PRESENT FILES FOR DOCUMENTATION

A ORGANIZATIONS

'Sacs archives'
old data not for publication; includes correspondence, old Yearbook proofs and manuscript, statutes, national branches; meeting reports are being transferred here.
3,000 containing 20,000 documents
50-100 per month input of documents
5-10 per month recall of sacs
25 per month new sacs archives

'Dossiers suspendu'
current data relevant to publications
2,500 containing 15,000 documents
1,000-5,000 per month input of documents
50-100 per month recall of dossiers for reference
25 per month new dossiers suspendu

'Demi dossiers' and Buff folders
data on organizations prior to confirmation of acceptance for Yearbook rejected 'international' organizations
3,500 containing 18,000 documents
150-450 per month documents input
50-150 per month dossiers created
25 per month reduction to Yearbook of dossiers

File or Index Order
Eng. title order
YB is index

Current Yearbook of International Organizations (every 2 years) and Supplements (quarterly)
current published data on organization

Eng. title order
Eng. keyword
Fr. keyword
Fr. title order
HQ geographical location

2,500 entries on organizations
5,000 names of persons indexed
15,000 keyword index entries
5,000 initials indexed

changes:
25 per month new organizations
2-10 per month changes of title
20-100 per month changes of address
30-80 per month new person names (or replacements)
60 per month new keywords
B MEETINGS

Old meetings (card files) not of interest for bibliographies
10,000 cards back to 1950

Past meetings (card files) check for bibliographies/YB
1960/1967 (14,000 cards)
30 per month input of new
2,000 per year of published

Future meetings (card files) publication in Annual
Calendar; 2,000 cards

Unlisted meetings/changes (temporary card file)
preparation of monthly Calendar
Supplement
0-200 cards incl. changes

Calendar plus Supplements (monthly)
current printed/listed
meetings
2,000 entries
2,500 index entries
2,000 geographical entries
Supplements: 200 per month entries

C BIBLIOGRAPHIES

Old reports (entry slip files by year) not for further
publication
4,500 slips
1,000 per year addition

Yearbook of Congress Proceedings Reports (slips)
for listing in annual bibliographies
8,000 entries
100 per month additions

Bibliographical Current List (entry slips)
for listing in monthly bibliography
130 per month

Exhibit 3
Eng. keyword
Eng. title
Chronological

Eng. keyword
Eng. organiz.
Chronological

Eng. keyword
Eng. organiz.
Chronological

Eng. keyword
Eng. organiz.
Geographic
location

Eng. keyword
Eng. title
Chronological

Eng. keyword
Eng. title
Chronological
D  MEETING REPORTS

Listed Reports  already processed and kept for reference only
15,000 reports
80 per month input
0–5 per month recall

Unlisted Reports  unfiled except for breakdown into Annual Bibliography and Supplement - prior to processing
50–200 reports
80 per month processed

E  REFERENCE AND STUDY DOCUMENTS

books on theory and practice, reference works, directories, address lists, etc.
3,000
20–50 per month input
10–30 per month recall