

the Records Management Division, who is also designated the Departmental Records Manager, works closely with the Dominion Archivist in the field of records management.

A central control attached to Records Management headquarters effectively ensures uniformity in the classification of records and in the procedural methods applied in various decentralized records units. The supervisors of such units submit regular reports to headquarters on their work, on the performance of their personnel, and on file examination and upkeep. Further, they prepare and submit statistical reports from which work measures and standards can be established. Such statistics permit headquarters assessment of the work volume of the units and the allocation of personnel to the best advantage.

The new departmental filing system, designed to provide headquarters and personnel abroad with a uniform records-classification system, introduced in 1963, has gained wide acceptance and its effectiveness has been sustained.

Training courses on records management were given to 75 members of the Department, who were either assigned to the Records Management Division or posted abroad. These courses varied in essence and duration to meet the needs of the trainees, depending on their qualifications, past experience and future duties. Lectures on records management were also given to new departmental personnel.

In 1968, the Post Liaison Officer visited the offices at Port-of-Spain, Caracas and Kingston to carry out a reorganization of records at these posts. The Division also provided assistance and guidance to various other posts regarding the records system and techniques of records management; briefed officers and clerks proceeding to posts on the disposal of obsolete records; and gave counsel regarding the selection of records personnel for certain posts.

In compliance with a Public Records Order issued by the Privy Council on October 1, 1966, the retention and disposal schedules applying to operational records are required by the Dominion Archivist by May 1, 1969. Tentative lists of retention periods were prepared by the Records Management Division and submitted during 1968 to all the operational divisions for their approval. The programme is near completion, and it is expected that the deadline fixed by the Public Records Order will be met by this Department.

The management of departmental records continued to improve during 1968. With the creation of new divisions, demands for records services were intensified. The Division succeeded in keeping abreast of these new demands because of better-trained and experienced personnel, reflected not only by the training programme but also by the filling of vacant non-rotational positions, and also because of increased co-operation by the records users, who indicated greater concern for the handling of their correspondence.