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Page 1
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Document Record Title / Description

**Abolition of Confidential files Information Circular for UN Secretariat
ST/IC/82/77/Rev.1**

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Fd2: Language Orig Pub, Dist Lang

Fd3: Doc Type or Format

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Container Record (Title)

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Nu2: Document Year
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Nu3: Document Number
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Full GCG Code Plan Number
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Da1: Date Published

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Alt Bar code = RAMP-TRIM Record Number

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Notes

Print Name of Person Submit Images

Signature of Person Submit

Number of images
without cover

A. Kozze

2

End of Report

UNICEF

DB Name cframp01



Secretariat

ST/IC/82/77/Rev.1
17 December 1982

INFORMATION CIRCULAR

To: All staff members at Headquarters

From: The Assistant Secretary-General for Personnel Services

Subject: ABOLITION OF CONFIDENTIAL FILES

In order to abolish the confidential files, the following procedures are being introduced with immediate effect:

(a) Staff members, upon written request to the Chief, Personnel Records Unit, may review, on a first come, first served basis, all parts of their existing personnel records. Letters of reference are an exception and will be destroyed.

(b) Upon examination of their files, staff members may submit written statements to the Assistant Secretary-General for Personnel Services, for inclusion therein. Commenting on any information they believe to be inaccurate or incomplete.

(c) Any information which is considered to be strictly personal, as opposed to official, will be placed in a new file to be known as the "personal file", to which only the staff member and a strictly limited number of officials to be designated by the Assistant Secretary-General for Personnel Services would have access. A list of material considered "official" will be established. Whenever the personal file is consulted, the staff member will be notified of the reason and of the name of the consulting official concerned. The personal file should at all times remain within the premises of the Personnel Records Unit.

(d) All other material will be placed in the staff member's official status file.

(e) Proper security arrangements will be instituted to ensure confidentiality, such as consecutive numbering of all documents and provision of a log in each file to show when it was taken out and by whom. Official status files will be dispatched and returned to the Personnel Records Unit under seal.

(f) Upon receipt of any adverse communication from a Government concerning the staff member, the Secretary-General will advise that Government that the information cannot be taken into consideration for any official purpose in connection with the staff member's career, unless the Government agrees to have its communication shown to the staff member. The material will then be shown to the staff member for comment, and both the incoming communication and the staff member's comments will be kept in the staff member's personal file. If that condition is not met, no action will be taken on the communication, and it will not be included in the staff member's file.

(g) Information received from other outside sources will be shown to the staff member for comment.
