

REGISTRY DIVISION

It is proposed to develop this Division along the lines of a central and decentralized operation and control. Local file rooms are to be planned on each floor of the building in the centre core to handle files for the Divisions located on that floor. Staff in these file rooms will handle requests for files, movements and file maintenance relating to correspondence.

These local file rooms will be operating on a decentralized basis; the classification of incoming mail will be carried out from a central location on the ground floor. Here incoming mail from the Mail Room will be opened, classified and sent to the various floors for local filing and action. This vertical flow of work will be handled by a continuous vertical conveyor system, which will be entirely automatic, feeding each file room with the necessary information. Vertical communication between floors will also be carried out by this method. Horizontal transportation on each floor will be carried out by the local messenger service.

This method of vertical transportation will be used by the Library Services, Legal Library, U.N. Documents and the Production Services Unit. Much of the heavy loads produced by these Divisions will, however, be transported by the freight elevator.

Although the incoming Mail Room is under the jurisdiction of the Communications Division, it should be physically, if not organizationally, integrated into the Registry Division and vertical flow of work. It is suggested that this area should be at grade level to obtain the best possible access to loading bays and truck access.

<u>FUNCTION</u>	<u>STAFF</u>	<u>AREA</u>	<u>REMARKS</u>
Head	1	210	P.O.
Secretary and Typists	5	440	G.O.
Deputy Head	1	180	P.O.
Post Liaison	1	150	P.O.
Training Unit	2	380	G.O. including S.P. at 120
Classifiers	20	1,400	G.O. including 5 S.P.'s at 280
Mail Opening Unit	3	480	G.O. including cashier cage at 100
Main Index Unit	3	420	G.O. including S.P. at 90
Research Unit	1	120	G.O.
Scheduling Unit	7	570	G.O. including S.P. at 90
Supply Room		180	G.O. with rack storage
Messenger Unit	19	330	G.O. including S.P. at 90