

EXHIBIT 3

PRESENT FILES FOR DOCUMENTATION

A ORGANIZATIONS

File or Index Order

'Sacs archives' old data not for publication; includes correspondence, old Yearbook proofs and manuscript, statutes, national branches; meeting reports are being transferred here.

Eng. title order
YB is index

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

Eng. title order
YB is index

'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

Eng. keyword
card index

Current Yearbook of International Organizations (every 2 years) and Supplements (quarterly)

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

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

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

<u>Old meetings</u> (card files) not of interest for bibliographies 10,000 cards back to 1950	Eng. keyword Chronological
<u>Past meetings</u> (card files) check for bibliographies/YB 1960/1967 (14,000 cards) 30 per month input of new 2,000 per year of published	Eng. keyword Eng. organiz. Chronological
<u>Future meetings</u> (card files) publication in Annual Calendar; 2,000 cards	Eng. keyword Eng. organiz. Chronological
<u>Unlisted meetings/changes</u> (temporary card file) preparation of monthly Calendar Supplement 0-200 cards incl. changes	Eng. keyword Eng. organiz. Chronological
<u>Calendar plus Supplements</u> (monthly) current printed/listed meetings 2,000 entries 2,500 index entries 2,000 geographical entries Supplements: 200 per month entries	Eng. keyword Eng. organiz. Chronological Geographic location

C BIBLIOGRAPHIES

<u>Old reports</u> (entry slip files by year) not for further publication 4,500 slips 1,000 per year addition	Eng. keyword Chronological Eng. title
<u>Yearbook of Congress Proceedings Reports</u> (slips) for listing in annual bib- liographies 8,000 entries 100 per month additions	Eng. keyword Eng. title Chronological
<u>Bibliographical Current List</u> (entry slips) for listing in monthly bib- liography 130 per month	Eng. keyword Eng. title Chronological

Exhibit 3

D MEETING REPORTS

Listed Reports

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

Chronological
Locate via pub-
lished biblio-
graphies

Unlisted Reports

unfiled except for breakdown
into Annual Bibliography
and Supplement - prior to pro-
cessing
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