

records services to key organizational components; to maintain and improve the level of records, mail and messenger services; to increase the efficiency, effectiveness and economy of operations of all three services; to provide for progressive compliance with Government records management policies (Chapter 460 of Treasury Board's Administrative Policy Manual); to prepare recommendations for the further development of the online information system; and to obtain a mandate from senior management in respect of the system's future application and extension.

DESCRIPTION:

The task requires the establishment of a portfolio of projects (see Annex A) for the Records Management Division and the development of a comprehensive plan for their implementation. The project requires the identification and description of specific projects, the identification of the resources required, the assignment of responsibility for their implementation, the setting of priorities, and the preparation of a calendar for the project's completion. Various staff in the Division will be assigned responsibility for drafting detailed descriptions of each project. The Director and Deputy Directors of MGI, after reviewing and approving individual project descriptions, will prepare the overall work plan. The plan will be presented to the Director General, Communications and Central Services Bureau, and to the Assistant Deputy Minister, Administration Branch, for approval.

IMPLEMENTATION CONSIDERATIONS:

The implementation of several projects will require consultation with other divisions and in some cases with other departments. For example, the project for the identification and storage of essential records will require consultation with ZSE and Emergency Planning Canada on the Department's role in the government's overall emergency plan and on the identification of the Department's essential records. Treasury Board & Public Archives will need to be consulted on specific measures required to achieve compliance with Government records management policy. Other divisions will need to be consulted during the development of a comprehensive inventory of Departmental record holdings. Negotiations will be required in some cases to extend the Record Management Division's control over records not now under its jurisdiction and in respect of the conversion of trade records to the External Affairs' file classification system. The development of recommendations for senior management for the future application and extension on the online information system will require extensive consultation with records users throughout the Department.

The project for the review and standardization of records and mail forms and procedures will ultimately result in the development of instructions with application to the Department and posts abroad. Resource constraints will delay the completion of some elements of the work plan and could prevent the completion of others. The work plan will be periodically reviewed and adjusted, if necessary. Further projects will be identified, described and incorporated as the work plan proceeds.