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EOSG

Note to the Secretary-General

Secretary-General's Papers project

Scanning

I am pleased to inform you that the scanning of the documents from your ten-year term is proceeding very well. The expected date of completion, however, will be end of January rather than December, due to the fact that the actual number of documents is approaching 700,000 rather than the initial estimate of 400,000 pages.

The quality of the scanning is reported to be very good, and the documents will be word-searchable.

Classification

As mentioned in my earlier note to you of 10 November, the second phase of the project involves classifying your papers to determine what can be released in the public domain, and making such documents available on a special UN website by the summer of 2007. The Archives and Records Management Service (ARMS) had prepared a project proposal that I submitted to the UN Foundation to finance the hiring of consultants and staff, at a total cost of \$99,000. Kathy Bushkin has informed me that the UNF could provide \$65,000. **I would propose that you authorize an additional \$35,000 from the Secretary-General's Trust Fund for Special Projects, in order to allow this project to proceed without delay.**

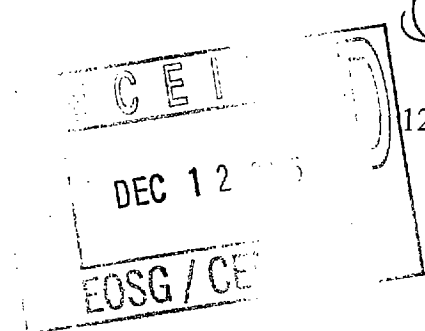
For your information, I am attaching the new draft SGB on Information Sensitivity, Classification and Handling, which will guide the classification of your papers. It has been consulted with the department of Management and the Office of Legal Affairs, and should be issued very soon.

Videos

I had previously passed to you and Mrs. Annan a list of videos, and you had selected the ones you wanted digitized and included on a DVD. There are additional videos that were not included in the initial inventory, which I am now attaching (listings #70 – 134). **I would appreciate it if you could indicate on the attached list of additional videos the ones that you would like to have copies of.**

Thank you.

Alicia Bárcena
12 December 2006



052	2005 Harvard 353rd Commencement- Afternoon Exercises	Harvard University Commencement Video	10/6/2004	X-SG Collection	TV Coverage	VHS	English	NTSC	138' 25"	
053	Selected Television Coverage- John F. Kennedy- Profile in Courage Award	John F. Kennedy Library Foundation	5/6/2002	X-SG Collection	News	VHS	English	NTSC	47' 55"	
054	Finland's TV with Elisabeth Reba in Bosnia- Herzegovina	?	?	X-SG Collection	News	VHS	Finnish	NTSC	23"	
055	Secretary General Kofi Annan's Arrival in Lome- The Extraordinary Summit of the Organization of African Units (OUA)	Videlec Video France	?	X-SG Collection	TV Coverage	VHS	French	PAL?	32' 18"	
056	Sesame Workshop Gala 2003- 8 Minute cutdown	Sesame Workshop	25/6/2003	X-SG Collection	TV Programme Show	VHS	English	NTSC	8' 10"	
057	Press Conference with Kofi Annan & Elmo	Sesame Workshop	7/12/2001	X-SG Collection	TV Coverage	VHS	English	NTSC	7' 20"	
058	Sesame Street Celebrity Promo's- Promo & Pledge	Sesame Workshop	10/12/2003	X-SG Collection	TV Programme Show	VHS	English	NTSC	1' 20"	There are several takes of the same footage
059	Sesame street Segment- "Mr. Kofi Annan Helps Out"	Sesame Workshop	10/10/2001	X-SG Collection	TV Programme Show	VHS	English	NTSC	2' 36"	
060	Secretary General's Address at the Senate, Rome	UNTV	5/4/2000	SG Collection	Address	VHS	English & Italian	NTSC	60' 33"	
061	UN Secretary General Kofi Annan- Windhoek Namibia	UNTV	22/3/1997	SG Collection	TV Coverage	VHS	English	NTSC	38' 15"	Tape has some problems
062	Kofi Annan at the Noble Peace Prize Award, 2001	Gigahertz, SWR	15/10/2001	X-SG Collection	Documentary	VHS	Germany & English	NTSC	28'	
063	Kofi Annan- Center of the Storm	David Grubin Productions, WNET New York, PBS	00/00/2003?	X-SG Collection	Documentary	VHS	English	NTSC	90'	
064	The International Conference on Reconstruction Assistance to Afghanistan	NHK	21-22/1/2002	X-SG Collection	TV Coverage	VHS	English	NTSC	16'	
065	Nobels Fredspris (2000)	NRK	00/00/2000	X-SG Collection	TV Coverage	VHS	Norwegian, Korean	PAL	81'	
066	28th Convocation Ceremony and Mr. Kofi Annan	ABU	?	X-SG Collection	TV Coverage	VHS	English	PAL	85'	No images of UNSG in this tape
067	Convocation Lecture by Professor Furwa	ABU	?	X-SG Collection	Lecture	VHS	English?	PAL	100'	No images of UNSG in this tape
068	Peace Show by [Gilberto] Gil at UN	UNTV	19/08/2000?	SG Collection	Show	DVD	English	NTSC	60'	
069	Zayed International Prize for the Environment-3rd Cycle Awards Ceremony	Zayed International Prize	6/2/2006	X-SG Collection	TV Coverage	DVD	English	NTSC	?	
70	CNN Diplomatic License: Elmo and the SG	CNN	15/12/2001	X-SG Collection	TV Coverage	VHS	English	NTSC	6' 30"	
71	UNSG Video Message-Prodigal Son	UNTV	14/06/1999	SG Collection	TV Coverage	VHS	English	NTSC	2' 34"	
72	The appointment of the SG of the UN	UNTV	18/12/1996	SG Collection	TV Coverage	VHS	English	PAL	108' 23"	
73	Interview with Christiane Amanpour	CNN London	2/7/2001	X-SG Collection	TV Coverage	VHS	English	NTSC	13' 30"	

74	CNN International/World Report "Global Forum 2000"	CNN	1/8/2001	X-SG Collection	TV Coverage	VHS	English	NTSC	59' 55"	First 5' 14" are weather and other non-UN-related news
75	UNSG Statement on drug abuse	UNTV	?	SG Collection	TV Coverage	VHS	English	NTSC	3' 15"	
76	Charlie Rose interview with SG in Tehran	CBS	?	X-SG Collection	TV Coverage	VHS	English	NTSC	11' 22"	
77	Late show with David Letterman and Ted Turner	CBS	10/10/2005	X-SG Collection	TV Coverage	VHS	English	NTSC	26' 30"	
78	Future Vessel	SVT - Sveriges Television	?	X-SG Collection	Documentary	VHS	Swedish/English	NTSC	49'	
79	UNSG on Today Show	NBC	12/11/2002	SG Collection	Interview	VHS	English	NTSC	6' 50"	
80	Security Council Stakeout and visit of the SG on 38th floor	UNTV	7/10/1998	SG Collection	TV Coverage	VHS	English	NTSC	26' 37"	
81	UNSG- Chirac Lunch	UNTV	20/2/1999	SG Collection	TV Coverage	VHS	English	NTSC	2' 39"	
82	Visit of the SG-Annan to UNFCCC Bonn (Germany)	?	18-19/4/1997	X-SG Collection	TV Coverage	VHS	English	NTSC	37' 55"	
83	Kofi Annan/David Finn Interview	Ruder Finn Inc.	10/22/1998	X-SG Collection	Interview	VHS	English	NTSC	16' 44"	
84	UNSG Television Interviews	CNN/PBS/NBC/ABC	3-8/3/1998	X-SG Collection	Interview	VHS	English	NTSC	56' 55"	3/3/1998 CNN- Larry King Live (23' 22"), 4/3/1998 PBS- The News Hour (14' 39"), 5&6/3/1998 NBC-Today Part I,II (9' 13"), 8/3/1998-ABC- This Week (9' 23")
85	Interview with Kofi Annan	BBC World	2/9/1998	X-SG Collection	Interview	VHS	English	PAL	8' 25"	
86	News Hour Interview with Kofi Annan	Thirteen	4/5/2006	X-SG Collection	Interview	VHS	English	NTSC	18' 42"	The tape is cued and have paper tapecript with it. Altogether Time is 35' 15" - 18' are for SG only!
87	UNSG Appearance on the CNN World Report Forum	CNN	8/5/1998	X-SG Collection	TV Coverage	VHS	English	NTSC	22' 55"	The time is 10:30 a.m., to be specific
88	CNN- Diplomatic License	CNN	20/2/1999	X-SG Collection	News Interview	VHS	English	NTSC	27' 22"	
89	Kofi Annan's Visit to Center for Victims of Torture	CNN?	16/5/1998	X-SG Collection	TV Coverage	VHS	English	NTSC	10' 30"	
90	1998 Korea	Korean Cultural	?	X-SG Collection	Documentary	VHS	English	NTSC	20' 42"	No images of UNSG in this tape
91	SG Statement on Iraqi War	UNTV?	?	SG Collection	TV Coverage	VHS	English	NTSC	6' 29"	
92	Iraq Ambassador's Statement at Stakeout Camera	UNTV	16/12/1998	SG Collection	TV Coverage	VHS	English	NTSC	5' 14"	The time is 3:45 p.m., to be specific. No images of the UNSG in this footage.
93	SG at UN Day	CNN	10/12/1998	SG Collection	TV Coverage	VHS	English	NTSC	8' 50"	Audio Dropouts
94	CNN- Diplomatic License	CNN	10/10/1998	X-SG Collection	Interview	VHS	English	NTSC	27' 20"	
95	Press Conference: SG Address on the Iraqi and Kosovo War	UNTV	14/12/1998	SG Collection	Address	VHS	English	NTSC	38' 05"	
96	SG Messages	UNTV	8/11/1999	SG Collection	Address	VHS	English	NTSC	4' 52"	Three Messages: 1. SG's Statement on Bono (525 KA275), 2. SG's Statement on the Disabled (525 KA276), 3. SG's Statement on Unesco (22/10/1999, 525 KA 256).
97	Correspondent- Ghana - (Documentary on Ghana and it's economical and political situation today)	?	22/11/1997	X-SG Collection	TV Coverage	VHS	English	PAL	15' 23"	No images of UNSG in this tape
98	SG's Interview with NBC Katie Couric (Announcement and Interview)	NBC	6-7/6/2005	X-SG Collection	Interview	VHS	English	NTSC	6' 54"	00' 15" Start of announcement, 01' 33" End of announcement, 01' 44" actual interview, 06' 54" End
99	Report on FOCOS in Ghana (Foundation for Orthopedics and Complex Spine)				Documentary	VHS	English	NTSC	6' 55"	No images of UNSG in this tape
100	CNN:The Situation Room of Kofi Annan	CNN	13/2/2006	X-SG Collection	News	VHS	English	NTSC	26'	

101	Kofi Annan- Meet the Press	NBC	2/5/2004	X-SG Collection	TV Coverage	VHS	English	NTSC	40' 26"	The time is 6:30 a.m., to be specific. 8' 40" pre-roll with SG voice but no picture
102	Diplomatic License	UNTV	20/7/1997	SG Collection	Interview	VHS	English	NTSC	28' 17"	The tape is originally from CNN- the first 18 Mins with SG. Others are Ads.
103	Lateline- "Annan's World"	ABC Sydney	7/17/1997	X-SG Collection	Documentary	VHS	English	NTSC	34' 24"	
104	1997 Year in Review	UNTV	31/12/1997	SG Collection	Documentary	VHS	English	NTSC	15'	
105	205- United Nations	Global Vision	30/4/1994	X-SG Collection	TV Coverage	VHS	English	PAL	26' 46"	
106	Various Clips	UNTV	24/2/1998	SG Collection	TV Coverage	VHS	English	NTSC	16' 04"	It includes: SG Kofi Annan, Return from Iraq, Arrival, address to the staff, & greetings on the 38th floor There are two copies available.
107	Baghdad Today	?	22/2/1998	X-SG Collection	Documentary	VHS	English	NTSC	60'	
108	Kofi Annan Interview	BBC	?	X-SG Collection	Interview	VHS	English	NTSC	26' 15"	
109	The UN Role From Past till Now?	Geopolis?	?	X-SG Collection	Documentary	VHS	French and English	NTSC	42' 43"	It can not display continuously and in bad quality. No SG.
110	Kofi Annan	Moete Med Malou	?	X-SG Collection	Documentary	VHS	Swedish and English	NTSC	20'	
111	Britt-Marie Mattsson	Swedish TV	10/8/1997	X-SG Collection	Interview	VHS	English and German	PAL	42' 15"	
112	Charlie Rose interview with SG	Thirteen	7/3/2006	X-SG Collection	Interview	VHS	English	NTSC	56' 04"	
113	CNN: Diplomatic License	CNN	29/7/1994	X-SG Collection	Interview	VHS	English	NTSC	24' 40"	The last three mins have no sound.
114	Kofi Annan?	?	?	X-SG Collection	TV Coverage	VHS	English	PAL	135' 21"	
115	The Secretary General in Indonesia and East Timor - Various Clips of NHK	NHK	25/2/2000	X-SG Collection	TV Coverage	VHS	English	NTSC	10' 53"	
116	CNN: Global Forum with UNSG	CNN	15/5/1997	X-SG Collection	TV Coverage	VHS	English	NTSC	72' 30"	UNTV Copies it from CNN
117	Charlie Rose's Interview with Kofi Annan	Thirteen	2/5/1997	X-SG Collection	Interview	VHS	English	NTSC	75' 47"	
118	Charlie Rose's Interview with Kofi Annan?	Thirteen	17/7/1997	X-SG Collection	Interview	VHS	English	NTSC	56' 40"	
119	1999 Norman Cousins Award for Global Governance for Walter Chronkite	UNTV	19/10/1999	SG Collection	TV Coverage	VHS	English	NTSC	60' 29"	
120	UN SG Interview	BBC	16/9/2004	X-SG Collection	Interview	VHS	English	NTSC	44' 46"	Reference: 525-KA0809. Only first three mins has SG.
121	Worldnet Dialogue with Kofi Annan on UN Peace Keeping Role	Martha Deutscher	4/8/1993	X-SG Collection	TV Coverage	VHS	English	NTSC	47'	First 2 mins has no images.
122	Youth Group with SG	UNTV	5/8/1999	SG Collection	TV Coverage	VHS	English	NTSC	35' 15"	
123	Kofi Annan Press Conference	UNTV	18/12/1996	SG Collection	TV Coverage	VHS	English	NTSC	48' 40"	
124	The appointment of the SG of the UN	UNTV	18/12/1996	SG Collection	TV Coverage	VHS	English	NTSC	108' 21"	
125	Today Show- "Somalia Attack"	?	14-17/6/1993	X-SG Collection	News	VHS	English	NTSC	13' 30"	
126	Kofi Annan Interview	BBC	17/7/1993	X-SG Collection	Interview	VHS	English	NTSC	26' 33"	
127	Diplomatic License- SG in Thailand, Indonesia	CNN	20/2/2000	X-SG Collection	Interview	VHS	English	NTSC	45' 25"	
128	Kofi Annan	UNTV	?	X-SG Collection	Address	VHS	French and English	NTSC	3' 52"	French- 1' 17" English-1' 35"
129	SG in Chile	Litoral Press Grupo	7/11/2003	X-SG Collection	TV Coverage	VHS	Spanish	NTSC	8' 40"	Canal 13- 5' 55" Canal 7- 2' 45"
130	Baghdad	ARD German Television	?	X-SG Collection	Documentary	VHS	German	NTSC	4' 07"	
131	Sunday Morning	CBS	9/2/1997	X-SG Collection	News	VHS	English	NTSC	?	First 3 mins is Ads. Tape is broken
132	TOA Ceremony Speech, Siging and Press Conference	EBU	20/12/1995	X-SG Collection	TV Coverage	VHS	English	PAL	49' 48"	
133	The Visit of Kofi Annan to Mali	?	?	X-SG Collection	TV Coverage	VHS	English?	PAL	125'	

134	SG's Visit to Eritrea	?	8-9/12/2000	X-SG Collection	TV Coverage	VHS	English	NTSC	27' 10"	It includes: SG in Asmara, Adikeyh, Press Conference, SG in Merkeka Village.
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Tape ID	Title	Producer	Item Date (dd/mm/yy)	Category	Genre	Format	Language	System	Length (min.)	Remarks
001	Kofi Annan Portrait	ARD 1 - Radio and TV	28/4/1999	X-SG Collection	Documentary	VHS	German	NTSC	28' 39"	
002	SG Speech at GA 22 September 2003	UNTV	22/9/2003	SG Collection	UNTV Coverage	VHS	English	NTSC	22' 7"	
003	CNN International - Diplomatic License	CNN	23/12/2005	X-SG Collection	Interview	VHS	English	NTSC	32'	
004	Secretary General's Visit to China	CCTV	13-15/10/2002	X-SG Collection	TV Coverage	VHS	Chinese and English	PAL	34' 42"	Medium quality
005	Fox Movietone News	Fox News Channel	16/5/1998	X-SG Collection	News	VHS	English	NTSC	59' 25"	
006	CNN Diplomatic License- Kofi Annan	CNN	6/9/2003	X-SG Collection	Interview	VHS	English	NTSC	28' 25"	
007	Special Congregation to Honour His Excellency Mr. Kofi Annan Secretary-General, UN	GBC	24/8/1998	X-SG Collection	TV Coverage	VHS	English	PAL	65' 23"	Problems with output
008	Secretary General's Day in Central Africa	?	1/5/2000	SG Collection	TV Coverage	VHS	French	PAL	121' 48"	
009	3 UNSG Messages	UNTV	6/10/1999	SG Collection	Address	VHS	English	NTSC	8' 10"	SG Message 1: UN Day. Message (525-KA265) 2: Drug Abuse and Drug
010	CNN Interview SG	CNN	31/12/1999	SG Collection	Interview	VHS	English	NTSC	4' 10"	
011	World Series Ceremonial First Pitch	?	26/10/1999	X-SG Collection	TV Coverage	VHS	English	NTSC	7' 27"	
013	International Day for the Eradication of Poverty (IDEP) 1999 Awards Ceremony Part A&B	?	8/9/1999	?	TV Coverage	VHS	English	NTSC	157' 50"	There are two copies available. This one is of better quality.
014	Keeping the Peace	NBC	?	X-SG Collection	Documentary	VHS	English	NTSC	15' 35"	
015	General Assembly UNSG & US President	UNTV	17/9/2002	SG Collection	TV Coverage	VHS	English	NTSC	46' 27"	
016	NHK News 10	NHK	23/1/2001	X-SG Collection	News	VHS	Japanese & English	PAL	2' 08"	The tape can not be viewed due to technical problems.
017	The Secretary General in Iraq (First story only)	CBS	22/2/1998	X-SG Collection	TV Coverage	VHS	English	NTSC	60'	
018	CNN Diplomatic License 1998 (3 Episodes)	CNN	4/7/1998	X-SG Collection	TV Coverage	VHS	English	NTSC	10'15"	Contents 1: Raul Wallenberg Feature 2. UN Gift, Elephant Statue Dedication 3. Winnie The Pooh Friendship Day
019	Security Council about AIDS in Africa	UNTV	10/1/2000	SG Collection	TV Coverage	VHS	English	NTSC	11' 20"	
020	The 50th Anniversary of the Human Right Declaration	Chailot National Theatre?	10/12/1998	X-SG Collection	TV Coverage	VHS	French	PAL	131' 30"	Medium quality. SG briefs in the beginning.
021	SG Millennium Message	UNTV	9/11/1999	SG Collection	TV Coverage	VHS	English & French	PAL	7'56"	Medium quality
022	Public Lecture at Arew House, Gambia	ABU	?	X-SG Collection	TV Coverage	VHS	English	NTSC	96' 55"	Bad quality- No images of the UNSG in this tape
023	Visit to historic site of Isfahan	Saghamd Arts Group/Spring 93	05/08/1992	X-SG Collection	TV Coverage	VHS	English	NTSC	(19' 20") 123' 51"	It contains: 1. Historic Site of Isfahan 2. The Visit of the Annan to Isfahan. There is no image of SG in 1st part and bad quality in the 2nd part.
024	Alumni Lecture Kalu Uke kalu	ABU	?	X-SG Collection	TV Coverage	VHS	English	PAL	111' 26"	No images of UNSG in this tape
025	Su'Ve Kofi Annan SG Omu II (?)	?	?	?	?	VHS	French	PAL	7' 06"	
026	"Good Morning America" with SG	ABC	2/10/2001	X-SG Collection	Interview	VHS	English	NTSC	62' 15"	(525-KA527)
027	CNN Diplomatic License - Kofi Annan's Trip to Afghanistan/ On the Road with ANNAN	CNN	23/2/2002	X-SG Collection	Documentary	VHS	English	NTSC	27' 27"	
028	Presentation of CHUO University Honorary Doctor Degree His Excellency Mr. Kofi Annan Secretary-General of the United Nations	CHUO University	14/5/1997	X-SG Collection	TV Coverage	VHS	English	NTSC	53' 40"	
029	BBC Correspondent: The Whole World in His Hands -100 Days of SG	BBC	14/6/1997	SG Collection	Documentary	VHS	English	NTSC	44'	(525-KA71)

030	Golden Kids News' Special Report on Mr. Kofi Annan's Visit to Malaysia	Television Airtime Services Co.	00/00/1992	X-SG Collection	News	VHS	English	PAL	6' 50"	Only the first story is about the UNSG, Kofi Annan
031	BBC Correspondent: Kofi Annan- The Eye of The Storm	BBC	18/2/1998	X-SG Collection	Documentary	VHS	English	NTSC	44' 20"	
032	Seoul Peace Prize 1998 Award Ceremony	KBS	10/23/1998	X-SG Collection	News	VHS	Korean	NTSC	44' 10"	No images of the UNSG in this tape
033	Macalister College Kofi Annan '98	Macalister College	17/5/1998	X-SG Collection	TV Coverage	VHS	English	NTSC	5' 17"	
034	His Excellency Kofi Annan SG UN (Global Knowledge 97)	?	22-25/6/1997?	X-SG Collection	Address	VHS	English	NTSC	17' 17"	
035	Festival of the 1998 Cannes	Canal+	?	X-SG Collection	TV Coverage	VHS	French	SECAM	33' 15"	
036	The African Heritage Series- Kunst Coufers Honorary Degree on Kofi Annan- UN SG	?	?	X-SG Collection	TV Coverage	VHS	?	PAL	24' 50"	
037	Kofi Annan- The Thought Leader Programme	Credit Suisse & Winterthur	28/3/2001	X-SG Collection	Documentary	VHS	English	NTSC	5' 25"	
038	Conferring Ceremony of an Honorary Doctorate upon H.E. Kofi Annan-UN SG	Kyung Hee University	24/10/1998	X-SG Collection	TV Coverage	VHS	English	NTSC	28' 40"	
039	Kofi Annan Tribute- Jesse Owens Global Award	?	11/2/1999	X-SG Collection	Documentary	VHS	English	NTSC	3' 45"	
040	Secretary General- the Tallberg Forum: How on Earth Can We Live Together	UNTV	30/7/2005	SG Collection	Address	VHS	English	NTSC	3' 10"	
041	Secretary General's Visit to Ghana (Edited Version, Tape I)	Industrial and General Photography	13-25/8/2002	X-SG Collection	TV Coverage	VHS	English	PAL	167' 9"	
042	Secretary General's Visit to Ghana (Edited Version, Tape II)	Industrial and General Photography	13-25/8/2003	X-SG Collection	TV Coverage	VHS	English	PAL	184' 25"	
043	Secretary General's Visit to Ghana (Edited Version, Tape III)	Industrial and General Photography	19/8/2003	X-SG Collection	TV Coverage	VHS	English	PAL	102' 55"	
044	Secretary General's Speech in Johannesburg	?	?	?	Address	VHS	English	NTSC	18' 48"	The 1st part is of bad quality.
045	His Excellency Kofi Annan- Visit to GHANA in 2000	?	26-28/8/1998	X-SG Collection	TV Coverage	VHS	English	PAL	74' 50"	
046	The Annual Interfaith Service of Commitment to the World of the United Nations	?	13/9/2001	?	TV Coverage	VHS	English	NTSC	62' 40"	
047	Diplomatic License UNSG Kofi Annan Nobel Show	UNTV	12/10/2001	SG Collection	Documentary	VHS	English	NTSC	25' 42"	
048	Kofi Annan- The General of Peace (the longer version)	Gigahertz	8/12/2001	X-SG Collection	TV Coverage	VHS	Germany & English	PAL	44' 20"	
049	68th Commencement Exercise- The Fletcher School of Law and Diplomacy	Tufts University	20/5/2001	X-SG Collection	TV Coverage	VHS	English	NTSC	12' 43"	
050	Kofi Annan Interview	BBC	?	X-SG Collection	News	VHS	English	NTSC	1'	Announcement+ Interview+ Raw
051	2004 Harvard 353rd Commencement- Morning Exercises	Harvard University Commencement Video	10/6/2004	X-SG Collection	TV Coverage	VHS	English	NTSC	151' 15"	



Secretary-General's bulletin

Information Sensitivity, Classification, and Handling

The Secretary-General, for the purposes of ensuring the classification and secure handling of confidential information entrusted to or originating from the United Nations, promulgates the following:

Section 1

Classification Principles

1.1 The overall approach to classifying information entrusted to or originating from the United Nations is based on the understanding that the work of the United Nations should be open and transparent, except insofar as the nature of information concerned is deemed confidential in accordance with the guidelines set out in the Annexes to this bulletin.

1.2 Information deemed sensitive shall include the following:

- a) Documents created by the United Nations, received from or sent to third parties, under an expectation of confidentiality;
- b) Documents whose disclosure is likely to endanger the safety or security of any individual, violate his or her rights or invade his or her privacy;
- c) Documents whose disclosure is likely to endanger the security of Member States or prejudice the security or proper conduct of any operation or activity of the United Nations, including any of its peacekeeping operations;
- d) Documents covered by legal privilege, or related to internal investigations;
- e) Internal inter-office or intra-office documents, including draft documents, if disclosure would undermine the Organization's free and independent decision-making process;
- f) Documents containing commercial information, if disclosure would harm either the financial interests of the United Nations or those of other parties involved; and
- g) Other kinds of information which because of their content or the circumstances of their creation or communication must be deemed confidential.

1.3 Classifications should be used judiciously and only in cases where disclosure of the information may be detrimental to the proper functioning of the United Nations or the welfare and safety of its staff or third parties or violate the Organization's legal obligations. In such cases, the procedures set out below should be strictly observed to ensure that such information is not compromised either purposely or inadvertently.

Section 2

Classification Levels

2.1 Sensitive information may be classified as "Confidential", "Strictly Confidential" or "Unclassified"..

2.2 The designation "confidential" shall apply to information or material the unauthorized disclosure of which reasonably could be expected to cause exceptionally grave damage to or impede the conduct of the work of the United Nations.

2.3 The designation "strictly confidential" shall apply to information or material the unauthorized disclosure of which could be reasonably expected to cause damage to the work of the United Nations.

2.4 The designation "unclassified" shall apply to information or material the unauthorized disclosure of which could be reasonably expected not to cause damage to the work of the United Nations.

Section 3

Identification and Markings

3.1 The originator of the information concerned, or its recipient if the information is received from an outside source, under the overall supervision and guidance of the head of Department or Office, shall decide whether the information is sensitive and mark it with the appropriate classification as detailed in Section 4 below.

3.2 Where information from an external source contains prior sensitivity markings, it shall retain those markings, or shall be assigned a classification that provides a degree of protection greater or equal to that of the entity that furnished the information.

3.3 The originator of the information concerned, or its recipient if the information is received from an outside source, under the overall supervision and guidance of the head of Department or Office, shall, whenever practicable, indicate on the document in question when classified information constitutes a small portion of an otherwise unclassified document.

Section 4

Declassification

4.1 The originator of the information concerned, or its recipient if the information is received from an outside source, under the overall approval supervision and

guidance of the head of Department or Office shall, where appropriate, establish and mark on the document in question a date or an event which will trigger declassification. Upon reaching the date or event, the information shall automatically be declassified. The date or event shall not exceed the time frame established in paragraph 4.3 of this section.

4.2 If no date or event for declassification was specified, information may be declassified at any time by the originator or its recipient if the information is received from an outside source, by the Secretary-General or by such officials as the Secretary-General so authorizes.

4.3 Review for possible declassification shall take place before records are transferred to the custody of ARMS in accordance with ST/SGB/2006/___ on "Recordkeeping and the management of United Nations archives." Subject to the provisions of any other applicable administrative rule or any applicable legal undertaking on the part of the Organization, classified records that have been transferred to the Archives and Records Management Section (ARMS) maintaining their original classification shall be declassified as follows:

- a) Records that are classified as "Strictly Confidential" shall be reviewed on an item by item basis by the Secretary-General, or by such officials as the Secretary-General so authorizes, for possible declassification when 20 years old. Those not declassified at this time shall be further reviewed by the Secretary-General or by such officials as the Secretary-General so authorizes, for possible declassification every 5 years thereafter.
- b) Records that are classified as "Confidential" shall be declassified automatically by ARMS when 20 years old.

Section 5

Handling of Classified Information

5.1 Heads of Departments or Offices shall ensure that the following minimal standards are maintained in the handling of classified information received by or originating from their Department or Office:

- a) All classified information must be transported in sealed envelopes or containers, and clearly marked as such;
- b) All outgoing and incoming classified information must be recorded in a special registry, which lists the staff members who are authorized to handle such information;
- c) Classified materials may only be duplicated with the authorization of either its originator or the head of the receiving or originating Department or Office, and such copies must be entered in the special registry;
- d) All classified information must be filed and stored under lock and key in a secure location within the Department or Office concerned, and accessible only to the authorized staff members;
- e) Classified information received in an electronic form must be printed in hardcopy when received, and filed and stored as detailed in (d)

above. The electronic file must be securely stored in accordance with Section 5.4 below; and

- f) Electronic transmission of classified information shall only be through the use of protected means of communication, in accordance with Section 5.4 below.

5.2 With regard to classified information of a recurrent nature (such as situation reports, operational updates, and periodic political assessments) Departments or Offices shall establish standard distribution lists to provide an auditable system for the distribution and control of such information.

5.3 The above minimum standards are without prejudice to the authority of heads of Departments or Offices to put in place stricter controls over the handling of classified information, so long as such controls are consistent with this bulletin.

5.4 Heads of Departments and Offices, in co-operation with the Information Technology Services Division, Department of Management, shall establish procedures to ensure that automated information systems, including networks and telecommunications systems, that collect, create, communicate, compute, disseminate, process, or store classified information have controls that both prevents access by unauthorized persons, and ensure the integrity of the information.

5.5 The destruction of non-current, classified documents that have no further administrative, fiscal, legal, historical or other informational value shall be authorised either by the originator or the head of the Department or Office concerned by authorized means.

Section 6

Final Provisions

6.1 The provisions of the present bulletin shall not apply to the classification and handling of records specifically covered in other Secretary-General's bulletins, other administrative issuances promulgated by the Secretary-General or legal undertakings by the Organization to third parties.

6.2 ST/SGB/272 of 9 August 1994 entitled "Security of Information" and ST/AI/189/Add.16 of 7 June 1973 entitled "Regulations for the Control and Limitation of Documentation" are hereby abolished.

6.3 This present bulletin shall enter into force on _____ 2006.

(Signed) Kofi A. Annan
Secretary-General