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ADMINISTRATIVE INSTRUCTION NO. 72

To: Members of the Staff

Subject: CLASSIFICATION AND SERIALIZATION OF OFFICIAL DOCUMENTS

Superseded
by
ST/AI/189
Rev

With effect from 9 a.m. on 15 September 1949, the following rules will govern the numbering of documents of the General Assembly:

1. The symbols indicating the organ to which the document is presented (A/C.1/--, A/C.2/SC.1/-- etc.) and the descriptive symbols (SR, INF, etc.) will continue to be used. New symbols are generally determined by Documents Indexing Unit, and the control of their use is exercised by Documents Control staff.

2. The old categories "Unrestricted", "Restricted" and the working-paper series will be abandoned. In their stead, the following series will be established:

- (a) General series, which will be used for documents to receive full circulation and will include all documents of permanent interest which were formerly issued in the Unrestricted category. This series will be indicated by a simple serial number after the symbol (e.g. A/900 - 1500 will continue unbroken) and by the word GENERAL over the symbol;
- (b) Limited series, which will be used where wide circulation of a document is unnecessary for any reason other than that given in (c) below. The majority of documents of the type hitherto issued in the Restricted category will become Limited, including working papers. In addition, any documents of a provisional nature, such as provisional summary records, draft reports, draft resolutions and amendments thereto, will, as a general rule, be included in this category. Such documents will only be classified in the General series

as an exception and on specific instructions from the Executive Office of the Secretary-General or from the Secretary of the Committee concerned. This series will be indicated by an L preceding the serial number (e.g. A/C.3/L.1 - 100) and by the word LIMITED over the symbol, except that all provisional summary records will be Limited without the addition of an L before the number. Documents in this series are not to be withheld from the Press;

- (c) Restricted series, which will be used exclusively for documents whose content requires that they be treated as confidential or withheld from public circulation; the series will be indicated by an R preceding the serial number (e.g. S/C.1/R.1 - 100; A/C.1/SC.4/R.1 - 100) and the word RESTRICTED above the symbol.

3. All series will be maintained separately and their numbering will be unbroken.

4. Officials submitting documents will, as hitherto, propose the symbol, series and number; and when they wish to use the Restricted series they may impose definite restrictions on distribution. Documents Control Staff will control the assignment of symbols and serial numbers. Reproduction-Distribution Division will determine distribution patterns.

5. As soon as basic distribution patterns have been compiled, they will be transmitted to Committee Secretaries, who should then make the best use of the Limited series, which is primarily intended to avoid wasteful distribution and the consequent waste of productive capacity.

6. Documents bearing symbols other than A/-- will be progressively converted to the system described above, and their conversion will be notified by Addenda to this Instruction.

/s/

Byron Price

BYRON PRICE

Assistant Secretary-General
for Administrative and Financial Services