

PROCEDURESINCOMING MAIL (ACR)

27. The mail is sorted and material for other agencies, posts, and personal mail is removed and dispatched. The remaining mail is scanned and material for administrative and Consular Bureaux is removed and delivered to the sub-registry servicing them. Material such as organized petition mail, requests for information material, routine travel notifications from other departments and similar mail, is removed and passed directly to the action division without further processing at this time. The remaining material is then passed to the Documents Retrieval and Reference Centre.

Documents Retrieval and Reference Centre (ACRD)

28. Many items, particularly numbered letters, specify distribution of copies for information addressees. The number of copies needed for distribution, including an "Advance" copy to be passed directly to the action division is reproduced. In addition the first page is reproduced in a reduced format for indexing purposes. Advance and information copies are passed to the messenger service for delivery to the appropriate divisions. The original, accompanied by the reduced copy is passed to the Analysis and Dissemination Section (ACRA) where it is classified, indexed and returned to ACRD. The original is removed and forwarded through the messenger service to the action division. Key words on the reduced copy are identified and the number of copies required for filing reproduced. The index copies are cut to size 8" x 5" and stored alphabetically in Kard-veyers.

Material from Divisions

29. Procedures for processing material from the Divisions vary for the different types of material.

- Consular material is returned to the sub-registry (ACRP) where it is classified and indexed. It is then passed to the Documents Retrieval and Reference Centre (ACRD) where index copies are prepared in duplicate (one set for the reference centre and one for the sub-registry). The original and one set of index cards are returned to the sub-registry.
- Incoming Telegrams, copies of internal memoranda and outgoing correspondence and other material which has not been classified and indexed is passed to the Analysis and Dissemination Section (ACRA) where it is classified and indexed. It is then passed on to ACRD. Index copies are made up and filed in the master index (KARD-VEYER). The original is placed on its file and stored in the Randtriever.
- Incoming numbered letters which were classified and indexed on receipt are placed directly on file.

TELEGRAM SURVEY

30. Since telegrams play such an important part in the flow of information in the Department, a survey was made of the telegrams received during the months of September and October, 1974. A sampling procedure was followed in order to portray useful information on the 18,000 telegrams carried in the system in the two-month period, as shown in the following table. The data from the sample showed a very close correlation with that obtained from a complete traffic analysis made during a one-week period in May, 1974.