

Ref. No. EDI//Vol.VI/304
Office of Establishments and Service
Matters,
Establishments Department,
Akure.

28 August, 2012

CIRCULAR LETTER TO:

The Chief of Staff to Mr. Governor,
The Senior Special Assistant to the Deputy Governor,
The Secretary to the State Government
State Commissioners,
Special Advisers,
Chairmen of Boards and Commissions,
Permanent Secretaries,
The Clerk, Ondo State House of Assembly,
The State Auditor - General,
The Statistician - General
Tutors-General,
Administrative Secretaries,
Auditor - General for Local Governments,
General Managers/Head of Non-Ministerial Departments,

ACCESS TO CONFIDENTIAL FILES AND OTHER CLASSIFIED INFORMATION

There have been reports that Officers now have unfettered access to their Confidential Files and other classified documents with the intent to tamper with the contents or for other sinister motives, in violation of the rules or regulations in the Public Service. In order to have their way, some senior officers sometimes intimidate or harass the junior officers that have custody of such files or classified documents.

2. The foregoing practice cuts across all strata of officers in the Public Service, leading to the loss of documents, in the attempt by the perpetrators to conceal or doctor information regarding their biodata or career, for personal but unacceptable reasons.

3. In the circumstance, it has become necessary to introduce a number of measures to guide against undue access by officers to their Confidential Files or classified information. The measure are as follows:

- (i) All MDAs must maintain a Confidential Registry manned by competent officer(s) and where Confidential Files are to be warehoused.
- (ii) All Registries, both Confidential and Open in MDAs, must keep File Movement Registers, Morning List Registers, File Index Registers, Dispatch Registers, Flimsy File Registers and other record books that will enhance responsibility and accountability in the management of records.
- (iii) Officers should not have access to their Confidential Files or those of other officers except for official purpose(s) and only with the approval/permission of the Permanent Secretary or Accounting Officer in whose presence the information required from the files should be sourced. In the case of Permanent Secretary/Accounting Officer the Confidential Files should be released only on the express authorization or discretion of the Head of Service; and
- (iv) The purpose of the request for a Confidential File by any officer should be clearly stated in order to obtain the approval of the appropriate authority.

3. I wish to emphasize that officers in custody of Confidential Files or classified documents will be held responsible for any alteration or removal of documents


308

officially in their possession. On the other hand, it will be a punishable offence for a senior officer to intimidate or harass a junior or Confidential Registry staff in the attempt to violate the relevant provisions of this Circular Letter.

4. All inquiries arising from the provisions of this Circular should be referred to the Permanent Secretary, Office of Establishments, if need be, for further clarification.

5. Heads of Department are being requested to give the contents of this Circular all necessary publicity in their MDAs.

6. Thank you.


G.M. Ajayi (Mrs)
For: Head of Service