In the library field the principal achievement was the introduction of an automated cataloguing system using the facilities of a computer at the University of Toronto with entry by means of a display terminal in the External Affairs library. Catalogue cards and accession lists were thus produced for a large portion of the holdings at headquarters. The next step was expected to be the cataloguing of libraries at posts by the computerized system.

In the new building, Records Management has been provided with a good deal of modern mechanized equipment to facilitate the handling of paper and to make the operation more compact. A number of new systems were introduced to speed up the flow of mail. But, while the manual system of Records Management was thus developed considerably, the sheer volume of paper made it obvious that an electronic system would have to be introduced if records were to be effectively maintained.

To examine the requirement for computerized records handling, an information systems development team was set up in September and began looking into problems of indexing, storing and retrieving information throughout the Department. Its recommendations, it was realized, could have a profound effect on the way the Department does business. Technology in this field, above all in microphotography and computers, is well established. What is new and different is the development of techniques for indexing the vast range of information that flows to and from an organization which deals internationally with the full range of interests and activities of the Canadian Government.

In the area of departmental publications, the use of computerized photo composition was extended to include the index of Administrative Manuals, the booklet *Information for Canadians Travelling Abroad*, and certain other publications. Work was also done on developing a computer program and master file for the departmental telephone directories so that their updating could be automated during 1975.

Telesat plays an important part in overseas communications.