

UNIVERSAL DECIMAL CLASSIFICATION

ENGLISH FULL EDITION

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BS 1000 [35/354] : 1972

UDC 35/354 PUBLIC ADMINISTRATION

THIS BRITISH STANDARD, having been approved by the Documentation Standards Committee, was published under the authority of the Executive Board on 26 January, 1972.

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In order to keep abreast of progress British Standards are subject to periodical review. Suggestions for improvements will be recorded and in due course brought to the notice of the committees charged with the revision of the standards to which they refer.

A complete list of British Standards, numbering over 5000, fully indexed and with a note of the contents of each, will be found in the British Standards Yearbook, which may be purchased from the BSI Sales Department. It may also be consulted in many public libraries and similar institutions.

Attention is drawn to the following British Standards:

- BS 1000A Universal Decimal Classification. Abridged English Edition.
- BS 1000C Guide to the Universal Decimal Classification (UDC).
- BS 1000 Universal Decimal Classification. English Full Edition.
 - BS 1000 [331] UDC 331 Labour.
 - BS 1000 [336] UDC 336 Finance. Public finance. Customs, banking and monetary system.
 - *BS 1000 [34] UDC 34 Law.
 - BS 1000 [355/359] UDC 355/359 Military art and science. National defence. Armed forces.
 - BS 1000 [368] UDC 368 Insurance.
 - BS 1000 [614] UDC 614 Public health. Accident prevention.
 - BS 1000 [628] UDC 628 Public health. Engineering. Water. Sanitation. Illumination Engineering.

*In course of preparation.

British Standards are revised, when necessary, by the issue either of separate amendment slips or of revised editions. It is important that users of British Standards should ascertain that they are in possession of the latest amendments or editions.

The following BSI references relate to the work on this standard:
Committee references OC/20/4, OC/20/4/27

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The Documentations Standards Committee, under whose supervision this British Standard was prepared, consists of representatives from the following Government departments and scientific, technical and professional organizations:

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UNIVERSAL DECIMAL CLASSIFICATION

ENGLISH FULL EDITION

UDC 35/354 PUBLIC ADMINISTRATION

FOREWORD

The English version of the Universal Decimal Classification (UDC) is being prepared and published as BS 1000 by the British Standards Institution (BSI) at the original joint request of the British Society for International Bibliography (BSIB) and the Association of Special Libraries and Information Bureaux (ASLIB), now amalgamated as Aslib. The first English full edition is the fourth international edition authorized by the Fédération Internationale de Documentation (FID) and has the approval of the Education Foundation, Lake Placid Club, New York, proprietors of the Dewey Decimal Classification, from which the UDC derives.

This section is part of the English full edition and existing and prospective users are strongly advised not to use it in isolation but in conjunction with the Abridged English Edition, BS 1000A. The abridged edition refers to many other subjects of interest to users which are not listed in this schedule and it provides a conspectus of the whole scheme, together with an introduction to its use. For further practical information about the principles, application and utilization of the scheme, users should refer to BS 1000C 'Guide to the Universal Decimal Classification (UDC)'. A survey of UDC editions in English and other languages will be found on page 29 of this volume.

Because BSI is making every effort to complete the first English full edition of the UDC by publishing without delay those parts of BS 1000 which are lacking, it is possible that some errors, imperfections and inconsistencies will be found in this section. The Institution would like to emphasize, however, that every user has the opportunity to submit suggestions for improvements; these will be welcomed and considered by the appropriate bodies. Improvements involving major changes in the order and arrangement of the classification can be introduced only by international agreement (*via* the British Standards Institution) but criticisms of terminology, translation etc., affecting the English edition as such can be dealt with by BSI.

The present publication includes modifications authorized in 'Extensions and Corrections to the UDC' up to and including Series 7, No. 5, dated March 1971. It is emphasized that the UDC is under continuous revision, and that to keep the schedules up to date it is necessary to consult subsequent issues of 'Extensions and Corrections to the UDC', further information on which is given on page 32.

SCOPE

Under 35 may be classed information about public administration from the general and theoretical points of view. Under 351 come the spheres of activity of public administration and under 352/354 come the levels of local, regional and central administration.

RELATED SUBJECTS

331.152.3	Managers of the enterprise. Works council-lors. Workers' trustees, representatives	368.412.2	Insured employees in Government service
336.126.2	Administration of public finance	614.2	Public and professional organizations of health
343.34	Criminal acts against public order and safety	614.3	Sanitary inspection. Inspection of food
347.181	Civil status. Ascertainment of personal status – Civil law	614.78	Public health measures in towns
355.6	Military administration	628.1	Water: supply, treatment, consumption and use
		628.3	Drainage. Sewerage

NOTES ON AUXILIARY SIGNS AND SUBDIVISIONS*

Colon sign of relation. To prevent scattering of information on important recurrent concepts and for general ease of cross reference, maximum use of the colon (rather than auxiliary numbers) is recommended, especially for published abstracts, bibliographies and other documents with a wide circulation. This necessitates a longer notation however, and for libraries or private collections with adequate alphabetical subject indexes, the use of suitable auxiliary numbers, where available, may provide a simpler and more convenient solution.

Common auxiliaries. The common subdivisions of language =, form (0...), place (1/9), time "...", and point of view .00..., given in the tables of auxiliary signs and subdivisions* are all applicable throughout Section 35/354 but should only be used to express concepts not otherwise provided for in the schedule.

Special auxiliary subdivisions. The .07 'Administrative organizations' and the .08 'Administrative personnel' special auxiliaries are applicable throughout Section 35. The .02/.04 special auxiliaries listed at 351.712.2 are applicable only to that number and its subdivisions.

EXPLANATION OF OTHER SYMBOLS USED IN THE SCHEDULE

The arrow → is used to mean either 'see' or 'see also' according to the context and form of reference.

The symbol $\cong$ is used to mean 'subdivide as' and indicates that the number preceding it may be further subdivided in the same way as, and with meanings analogous to the subdivisions of, the number which follows it.

* The phrase 'auxiliary signs and subdivisions' is often abbreviated to 'auxiliaries'. Further information about the common auxiliary signs and subdivisions may be found in:
BS 1000A: 1961 'Universal Decimal Classification: Abridged English Edition'. Contains tables of the auxiliaries and brief notes about their use as well as a general introduction to the UDC and an abridgement of the whole scheme.
BS 1000C: 1963 'Guide to the Universal Decimal Classification (UDC)'. Among other things, gives detailed information about the significance and use of the auxiliaries.

SCHEDULE

UDC 35/354 PUBLIC ADMINISTRATION

Special Auxiliary Subdivisions

35.07	ADMINISTRATIVE ORGANIZATIONS.	35.073.511.5	Compulsory purchase
	ADMINISTRATION OF REGIONAL	.9	Other methods
	CORPORATIONS, PUBLIC	.512	35.073.511.9 $\cong$ 347.232
	CORPORATIONS, OFFICIAL		Other property rights
	ASSOCIATIONS, UTILITY COMPANIES		35.073.512 $\cong$ 347.2
.071	Foundation. Development	.513	Hiring. Renting
.1	Foundation. Establishment. Appointment. Setting-up	.1	Take a lease on. Acquiring a lease. Rent
.2	Growth. Development	.2	Give a lease on. Hire out
.3	Rights. Prerogatives. Privileges. Constitution. Statutes	.515	Administration of property
.31	Exemption from taxation	.1	Improvements. Maintenance. Repairs
.34	Name. Description. Coat of Arms. Seals. Title	.11	Improvements
.5	Jurisdiction. Boundaries. Division into districts. Area divisions. Division according to type of person (e.g. inhabitants, citizens, nationals, members)	.12	Lighting. Heating. Services in general
		.13	Cleaning. Upkeep
.51	Extent. Boundaries	.14	Repairs
.55	Divisions into districts	.2	Insurance of property
.551	Parts. Quarters. Zones	.3	Guarding and protection of property
.552	Description of parts, zones etc	.4	Financial administration
.6	Centralization. Decentralization	.52	Financial administration. Budgets
.8/.9	Kinds of community		35.073.52 $\cong$ 336.12
	<i>Further particulars may be denoted by the addition of the (-2/-5) common auxiliary subdivisions</i>	.527	Debts
.072	Relations with other administrative organizations	.1	Loans
.1	Independence. Autonomy. Centralization. Decentralization	.5	Non-consolidated debts. Floating debts. Cash loans
.2	Intervention of superior authorities. Administrative dissensions. Administrative guardianship. Tutelage. Co-operation. State control	.53	Needs. Resources. Supplies
.21	Measures concerned with administrative action	.531	Equipment. Furniture
.211	Authorization. Permission	.532	Materials. Fitting costs
.212	Suspension	.1	Office materials
.213	Repeal. Cancellation. Annulment	.2	Archival materials
.214	Modification	.3	Subscriptions. Membership fees
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.7	Changes to the administrative organization other than by election	.541	Government offices
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.81	Financial relations between administrative organizations of various grades and ranks	.543	Technical and industrial establishments
.82	Transfers of funds to lower authorities from tax receipts	.544	Land
.84	Transfers of funds to lower authorities from receipts for services	.545	Work under construction
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.073	Economic and legal aspects of administrative organizations	.551	Regulations. Provisions
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.5	Wealth. Property. Economic administration. Rates (interest)	.553	Accidents
.51	Wealth which is not destined for public service	.6	Taxes. Levies. Duties
.511	Acquisition and loss of property	.074	Formation, composition and dissolution of administrative organizations
.1	Purchase	.1	Election and nomination of members
.2	Sale	.13	Electoral law. Electoral systems
.3	Exchange of ownership		35.074.13 $\cong$ 342.8
.4	Gifts	.3	Duration of office
		.4	End, dissolution of administrative organizations
		.5	Management of administrative organizations
		.075	Administrative organizations. Holders of office. Officials
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		.15	Committees of the highest level organizations. Advisory councils. Legal advisors
			→35.075.82 Committees of superior authorities
		.16	Members of representative corporations
		.2	Executive offices and officers
		.26	Members of executive committees

35.075.3	Holders of office	35.078.162	On vocational capacity or training
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.32	Deputies to chief officers. Deputy directors. Deputy leaders	.164	On race or nationality
.33	Secretaries. Registrars	.169	Formalities
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.5	Administrative departments. Operational services. Sections. Offices. Secretariats etc	.83	Fulfilment of conditions
.51	Secretariats. Chancelleries	.84	Supervision
.511	Sections of secretariats	.85	Granting, concession
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.6	Inspectorate		35.078.17 $\cong$ 35.078.16
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.55	Publications concerning the transactions	.8	Repeal (withdrawal) of administrative intervention. Liberation
	35.077.55 $\cong$ 06.055	35.08	ADMINISTRATIVE PERSONNEL. OFFICIALS. EMPLOYEES. PUBLIC SERVANTS. ORGANIZATION OF PUBLIC OFFICES. THEORY OF PUBLIC OFFICIAL ACTION. THE TOTALITY OF OFFICIAL-DOM
.6	Decisions. Regulations. Orders. Emergency regulations. Decrees		<i>Officials of particular administrative grades (local authority, province, state) are classed under 352/354</i>
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