

UNITED NATIONS

SECRETARIAT

ST/AI/164
20 August 1965

ADMINISTRATIVE INSTRUCTION

To: Members of the Staff

Subject: SAFEGUARDING OF UNITED NATIONS KEYS

This Instruction is issued for the purpose of drawing the attention of staff members to the imperative need for taking special care to prevent keys falling into the hands of unauthorized persons, thus exposing the property of the Organization and the personal property of the individual to the risk of theft.

1. Lost keys should be reported immediately to the Security and Safety Section, Room C-110, in writing. The Security and Safety Section will be responsible for issuing replacement keys or, if necessary, having locks changed.

2. Keys which are found should be delivered to the locksmith shop, or turned over to the nearest Security Officer.

3. When not being used, keys should be left in a safe place (preferably one which can be locked up) and should not be left in locks, on tops of desks, under plotters or similar places.

4. Keys should not be loaned to other persons by the authorized custodians. If additional keys are required, these may be requested in writing from the Security and Safety Section.

D.B. Vaughn
Under-Secretary
Director of General Services