

UNITED NATIONS

SECRETARIAT

ST/AI/189/Add.13/Rev.1  
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## ADMINISTRATIVE INSTRUCTION

To: Members of the staff

Subject: REGULATIONS FOR THE CONTROL AND LIMITATION OF DOCUMENTATION

Addendum

## REISSUE OF OUT-OF-STOCK MATERIAL

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

Documents, meeting records and Official Records

2. All requests for rerolls of documents, meeting records and Official Records should be addressed to the Distribution Section of the Publishing Service, Department of Conference Services, and should contain full justification, bearing in mind the points made in paragraph 1 above. Those requests that are indicated by the appropriate office to relate specifically to provision of background documentation necessary for the consideration of items on the agenda of an organ or subsidiary body of the United Nations will, after such examination as is called for, be processed by the Distribution Section; other requests will be referred to Documents Control for appropriate action.

Publications

3. After completion of the initial distribution, the Distribution Section of the Publishing Service makes further free distribution on request, as appropriate, subject to the availability of stock. 1/

1/ For details, see ST/AI/189/Add.5.

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

(a) The original date of publication, in order to avoid reissuing material that is out of date and, in those cases where it is both desirable and feasible, to ensure that the information is updated;

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

(c) The availability of internal reproduction capacity;

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

#### Financing of reprints and rerolls

5. Reprints of publications are charged to the requesting services as follows:

(a) Reprints requested for sales purposes are charged to the budget appropriation allocated to the Sales Section for its annual programme of reprints;

(b) When the reprint appropriation of the Sales Section is exhausted, that Section may be authorized, with the approval of the Publications Board, to charge the cost of the reprint to the relevant income section of the budget;

(c) Reprints requested primarily for departmental use are charged to the departmental operation, in the first instance to an amount allocated for that purpose proportionately to the total value of the work done in previous years to issue reprints and, if that amount is exhausted, to the departmental appropriation for printing;

(d) When reprints are required both for sales and departmental distribution, charges will be made to the two accounts on a unit cost basis;

(e) When a reprint is requested for use at a meeting, conference or seminar for which separate budgetary provision has been made, the cost of the reprint will be charged to that provision.

6. The costs of rerolls of documents, meeting records and Official Records other than those processed by the Distribution Section (see paragraph 2 above) shall be charged to departmental accounts <sup>2/</sup> or to separate budgetary provisions in the same manner as set out in paragraphs 5, (c) and 5 (e) above, respectively, relating to reprints of publications. Subject to availability of internal reproduction capacity, rerolls may be made, on a reimbursable basis, for individual delegations.

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<sup>2/</sup> During the biennium 1974-1975, charges to departmental accounts shall be kept on a memorandum basis and communicated periodically to the Budget Division.