

UNITED NATIONS

SECRETARIAT

ST/AI/189/Add.13  
9 March 1973

## ADMINISTRATIVE INSTRUCTION

To: Members of the staff

Subject: REGULATIONS FOR THE CONTROL AND LIMITATION OF DOCUMENTATION

Addendum

## REISSUE OF OUT-OF-STOCK MATERIAL

1. Requests for reissue of documents and publications, once the initial automatic distribution has been completed (see ST/AI/189/Add.3/Rev.1), place a heavy burden on internal reproduction services, inasmuch as the additional work must be absorbed without detriment to other commitments. Furthermore, such requests require additional paper and internal reproduction supplies, which are subject to budgetary restrictions. Consequently, restraint should be exercised, and the rules set forth below should be strictly complied with.

Documents, meeting records and official records

2. Rerolls of documents, meeting records and Official Records are the responsibility of the Publishing Service, Office of Conference Services. Requests for rerolls should be addressed to the Distribution Section of the Publishing Service, which will process them as appropriate.

Publications

3. After completion of the initial distribution, the Distribution Section of the Publishing Service makes further free distribution on request, as appropriate, subject to the availability of stock.\*

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\* For details, see ST/AI/189/Add.5.

4. When a publication is out of stock, reprinting of additional copies may be authorized by the Publications Board for a special distribution to recipients on departmental lists, to meet official requirements or to fulfil continuing sales orders. In deciding whether to authorize a reprinting, the Publications Board takes the following considerations into account:

(a) The original date of publication, in order to avoid reissuing material that is out of date and, in those cases where it is both desirable and feasible, to ensure that the information is updated;

(b) The desirability of limiting free distribution in order to stimulate sale of the publication;

(c) The availability of internal reproduction capacity;

(d) Where the reprint is requested for use at a meeting or seminar for which separate budgetary provision has been made, the principle that printing costs are charged to that budget appropriation;

(e) The obligations that may devolve upon the United Nations with regard to the provision of sales publications for meetings or seminars financed in whole or in part by others in which it participates.

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