

* * * DIRECTOR'S RECORD * * *

1. The "Director's Record" provides rapid access at head office to some of the factors which may affect an individual's posting and transfer. Although this record was initiated by departmental action, (T.C.S./O.I. 59-5 dated 4 February 59,) the responsibility for keeping the records current rests with the individual F.S.O. and F.S.E.

2. There is no need to advise the Department on those changes resulting from action initiated by the Department (e.g. promotion and transfer). Others, however, such as change in size of family or education of children, should be brought to the attention of the Director for inclusion in the "Director's Record". It would be well not to count on a letter which indicates a change in personal information being referred to the Director. When such a letter is written, simply provide an extra copy for the Director with "Director's Record Copy" marked on it.

3. Personal information can be forwarded in envelopes marked "To be Opened Only by the Director (or Assistant Director (PERSONNEL)), Trade Commissioner Service". Letters marked for the personal attention of officers **by name**, rather than title, may not be processed if he is absent.

N.B. Letters should not be marked "... and Confidential" because this is a security rating and the letter is opened at once by the security registry.

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