

co-ordinated the expansion, relocation and redesign of offices. It was also involved in improving the working environment of staff.

The Records Management Section assisted headquarters and regional staff in dealing with requests to retrieve information from policy and administrative files. Corporate file research requests included 33,426 microfilm requests from the Privacy Commissioner, Consular Services, headquarters and regional offices. A total of 1,140,265 corporate files were micro-filmed. Records Management participated in the Local Shared Support Services Committee working group to implement an on-site archives storage for semi-active records. This should result in more efficient retrieval of information. The section also took steps to create and maintain the Passport Office's inventory of corporate information holdings.

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