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## **Technical Security Division (MSX)**

1. Act as departmental COMSEC authority.
2. Represent the Department on the Information Technology Security and Communications-Electronic Security committees (ITSC and CSC respectively).
3. Act as departmental COMSEC custodian and distribution authority.
4. Provide technical security inspection and related services to support departmental programs, as well as prime ministerial and ministerial visits abroad, in accordance with government security policy.
5. Conduct emanations security tests and inspections.
6. Provide functional guidance for technical security inspectors assigned to missions abroad.
7. Manage the acquisition, installation and maintenance of secure protective facilities (SPFs).
8. Provide technical security input into system specifications developed by MSS under the LRICP.
9. Conduct a departmental COMSEC awareness program.

## **Records Information Management Division (MIR)**

1. Ensure that departmental records, in all media, are managed according to relevant legislation and central agency policies.
2. Provide records information and research services using a system of Bureau Information Control Offices (BICOs) located throughout Headquarters.
3. Provide functional guidance to missions and Headquarters units on the management of their records information.
4. Provide, on a project basis, systems and services tailored to special information requirements.
5. Under the direction of the senior designated official (MSD), manage the implementation of the Management of Government Holdings Policy (MGIH) in EAITC.
6. Plan, design, implement and administer the Central Automated Text Storage System (CATS) as part of the development of SIGNET.
7. Maintain and develop systems and programs to support the management of records information within EAITC.