



SECRETARY-GENERAL'S BULLETIN

To: Members of the staff

Subject: PRESERVATION AND DISPOSITION OF GIFTS AND HISTORICAL ITEMS

1. The purpose of this bulletin is to establish responsibility for the disposition, preservation and use or display of articles and items
 - (a) Of historical significance originating from the work of the United Nations or accepted on behalf of the United Nations (examples would be gavels, pen sets, original flag designs, commemorative scrolls);
 - (b) Received as gifts by the United Nations or by the Secretary-General in his official capacity, except for donations or grants of funds;
 - (c) In the nature of gifts or awards accepted by staff members (if so authorized under the terms of regulation 1.6 of the Staff Regulations of the United Nations) in recognition of performance or achievement in work related to the United Nations, when such gifts or awards are required to be transferred to the custody of the United Nations.
2. Articles and items of the kinds described in 1 (a) and 1 (c) above shall be referred to the Assistant Secretary-General, Office of General Services, who is responsible, in consultation with the Chef de Cabinet and other officials as appropriate, for determining and recording their acceptance or other disposition and for making proper arrangements for their use, display and preservation.
3. Gifts to the United Nations or to the Secretary-General in his official capacity as described in 1 (b) above will normally be received and recorded in the first instance by the Purchase and Transportation Service and their

disposition decided by the Assistant Secretary-General, Office of General Services, in consultation with the Chef de Cabinet and other officials as appropriate.

4. Gifts and awards to staff members referred to in paragraph 2 (c) may be returned to staff members upon their separation from service with the United Nations on the authority of the Assistant Secretary-General, Office of General Services, in consultation with the Director of Personnel.

5. The Archives Section, Communications, Archives and Records Service, is responsible for the custody and preservation of such articles and items as are transferred to it and for acknowledging their receipt in writing to the office or staff member transferring them.

6. Articles and items (including archival or documentary materials) in the custody of the Archives Section may be loaned for display or exhibit for educational, informational or decorative purposes in United Nations premises at Headquarters or elsewhere on the authority of the Assistant Secretary-General, Office of General Services, in consultation with the Offices of the Secretary-General and, as appropriate, the Assistant Secretary-General, Office of Public Information. No items shall be loaned for display or exhibit outside United Nations premises without the approval of the Secretary-General.

7. This bulletin supersedes and replaces SGB/63/Rev.1/Add.1, dated 15 March 1949.

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Secretary-General
