

the Cyberzone

This month, we are again pleased to list three more timely and useful Internet addresses that are found on the "Surf Board" in the Cyberzone, a designated area of the Library where you will find an Internet terminal, a wide range of CD-ROM databases to explore, as well as hard copy documentation on the Internet.

Library staff are available to show you the Cyberzone and to help you with your searching.

International Organization for Standardization (ISO)

<http://iso.ch/welcome.html>

Maintained by the ISO Central Secretariat, this site provides links to a wide variety of useful information such as:

- ISO technical committees and documentation
- ISO meeting calendar
- ISO catalogue
- what's new at ISO

Canada411

<http://canada411.sympatico.ca/>

An electronic telephone directory. Includes over 10 million listings and postal codes. Can be used to search for an individual or a business.

EUROPA

<http://europa.eu.int>

Maintained by the European Commission, this site provides information on the European Union and its policies. Provides links to information such as the following:

- the Union's institutions and who does what
- official documents from the Union
- publications, online services, and statistics
- the Union's policies
- contact points
- what's new

What to send, what not to send to the BICOs

a quick guide

Ensuring that departmental records are properly managed for current and future retrieval is everyone's responsibility. Your role as creator or recipient of hard copy documents is to forward these documents promptly to your local BICO, where they are processed and stored.

The BICOs are aiming to have all documents processed promptly on receipt, so you can be confident that records will be retrievable when you and others need them. With fewer staff than in the past, Information Services (SXCI) needs your cooperation more than ever to achieve this goal. You can help by following these simple guidelines.

What to send to your BICO:

- All original hard copy documents required for the corporate record.
- Any newspaper clipping that contains important graphics.
- Any document on which there are important hand-written comments or signatures.

What NOT to send to your BICO:

- Distribution and information copies of documents; only the original is needed.
- Hard copies of electronically generated messages which are unclassified or PROTECTED A that have been cc'd to

CATS. Check the addressee list to see if CATS was cc'd¹

- Press clipping files from Canadian and leading foreign news sources in major languages. [These are easily retrieved by other means.]
- Official documents of the OECD, UN, IBRD, and IMF (except classified UN documents).
- Correspondence without dates.

SXCI recommends that you send your records directly to your BICO instead of keeping them in your division. If you have working files, and wish to transfer them to the BICO, please screen them and discard items as, if appropriate. The BICOs will be monitoring incoming material carefully and will return unscreened files and documents.

Your cooperation in this important effort to streamline the process of managing the corporate record is appreciated and your suggestions are always welcome.

¹ For information on what to cc to CATS, please see "The CATS is Out of the Bag! CATS on the Web," *Connexions* No. 6/96, October 30, 1996, page 1.