

1. NAME OF SYSTEMS

Information Storage and Retrieval (BICO).

2. PURPOSE OF THE SYSTEM

To provide an effective and efficient system for managing the substantive information of the Department. For the purpose of this information system, substantive information is defined as that information relating to the Department's responsibilities in Economic, Political, Legal and Protocol matters as well as policy and certain operational aspects of other programs including Consular and Public Affairs.

3. DESCRIPTION OF THE SYSTEM

To support the Bureau Information Control officer (BICO) the system uses the computer for on-line indexing and retrieval of the Department's correspondence (incoming and outgoing telegrams and mail) dealing with substantive subjects, and the conversion to microfiche of the closed volumes of the Department's files. It is resident in the Department's DEC 20 computer.

4. SCOPE OF THE SYSTEM

The scope of the system ranges from the physical handling and storing of the Department's substantive information to the presentation of selected material from this base for operational decision making or analysis.

5. KEY USERS AFFECTED

All desk officers and bureaux dealing with substantive information.

6. OPERATED BY

The system is operated by the Records Management Division (MGI) of the Bureau of Communications and General Services.

7. FREQUENCY

The data base is updated continuously.

8. KEY INPUTS

- (a) Letters in
- (b) Letters out
- (c) Telegrams in
- (d) Telegrams out
- (e) Memoranda - intra departmental; to file etc.
- (f) Notes - to and from foreign governments
- (g) Memoranda - to Minister, to Cabinet, to Council;
- (h) Circular documents