

mation relevant to the work of the Department, the division functions as a research library for university professor and students, as well as other researchers both from Canada and abroad. The Library Services Division assists with the planning and establishment of reference libraries at posts. It maintains these libraries by purchasing books and other documents, providing advice in the selection of library systems and procedures, training post-library personnel and making available research and bibliographic services.

The *Records Management Division* has custody of records at headquarters and exercises functional control over records at posts. It is responsible for the processing of all official correspondence by means of a classification and indexing system uniformly applied throughout the Department. It provides training for post-records personnel. It is also responsible for scheduling valuable records for retention and valueless ones for destruction. It provides research and reference services for the retrieving of information contained in inactive as well as active records. It also provides reproduction and distribution services for posts of copies of their correspondence required for information purposes.

The Records Management Division is also responsible for providing diplomatic bag and mail services and maintaining a corps of messengers. It also maintains a number of vehicles for the transportation of departmental mail, equipment and supplies.

The increasing flow of complex material essential to the efficient conduct of Canada's external relations is imposing new internal pressures on the Department. The "information explosion" and high-speed communications are making it increasingly difficult to provide relevant information on demand by the use of traditional records-management procedures. A *Director of Information Systems* was, therefore, appointed in 1975 to develop and implement recommendations calling for the transformation of present methods into a new information system, which is developed in close collaboration with the Records Management Division.

The *Telecommunications Division* is responsible for the administering and operation of the Canadian diplomatic communications system, which provides telegram, teletype and telex service between Ottawa and posts abroad. It is also responsible for the operation of the diplomatic courier service between Ottawa and the posts abroad. In addition, the division arranges for the provision, installation and