

Administrative Instruction

To: All Members of the Staff

Subject: Annual Inspection of Official Status File

1. The personnel file for each staff member will in future be composed of four sections: the Official Status file, the Finance file, the Travel file and the Confidential file.

(a) The Official Status File records the development of the staff member's career in the Secretariat. It includes such papers as the personal history form (P/11), correspondence regarding recruitment, letters of appointment, notification of personnel actions (P/5 forms, letters and memoranda), periodic reports, letters of commendation, letters regarding reprimand or disciplinary action, and papers relating to family status, allowances, leave and visa.

(b) The Finance File contains the record of all payments made to the staff member.

(c) The Travel File contains the record of travel undertaken by the staff member and his dependents and requests for visas.

(d) The Confidential File contains:

(i) the Privileged Section, available to a restricted group of senior officers and

(ii) the Non-Privileged Section, available to the same officers and to the staff member but not to administrative officers in general.

2. After consultation with representatives of the Staff Council, arrangements have now been completed for staff members who may wish to do so, to examine their Official Status file once a year, under the supervision of the Registry, beginning in March 1955. In the past, staff members have been permitted to

examine their Official Status file only upon termination, if they were preparing an appeal against an administrative decision, if disciplinary proceedings had been instituted against them, or if they had been invited to appear before the Review Board.

3. Staff members who wish to examine their Official Status file should address a written request to the Chief of the Registry, Room 2070A giving their name, telephone extension and room number. The Registry will establish a timetable for the perusal of Official Status files and will inform the staff member of the time and place of this perusal. In view of the workload involved in the programme, and the desirability of giving precedence to staff members who have never seen their Official Status file, it would be greatly appreciated if staff members who have examined their Official Status file would refrain from requesting to do so in the first few months of this first annual review of files. If, however, a staff member wishes at any time to see his Official Status file in connexion with an appearance before the Review Board, an appeal, disciplinary action or termination, he should place his request with his Personnel Officer.

4. For proper control of the annual inspection procedure, staff members will be required to show their United Nations official pass before examining their files. In addition, they will be required to sign a form indicating that they have examined their Official Status file and showing the date on which this was done.

5. Since this is the first attempt at a large-scale review of the Official Status files by staff members, the co-operation and understanding of all is asked. An announcement will be made in due course when the preparation of the Non-Privileged sections of the Confidential Files has been completed and it is possible to show them to the staff members concerned.

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CONTROLLER

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