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ST/LIB/34/Rev.1

UNITED NATIONS DOCUMENTATION



UNITED NATIONS

INTRODUCTORY NOTE

This booklet is intended primarily for the staff of permanent missions accredited at United Nations Headquarters and, more particularly, for the staff in charge of maintaining collections of United Nations documents and publications, although some of the information may, however, also be useful to libraries maintaining collections of United Nations material.

The information it contains is of a practical nature and is limited to general notions. No attempt has been made to include information on distribution and library services at locations other than New York. At Headquarters, more information, when needed, can be obtained from the appropriate offices, as indicated in this guide, or by calling the Reference Unit of the Library (ext. 7412). In other areas, please write to the Director, Dag Hammarskjöld Library, United Nations, New York, N.Y. 10017.

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I. UNITED NATIONS DOCUMENTATION

1. The work of the United Nations requires the publication of a substantial body of documentation. To understand and use this documentation, it is essential to understand the structure of the Organization and its method of operation. To provide current information and a history of its activities, the United Nations issues the following publications:

Basic Facts about the United Nations

Issued periodically, latest edition (Sales No. E.77.I.3)
brief explanation

Everyman's United Nations

8th edition (Sales No. E.67.I.5)
Covers the period 1946 to 1965; detailed history

Everyone's United Nations

9th edition (Sales No. E.79.I.5)
Covers the period 1966 to 1977/78; detailed history

Yearbook of the United Nations

Sales number each year in category I
Detailed history of the events of one year

2. In this chapter an attempt is made to explain in a brief and practical manner the functions and method of operation of the United Nations bodies and the documentation produced as a result of the work of the Organization at the time of writing. It must be emphasized that the functions and structure change continuously and, of course, the documentation changes as well. This should be kept in mind when using United Nations material for research or a guide such as the present one.

3. The general indexes described in chapter VII provide access by subject to the documentation. An awareness of the types of documents issued and an understanding of the symbol and sales number identification will enable the searcher to use the citations provided to the best effect. With this knowledge it will be possible to learn which body may have dealt with a topic and to search and trace citations to the relevant material. Use of the subject index to the United Nations Document Series Symbols 1946-1977: Cumulative list with indexes ^{1/} will also indicate the symbol series to be consulted.

4. Series symbols are mentioned in most sections of the present chapter; an explanation of their construction will be found in chapter II (paras. 29-40), which also contains an explanation of sales numbers (para. 16) and of Official Records series (paras. 18-28).

^{1/} ST/LIB/SER.B/5/Rev.3 (United Nations publication, Sales No. E.79.I.3).

**FUNCTIONS AND METHOD OF OPERATION OF UNITED NATIONS BODIES AND
DOCUMENT PRODUCTION DERIVED THEREFROM**

A. General Assembly

5. The General Assembly is the main deliberative organ of the United Nations.

Participation: full membership of the Organization

Sessions: regular, special and emergency special sessions

**Rules of procedure: A/520/Rev.13 (United Nations publication,
Sales No. E.79.I.11)**

Terms of reference: Charter of the United Nations

Reporting:

**As the supreme organ it does not report to any other body;
Results of sessions appear in the volumes of resolutions and decisions;
Sessions are described in the Yearbook of the United Nations.**

Operation of sessions:

One agenda for each session

**Items discussed in plenary meetings or allocated for consideration
in sessional committees**

**Report on each item discussed in committees, including summary of
discussion and text of draft decisions or resolutions recommended
Discussion of committee reports in plenary meetings and action taken
on recommended resolutions or decisions**

Documents produced:

Plenary series (symbol A/session/sequential number), including:

**Lists of items for consideration and agendas (one annotated
containing complete history of each item, including references
to previous and current documentation)**

Documents issued for discussion under items

Sessional committee reports on each item discussed

**Sessional committee documents (symbol A/C./number or acronym of
committee/General Assembly session/sequential number):**

Information material (organization of work, lists of delegations)

Draft proposals and administrative documents

**Meeting records, issued as Official Records of the General Assembly,
corrected by a sessional fascicle in the Official Records**

Resolutions:

Issued in provisional form (symbol A/RES/session/-)

**Reissued at the end of the year as last numbered supplement of
the Official Records**

Verbatim records of plenary meetings (symbol A/session/PV. [sequential number]):

Issued in provisional form
Reissued in the Official Records

Supplements to the Official Records (symbols in plenary series), including:

Budget of the United Nations
Medium-term plan
Accounts
Annual reports of subsidiary bodies
Special major reports
Resolutions and decisions (last supplement)

Annexes to the Official Records, arranged by number of item on the sessional agenda, containing:

Numbers of meetings at which item was discussed
Reissuance of certain important documents, e.g.: committee reports for items discussed in committees, draft resolutions and other documents for items discussed in plenary meetings, check list of documents issued for the item, statement of action taken at the plenary meeting

Official Records fascicles:

List of delegations
Check list of documents

Commissions, committees and conferences established
by the General Assembly

6. The Assembly is assisted in its work by the commissions, committees and conferences established by it. These are of three types, as follows:

Continuing bodies holding sessions, e.g.:

Committee on the Peaceful Uses of Outer Space
International Law Commission
Special Committee against Apartheid
Special Committee on the Situation with regard to the Implementation of the Declaration on the Granting of Independence to Colonial Countries and Peoples

Legal or negotiating conferences, e.g.:

United Nations Conferences on the Law of the Sea
United Nations Conference on Succession of States in Respect of Treaties (Vienna, 1978)

Special conferences on one subject, e.g.:

United Nations Conference on Human Settlements (Vancouver, 1976)
United Nations Conference on Science and Technology for Development
(Vienna, 1979)

The information below applies to all commissions, committees and conferences established by the General Assembly.

Participation: varies according to the terms of reference

Sessions: vary according to the terms of reference

Rules of procedure: individually adopted for each body

Terms of reference: usually in the General Assembly resolution establishing the body

Reporting:

All sessional bodies report as required by the terms of reference; Conferences report when concluded or, if extended over several years, make interim reports;

Operation of sessions: varies according to the terms of reference

Documents produced:

General documents (symbols A/AC. .../-, A/CN. .../-, A/CONF. .../-), including:

Agendas

Studies, reports, etc. produced for items on the agenda

Reports on the sessions (see also under "annual reports" below)

Limited documents for participants only:

Draft proposals

Administrative matters

List of participants

Summary records of meetings when authorized

Annual or final reports, also issued as supplements to the Official Records of the General Assembly

Yearbooks, when issued

(The International Law Commission and the United Nations Commission on International Trade Law each publish a Yearbook which reproduces documents issued for individual sessions)

Conference documentation may also include:

Preparatory committee documents
Documents prepared for items on the agenda
Reports of the conferences (final reports normally issued with sales number)

B. Security Council

7. The Security Council is the organ with primary responsibility for maintaining peace and security.

Participation: five permanent members and 10 non-permanent members elected by the General Assembly for two-year terms

Sessions: functions continuously

Rules of procedure: S/96/Rev.6 (United Nations publication, Sales No. E.74.I.5), provisional rules

Terms of reference: Charter of the United Nations

Reporting: reports annually to the General Assembly

Operation of sessions:

Agenda adopted for each meeting (symbol S/Agenda/-)

Two standing committees at present:

Committee of Experts on Rules of Procedure (studies and advises on rules of procedure and other technical matters)
(symbol S/C.1/-)

Committee on the Admission of New Members (symbol S/C.2/-)

Ad Hoc committees established as needed (symbol S/AC. .../-)

Agenda discussed in plenary meetings

Action taken in resolutions or decisions

Documents produced:

Plenary series (symbol S/sequential number), including documents submitted under agenda items:

Issued in mimeographed form

Almost all reissued in the quarterly supplements to the Official Records of the Security Council

Verbatim records of meetings (symbol S/PV. ...):

Issued in provisional form

Reissued later in the Official Records

Resolutions:

Issued in provisional form (symbol S/RES/-)

Reissued at the end of the year as part of the Official Records, with added symbol S/INF/-

Supplements to the Official Records:

Issued quarterly

Contain reissuances of documents submitted under agenda items

Check list of documents in each supplement

Special reports issued as special supplements

Annual report on activities published as a supplement to the Official Records of the General Assembly (usually Supplement No. 2)

C. Economic and Social Council

8. The Economic and Social Council is the organ responsible, under General Assembly authority, for the co-ordination of the economic and social work of the United Nations.

Participation: 54 members at present

Sessions:

Organizational session and two regular sessions each year
(prior to 1978, each session was numbered consecutively until the sixty-third)

Special sessions may be called

Rules of procedure: E/5715 (United Nations publication, Sales No. E.75.I.15)

Terms of reference: Charter of the United Nations

Reporting: reports annually to the General Assembly

Operation of sessions:

One agenda for each session

Items discussed in plenary meetings or allocated for consideration in sessional committees

Report on each item discussed in committees, including summary of discussion and text of draft decisions or resolutions recommended

Discussion of committee reports in plenary meetings and action taken on recommended resolutions or decisions

Documents produced:

Plenary series (symbol E/year/sequential number), including:

Agendas (one annotated containing complete history of each item, including references to previous and current documentation)

Documents issued for discussion under items

Sessional committee reports on each item discussed

Sessional committee documents (symbols E/year/C.1/-, C.2/-, C.3/-):

Information material

Draft proposals and administrative documents

Records of meetings

Summary records of plenary meetings (symbol E/year/SR.[sequential number]):

Issued in provisional form for participants only
Reissued in the Official Records of the Economic and Social Council

Resolutions:

Issued in provisional form in each chapter of the draft report to the General Assembly
Reissued at the end of the year as Supplement No. 1 to the Official Records

Supplements to the Official Records (symbols in plenary series), including:

Annual reports of subsidiary bodies
Special reports
Resolutions and decisions (Supplement No. 1)

Annual report on activities published as a supplement to the Official Records of the General Assembly (usually Supplement No. 3)

1. Functional commissions, standing committees and expert bodies, and other related bodies of the Economic and Social Council

9. Functional commissions, standing committees and expert bodies, and other related bodies of the Economic and Social Council perform activities carrying on the work of the Council.

Functional commissions (in order of establishment)

Statistical Commission
Population Commission
Commission for Social Development
Commission on Human Rights (Sub-Commission on Prevention of Discrimination and Protection of Minorities)
Commission on the Status of Women
Commission on Narcotic Drugs (Sub-Commission on Illicit Drug Traffic and Related Matters in the Near and Middle East)

Standing committees and expert bodies (in alphabetical order)

Commission on Human Settlements
Commission on Transnational Corporations
Committee for Development Planning
Committee for Programme and Co-ordination
Committee on Crime Prevention and Control
Committee on Natural Resources
Committee on Negotiations with Intergovernmental Agencies
Committee on Non-Governmental Organizations

Other related bodies (in alphabetical order)

Committee on Food Aid Policies and Programmes 2/
Executive Board of the United Nations Children's Fund
Executive Committee of the Programme of the United Nations
High Commissioner for Refugees
Governing Council of the United Nations Development Programme
International Narcotics Control Board

The information below applies to all functional commissions, standing committees and expert bodies, and other related bodies of the Economic and Social Council. 3/

Participation: varies according to the terms of reference

Sessions: vary according to the terms of reference

Rules of procedure:

Functional commissions: E/5975 (United Nations publication,
Sales No. E.77.I.10)

Standing bodies: as contained in rule 27 of the rules of procedure of
the Council (E/5715)

Terms of reference: usually in the resolution of the Council or of the
General Assembly establishing the body (see E/1978/10 and Add.1)

Reporting: as required by the terms of reference, usually annually

Operation of sessions:

Bodies hold regular sessions, according to the terms of reference
Secretarial functions are carried out by the Secretariat of the United
Nations

Documents produced:

General documents (symbols E/AC. .../-, E/C. .../-, E/CN. .../-,
E/INF. ..., E/INCB/-), including:

Agendas

Studies, reports, etc. produced for items on the agenda

Reports on the sessions (see also under "annual reports" below)

Lists of participants

Limited documents for participants only:

Draft proposals

Administrative matters

Draft annual reports

2/ Documents of the Committee on Food Aid Policies and Programmes are issued by the Food and Agriculture Organization of the United Nations (FAO).

3/ Information relating to UNHCR, UNICEF and UNDP is given in section G, para. 14, below.

Summary records of meetings when authorized

Annual reports of certain bodies issued as supplements to the Official Records of the Economic and Social Council, containing:

Organizational information

Summary of activities of the session

Texts of resolutions adopted or of draft resolutions forwarded to the Council

List of documents before the session

Studies and recurrent publications called for by resolutions (symbols may be under the symbol of the body or under the symbol ST/ESA/- (Secretariat series))

Report on activities to be included in the annual report of the Council to the General Assembly on matters calling for action by the Council

2. Regional commissions of the Economic and Social Council

10. The regional commissions of the Economic and Social Council assist in the economic and social development of the regions they cover and work to strengthen the economic relations of countries in the regions among themselves and with other countries of the world. The commissions are listed below in the order of their establishment, with their respective headquarters.

Economic Commission for Europe (ECE), Geneva, Switzerland

Economic and Social Commission for Asia and the Pacific (ESCAP), Bangkok, Thailand

Economic Commission for Latin America (ECLA/CEPAL), Santiago, Chile

Economic Commission for Africa (ECA), Addis Ababa, Ethiopia

Economic Commission for Western Asia (ECWA), Beirut, Lebanon

The information below applies to all regional commissions of the Economic and Social Council.

Participation: countries of the region and others interested in that region (see annual reports for current membership)

Sessions: vary according to the terms of reference (usually annual or biennial)

Rules of procedure: individual rules adopted by each commission (often reprinted in the annual report)

Terms of reference: in the Council resolution establishing the commission (often reprinted in the annual report)

Reporting:

Until 1978, reported annually to the Council (supplements to the Official Records of the Economic and Social Council);
Since 1979, report to regional membership.

Operation of sessions:

Commissions hold regular sessions
Secretariats provide services to the meetings, study problems of the regions, recommend courses of action to member Governments and specialized agencies, and carry out development projects;
Commissions have established sub-committees and ad hoc committees, and hold numerous seminars, symposia and similar meetings

Documents produced:

General documents (symbols E/acronym [ESCAP, ECE, CEPAL, ECWA]/- or E/CN.14/- (ECA); document issued by secretariats use the symbol ST/acronym/-), including:

Agendas

Documents produced for items on the agenda

Limited documents for participants only:

Draft proposals
Administrative matters
Draft annual reports

Summary records of meetings when authorized

Documents for committees, sub-committees, seminars, etc.:

Usually for participants only
Reports issued in commission's general symbol series
Annual economic surveys
Special reports

Report on activities to be included in the annual report of the Council to the General Assembly on matters calling for action by the Council.

Annual reports:

Until 1980, issued as Official Records of the Council, containing:

Organizational information
Summary of activities of the session
Texts of resolutions and decisions adopted
Account of commission's activities during the year
Programme of work
List of documents issued

From 1981, reports made only to the membership of the commission

Report summarizing activities of all provided by the United Nations Secretariat

Studies and recurrent publications (symbols in E/- or ST/- series) including:

Periodicals
Statistical series

D. Trusteeship Council

11. The Trusteeship Council supervises the administration of Trust Territories placed under the International Trusteeship System. As of 1980, only one Territory remains of the original 11: the Trust Territory of the Pacific Islands (Micronesia), administered by the United States of America.

Participation:

The permanent members of the Security Council (China, France, Union of Soviet Socialist Republics, United Kingdom of Great Britain and Northern Ireland) and the administering State (United States)

Sessions: annual

Rules of procedure: T/1/Rev.6 (United Nations publication, Sales No. 62.I.23)

Terms of reference: Charter of the United Nations

Reporting:

Reported annually to the General Assembly until 1975;
Reports to the Security Council on "strategic territories" (Article 83 of the Charter).

Operation of sessions:

Agenda for each session
Items discussed in plenary meetings

Documents produced:

General documents (symbol T/-), including:

Agenda
Documents issued for discussion under items

Communications, petitions and observations (symbols T/COM. .../-,
T/PET. .../-, T/OBS. .../-)

Limited documents for participants only, including:

Draft proposals and administrative documents
Draft report

Verbatim records of plenary meetings (symbol T/PV. ...):

Issued in mimeographed form for general distribution
Corrections issued in a single fascicle shortly after the end
of the session

Resolutions issued as Supplement No. 1 to the Official Records of the Trusteeship Council

Sessional Fascicle of the Official Records containing important documents
reissued as annexes

Reports under Article 83 of the Charter issued as special supplements to the Official Records of the Security Council

Annual reports issued as a supplement to the Official Records of the General Assembly (usually Supplement No. 4) until 1975

E. International Court of Justice

12. The International Court of Justice (ICJ) is the principal judicial organ of the United Nations. The jurisdiction of the Court covers all questions which States refer to it and all matters provided for in the Charter of the United Nations or in treaties or conventions in force.

Participation:

Fifteen judges, chosen on the basis of qualifications, not of nationality;
No two judges can be nationals of the same State;
Elected by the General Assembly and the Security Council for terms of nine years, with possibility of re-election.

Rules of procedure: Rules of Court of the International Court of Justice (I.C.J. Acts and Documents No. 2, ICJ publication, Sales No. 364)

Terms of reference: Statute of the Court, an integral part of the Charter of the United Nations

Reporting: usually annually to the General Assembly

Documents produced:

Acts and documents covering the organization of the Court

Bibliography of the International Court of Justice

Annual listing of such works and documents relating to the Court as have come to its attention during the previous year

Pleadings, Oral Arguments, Documents

Published after the termination of each case and containing documentation relating to the case in the original language

Reports of Judgements, Advisory Opinions and Orders

Each decision published as soon as given, in unbound fascicles
Analytical index published yearly
Collected editions for each year, with index, obtainable bound together in one volume

Yearbook

Account of the work of the Court during the year, its organization, biographies of judges, jurisdiction of the Court, including texts, functioning and practice, list of publications

Annual report to the General Assembly on activities, published as a supplement to the Official Records of the General Assembly

F. Secretariat of the United Nations

13. The Secretariat of the United Nations services the other principal organs (General Assembly, Security Council, Trusteeship Council, Economic and Social Council) and administers programmes and policies laid down by them.

Head: Secretary-General

Operation: prepares the sessions of the other organs

Documents produced:

Annual report of the Secretary-General on the work of the Organization, published as a supplement to the Official Records of the General Assembly (usually No. 1) and containing comments by the Secretary-General on the year's activity

Studies and reports prepared in response to requests by other organs (symbols in the ST/- series) and documents for all bodies issued in the name of the Secretary-General or the Secretariat

Public information material, e.g., Yearbook of the United Nations, United Nations Chronicle and other pamphlets and journals providing information to the public on United Nations activities

G. Special United Nations bodies

14. Secretariat units and other special United Nations bodies have been created in response to varying needs. Some of these are enumerated below (in alphabetical order of full names).

Secretariat units:

United Nations Conference on Trade and Development (UNCTAD)
United Nations Environment Programme (UNEP)
United Nations Industrial Development Organization (UNIDO) 4/

United Nations bodies:

Office of the United Nations Disaster Relief Co-ordinator (UNDRO)
Office of the United Nations High Commissioner for Refugees (UNHCR)
United Nations Children's Fund (UNICEF)
United Nations Development Programme (UNDP)
United Nations Fund for Population Activities (UNFPA)
United Nations Institute for Training and Research (UNITAR)
United Nations Relief and Works Agency for Palestine Refugees in the Near East (UNRWA)
United Nations Research Institute for Social Development (UNRISD)
United Nations Social Defence Research Institute (UNSDRI)
United Nations University (UNU)

4/ Under its resolution 34/96 of 13 December 1979, the General Assembly decided on transitional arrangements relating to the establishment of UNIDO as a specialized agency, subject to signature and ratification, acceptance or approval by States of the Constitution of UNIDO.

The information below applies to all special United Nations bodies.

Participation: varies according to the terms of reference

Rules of procedure: individual rules adopted by each body

Terms of reference: usually in the resolution establishing the body

Operation:

Usually have an executive body of limited membership, a secretariat, and often hold regularly a conference of the full membership; Financing may come partly from the United Nations budget, partly from additional contributions.

Reporting: report annually to the General Assembly or the Economic and Social Council according to the terms of reference

Documents produced:

UNCTAD, UNIDO and UNICEF publish indexes to their own documentation (see chap. VII below)

General documents (individual symbols for each body), including:

Agendas
Documents for discussion
Reports of subsidiary bodies

Limited documents, often for participants only:

Working documents required in the operation of the bodies
Draft proposals during the sessions
Information documents

Summary records of meetings when authorized

Annual reports to the General Assembly or the Economic and Social Council in accordance with the terms of reference:

Summaries of activities and sessions
Lists of documents issued
Texts of resolutions and decisions

Studies, newsletters, etc. on their topic of specialization issued by several of the bodies

Official Records issued by UNCTAD, including:

Sessional fascicles
Reports of subsidiary bodies
Summary records of meetings
Texts of resolutions and decisions

II. UNITED NATIONS DOCUMENTS

A. General

15. United Nations documents and publications are issued in mimeographed, offset or printed form. They are identified by symbol, sales code or Official Records designation.

B. United Nations publications

16. Yearbooks, major reports and studies, proceedings of conferences and of some seminars and symposia, the volumes of the United Nations Treaty Series and indexes to proceedings of the main United Nations organs are issued as sales publications. For convenience in research and identification, the sales code that is carried on the reverse of the title-page and on the back cover of each sales publication indicates the language of issue, the year of issue, the subject category (a Roman numeral, with in some cases a capital letter indicating a subdivision of the subject category) and the number of the individual title, e.g., E.80.II.C.1. The list of the subject categories is given below and in the latest issue of the catalogue "United Nations publications in print: Check list".

Category

I	General
II.A	Economics
II.B	Economic development (UNIDO publications)
II.C	World economy
II.D	Trade, finance and commerce (UNCTAD publications)
II.E	European economy
II.F	Asian economy
II.G	Latin American economy
II.H	Public administration
II.K	African economy
IV	Social questions
V	International law
VII	Political and Security Council affairs
VIII	Transport and communications
IX	Disarmament and atomic energy
X	International administration
XI	Narcotic drugs
XIII	Demography
XIV	Human rights
XV	UNITAR
XVI	Public finance and fiscal questions
XVII	International statistics

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

C. Official Records

18. The Official Records comprise the records of the meetings of the General Assembly and its Main Committees, of the Security Council, the Economic and Social Council, the Trusteeship Council, the International Law Commission and the Trade and Development Board of the United Nations Conference on Trade and Development, as well as the supplements and annexes to those records. Such sets have also been issued for the Human Rights Committee, under the International Covenant on Civil and Political Rights, and the meetings of the States Parties to the International Convention on the Elimination of All Forms of Racial Discrimination.

1. Meeting records

(a) Verbatim records

19. The records of plenary meetings of the General Assembly (A/session/PV. ...) are issued in printed fascicle form, each fascicle containing the records of a single meeting. These fascicles may also be bound together in one or more volumes depending on the number of meetings held during a session. At the end of each session, separate fascicles containing, respectively, a list of delegations and a check list of documents are issued. Records of meetings of the First Committee of the General Assembly (A/C.1/session/PV. ...) are issued only once in final form, subject to corrections issued in consolidated corrigenda covering a session in a sessional fascicle.

20. The verbatim records of the Security Council are issued in separate fascicles, one for each meeting.

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

(b) Summary records

22. The meeting records of the Main Committees of the General Assembly are issued once in final form in separate fascicles, one for each meeting. Substantive corrections are included in a sessional fascicle for each Committee issued shortly after the end of the session. These fascicles also contain, in addition to the table of contents of the meeting records, the items allocated to each Committee.

23. The meeting records of the Economic and Social Council are issued in bound volumes, by year, those of the Trade and Development Board of the United Nations Conference on Trade and Development, by session. These volumes contain the agenda for each session, a check list of documents pertaining to the session and the table of contents of the meeting records. Meeting records of sessional committees of the Economic and Social Council do not form part of the Official Records of the Council.

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

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

25. Summary records of meetings of the Industrial Development Board of the United Nations Industrial Development Organization are issued only once in final mimeographed form, subject to corrections issued in consolidated corrigenda covering a session.

2. Annexes

26. Annexes are compilations of documents by agenda item, issued as an adjunct to the meeting records of a session. Each agenda item fascicle contains a check list of documents pertaining to the item that are not reprinted in the fascicle. Annex fascicles are normally issued separately by agenda item. In the case of special sessions and emergency special sessions of the General Assembly, however, the meeting records and the annexes are combined in one volume. The annexes to the records of the Trusteeship Council are another exception; they appear in the Sessional Fascicle of the Council. The documents relating to sessions of the International Law Commission are reproduced in volume II of the Yearbook of the International Law Commission. No annexes for the Economic and Social Council records have been issued since the fifty-fifth session (1973).

3. Supplements

27. The supplements to the records of the General Assembly, the Economic and Social Council, the Trusteeship Council and the Trade and Development Board of the United Nations Conference on Trade and Development include the principal reports prepared for consideration at a session, such as the reports of subsidiary bodies, issued separately, and the volume of resolutions and decisions adopted at the session. They are numbered with Arabic numerals, starting each session at 1, except for the Economic and Social Council. Since 1978, the documentation for this body is issued on a yearly basis and the supplements start each year at 1.

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

D. Symbols of United Nations documents

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

mimeographed document carries the same symbol and date. For a list of symbols used, please refer to United Nations Document Series Symbols 1946-1977. 2/ New symbols as they appear are listed in UNDOC: Current Index, described in paragraph 83 below.

Leading elements

30. The series elements of the five 3/ principal United Nations organs are:

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

For an explanation of General Assembly document symbols since the thirty-first session and Economic and Social Council document symbols since 1978, see paragraphs 38 to 40 below.

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

- ACC/- Administrative Committee on Co-ordination
- AT/- United Nations Administrative Tribunal
- CCPR/- Human Rights Committee (under the International Covenant on Civil and Political Rights)
- CERD/- International Convention on the Elimination of All forms of Racial Discrimination
- DC/- Disarmament Commission
- DP/- United Nations Development Programme
- HS/- Commission on Human Settlement
- ID/- United Nations Industrial Development Organization
- TD/- United Nations Conference on Trade and Development
- UNEP/- United Nations Environment Programme
- UNITAR/- United Nations Institute for Training and Research

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

2/ ST/LIB/SER.B/5/Rev.3 (United Nations publication, Sales No. E.79.I.3).

3/ The sixth principal organ, the International Court of Justice, has a different system of documentation (see paras. 12, 53 and 54).

Secondary elements

(a) Elements denoting the subsidiary organ

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

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

Basic series of subsidiary organs are usually numbered in the order of their establishment or convocation.

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

(b) Elements denoting the nature of the document

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

-/CRP. ...	Conference room paper
-/INF/-	Information series
-/MIN. ...	Minutes
-/NGO/-	Documents containing communications from non-governmental organizations
-/PET/-	Petitions
-/PV. ...	Verbatim records of meetings (procès-verbaux)
-/RES/-	Mimeographed texts of adopted resolutions
-/RT/-	Record of testimony
-/SR. ...	Summary records of meetings
-/WP. ...	Working paper

Elements denoting modification of the text

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

-/Add. ...	Addendum	Addition of text to the main document
-/Amend. ...	Amendment	Alteration, by decision of the competent authority, of a portion of an adopted formal text
-/Corr. ...	Corrigendum	Modification of any specific part of an existing document to correct errors, revise wording or reorganize text, whether for substantive or technical reasons
-/Excerpt		Reissue of an excerpt from a document when only that portion is required
-/Rev. ...	Revision	New text superseding and replacing that of a previously issued document. Used when the document must be reissued in its entirety, whether for substantive or technical reasons. (This may be applied to any and all elements mentioned in this paragraph).
-/Summary		Summary of a report, prepared specifically to facilitate its consideration by an organ. Also used to provide a summary, in the working languages of an organ, of a technical paper issued in its entirety in the original language only.

Elements denoting distribution category

37. Distribution classifications are discussed in chapter III; there are two elements appearing with symbols which indicate a specific class of distribution:

-/L. ...	Limited
-/R. ...	Restricted

38. Since the thirty-first session of the General Assembly, 1976, documents have been numbered in separate series by session, and not consecutively as had been done through the thirtieth session. The symbols include the indication of the body concerned, and the session in Arabic numerals, and the final element gives the serial number within the particular series. For example, A/31/2 is the second in the series of general main documents for the General Assembly at its thirty-first session and A/C.5/31/L.22 is the twenty-second in the series of limited distribution documents for the Fifth Committee at that session. In the series of main general documents of the General Assembly, the first 50 numbers in the series are reserved for supplements to the Official Records of the General Assembly. Document A/31/2 is supplement 2 of the Official Records of the General Assembly, Thirty-first Session.

39. The numbering of meeting records is similar: the 1st plenary meeting of the thirty-first session of the General Assembly is so described and its record bears the symbol A/31/PV.1; the 10th meeting of the Second Committee at the same session is cited as A/C.2/31/SR.10. Resolutions are consecutively numbered for each session, thus the fifteenth resolution adopted at the thirty-first session would be

cited as resolution 31/15. Since the thirty-first session, decisions have also been identified by an Arabic numeral indicating the session in the same way as the resolutions. They are cited as follows:

- (a) Beginning with 31/301 for elections and appointments;
- (b) Beginning with 31/401 for other decisions.

40. Symbols for documents of Economic and Social Council sessions changed as of 1978. They are made up of the symbol for the parent body (E/) followed by the year the document was first submitted for consideration, followed by a sequential number (for the general series) or by the symbol for a sessional committee (C.1, C.2, etc.) Resolutions and decisions are numbered on a yearly basis, resolutions beginning each year with 1 and decisions beginning each year with 100. For example, resolution 1980/1, decision 1980/100, etc.). Following are some other examples of mimeographed document symbol series:

- (a) Council: E/1980/1, E/1980/L.1, E.1980/SR.1;
- (b) First Committee (economic): E/1980/C.1/1, E/1980/C.1/L.1, E/1980/C.1/SR.1;
- (c) Second Committee (social): E/1980/C.2/1, E/1980/C.2/L.1, E/1980/C.2/SR.1;
- (d) Third Committee (programme and co-ordination): E/1980/C.3/1, E/1980/C.3/L.1, E/1980/C.3/SR.1;
- (e) Information documents: E/1980/INF/1.

III. CATEGORIES OF DISTRIBUTION OF DOCUMENTS AND MEETING RECORDS

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

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

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

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

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

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

Provisional texts of documents and meeting records

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

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

Informal conference room and working papers

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

IV. PROCEDURE FOR OBTAINING UNITED NATIONS MATERIAL ISSUED AT HEADQUARTERS*

A. Official distribution

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

(a) Distribution at Headquarters: (i) permanent missions; (ii) permanent observers; (iii) press; (iv) Secretariat; (v) meetings servicing units; (vi) sales; (vii) stock; (viii) Library;

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

* For details on procedures to be followed by depository libraries, see Instructions for Depository Libraries receiving United Nations Material (ST/LIB/13/Rev.4).

47. Official recipients do not necessarily receive all documents. Distribution policies have been established by the United Nations Publications Board defining the entitlement of each category; these policies are indicated in the distribution chart attached to document ST/AI/189/Add.3/Rev.1. The entitlement of depository libraries has been set forth in document ST/LIB/13/Rev.4.

48. Recipients needing additional documents or wishing to claim items not received in the initial distribution should request them on form PS.10 from the Distribution Section, Publishing Service, Department of Conference Services, at Headquarters (see annex I) or on form PS.16 from other locations, (see annex II). A supply of these forms may be obtained from the Publishing Service.

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

B. Daily list of documents distributed

50. The daily list of documents distributed to official recipients at Headquarters only is compiled and issued by the Publishing Service. Its function is to enable recipients to check that they are receiving the documents in the series they have requested and to select other documents they may wish to order.

C. Availability of old mimeographed documents and Official Records

51. Mimeographed documents, including mimeographed meeting records, are normally available for two years after the original date of issue. Official Records (verbatim and summary records, annexes and supplements) are normally available for five years, with the exception of resolutions, which are kept in stock. It should be noted that all United Nations documents and Official Records, as well as microfiches of a selected number of items and microfilms for the period 1946 to 1968 in all languages of issue, may be consulted at the Reference Unit of the Dag Hammarskjöld Library, room L-201. Information on material available in microform is found in paragraphs 77 and 78 below.

D. Correspondence regarding distribution of documents

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

(a) From permanent missions and all organizations in the United Nations system, to:

Chief, Distribution Section

(b) From non-governmental organizations in consultative status with the Economic and Social Council, to:

Non-Governmental Organizations Section
Office of Secretariat Services for Economic and Social Matters

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

Non-Governmental Organizations Section
Department of Public Information

(d) From depository libraries, to:

The Director
Dag Hammarskjöld Library

(e) From all others, to:

United Nations Publications
Sales Section

E. Publications of the International Court of Justice

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

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

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

F. Documentation of organizations in the United Nations system

55. No documents or publications of the organizations in the United Nations system are distributed by the Secretariat of the United Nations. An extensive collection of them is maintained in the Dag Hammarskjöld Library, and selected titles are available for sale at the United Nations Bookshop, in room GA-32A, extension 7680. They are of course obtainable from the headquarters of each organization.

V. SUGGESTIONS FOR FILING AND MAINTENANCE OF DOCUMENTS

A. Documents bearing symbols

56. In a collection consisting of one copy of each document, it is advisable to file alphabetically by series symbol, then numerically by the individual document number. The publication United Nations Document Series Symbols 1946-1977 ^{1/} can be used as a guide. Where necessary, and if a second copy of each document is available, subject files may also be kept. (For current reference, agenda item files are practical.)

^{1/} ST/LIB/SER.B/5/Rev.3 (United Nations publication, Sales No. E.79.I.3).

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

Corrigenda, addenda, amendments, excerpts, summaries and revisions

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

Multiple symbols

59. A document that carries two or more series symbols can be filed with the series of the parent body, and a cross-reference placed in the series of the subsidiary organ to indicate where the document is filed. If the document is also a supplement to the Official Records, it can be filed with the Official Records and a cross-reference placed in each of the symbol series. Thus, document E/1980/13-E/CN.4/1408, the report of the Commission of Human Rights to the Economic and Social Council for 1980, should be filed as Supplement No. 3 to the Official Records of the Economic and Social Council, 1980. Cross-references filed in place of documents E/1980/13 and E/CN.4/1408 should thus read:

E/1980/13 (E/CN.4/1408)	See ESCOR, 1980, Suppl. No. 3
E/CN.4/1408 (E/1980/13)	See ESCOR, 1980, Suppl. No. 3

B. Sales publications

60. A recipient of sales publications may choose to arrange the collection by sales code, thus achieving a broad subject classification (see para. 16 above).

61. It may be more convenient to file recurrent publications, periodicals and volumes of the Treaty Series by title, within the appropriate sales code, after monographs filed by year, or in a separate title sequence.

C. Other documents

62. A simple classification scheme can be devised for publications carrying neither symbol nor sales code. Assistance in working out such a scheme can be provided by the staff of the Dag Hammarskjöld Library (see paragraph 105 below).

D. Official Records

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

General Assembly

64. The Official Records of the General Assembly can be arranged within each session in the following order:

List of delegations and check list of documents

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

Annexes by agenda item number (cross-reference to symbol)

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

Main Committee meeting records:

A/C.1/session/PV. ...	Sessional fascicle, followed by meeting fascicles by number
A/SPC/session/SR. ... or PV. ...	ditto
A/C.2/session/SR. ...	ditto
A/C.3/session/SR. ...	ditto
A/C.4/session/SR. ...	ditto
A/C.5/session/SR. ...	ditto
A/C.6/session/SR. ...	ditto

Supplements by number

65. The resolutions of the General Assembly are issued as a supplement to the Official Records of each session and may be kept separately as a series, all sessions together or filed with the supplements. Provisional mimeographed versions are issued individually in the A/RES/session/- series; these should be filed in their place in the symbol file and discarded when the supplement is issued.

66. Official Records of special and emergency special sessions can be filed after those of the regular sessions, at the end of the series.

Security Council

67. The Official Records of the Security Council can be arranged within each year as follows:

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

68. Security Council resolutions are issued individually in provisional mimeographed form in the series S/RES/-; they are then printed collectively by year and issued as a volume of the Official Records of the Security Council. When the printed volume is issued, the mimeographed documents can be discarded. The volumes may be kept separately as a series, all sessions together, or filed after special supplements, as mentioned in paragraph 67.

Economic and Social Council

69. The Official Records of the Economic and Social Council can be arranged within each session as follows:

(a) Up to the end of 1973:

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

(b) Beginning in 1974:

Sessional check list issued separately
Sessional volume 2/ [containing plenary meeting records, agenda and check list of documents]
Supplements by number (cross-reference to symbol)

70. The resolutions of the Economic and Social Council appear in printed form as Supplement No. 1 to the Official Records of each year. They may be kept separately as a series. All sessions together are filed with the supplements.

Trusteeship Council

71. The Official Records of the Trusteeship Council can be arranged within each session as follows:

Sessional fascicle
Meeting records (T/SR. ... or T/PV. ...) by number
Supplements by number (cross-reference to symbol)
Special supplements by number (cross-reference to symbol)

72. The resolutions of the Trusteeship Council, which are issued in provisional mimeographed form in the series T/RES/- appear in printed form as Supplement No. 1 to the Official Records of each session. They may be kept separately, as a series, all sessions together, or filed with the supplements.

2/ After the fifty-fifth session, no further Annexes to the Official Records of the Council have been issued.

United Nations Conference on Trade and Development

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

(a) The Conferences

Plenary meetings:

E/CONF.46/SR.1-36

First Conference

TD/SR.37-81

Second Conference

TD/SR.82- ...

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

Committee meetings:

TD/session (indicated in roman numerals)

-/C.1/SR. ...

-/C.2/SR. ...

-/C.3/SR. ...

-/C.4/SR. ...

-/C.5/SR. ...

-/C.6/SR. ...

beginning with the Third Conference

Printed proceedings

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

(b) Trade and Development Board

Within each session:

Meeting records

by bound volume

Annexes

by agenda item number (cross-reference to
symbol)

Supplements

by number (cross indexed by symbol)
[The resolutions and decisions appear
in Supplement No. 1.]

74. Where supplements to the Official Records are reports of subsidiary bodies, they may be sorted by body and kept separately in a chronological series.

Cross-references would then be required to indicate the filing location of these supplements. This arrangement is easier to use in research by subject. These annual reports could be filed with the symbol series for the particular body, either at the beginning or at the end of the series, e.g.:

(a) A/AC.109/-

All mimeographed documents

Annual reports of the Special Committee on the Situation with regard to the Implementation of the Declaration on the Granting of Independence to Colonial Countries and Peoples (supplements to the Official Records of the General Assembly)

(b) E/CN.4/-

All mimeographed documents

Annual reports of the Commission on Human Rights
(supplements to the Official Records of the Economic and Social Council)

VI. DOCUMENTATION IN MICROFORM

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

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

77. Sets of United Nations documents from 1947 up to 1968 have been recorded on microfilm. They are available for consultation at the Dag Hammarsköld Library. A 1/19 reduction rate was used on 16 mm unperforated safety film, providing approximately 1,800 document pages per reel.

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

United Nations Publications
Sales Section
New York, N.Y. 10017

VII. INDEXES PUBLISHED BY THE UNITED NATIONS

A. Recurrent general indexes

Indexes covering documentation issued from 1950 to 1973

79. Between 1950 and 1973, the Dag Hammarskjöld Library issued the United Nations Documents Index (UNDI) in the series ST/LIB/SER.E/-. From 1950 to 1962, the monthly publication contained a check list of documents issued by the United Nations, the International Court of Justice and the specialized agencies, with the exception of restricted documents and material intended for internal use. Also included was an index to these documents and a list of those issued in languages other than English. Each year, the monthly subject indexes were superseded by an annual cumulative index.

80. From 1963, the monthly issues covered only documents issued by the United Nations and the International Court of Justice and were superseded each year by a cumulative check list arranged by document symbol and cumulative index, in the series ST/LIB/SER.E/CUM. The cumulative index was issued in two parts, part 1 containing a consolidation of the monthly subject indexes, and part 2 containing consolidated lists, by symbol, of all documents and publications issued during the year showing languages of issue, of documents republished, of sales publications and of new document series symbols.

81. In a parallel operation, beginning in 1969, UNDEX: United Nations Documents Index was issued irregularly in two parts: Series A, Subject Index, and Series B, Country Index, in the series ST/LIB/SER.I/A. ... and ST/LIB/SER.I/B. ... These publications formed part of the United Nations Documents Information System (UNDIS) and are described in the next section.

Indexes covering documentation issued from 1974 to 1978

82. From 1974 to 1978 UNDEX: United Nations Documents Index replaced UNDI and was issued in three parts in the series ST/LIB/SER.1/-: Series A, Subject Index; Series B, Country Index, providing information on the participation of Member States in United Nations activities; and Series C, List of Documents Issued, containing bibliographic descriptions of all documents and publications of the United Nations, except restricted material and internal papers, and of publications of the International Court of Justice. This last series also contained information on language versions, series analysed for storage of information in computer files and series for which microfiches were produced. Series A and B, compiled by computer, covered a selection of documents issued and appeared in English, French, Russian and Spanish, 10 times a year, with annual cumulations for 1975 to the end of 1977. The annual cumulation for 1978 in English is under preparation. Series C was prepared by conventional methods and appeared in English and French 10 times a year. Each year, two issues listed the documentation of the following organs, thus:

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

Indexes covering documentation issued since 1979

83. Beginning in 1979, UNDOC: Current Index, series ST/LIB/SER.M/--, a product of the computer-based integrated on-line United Nations Bibliographic Information System (UNBIS), succeeded UNDEX Series A, B and C. The publication covers all United Nations documents except restricted materials, internal administrative circulars and items of similar nature, internal studies not intended for publication or dissemination, press releases and conference room papers. The publication is issued 10 times a year (monthly except July and August) with annual cumulations, and at present appears in English only. Each monthly issue comprises the following nine sections:

- (a) Check list of documents and publications, with full bibliographic description, arranged in alphanumeric order by series symbol and by session. Publications which do not bear a symbol are entered by title under the issuing body. Bibliographic entries are displayed according to the International Standard Bibliographic Description;
- (b) List of Official Records arranged by official record designator;
- (c) List of sales publications, arranged by sales number;
- (d) List of documents republished in the Official Records or elsewhere;
- (e) Language table of documents and publications indexed. The table contains language versions of documents and publications received by the Library and indexed;
- (f) Subject index, arranged alphabetically by subject statement, containing references to the subject matter of documents and publications listed in the check list. The symbols of the documents described are indented under each subject, followed by a brief annotation regarding author and/or content. For documents without a symbol, a reference is given to the page in the check list where the bibliographic description will be found;
- (g) Author index, arranged alphabetically by author. The subject statements describing the documents or parts of documents for which the author is responsible are indented under his name or the name of the body, and the document symbols are indented under the subject. For documents without a symbol or sales number, a reference is given to the appropriate page in the check list;
- (h) Title index, containing the distinctive title of documents and publications, arranged alphabetically. Each title is followed by its symbol or sales number, or a reference to the appropriate page in the check list where a bibliographic description will be found
- (i) List of new document series symbols.

The annual cumulations contain two additional sections.

- (j) List of current periodicals
- (k) List of maps.

B. Indexes to proceedings

Indexes to proceedings covering the period from 1946 to 1949

84. A series of Check Lists of United Nations Documents was planned for all documents issued by the organs of the United Nations between 1946 and 1949. The following is a list showing the sections which were issued in the series ST/LIB/SER.F/-. Each issue provides a short parliamentary history of the organ and tables of meeting records, in addition to a list of documents issued and a subject index.

Part I: Not issued

Part II: No. 1: Security Council, 1946-1949. 1953. (ST/LIB/SER.F/2; Sales No.: 53.I.3)

Part III: Atomic Energy Commission, 1946-1952. 1953. (ST/LIB/SER.F/3; Sales No. 53.I.16)

Part IV: No. 1: Trusteeship Council, 1947-1948, 1st and 2nd sessions. 1949. (ST/LIB/SER.F/4:1; Sales No.: 49.I.2)

No. 2: Trusteeship Council, 1949, 3rd session. 1949. (ST/LIB/SER.F/4:2; Sales No.: 49.I.5)

No. 3: Trusteeship Council, 1949, 4th and 5th, and 1st and 2nd special sessions. 1951. (ST/LIB/SER.F/4:3; Sales No.: 51.I.17)

Part V: No. 1: Economic and Social Council, 1946-1947, 1st to 5th sessions. 1949. (ST/LIB/SER.F/5:1; Sales No.: 49.I.4)

No. 2: Economic and Social Council, 1948, 6th and 7th sessions. 1951. (ST/LIB/SER.F/5:2; Sales No.: 51.I.27)

No. 3: Economic and Social Council, 1949, 8th and 9th sessions. 1952 (ST/LIB/SER.F/5:3; Sales No.: 52.I.4)

Part VI:A, No. 1: Economic and Employment Commission, 1947-1949, 1st to 4th sessions. 1952. (ST/LIB/SER.F/6A:1; Sales No.: 52.I.10)

B, No. 1: Transport and Communications Commission, 1946-1949, 1st to 3rd sessions. 1951. (ST/LIB/SER.F/6B:1; Sales No.: 51.I.18)

C, No. 1: Statistical Commission, 1947-1949, 1st to 4th sessions, including Statistical Commission (Nuclear), 1946; Sub-Commission on Statistical Sampling, 1st to 3rd sessions; UN World Statistical Congress, 1947; Regional Meeting of European Statisticians. 1949. 1951. (ST/LIB/SER.F/6C:1; Sales No. 51:I.19)

- D, No. 1:** Commission on Human Rights, 1947-1949, 1st to 5th sessions, including Commission on Human Rights (Nuclear), 1946; Sub-Commission on Freedom of Information and of the Press, 1st to 3rd sessions, Sub-Commission on Prevention of Discrimination and Protection of Minorities, 1st and 2nd sessions. 1952. (ST/LIB/SER.F/6D:1; Sales No.: 52.I.6)
- E, No. 1:** Social Commission, 1946-1949, 1st to 5th sessions, including Temporary Social Commission, 1946. 1951. (ST/LIB/SER.F/6E:1; Sales No.: 51.I.20)
- F, No. 1:** Commission on the Status of Women, 1947-1949, 1st to 3rd sessions, including Sub-Commission on the Status of Women, 1946. 1951. (ST/LIB/SER.F/6F:1; Sales No.: 51.I.21)
- G:** Not issued
- H, No. 1:** Fiscal Commission, 1947-1948, 1st session. 1949. (ST/LIB/SER.F/6H:1; Sales No.: 49.I.6)
- No. 2:** Fiscal Commission, 1949, 2nd and interim sessions. 1951. (ST/LIB/SER.F/6H:2; Sales No.: 51.I.22)
- I, No. 1:** Population Commission, 1947-1949, 1st to 4th sessions. 1951. (ST/LIB/SER.F/6I:1; Sales No.: 51.I.23)

Part VII:A: Not issued

- B, No. 1:** Economic Commission for Asia and the Far East, 1947-1949, 1st to 5th sessions. 1951. (ST/LIB/SER.F/7B:1; Sales No.: 51.I.26)
- C, No. 1:** Economic Commission for Latin America, 1948-1949, 1st to 2nd sessions. 1951. (ST/LIB/SER.F/7C:1; Sales No.: 51.I.28)

Part VIII: No. 1: United Nations International Children's Emergency Fund, and United Nations Appeal for Children, 1946-1949. 1953. (ST/LIB/SER.F/8:1; Sales No.: 53.I.5)

Part IX: Not issued

Indexes to proceedings since 1950

85. Since 1950, a series entitled Index to Proceedings has been issued in the series ST/LIB/SER.B/-. The issues provide a bibliographical guide to the proceedings and related documentation of sessions of four of the principal organs of the United Nations. They include the following:

(a) List of officers of the session;

(b) Information concerning the rules of procedure and the resolutions and decisions of the session;

(c) Check list of meetings;

(d) Agenda;

(e) Subject index listing, by topic, the documentation and action taken on the question during the session;

(f) Numerical list of documents, with information on their reissuance if any.

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

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

(b) Economic and Social Council (ST/LIB/SER.B/E. ...). Until the end of 1977, two issues per year, covering the two sessions of the Council. Organizational session indexes were included in the issue covering the Index to Proceedings of the spring session of the year and special and resumed session indexes were included in the issue covering the Index to Proceedings of the ordinary session of the year they were held. From 1978, one issue per year.

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

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

C. Special indexes

Indexes to resolutions

87. The indexes to resolutions in the series ST/LIB/SER.H/-, provide a cumulative guide to information contained in the resolutions adopted by United Nations organs and bodies. Thus far, the following have been issued, in English only:

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

No. 2: Index to Resolutions and Other Decisions of the United Nations Conference on Trade and Development and of the Trade and Development Board, 1964-1972

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

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

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

Cumulative indexes to the United Nations Treaty Series

90. The indexes to the Treaty Series are issued in English and French. Up to 1980 11 indexes, covering volumes 1 to 750, were published, each containing, for the volumes covered, the following:

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

91. In addition to the coverage in UNDI, UNDEX and UNDOC, some United Nations organs issue indexes of their own documentation, as follows.

Indexes to documents of the United Nations Conference on Trade and Development

92. In 1970 a Guide to Publications, 1969 was issued. Supplements have been issued annually to this Guide from 1970 on in the series TAD/INF/PUB/-. These list, by subject, symbols and other reference numbers and titles of main reports and studies issued by UNCTAD. The Guide is in three sections: English, French and Spanish.

93. Since 1978, a Daily List of UNCTAD Documents Distributed at the Palais des Nations has been issued in Geneva. The list is by symbol, with indication of a short title and languages of issue.

Indexes to documents of the United Nations Industrial Development Organization

94. UNIDO issues monthly lists of documents and publications in the series ID/SER.G/1-.... These are superseded by a cumulation, brought up to date annually, which lists major printed publications, documents of the Industrial Development Board, of meetings of expert working groups, workshops and seminars, and information series.

95. Entries in the cumulation are by symbols and provide sales numbers and titles, as well as languages of issue. The cumulations contain a subject index to major studies and reports, conferences and other meetings. There is also a list of sales publications indexed in the issue.

96. The UNIDO Industrial Information System issues Industrial Development Abstracts (UNIDO/LIB/SER.B/1-...) which is intended as a specialized guide to documentation on industrialization in developing countries and to supplement the indexes available from the various United Nations bodies and specialized agencies. The following material is indexed in the Abstracts: printed publications, such as major studies and reports, publications in series and selected articles from the reports and proceedings of expert working groups, workshops and seminars, internal studies public information series and reports related to technical assistance.

97. Each issue contains approximately 100 entries (bibliographical abstracts) and consists of three parts: an author index, a subject index and a list by title. The abstracts are printed in sequence according to the access number and include full bibliographical information, plus languages of issue.

98. Cumulations of abstracts have been issued from access numbers 1 to 2600 and 2601 to 5000. Cumulative indexes exist covering items 1 to 5000.

Indexes to documents of the United Nations Children's Fund

99. UNICEF documents from 1946 to 1949 were covered in the Check List of United Nations Documents, Part VIII (ST/LIB/SER.F/8:1; Sales No.: 53.I.5). Two subsequent indexes have been issued: Geographical Index to UNICEF Documents 1946-1972 (E/ICEF/INDEX/2, 1974), which lists under geographical regions and countries, symbols of documents with broad subject and date of issue, and Index to UNICEF Documents, Vol 1, 1946-1963, Vol. II, 1963-1970 (E/ICEF/INDEX/1 and Add.1), which lists all formal documents issued by UNICEF headquarters, by numerical series symbol, indicating author, description, date and language of issue.

100. Documents issued subsequent to these indexes are indexed periodically in loose-leaf form at the close of each Executive Board session.

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

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

102. The following material can be discarded:

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

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

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

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

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

(f) Mimeographed documents of the International Law Commission, series A/CN.4/- and A/CN.4/SR. ... that are subsequently reproduced in the Yearbook of the International Law Commission (A/CN.4/SER.A/-), and other series reissued in a more permanent form (sales publications).

IX. SERVICES OFFERED BY THE DAG HAMMARSKJÖLD LIBRARY

Reference service

103. Reference librarians in the Woodrow Wilson Reading Room (L-201) assist readers to locate materials and provide reference and bibliographical services. Telephone inquiries should be made to 754-7412.

Copying service

104. Copies of documents needed for official purposes are available through the Collection Maintenance and Circulation Section (room L-260) at a nominal charge.

Advice and assistance

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

The Director
Dag Hammarskjöld Library
United Nations
New York, N.Y. 10017

X. USE OF UNITED NATIONS DOCUMENTS FOR RESEARCH PURPOSES

106. In using United Nations documents for research, it is advisable to proceed from the highest organ to the lowest subsidiary body, from the general to the specific and from current to retrospective. The following steps may provide guidance in a subject search.

(a) A general manual should be consulted for the background of a topic. For an approach by subject, Everyone's United Nations should be used (see chap. I, para. 1). ^{1/}

(b) Having determined a time period in step (a), the Yearbook of the United Nations of the relevant year(s) should be consulted for summaries of action on a question and for selected documentary references.

(c) For comprehensive documentary references, there are two approaches:

(i) If the topic is one obviously discussed by the General Assembly, the Security Council, the Economic and Social Council or the Trusteeship Council, the relevant Index to Proceedings should be consulted (see chap. VII);

(ii) If the topic is more general, UNDOC, UNDEX, UNDI or Check List (see chap. VII) subject indexes of the appropriate year should be consulted.

(d) The documentary references obtained should be sifted to determine the organ and subsidiary organs that have most specifically treated the substantive aspects of the topic and the developments and action taken should be followed

^{1/} An approach by organ is available through a publication issued annually by the New Zealand Ministry of Foreign Affairs, Wellington, entitled United Nations Handbook (ISSN 0110-1951).

through the periodic reports of the organ(s) so identified. The "List of documents" considered by an organ is often appended to its periodic reports. This may be used to identify reports and papers on even more specific aspects of a question.

(e) Current developments may be followed in the latest issues of UNDOC, in the United Nations Chronicle and in the daily papers.

107. An awareness and understanding of the construction of United Nations sales numbers and symbols, as explained in chapter II will provide the most efficient use of the documentary references available. It is especially important to recognize that "SR" or "PV" in a symbol indicates that it is the record of a debate and will contain, either summarized or in full, statements or speeches made by participants in meetings, and will not contain texts of resolutions or of reports. Symbols containing "L" before the final sequential number may be recognized as identifying documents containing texts of draft resolutions and decisions, among other administrative documents for limited distribution to participants in meetings. Reports and studies will have symbols consisting of the main and subsidiary elements identifying issuing bodies, followed only by a sequential number. It is thus possible to sort and choose the principal documents for search.

108. Certain documents, particularly those of the General Assembly, are reissued in Official Records, as described in chapter II. In libraries receiving only "printed publications" this may be the only material available. Annexes, debates and supplements can provide substantial information on a topic.

109. The United Nations publishes a series of yearbooks, statistical as well as narrative. These are all issued as publications with a sales number, and appear in the catalogue "United Nations publications in print". The appropriate subject category (as explained in chap. II) will be listed in the most recent catalogue and will give documentary references to these yearbooks. It will also list major studies and reports on the subjects published by the United Nations. The United Nations Headquarters Library has issued a guide, United Nations Sales Publications 1972-1977: Cumulative list with indexes 2/ which contains a list by sales number with indexes giving access by subject, title, author and United Nations document symbols, for the years indicated.

110. Information on methodology in certain subject areas such as statistics and demography can often be found in the documentation for the functional commissions of the Economic and Social Council (see list in chap. I, para. 10). The lists of documents usually included in the periodic reports of the bodies should be checked.

111. UNCTAD, UNEP and UNIDO issue documents on many subjects. Awareness of the subject dealt with in committees and other subsidiary bodies of these units will provide access to such documentation in studies, periodic reports and other publications. Research may start in the unit's annual report found in the supplements to the Official Records of the General Assembly.

112. Once the documents have been received, further references will be found in the text and foot-notes. More detailed information on using United Nations material in research can be found in works listed in the bibliography at the end of this guide.

2/ ST/LIB/SER.B/27 (United Nations publication, Sales No. E.78.I.10).

Annex I

REQUEST FOR DOCUMENTS

	LINE ITEMS	No. DOCUMENTS	SUBMIT IN DUPLICATE
TO: DISTRIBUTION SECTION, PUBLISHING SERVICE		DELEGATION REQUESTS TO: ROOM 1B-80 Ext. 7373	
		DEPARTMENT REQUESTS TO: ROOM 1E-44 Ext. 7367	
Date wanted:	Delegation or Department:	Location / Room:	
Will call:	Requestor:	Ext.:	Date:

Item	QUANT.	LANG.	LIST EACH DOCUMENT SEPARATELY	SEE CODE BELOW	REMARKS (For Use of Publishing Service)
1					
2					
3					
4					
5					
6					
7					
8					
9					

- | | | | |
|-------------------------------------|---|------------------------------------|---|
| A. Restricted/Limited | D. Superseded, see remarks | I. Not a U.N. document | M. "Provisional" - available to participants only |
| B. Out of print/stock | E. Appears in Official Records, see remarks | J. Not issued | N. Please Clarify Request |
| C. Will be forwarded when available | F. Will appear in future Official Records | K. Advance distribution only | P. Not Distributed From Headquarters |
| | | L. Reference copies available only | |

Notes

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

Annex II*

P.S. 16 (3-68)		REQUEST FOR DOCUMENTS				SUBMIT IN QUADRUPPLICATE	
TO: DISTRIBUTION SECTION, PUBLISHING SERVICE B-44							
NO.		LINE ITEMS			NO. DOCUMENTS		
ADDRESS FOR DELIVERY: University Library University of Bombay K.B. Patil Marg Fort - Bombay 400 023 India DL-212		DATE WANTED	DELEGATION OR DEPARTMENT			LOCATION/ROOM	
		WILL CALL	REQUESTOR			DATE	
		SEND VIA	APPROVED	PKGS. NOS.	BY	VIA	DISPATCHED
		EXT.					
Item	QUANT.	LANG.	LIST EACH DOCUMENT SEPARATELY			SEE CODE BELOW	REMARKS (For Use of Publishing Service)
1	1	E	A/35/243				
2	1	E	A/C.5/35/1				
3	1	E	E/1980/33				
4	1	E	GAOR, 34th sess., 3rd Cttee, Sessional Fascicle				
5	1	E	S/INF.31				
6	1	E	T/177				
7	1	E	GAOR, 33rd sess., A/C.1/33/PV.15				
8	1	E	U.N. Chronicle, vol. XIV, No. 2				
9	1	E/F	United Nations Treaty Series, Vol. 830				
10	1	E	E.79.1.3				
11	1	E/F	E/F.75.XVIII.12				
12	1	E	GAOR, 33rd sess. Annexes, a.i. 2				
13	1	E	ESCOR, 1980, Suppl. No. 2				
14	1	E	SCOR, 34th year, Special Suppl. No. 1				
15	1	E	TCOR, 43rd sess. Suppl. No. 1				
16	1	E	TDOR, 15th sess. Annexes, Prefatory fascicle				
17	1	E	GACR, 31st sess. Plenary verbatim (Bound volume)				
18							
19	25	E	PS.16 form "Request for Documents"				
20							
A. Restricted/Limited B. Out of print/stock C. Will be forwarded when available		D. Superseded, see remarks E. Appears in Official Record, see remarks F. Will appear in future Official Records		I. Not a U.N. document J. Not issued K. Advance distribution only L. Reference copies available only		M. "Provisional" - available to participants only N. Please Clarify Request P. Not distributed from Hq.	
Shipment or mailing of the above is approved: via <input type="checkbox"/> Air* <input type="checkbox"/> Surface <input type="checkbox"/> An. list. *Certifying Officer: _____ Approving Officer: _____							
FOR USE OF MAIL OR SHIPPING UNIT							
WEIGHT	COST	DATE DISPATCHED	VIA (MODE OF DISPATCH)	ALLOTMENT CHARGED			
NO. LABELS _____							
Date: _____				Mail or Shipping Officer: _____			

* See annex I for notes on filling information.

SELECTED BIBLIOGRAPHY OF GUIDES TO UNITED NATIONS DOCUMENTATION

Brimmer, B. et al. A guide to the use of United Nations documents (including reference to the specialized agencies and special United Nations bodies). Dobbs Ferry, N.Y., Oceana Publications, Inc., 1962, xv, 272 p.

In two parts: Part I, methods and problems of research, is a clear explanation and is still of value in a United Nations collection. Part II, tools and guides, is now out of date. Material on specialized agencies is also included.

Evans, Luther H. and Vambery, Joseph T. Documents and publications of contemporary international governmental organizations. Law Library Journal, Vol. 64, No. 3, August 1971, pp. 338-362.

Contains information on structure, functions and system of documentation. Also gives a suggestion for a special classification scheme for intergovernmental documents.

Fetzer, Mary K. United Nations documents and publications: a research guide. New Brunswick, N.J., Rutgers University Graduate School of Library Service, 1978. iv, 61 p. (Its: Occasional papers No. 76-5)

A concise practical volume dealing with types of publications and special United Nations processes such as voting, adoption of resolutions and debates, in addition to research problems. Concrete examples are used.

Finley, Blanche. The structure of the United Nations General Assembly: its committees, commissions and other organisms 1946-1973. Dobbs Ferry, N.Y., Oceana Publications, Inc., 1977. 3 V.

Subsidiary organs of the General Assembly are described historically, including details on terms of reference, membership and action taken. Document series symbols are provided for reference.

Goehlert, Robert and Shabaan, Marian. United Nations documents and bibliographical references. A guide. News for teachers of political science, Washington, D.C., American Political Science Association, Winter 1980, No. 24, pp. 12-17.

A short guide containing an introduction to the bibliographic reference tools, information on the structure of the United Nations system, types of publication, lists of bibliographic guides, reference tools for the study of the United Nations itself, United Nations periodicals and serials, selected statistical series, external journals and indexes covering United Nations activities or documents.

Hajnal, Peter I. Guide to United Nations organization, documentation and publishing for students, researchers, librarians. Dobbs Ferry, N.Y., Oceana Publications, Inc., 1978. xxx, 450 p.

Contains details on structure and functions of the United Nations organs; types of documents; use, acquisition and organization of materials; annotated bibliography of works by and about the United Nations. A separate section is provided for material of the specialized agencies.

New Zealand. Ministry of Foreign Affairs. United Nations Handbook, 1961- .
Wellington, 1961-

Annual publication giving detailed establishment and membership information for organs of the United Nations system, including the specialized agencies.

Sources, organization, utilization of international documents; proceedings of the International Symposium on the Documentation of the United Nations and Other Intergovernmental Organizations, 21-23 Aug., Geneva, 1972. The Hague, International Federation for Documentation, 1974. 586 p. (Its: FID publication 506)

A series of papers on acquisition, organization and reference work on the documents of intergovernmental organizations presented to the Symposium. Many contain experiences of the authors and can be useful to other librarians. Title and some of the text is in French. A second symposium was held in Brussels in 1980; Proceedings are being prepared for publication.

United Nations Association of the United States of America. Reference guide to the United Nations. New York, 1978-

Contains loose-leaf pages on United Nations organs giving brief information on the headquarters, members, budget, staff size, role in the United Nations system, organization and subsidiary organs. Annual supplements.

Winton, Harry N. M. Publications of the United Nations system. A reference guide. New York, R. R. Bowker Co./UNIPUB, Inc., 1972. xi, 202 p.

Covers basic information on structure and functions of each of the organizations in the United Nations system. The bulk of the work is a subject guide to their reference publications and periodicals.

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