

UNITED NATIONS

SECRETARIAT

ST/AI/189/Add.5
29 November 1971

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

Subject: REGULATIONS FOR THE CONTROL AND LIMITATION OF DOCUMENTATION

AddendumSTOCK REVIEW AND DISPOSAL: OFFICIAL RECORDS
AND PUBLICATIONS

INTRODUCTION

1. The rules set forth below govern the determination of surplus stocks of Official Records and sales publications with a view to the disposal of surplus at yearly intervals.

I. OFFICIAL STOCK

Official Records

2. For the purpose of the present instruction the Official Records comprise: the records of the meetings of the General Assembly and its main committees, the Security Council, the Disarmament Commission, the Economic and Social Council, the Trade and Development Board of the United Nations Conference on Trade and Development and the Trusteeship Council and the supplements and annexes to those records.
3. The stock of volumes of resolutions, which must be made available on request, will be retained.

4. In order to maintain the balance between supply and demand, stocks of all other Official Records will be periodically reviewed. After completion of the initial automatic distribution, stock will be retained according to the following schedule:

(a) Official Records less than five years old: all residual stocks will be retained;

(b) Official Records five to ten years old: stocks will be reduced to 100 copies English, 50 copies French, 30 copies Spanish and 20 copies Russian, if in excess of those amounts;

(c) Official Records more than ten years old: stocks will be reduced to 25 copies English, 15 copies French, 5 copies Spanish and 5 copies Russian, if in excess of those amounts.

5. An annual review of stocks of Official Records will be carried out as required by this schedule.

Sales publications

6. Official and departmental stocks of sales publications retained for secondary requests after the initial automatic distribution is small; they are usually exhausted within five years. However, in cases where excessive residual stocks exist after that period, they will either be reduced, transferred to sales or to the United Nations Office at Geneva, or disposed of.

II. SALES STOCK

Official Records

7. No stock of Official Records will be retained for sales purposes.

Sales publications

8. The sales press run of non-recurrent publications normally covers worldwide sales requirements for a three-year period, which are estimated on the basis of experience with previous publications in the same field. It is expected that some 50 per cent of the sales press run will be sold during the twelve months following publication, a further 30 to 35 per cent during the second year and the balance during the third and subsequent years after publication.

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9. In the case of recurrent publications, such as the yearbooks, first-year sales represent a substantially higher proportion - as much as 65 per cent of the sales press run - but the sale of the remaining stock is normally spread over a larger number of years (for example, there is a continuing demand for editions of the Yearbook of the United Nations for many years after the date of publication).

10. The sales press run of periodical publications is established on the basis of the average number of subscribers to the publication during the preceding two years, the requirements of agents and the United Nations Bookshop, and an additional 10 per cent to allow for potential increased demand.

11. Stocks of sales publications will be reviewed at the end of five years. Stocks unsold after that period will be reduced or disposed of in the light of an estimate of further sales prospects made by the Sales Section of the Publishing Service. The five-year stock review will take place at annual intervals.

12. Stocks of periodical publications will be retained for a period not exceeding two years, with the exception of the UN Monthly Chronical and the United Nations Documents Index, limited stocks of which will be retained for up to five years.

III. MISCELLANEOUS PROVISIONS

13. Stocks of the publications listed in the annex to the present instruction issued up to and including the year 1960 will be retained. The number of copies of each item to be kept will be determined by the Distribution Section of the Publishing Service in the case of official stock, and by the Distribution Section in consultation with the Sales Section in the case of sales stock.

14. Stocks of all other sales publications issued up to and including the year 1960 will be disposed of.

15. An inventory of sales publications issued between 1961 and 1967 will be made early in 1972, with the object of bringing the stock disposal programme up to date. Thereafter, the programme will be kept up to date on an annual basis.

16. The recommended retention list for publications will be followed both at Headquarters and at the United Nations Office at Geneva. There will be co-ordination between Headquarters and the Geneva Office on the stock situation before final disposal is carried out.

17. Reports on the action taken under the stock disposal programme will be submitted by the Publishing Service in 1972 and annually thereafter.

IV. AVAILABILITY OF OUT-OF-STOCK MATERIAL

18. The United Nations Library retains, for reference purposes, copies of all documentation and publications in all languages of issue. In addition, the Library keeps microfiches of a selected number of items in all languages of issue.

19. The United Nations Archives microfilms all United Nations documents; those for the years 1946 to 1968 are already available.

Annex

PUBLICATIONS ISSUED UP TO AND INCLUDING 1960
TO BE RETAINED IF STILL IN STOCK a/

(a) For official use:

Official Records (all United Nations organs)
Sales code XI (Narcotic drugs)
Sales code II.D (UNCTAD)
Rules of procedure (all organs)
Index to Proceedings (all organs)
Commodity conferences
Charter of the United Nations and Statute of the International Court
of Justice
Laws and Regulations on the Régime of the High Seas
United Nations Legislative Series
United Nations Conferences: Law of the Sea
Commercial Arbitration
Consular Relations
Judgements of the Administrative Tribunal

(b) For sales use:

Yearbooks of the United Nations
Statistical Yearbook
Demographic Yearbook
Yearbooks of International Trade Statistics
Yearbooks of National Accounts Statistics
Yearbooks on Human Rights
Yearbooks of the International Law Commission
World Economic Surveys
Economic Surveys of Latin America
All volumes of the Treaty Series
All volumes of the International Tax Agreements Series
Reports of International Arbitral Awards
Repertory of Practice of United Nations organs
Repertoire of the Practice of the Security Council
All reprints of pre-1961 titles

a/ When the official stock of a publication included under (b) is exhausted, but some sales copies remain, a limited number of copies would, if budgetary considerations permit, be made available at the request of a substantive department.