

I. CATEGORIES OF DISTRIBUTION OF DOCUMENTS AND MEETING RECORDS

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 is described below.

(a) The designation GENERAL is used on basic documents and meeting records in which there is a wide and continuing interest, in particular the basic documentation for consideration at sessions of the main organs of the United Nations and the major subsidiary bodies. It includes agenda, studies and reports, communications from Governments and the text of adopted resolutions and other decisions of some main organs. Such documents are given wide distribution among delegations, Governments, the Secretariat, non-governmental organizations, the press and depository libraries. They are given the widest distribution appropriate to the body concerned. The texts of documents issued in the GENERAL series should not be included in, or annexed to, subsequent documents, since they are readily available.

(b) The designation LIMITED is used on documents of an ephemeral 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 such 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, 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 in the symbol.

(c) The designation RESTRICTED is used on documents and meeting records the content of which is such at the time of issuance that they should 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. They may later be derestricted in accordance with precepts laid down by the Publications Board (see article H 5). Documents bearing a restricted symbol may not normally be rerolled and given further distribution.

Staff members who are responsible for submitting documents for processing and distribution should endeavour to assign them to a category of distribution that will be as economical as is consistent with the purpose of the documents.

The distribution category is indicated in the symbol block in the masthead, in the following forms:

<u>English</u>	<u>French</u>	<u>Spanish</u>
Distr. GENERAL	Distr. GENERALE	Distr. GENERAL
Distr. LIMITED	Distr. LIMITEE	Distr. LIMITADA
Distr. RESTRICTED	Distr. RESTREINTE	Distr. RESERVADA

The distribution category may be suggested by the office submitting the manuscript; it is, however, the responsibility of the Documents Control Section, Department of Conference Services, to assign an appropriate category in accordance with the established policy and in consultation with the submitting office.

II. PROVISIONAL TEXTS OF DOCUMENTS AND MEETING RECORDS

Documents the text of which is of a provisional nature are issued first in a limited press run. Such documents include unrevised translations circulated in the course of a meeting and certain meeting records that will later be issued in corrected form. They bear the word "PROVISIONAL" (French: PROVISoire; Spanish: PROVISIONAL) above the document symbol. In bodies with limited membership provisional documents may also bear the indication "FOR PARTICIPANTS ONLY".

III. INFORMAL CONFERENCE ROOM AND WORKING PAPERS

Conference room papers and working papers, identified by the letters "CRP" or "WP" before the serial number in the symbol, are not official documents but informal papers, in one or more languages, considered to be of concern primarily to the members of an organ. They are not therefore, issued as documents in one of the categories specified in chapter II above, and it is the responsibility of the secretariat of the organ concerned to see to their distribution to the members of the organ.