



Secretariat

ST/IC/88/19  
4 April 1988

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INFORMATION CIRCULAR

To: Members of the Staff

From: The Assistant Secretary-General for Human Resources Management

Subject: CONSOLIDATION OF PERSONNEL RECORDS INTO THE OFFICIAL  
STATUS FILES

1. Information Circular ST/IC/82/77, on the abolition of confidential files, was issued on 3 December 1982. As of that date, and in accordance with the provisions of the Information Circular and its Revision 1, issued on 11 January 1983, staff members have had full access to the documents contained in what were formerly called "privileged confidential files".
2. Under the procedures established in order to abolish the confidential files, staff members are invited to examine these files. After their examination by the staff members concerned, the documents contained in the confidential files are incorporated into the respective official status files, which then become the sole official files. Information considered to be of a strictly personal nature, as opposed to official, is placed in a new file known as the personal file, to which the staff member concerned has full access.
3. Since no deadline has hitherto been established for the review of their confidential files by the staff, there still remains a substantial number of files concerning staff members who have not so far availed themselves of the opportunity to examine them.
4. At its eleventh session, held at Geneva from 15 to 19 June 1987, the Staff Management Consultative Committee (SMCC) recommended that "all remaining confidential files should be 'abolished'. Staff who had not checked their confidential files would be invited to do so within a period of six months".
5. In accordance with the SMCC recommendation, subsequently approved by the Secretary-General, staff members at Headquarters are invited to examine their confidential files within a period of six months, starting on 2 May 1988. It is worth noting that no confidential files have ever been opened for staff members

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joining the Organization after the issuance of Information Circular ST/IC/82/77, that is, after 3 December 1982. The present invitation is therefore extended only to those staff members in the service of the Organization before 3 December 1982 who have not yet reviewed their confidential files.

6. The present review of files will continue to be governed by the provisions of ST/IC/82/77 and Rev.1 until the completion of the exercise. Under these provisions, staff members, upon examination of their files, may submit written statements to the Assistant Secretary-General for Human Resources Management for inclusion therein, commenting on any information they believe to be inaccurate or incomplete.

7. At the end of the period established for the review, that is, after 31 October 1988, all personnel records will be consolidated into the official status file of each staff member, regardless of whether or not the staff concerned have availed themselves of the opportunity to review their files under the procedures established in Information Circular ST/IC/82/77/Rev.1 and the present Information Circular. However, the present Information Circular does not supersede any guidelines governing personnel files. Staff members will continue to have access to the consolidated official status file, normally once a year, upon written request addressed to the Chief, Planning and Information Section/Personnel Records Unit (PAIS/PRU) (Room S-2470).

8. Staff members at Headquarters who wish to examine their confidential files before their final consolidation into the official status files should address their requests in writing to the Chief, Planning and Information Section/Personnel Records Unit (PAIS/PRU) (Room S-2470). These requests should be received by PRU well in advance of the periods established for the examination of their files by the staff in each of the groups defined in this paragraph. The requests should include the staff member's room number and telephone extension. The staff members will be notified of the time when they may come to PAIS/PRU (Room S-2470) to examine their confidential files within the working days of the following schedule:

- (a) Staff members whose last names start with A or B, from 2 to 15 May 1988;
- (b) Those whose last names start with C - from 16 to 31 May 1988;
- (c) Those whose last names start with D or E - 1 to 15 June 1988;
- (d) Those starting with F or G - 16 to 30 June 1988;
- (e) Those starting with H, I or J - 1 to 15 July 1988;
- (f) Those starting with K or L - 16 to 31 July 1988;
- (g) Those starting with M - 1 to 15 August 1988;
- (h) Those starting with N, O or P - 16 to 31 August 1988;
- (i) Those starting with Q or R - 1 to 15 September 1988;

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- (j) Those starting with S - 16 to 30 September 1988;
- (k) Those starting with T, U or V - 1 to 15 October 1988;
- (l) Those starting with W, X, Y or Z - 16 to 31 October 1988.

9. Similar procedures will be established by offices away from Headquarters regarding the consolidation of personnel records into the official status files.

10. In addition, the guidelines regulating the content, processing, servicing and maintenance of personnel files will be kept under review with a view to achieving uniformity and proper implementation.

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