

Recommendation 23: Priority be given to Immigrant file creation during the summer months to make the normal turnaround delay coincide better with the summer visitor peak. (Page 36)

Recommendation 24: Lookout procedures should be integrated into registry duties, the microfiche reader be physically relocated in that office and the lookout check be done at the file creation stage. (Page 37)

Recommendation 25: Immigration kits for applicants be prepackaged to expedite file creation. (Page 37)

Recommendation 27: Index and BF cards be put away each day, by Registry clerks only. (Page 40)

Recommendation 28: The recording of processing dates on the file cards be discontinued. (Page 40)

Recommendation 29: The usefulness of a "Soundex" index system be evaluated by External Affairs and a means found for its introduction if it is found to be viable. (Page 41)

Recommendation 30: All correspondence arriving at the Post be indexed not later than 48 hours after its receipt at the post. (Page 41)