



Secretariat

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INFORMATION CIRCULAR

To: Heads of Departments/Offices at Headquarters
Executive and Administrative Officers at Headquarters

From: The Assistant Secretary-General for General Services

Subject: RECORDS MANAGEMENT SERVICES

1. In the last few years there have been significant advances in automated filing systems. To take advantage of these developments and move towards an automated system it is essential that the existing manual file-systems in the Organization be evaluated and then maintained or improved as necessary.
2. To facilitate an orderly transition to the automated system, all Secretariat offices and departments should begin reviewing and updating their manual file systems immediately. For this purpose, the Records Management Unit of the Archives and Records Management Section is available to assist departmental staff assigned to records management duties.
3. The Records Management Unit is located in room DC1-1170. Additional information may be obtained by contacting extension 3.5075.
