

Administrative bureaux

The administrative bureaux, which complete the headquarters bureaux structure, are Communications and General Services, Finance and Management Services, Personnel, and Physical Resources. These support bureaux run the machinery for the widely-dispersed operations of the Department and, in consultation with the area bureaux, help to administer its resources.

The *Bureau of Communications and General Services* consists of the Information Systems and Records Management Division, the Library Services Division and the Telecommunications Division, as well as the Accommodation Section, the Telephone Services Section and the Word-Processing Services Unit.

The *Information Systems and Records Management Division* is responsible for the operation of the computer-based information-storage and -retrieval system introduced in the Department in 1978, and for all manual records services. The division has charge of all records services at headquarters, and exercises general control over post records. It is responsible for the handling of all official correspondence with a Department-wide classification system, employing both computerized and manual procedures. Research and reference services are provided for headquarters and post records personnel and for the para-professional

information-control officers recruited to manage the computer-indexing system. The division is also responsible for scheduling valuable records for retention or transfer to the Public Archives and valueless ones for destruction.

With the promulgation of the Canadian Human Rights Act on March 1, 1978, a Privacy Act Officer was assigned to handle requests for access to departmental files under the general guidance of the Departmental Privacy Act Co-ordinator.

The *Library Services Division* is composed of a main library and one branch library specializing in international law. The Library provides information and research services to departmental staff at home and abroad and, in addition, to university professors and other researchers.

The Library Services Division assists with the planning of physical facilities for libraries at posts abroad and establishes and maintains these libraries by providing a range of support functions. A relatively recent development has been the expansion of the capability of the Library to carry out research through access to various automated data-bases.

The *Telecommunications Division* provides and manages a world-wide telecommunications network for record transmissions between all government departments