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ADMINISTRATIVE INSTRUCTION

To: Members of the Staff of United Nations

Subject: MAINTENANCE OF PERSONNEL RECORD CARDS

1. Purpose

This instruction prescribes the manner in which summary information concerning official status of staff members at Headquarters is to be maintained in ready-reference form for general administrative purposes. The instruction takes effect on 15 September 1954.

2. Personal History Cards (UN/P/9)

The above card is designated as the official summary form for the purposes mentioned. A copy is to be maintained for each staff member by the Executive or Administrative Officer for each Department or Office on a centralized basis, and similar records in divisions and/or sections are to be eliminated. The card will accompany the staff member upon transfer or re-assignment in the same manner as leave record cards.

The Bureau of Personnel which has maintained a complete set of the cards, will discontinue their use and will transfer existing cards to Departments and Offices. Major reliance will then be placed on departmental records for casual references by Personnel Officers and others, when it is not necessary or expedient to consult the central Personnel files.

All requests for information previously answered by the Bureau of Personnel on the basis of the cards (credit and reference enquiries, etc.) will be channelled to the Department concerned.

3. Additional Staff Records

The Personnel Files, maintained by the Staff Records Section, will continue to be the official source of information on the status of staff members, and the UN/P/9 form will represent only a convenient device for providing readily available information in summary form. The Accounts Division will continue to provide the Bureau of Personnel and other interested services

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with machine-run Personnel Rosters containing coded information on the status of staff members. In addition, location cards and special-purpose referral files will remain in use by administrative and service units requiring limited information on staff for certain specialized purposes.

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