

8. The Records Classification Guide is, as the name implies, a guide to assist in determining within what subject area a particular paper belongs. Having determined the primary and sub-groups, a list of current files is available from which to select the specific file number appropriate to the subject matter of the paper to be filed. It is estimated that there are approximately 20,000 individual file titles, many of which are further subdivided by country or by name. During 1974 nearly 4,800 new file volumes were opened, involving about 2,000 new titles, the majority of which were name files rather than new subject titles.

#### CLASSIFICATION AND INDEXING

9. "Classification" is the selection of a particular file, from a master file list, on which an individual item is to be stored.

10. "Indexing" is the assignment of key words which identify sources, subjects, names of places, persons, organizations or events discussed in a document. These key words are intended to aid in the later retrieval of the document.

11. The classification and indexing of substantive material is carried out in the Analysis and Dissemination Section which has an establishment of eighteen analysts and a supervisor. There are four groups of analysts, one group serving geographic (or regional) divisions, one serving functional divisions, one serving the Economic Bureau and the fourth serving the public affairs and U.N. bureaux.

12. On receipt in the Section the material is sorted and passed to the analyst.

13. It is read, and a file number selected and marked on the original and the reduced copy. The action responsibility is also indicated when not specified by the originator.

14. Key words are underlined or hand written on the reduced copy. If the analyst considers that a particular paper does not deal with substantive information, it is not indexed. Conversely, papers which were not processed in the Mail Room as substantive may be so considered by the analyst and indexed.

15. ACR statistics for 1974 show that approximately 450,000 items were processed through ACRA but of these only 300,000 were placed on substantive files, the difference being accounted for by discovery of duplicate copies which were not filed.

16. During 1974, the indexing of material filed in substantive files resulted in 267,000 index cards. The discrepancy between the number of papers filed and the index cards is due to many papers not being indexed. Outgoing telegrams and numbered letters, continuing correspondence on consular cases, papers associated with visit and conference arrangements, and some information copies, although placed in files in the substantive series, are not indexed.