

I N F O R M A T I O N S Y S T E M S D E V E L O P M E N T

TABLE OF CONTENTS

Introduction	
Summary and Recommendations	
	<u>PAGE</u>
CHAPTER I	<u>THE NATURE OF THE PROBLEM</u>
	Information and the Conduct of International Relations 1
	History of Records Management in the Department 2
	Execution of the Mandate 4
CHAPTER II	<u>THE DEPARTMENTAL SURVEY AND FINDINGS</u>
	Nature and Extent of the Survey 5
	Categories of Information Use and Need 5
	General Findings 7
	Work Approach and Attitudes Among Members of the FS Group 8
	The Desk Officer Group 9
	Management and Staff Roles 10
	Working Files 11
	Needs in the Posts 12
	The Records Management Division 13
	Summary of General Findings 18
	The "Satellite" Systems 18
	The "Independent" Systems 20
CHAPTER III	<u>SYSTEM CRITERIA AND SURVEY CONCLUSIONS</u>
	System Criteria 22
	General Conclusions 26
	a) Bureau Information Control Offices 26
	b) Retention of the Records Classification Guide 27
	c) Policy Information and Coordination 28
CHAPTER IV	<u>THE PREFERRED SYSTEM</u>
	Basic Features 31
	The Desk Officer 34
	The Bureau Information Control Office 34
	The Central Information Control Office 38
	The Micro-Operations Section 38
	Closed File Storage -- The Randriever Section 39
	The Mail Room 39
	The Comcentre 40
CHAPTER V	<u>POLICY FORMULATION AND CORRELATION</u>
	<u>- Interdepartmental Coordination</u>
	General 41
	Country Data Banks 42
	Presentation of Telegrams and Current Documents 43