

The *Records Management Division* administers and organizes departmental records in accordance with the "Public Records Order" and other Government guide-lines and directives and with departmental needs. It carries out liaison with the Dominion Archivist in all areas of records management. The division is charged with the custody and management of records at departmental headquarters and exercises functional control over records at posts. It is responsible for recording all official correspondence at the time of its receipt or production, regardless of its physical form, in such a way as to be able to retrieve it without delay by means of a classification and indexing system uniformly applied throughout the Department. It is also responsible for scheduling valuable records for retention and valueless ones for destruction, and for the carrying-out of these tasks. It provides research and reference services for the retrieving of information contained in inactive as well as active records. It controls centrally the records functions performed by the decentralized records units. The division participates in the promotion of the advancement of records-management technology for the possible implementation of electronic data-processing and automation.

The *Telecommunications Division* is responsible for the administering and operation of the Canadian diplomatic communications system, which provides for the despatch and receipt of messages by telegram, teletype, telex, diplomatic courier and diplomatic mail facilities between Ottawa and posts abroad. It also arranges for the provision, installation and maintenance of telephone equipment at selected posts, conducts training courses for communicators, technicians and other departmental personnel and is responsible for buying, leasing and maintaining all equipment used in the system. The division carries out liaison with other departments and agencies that employ these facilities.

The *Bureau of Finance and Administration* provides support services to the Department through six divisions -- Central Services, Finance, Foreign Travel and Removal Service, Management Services, Matériel Management and Property Management. As directed by the Government, these support services are provided on an integrated basis for most Government operations abroad except operational military formations. In accordance with Government policy, the Department has adopted a decentralized system of financial management that should increase the flexibility and effectiveness of program-management in the field. A complement of five Area Comptrollers, reporting to the Director-General of the Bureau, act as budget-control officers within this system and as advisers on administrative matters generally to posts.

The *Central Services Division* provides a variety of common support services to the Department at headquarters. It develops the detailed requirements for office accommodation, furnishings and equipment in the new headquarters building, including security, telephones, reception and conference facilities. The division prepares programs for the allocation of space in some ten buildings and provides the necessary liaison with the Department of Public Works on such matters as the cleaning, redecoration, repair and alteration of offices.