various supplements.

2. Your remarks on the advisability of reviewing the whole subject of perimeter mailing are indeed welcome. This is somewhat of a coincidence, inasmuch as we ourselves have been debating the point and have reached the following conclusions.

3. A uniform and consistent mailing pattern would undoubtedly have very desirable effects, both from administrative and economy viewpoints. Assessing the problem from still another vantage point, it would appear that the same logic which predetermines a full mailing by Headquarters of its publications, would dictate a parallel mailing pattern for Geneva with regard to European-printed publications.

4. I therefore propose that for future publications and official records printed through Geneva, the mailing of all languages to both perimeters be completed by Geneva. Let me refine the phrase "future publications and official records". What I have in mind is that, from now on, all RS Distribution Instructions will be premised on a full mailing by Geneva, regardless of language. I do not raise the question of publications now in progress for which RS mailing instructions have already been issued. Should you feel, however, that some feasible arrangements can be made for even these publications, let me know in order that concrete plans can be worked out.

5. In the meantime, I should appreciate receiving your opinions with regard to future publications to be distributed by Geneva.

6. It is understood that the arrangements that have already been concluded for the Spanish SR's of the 20th session will not be disturbed. I can, however, foresee that for the 22nd session, under the new plan, Geneva should do a complete mailing of the Spanish fascicles. This, of course, would not apply to the English and French fascicles, which are subject to dual printing. Nor would it apply to any of the mimeographed series that are initially issued at Geneva and subsequently reproduced by Headquarters. Generally speaking, full mailing by Geneva would apply in all instances except where dual printing or dual reproduction are involved.

INTEROFFICE MEMORANDUM
(double spaced)UNITED NATIONS  NATIONS

INTEROFFICE MEMORANDUM

TO: Mr. Arthur D. Roberts, Reference Room,
Library, Room L-115

Date: 23 August 1955

FROM: Bernard W. Kofsky, Chief,
Research and Publications Section

FILE NO.: AD 72/7/01 (SOA)

SUBJECT: Purchase of Books

SENDER'S TELEPHONE EXTENSION: 3174

1. The Bureau of Social Affairs would appreciate your arranging for the purchase of the following two books which will be especially helpful in connexion with our preparation of the next World Social Report:

Cole, W.E., ed., Dynamic Urban Sociology. The Stackpole Co. 1954.
Harrisburg, Pennsylvania.

Quinn, J.A., Urban Sociology. American Book Co. 1955. New York.

2. Please route the books to me after they have been processed by the Library services.

UNITED NATIONS



NATIONS

TELEGRAM

TELEG

CABLE, Secretary-General
to Minister for Foreign Affairs

FOR USE OF DRAFTER - A REMPLIR PAR LE REDA

DATE: DRAFTED BY: ROOM NO.: DEPT.: ALLOTMENT NO.: REGISTRY FILE NO.:
 Date: *Rédigé par:* Bureau No.: *Dépt.:* *N° du compte à débiter:* *N° du dossier à l'Enregistrement:*
 25 January 55 D. Protitch 3534 PSCA 1601-41-00 SCA 264/14/05

SECURITY CLASSIFICATION-Classification de Sécurité



PLAIN

Ordinaire



CONFIDENTIAL

Confidentiel



SECRET

Secret

To: HE DOMINGO GOICOLEA VILLACORTA
 A: MINISTRO INTERINO RELACIONES EXTERIORES
 RELACIONES
 GUATEMALACITY (GUATEMALA)

HAVE HONOUR ACKNOWLEDGE RECEIPT YOUR CABLE DATED 21 JANUARY 1955

DAG HAMMARSKJOLD
 SECRETARY GENERAL
 UNATIONS

CLEARANCES _____
 VISAS _____

AUTHORIZED BY
 AUTORISE PAR

SIGNATURE - Signature

D. Protitch, Under-Secretary in charge of
 the Department of Political and Security
 Council Affairs
 TYPED NAME AND TITLE - Nom et qualité (Dactylographier)

UNITED NATIONS



NATIONS

TELEGRAM

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FOR USE OF DRAFTER

A REMPLIR PAR LE REDACTEUR

DATE: DRAFTED BY: ROOM NO.: DEPT.: ALLOTMENT NO.: REGISTRY FILE NO.:
 Date: Rédigé par: Bureau N°: Dépt.: N° du compte N° du dossier
 4 January 1955 D. Protitch 3534 PSCA à débiter à l'Enregistrement:
 1601-41-00 PSCA 388/3/03

SECURITY CLASSIFICATION-Classification de Sécurité

PLAIN
Ordinaire

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Confidentiel

SECRET
Secret

To: ESTADO
A: LIMA (PERU)

HAVE HONOUR ACKNOWLEDGE RECEIPT YOUR CABLEGRAM 30 DECEMBER 1954 INFORMING ME
THAT DOCTOR BELAUNDE WILL REPRESENT PERU ON DISARMAMENT COMMISSION

DAG HAMMARSKJOLD
SECRETARY GENERAL
UNATIONS

CLEARANCES
VISAS

AUTHORIZED BY
AUTORISE PAR

SIGNATURE - Signature

D. Protitch, Under-Secretary in charge of
Dept. of Political and Security Council Afs.

TYPED NAME AND TITLE - Nom et qualité (Dactylographier)

UNITED NATIONS  NATION
TELEGRAM

TELE

CABLE, Secretary-General
to Permanent Representative

FOR USE OF DRAFTER - A REMPLIR PAR LE REDUCTEUR

DATE: DRAFTED BY: ROOM NO.: DEPT.: ALLOTMENT NO.: REGISTRY FILE NO.:
 Date: *Rédigé par:* *Bureau №:* *Dépt.:* *No du compte à débiter:* *No du dossier à l'Enregistrement:*
 5 April 1955 D.Hammarskjold 3800 A S/G 1601-41-00 SG 21/05

SECURITY CLASSIFICATION-Classification de Sécurité

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Ordinaire

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Confidentiel

SECRET
Secret

To:

A:

H E AMBASSADOR HANS ENGEN
PERMANENT REPRESENTATIVE OF NORWAY TO THE UN
290 MADISON AVENUE
NEW YORK CITY (NEW YORK)

PLEASE ACCEPT EXPRESSIONS OF DEEP SYMPATHY IN THE IRREPARABLE LOSS
 SUFFERED BY THE NORWEGIAN PEOPLE STOP I KNOW THAT I AM SPEAKING
 NOT ONLY ON MY OWN BEHALF BUT FOR ALL OF THE SECRETARIAT IN ASKING
 YOU TO TRANSMIT TO THE NORWEGIAN GOVERNMENT OUR SINCERE CONDOLENCES

DAG HAMMARSKJOLD

CLEARANCES _____
VISAS _____AUTHORIZED BY _____
AUTORISE PAR _____

SIGNATURE - Signature

TYPED NAME AND TITLE - Nom et qualité (Dactylographier)

UNITED NATIONS



NATION

TELEGRAM

TEL.

 CABLE, Secretary-General
 to Ministries of Foreign Affairs
 (multiple)

FOR USE OF DRAFTER - A REMPLIR PAR LE REACTEUR

 DATE: DRAFTED BY: ROOM NO.: DEPT.: ALLOTMENT NO.: REGISTRY FILE NO.:
 Date: *Rédigé par:* Bureau No: Dépt.: *N° du compte à débiter:* *N° du dossier à l'Enregistrement:*

 10 May 1955 I. Krestovsky 2610 ECA 00 ECA 270/1/05(7)
 SECURITY CLASSIFICATION-Classification de Sécurité

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Ordinaire
 CONFIDENTIAL
Confidentiel
 SECRET
Secret

 To:
 A: SEE LIST ATTACHED

 HAVE HONOUR REFER NOTE ECA 270/1/05(7) 15 DECEMBER 1954 TRANSMITTING FULL
 EMPLOYMENT QUESTIONNAIRE AND REQUESTING REPLIES BY 15 MARCH 1955 STOP IT IS
 HOPED YOUR REPLY WILL BE SUBMITTED PROMPTLY TO PERMIT PREPARATION AND CIRCULATION
 OF ANALYSIS OF REPLIES IN TIME FOR JULY SESSION ECOSOC

 DAG HAMMARSKJOLD
 SECRETARY GENERAL
 UNATIONS

 CLEARANCES
 VISA'S

 AUTHORIZED BY
 AUTORISE PAR

SIGNATURE - Signature

TYPED NAME AND TITLE - Nom et qualité (Dactylograph)

DESPATCH ATTACHED CABLE TO FOLLOWING ADDRESSEES

AFGERES
ADDIS ABABA (ETHIOPIA)

KHARIJIYAH
BAGHDAD (IRAQ)

KHARIJIAH
DAMAS (SYRIE)

KANTANGDES
BANGKOK (THAILAND)

MINISTER FOREIGN AFFAIRS
KATHMANDU (NEPAL)

UNITED NATIONS  NATION
TELEGRAM

TELE

CABLE, Secretary-General
to Head of Specialized Agency

FOR USE OF DRAFTER - A REMPLIR PAR LE REDACTEUR

DATE:	DRAFTED BY:	ROOM NO.:	DEPT.:	ALLOTMENT NO.:	REGISTRY FILE NO.:
Date:	Rédigé par:	Bureau N°:	Dépt.:	N° du compte à débiter:	N° du dossier à l'Enregistrement:
23 December 1954	L. Malania	3830	EOSG	1601-41-00	SG 21/05

SECURITY CLASSIFICATION-Classification de Sécurité

PLAIN
xxx Ordinaire

CONFIDENTIAL
Confidentiel

SECRET
Secret

To: DR LUTHER EVANS
A: UNESCO
PARIS (FRANCE)

PLEASE ACCEPT MY WARM PERSONAL GOOD WISHES AT CHRISTMAS SEASON AND PERMIT ME
EXPRESS TO YOU AND YOUR COLLEAGUES MY APPRECIATION OF ACTIVE COOPERATION
EXISTING BETWEEN UNESCO AND UNITEDNATIONS STOP I ANTICIPATE WITH PLEASURE
OUR CONTINUED PARTNERSHIP IN OUR COMMON TASK IN THE FORTHCOMING YEAR

DAG HAMMARSKJOLD
SECRETARY GENERAL
UNATIONS

CLEARANCES _____
VISAS _____

AUTHORIZED BY
AUTORISE PAR

SIGNATURE - Signature

A. W. Cordier, Executive Assistant
to the Secretary-General

TYPED NAME AND TITLE - Nom et qualité (Dactylographier)

UNITED NATIONS



NATIONS

TELEGRAM

TELEG

CABLE, Secretary-General
to Private Citizen

FOR USE OF DRAFTER - A REMPLIR PAR LE REDACTEUR

DATE:	DRAFTED BY:	ROOM NO.:	DEPT.:	ALLOTMENT NO.:	REGISTRY FILE NO.:
Date:	Rédigé par:	Bureau N°:	Dépt.:	N° du compte à débiter:	N° du dossier à l'Enregistrement:
12 May 1955	Per Lind	3850	EOSG	1601-41-00	SG 62/1/08 (D.H.)

SECURITY CLASSIFICATION-Classification de Sécurité

 PLAIN
Ordinaire

 CONFIDENTIAL
Confidentiel

 SECRET
Secret

To: REV PAUL KELLEY
 A: PRINCIPAL RIODAN HIGH SCHOOL
 SANFRANCISCO (CALIFORNIA)

APPRECIATE KIND INVITATION BUT REGRET UNABLE LEAVE NEWYORK TO ATTEND YOUR
 PRODUCTION BEST WISHES

DAG HAMMARSKJOLD
 SECRETARY GENERAL
 UNATIONS

CLEARANCES
 VISA'S

AUTHORIZED BY
 AUTORISE PAR

SIGNATURE - Signature
 Per Lind, Chief of General Assembly
 Section, EOSG

TYPED NAME AND TITLE - Nom et qualité (Dactylographier)

DESPATCH ATTACHED CABLE TO FOLLOWING ADDRESSES

TECABOARD
KABUL (AFGHANISTAN)

TECABOARD
SYDNEY (AUSTRALIA)

UNATIONS
LAPAZ (BOLIVIA)

TECABOARD
RIODEJANEIRO (BRAZIL)

TECABOARD
RANGOON (BURMA)

TECABOARD
COLOMBO (CEYLON)

TECABOARD
BOGOTA (COLOMBIA)

TECABOARD
QUITO (ECUADOR)

TECABOARD
CAIRO (EGYPT)

TECABOARD
PORTAUPRINCE (HAITI)

TECASSIST
NEWDELHI (INDIA)

TECABOARD
DJAKARTA (INDONESIA)

TECABOARD
TEHERAN (IRAN)

TECABOARD
BAGHDAD (IRAQ)

UNITED NATIONS



NATION

TELEGRAM

TELE

FOR USE OF DRAFTER - A REMPLIR PAR LE RELAISSEUR

DATE: DRAFTED BY: ROOM NO.: DEPT.: ALLOTMENT NO.: REGISTRY FILE NO.:
 Date: Rédigé par: Bureau №: Dépt.: № du compte № du dossier
 à débiter: à l'Enregistrement:
 28 December 1954 H. Zahedi 2337 TAA 55095-777 SRS

SECURITY CLASSIFICATION-Classification de Sécurité

PLAIN
Ordinaire

 CONFIDENTIAL
Confidentiel

 SECRET
Secret

To: UNPAITME
A: ANKARA (TURKEY)

MCKITTERICK YOUR 92 GOVERNMENT AGREES NEW LOCAL COST COVERS UNPAITME EXPERTS STOP
INTENDING CLOSE YOUR IMPREST ACCOUNT AT END DECEMBER STOP ALL PAYMENTS WILL BE
MADE THROUGH TABRR STOP ADVISE CONTACT WEITZ

VANMOOK

CLEARANCES
VTS45

AUTHORIZED BY _____ **SIGNATURE - Signature**

J. van Wijk, Executive Officer, TAA
TYPED NAME AND TITLE - Nom et qualite (Dactylographier)

UNITED NATIONS



NATIONS

TELEGRAM

TELEGR

CABLE, Omnipress

FOR USE OF DRAFTER - A REMPLIR PAR LE REDACTEUR

DATE: DRAFTED BY: ROOM NO.: DEPT.: ALLOTMENT NO.: REGISTRY FILE NO.:
 Date: Rédigé par: Bureau No.: Dépt.: № du compte à débiter: № du dossier à l'Enregistrement:
 5 April 1955 H. van Stuwe 854 DPI 1601-41-37 DPI 62/15/02(2)-
 Belgrade

SECURITY CLASSIFICATION-Classification de Sécurité

PLAIN
 Ordinaire

CONFIDENTIAL
 Confidential

SECRET
 Secret

To: OMNIPRESS
 A: BELGRADE (YUGOSLAVIA)

EXCEPTIONALLY TOMORROW 6 APRIL ONLY 1830 SERBOCROAT BROADCAST ON WFK DASH 63
 13840 KILOCYCLES Owing SECCOUNCIL MEETING STOP INFORM RADIO BELGRADE

OMNIPRESS

CLEARANCES _____
 VISA'S _____

AUTHORIZED BY _____
 AUTORISE PAR _____

SIGNATURE - Signature

H. van Stuwe, Chief, European Service
 TYPED NAME AND TITLE - Nom et qualité (Dactylographier)

UNITED NATIONS
TELEGRAMNATIONS
TELEGRAMCABLE, Headquarters to
Field Office
(Field Service)

FOR USE OF DRAFTER - A REMPLIR PAR LE REDACTEUR

DATE: DRAFTED BY: ROOM NO.: DEPT.: ALLOTMENT NO.: REGISTRY FILE NO.:
 Date: Rédigé par: Bureau No.: Dépt.: No du compte à débiter: No du dossier à l'Enregistrement:
 3 May 1955 F. Frerker 2135 OGS 0507-43 AD 251/4/01

SECURITY CLASSIFICATION-Classification de Sécurité

PLAIN
Ordinaire

CONFIDENTIAL
Confidentiel

SECRET
Secret

To: UNATIONS
A: JERUSALEM

MUNCHPETERSEN YOUR REPORT SIXTEEN ITEM W LEDGER AMMAN APPOINTED CLAIMS
 REPRESENTATIVE FOR AMERICAN FOREIGN INSURANCE ASSOCIATION PAREN AFIA UNPAREN
 ACTION ON BEHALF FIDELITY CASUALTY COMPANY STOP LEDGER ACCEPTED APPOINTMENT
 DECEMBER 1954

FIELDSERV

CLEARANCES _____
 VISA'S _____

AUTHORIZED BY
AUTORISE PAR

SIGNATURE - Signature

C. Seward, Chief,
Field Operations Service

TYPED NAME AND TITLE - Nom et qualité (Dactylographier)

UNITED NATIONS  NATIONS
TELEGRAM TELEGRAM

CABLE, Headquarters Official
to Private Citizen

FOR USE OF DRAFTER - A REMPLIR PAR LE REDA

DATE:	DRAFTED BY:	ROOM NO.:	DEPT.:	ALLOTMENT NO.:	REGISTRY FILE NO.:
Date:	Rédigé par:	Bureau N°:	Dépt.:	N° du compte à débiter:	N° du dossier à l'Enregistrement:
18 May 1955	M. Hill	2935	ESA	1601-41-00	ECA 62/9/01

SECURITY CLASSIFICATION-Classification de Sécurité

PLAIN
Ordinaire

CONFIDENTIAL
Confidentiel

SECRET
Secret

To: PATRICK MARSTON
A: KISKIMINETAS SPRINGS SCHOOL
SALTSBURG (PENNSYLVANIA)

REGRET SHALL NOT BE IN NEWYORK SATURDAY WILL BE GLAD SEE YOU ANY WEEKDAY DURING
COMING THREE WEEKS

HILL
UNATIONS

CLEARANCES _____
VISAS _____

AUTHORIZED BY
AUTORISE PAR

SIGNATURE - Signature

M. Hill, Deputy Under-Secretary, ESI

TYPED NAME AND TITLE - Nom et qualité (Dactylographier)

UNITED NATIONS



NATION

TELEGRAM

TELE

CABLE, Headquarters Official
to Staff Member

FOR USE OF DRAFTER - A REMPLIR PAR LE REDACTEUR

DATE: DRAFTED BY: ROOM NO.: DEPT.: ALLOTMENT NO.: REGISTRY FILE NO.:
 Date: *Rédigé par:* Bureau No.: Dépt.: *Nº du compte à débiter:* *Nº du dossier à l'Enregistrement:*
 12 January 1955 F. Chell 2116 CS 1601-41-00 SRS

SECURITY CLASSIFICATION-Classification de Sécurité

PLAIN
xxx *Ordinaire*

CONFIDENTIAL
Confidential

SECRET
Secret

To: FRANCOIS
A: 198 RUEDEVAUGIRARD
PARIS 15 (FRANCE)

COLLECT TICKET PARIS HAGUE AT THOMAS COOK TWO PLACE MADELEINE PARIS

CHELL

CLEARANCES

VISAS

AUTHORIZED BY

AUTORISE PAR

SIGNATURE - Signature

G. Peissel, Director,
Language and Meetings Service

TYPED NAME AND TITLE - Nom et qualité (Dactylographier)

U N I T E D N A T I O N S • N A T I
REFERRAL SHEET

Referral Sheet

TO:

FROM:

SUBJECT:

DATE:

PLEASE RETURN TO SENDER WITH YOUR COMMENTS

CR. 23 (1-53) (E)

UNITED NATIONS  NATIONS UNIES
NEW YORK

WITH THE COMPLIMENTS
OF THE
SECRETARY-GENERAL OF THE UNITED NATIONS

..... Enclosed herein is a copy of a communication
which has been transmitted to the address
indicated.

SPECIAL COVERING SLIP

SPECIAL COVERING SLIP
CR.30 (1-53) E

UNITED NATIONS  NATIONS UNIES
NEW YORK

WITH THE COMPLIMENTS
OF THE
SECRETARY-GENERAL OF THE UNITED NATIONS

..... Enclosed herein is a copy of a communication which has been transmitted to the address indicated.

The Secretary-General regrets that no additional copies of the enclosures referred to therein are available at present.

FORWARDING SLIP
CR.24 (12-54)

UNITED NATIONS  NATIONS UNIES
NEW YORK

The Secretary-General of the United
Nations has the honour to request that
..... the communication enclosed herein, of
..... which a copy is attached for information,
be forwarded to the address indicated.

SPECIAL FORWARDING SLIP
CR.33 (1-53) E

UNITED NATIONS  NATIONS UNIES
NEW YORK

The Secretary-General of the United
Nations has the honour to request that the
..... communication enclosed herein, of which a
..... copy is attached for information, may be
forwarded to the address indicated.

It is regretted that no additional copies
of the enclosures referred to therein are
available at present.

UNITED NATIONS  NATIONS UNIES
NEW YORK

WITH THE COMPLIMENTS
OF THE
SECRETARY-GENERAL OF THE UNITED NATIONS

TO: Correspondence Service, Room 2001, Ext. 2747

Serial

CORRESPONDENCE SERVICE WORKSHEET

FROM:

Correspondence Officer or Alternate

Department or Office

Date

Drafter:

Room:

Extension:

1. Please process the attached draft and dispatch to:

 Ministries of Foreign Affairs Permanent Missions The Governments Checked All Member Governments Except Those Deleted The Organizations Checked All Non-Member Governments

	*MEMBER STATES		*NON-MEMBER STATES	*ORGANIZATIONS
E Afghanistan	E Ethiopia	E Pakistan	F Albania	E FAO
FS Argentina	F France	ES Panama	E Austria	E GATT
E Australia	F Greece	**FS Paraguay	F Bulgaria	E ICAO
F Belgium	ES Guatemala	ES Peru	F Cambodia	E ICITO
ES Bolivia	F Haiti	E Philippines	E Ceylon	E ILO
E Brazil	ES Honduras	E Poland	E Finland	E IMCO
E Burma	E Iceland	E Saudi Arabia	E Germany (West)	E INT. BANK
E Byelorussian SSR	E India	E Sweden	E Hashemite Jordan	E INT. FUND
E Canada	E Indonesia	E Syria	E Hungary	F ITU
ES Chile	F Iran	E Thailand	E Ireland	E UNESCO
E China	E Iraq	F Turkey	F Italy	F UPU
ES Colombia	E Israel	E Ukrainian SSR	E Japan	E WHO
ES Costa Rica	F Lebanon	E Union of S. Africa	E Korea (Republic of)	E WMO
ES Cuba	E Liberia	E USSR	F Laos	
E Czechoslovakia	F Luxembourg	E United Kingdom	E Libya	
E Denmark	ES Mexico	E United States	F Liechtenstein	
ES Dominican Republic	E Netherlands	FS Uruguay	F Monaco	
ES Ecuador	E New Zealand	ES Venezuela	E Nepal	
**F Egypt	FS Nicaragua	E Yemen	F Portugal	
ES El Salvador	E Norway	E Yugoslavia	F Romania	
			E San Marino	
			F Switzerland	
			F Viet Nam	

* Communications will be sent in the language indicated unless
authorized by the Executive Office of the Secretary-General.

ES = English normally; Spanish during General Assembly

F = French

FS = French normally; Spanish during General Assembly

** English to Missions

2. Translation Required: English French Spanish3. Photo-Offset Only Copies to be returned to: _____[] Bond Paper Air Mail Paper

4. Special Instructions:

5. Enclosures attached in final form to be dispatched with draft:

6. SIGNATURES:

CORRESPONDENCE OFFICER

EXECUTIVE OFFICE OF THE
SECRETARY-GENERAL

LEGAL OFFICE (WHEN REQUIRED)

RECORDS CONTROL (WHEN REQUIRED)

CR. 29 (8-55)

A R

CORRESPONDENCE CONTROL FORM

CCF NO. _____

FILE NO.: _____

TO: _____

The above-quoted Registry File relevant to the
.....attached communication dated _____

TO BE RETURNED FROM _____

is charged to _____

PLEASE RETURN THIS CONTROL FORM WITH COMMUNICATION TO:
RECORDS CONTROL, THE REGISTRY, Room 2074, AFTER ACTION.

195

FOR SUPERVISOR, FILE SERVICE

NOTE: COMMENTS FOR THE RECORD SHOULD NOT BE WRITTEN ON THIS
SLIP. REFERRAL SHEET PT. 108 SHOULD BE USED INSTEAD.

FILE CONTROL FORM

CR. 20 (6-55)

FO

 A R

FILE CONTROL FORM

FILE NO.: _____ PART NO.: _____

FD NO.: _____

CCF NO.: _____

TO: RECORDS CONTROL, THE REGISTRY, Room 2074

Reference above-quoted file, will you please

 Forward to me as soon as possible Note that it has been transferred to _____
(Name of Official) Bring forward (BF) on _____
(Date)

195

(Name)

(Room No. and Department)

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UN	United Nations

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