

HM GOVERNMENT

Department for Administrative Services
Internal Coordination Unit
London, United Kingdom

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Date: 18 March 2025

To:
Heads of Division
Department for Administrative Services

Dear Colleagues,

This memorandum is issued to inform all divisions of the ongoing consolidation exercise relating to departmental records, attendance logs, and inter-unit correspondence for the purpose of preparing the Departmental Operational Summary for the 2024–2025 reporting period. The exercise forms part of the Department's routine administrative review and aims to ensure consistency, completeness, and accuracy across all reported information.

As part of this process, all divisions are requested to conduct an internal review of their respective administrative records, including staff movement logs, leave records, internal communications, and operational correspondence. The objective of this review is to identify any discrepancies or missing information that may affect the accuracy of the final consolidated report.

Divisions are advised to pay particular attention to records related to staff deployments, temporary assignments, and secondments that occurred during the reporting period. Any changes that were communicated informally or implemented on a temporary basis should be formally documented to ensure alignment with departmental records. Where applicable, supporting documentation should be attached for verification purposes.

In addition to personnel-related records, divisions are requested to review correspondence exchanged with other government departments, external agencies, and service providers. This includes formal letters, memoranda, and email communications that relate to operational coordination, administrative approvals, or procedural clarifications. Ensuring that these records are properly archived will assist in maintaining a comprehensive audit trail.

To facilitate consistency, a standard verification checklist has been circulated separately by the Internal Coordination Unit. Divisions are encouraged to use this checklist as a reference when conducting their review. Any uncertainties or queries regarding record classification or documentation requirements should be directed to the Internal Coordination Unit at the earliest opportunity to avoid delays.

Completed verification summaries, together with any amended or supplementary records, should be submitted to the Internal Coordination Unit no later than **5 April 2025**. Submissions should be made electronically via the departmental document management system to ensure secure handling and traceability.

Please note that timely submission is essential to allow sufficient time for consolidation and final review prior to submission to senior management. Delays in submission may impact the overall reporting timeline and could require follow-up clarification.

The Department recognises the additional administrative effort required to complete this exercise and appreciates the cooperation of all divisions in ensuring its successful completion. Your continued support contributes significantly to maintaining accurate records and supporting effective administrative governance.

Should you require further clarification or assistance, please do not hesitate to contact the Internal Coordination Unit.

Yours sincerely,

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Senior Administrative Officer

Internal Coordination Unit

Department for Administrative Services