

A list of 29 registers, logs or record books maintained by the post is presented in this report as Appendix E. The team recommends the elimination of twelve of these reports.

Recommendation 10: The post eliminate unnecessary statistical reports and registers. (Registers which should be eliminated are listed in Appendix E as numbers 3, 4, 8, 9, 17, 18, 19, 21, 22, 25, 26 and 27).

4.1.6 Mail

Incoming

Incoming mail is presently opened and date stamped by the receptionist. For each piece of mail all pages are date stamped. Although the reasons for date stamping each page of every incoming document were discussed with program staff, the team remains unconvinced of the necessity for this procedure, especially in view of the more urgent work represented by the backlogged cases.

Recommendation 11: Only the covering document on each incoming letter or application be date stamped.

The assignment of the mail opening function to the receptionist has both advantages and disadvantages. On the positive side it gives the individual something to do while not serving applicants at the counter; on the negative side it adds to the time necessary for incoming documents to be attached to files. Current procedures call for the receptionist to