

22. There are several aids to assist in identifying and locating information in active, closed, and dormant files:

- the file classification guide and file lists for the period 1963 to date.
- microfilm of index cards. Index cards have been made since at least 1927. The depth and quality of indexing, however, has varied from time to time.
- index cards covering material indexed in the current year.
- file lists which go back as far as 1909 for some papers.
- file lists for material held at the Public Archives show the file number, date range, subject, its PARC location and if it has been destroyed.
- KWOC index. A computer listing of 1940-63 series of files by subject title.

23. A survey over a period of three months revealed that 48 files a day were being charged out to the divisions. Of these, 23% were from the consular series which were subsequently moved from the Randriever to the sub-registry near the Consular Bureau. 37% were from the 20-34 Policial and Defence Block: 16% were from the 35-54 Economic and Social Block: 22% were from the 55-79 Culture and Information Block and 2% were from group 81 - Legal Affairs.

The survey also showed that the distribution of charge-outs was as follows:

21%	to	CSP	6%	to	FCP
15%	to	FAP	5%	to	GAP
12%	to	ECP	5%	to	GWP
11%	to	FLP	4%	to	GEP
8%	to	PPR	4%	to	GPP

## PROCEDURES

### Incoming Telegrams (ACT)

24. Distribution of "Action" and "Information" copies is determined by the originator as indicated in the telegram. On receipt in the Comcentre they are reproduced and an "Action" copy, along with an "Advance" copy is delivered directly to the Action division. When requested by the originator "General" distribution of 130 copies may be made. This is infrequent.

25. In addition all telegrams which are considered by the Communications Centre to contain substantive information are given a wider distribution (forty-one copies) than indicated in the telegram.

26. On receipt of the "Advance" copy, the recipient division sends it to the Registry where it is retained for possible reference. When the action division has completed its action, the "Action" copy is also passed to Registry for further processing. Other divisions may send their "Information" copies to Registry if they wish them to be filed.