

COMMUNICATIONS & GENERAL SERVICES (cont'd)

RECORDS MANAGEMENT DIVISION (ACR)

Block A G-266

CHARETTE R L P - Director 2-8678
 Secretary - Piffard Miss J 2-8678
 Divisional Secretary -
 Gallant Mrs J 6-1779
 Langevin N J - Admin and Finance 5-6836
 McLaughlin Jim - Training Instructor 6-8431
 McGovern Leo - Deputy Director 2-7437

Systems Development Section (ACRY)

Berlet L H - Acting Manager 2-7532
 Moore D W - Micrographic
 Unit Head (ACRX) (59)3-5798
 Jarvis Miss E - Records
 Improvement (ACRZ) 2-6859
 Classification and Index Systems 2-7532
 Manuals and Procedures 2-7532
 Post Liaison 2-5038
 Records Scheduling (ACRR) 2-7532
 Research 2-7532

Analysis & Dissemination Section (ACRA) A G-280

Economic & Science Records
 Supervisor - Cain Miss C 2-7959
 Economic & Science Affairs
 ECB EBI 2-7959
 ECW 2-4164
 EBS EBD 2-2217
 Functional & Defence Records
 Supervisor - Dubois Mrs T 5-6615
 Communications & General Services -
 ACP ACL ACR ACT 6-2442
 Defence & Arms Control Affairs -
 DFP DFD DFR 5-6615
 Legal Affairs - FLP FLA FLO 6-2878
 Press Office - FPR 6-2442
 Protocol - PPR 6-2442

International Affairs Records

Supervisor - Bissonnette Miss M P G ... 6-8178
 Co-ordination - FCP FCC FCF FCO 6-8178
 Public Affairs - FAP FAC FAE FAH FAR .. 2-5988
 Public Affairs - FAI FAB 2-6664
 United Nations Affairs - UNP UNO UNS .. 6-8178

Regional Records

Supervisor - Désormeaux Mrs E A 2-6032
 African & Middle Eastern Affairs -
 GAP GAA GAF GAM 2-1411
 Asian & Pacific Affairs -
 GPP GPL GPO GPS 2-6032
 European Affairs - GEP GEA GEC GEO 2-5325
 Policy Analysis Group - PAG 2-8529
 Western Hemisphere Affairs -
 GWP GWC GWL GWU 6-1406

Documents Centre (ACRD) A G-290

Chief - Richard Mrs E 2-8491
 Reference & Retrieval Section
 Supervisor 6-1360
 A to I 6-1360
 J to R 6-1377
 S to Z 2-5790
 Microfilm 6-1402
 Central Photocopy Service (ACRE) 6-1341

Records Custody

Supervisor 5-6922
 Request for Current
 Records (ACRC) 6-1138/2-7827
 Request for Dormant
 Records (ACRI) 2-6614/2-7827
 Request for Special Records (ACRS) 2-7827

C-2 Records Unit (ACRP)

C 2-115

Supervisor - Lapensée M 2-7962
 Request for Files 2-6966
 Bilingualism - A8C 2-7962
 Central Services - ACS 2-7474
 Consular - CSP CSO CSR 5-7964
 Finance - AFP AFF 2-7474
 Foreign Travel & Removal -
 APRF APRI APRK APRR APRT 2-7474
 Inspection Services - PIN 2-7962
 Personnel - APP APO APRL 2-7962
 Staff Relations & Compensation - APR 6-2523

C-3 Records Unit (ACRB)

C 3-Core

Supervisor - Hébert E J B 6-2459
 Request for Files - ARP ARB
 ARC ARD ARM AFS 6-2459

Mail Management (ACRM)

A G-310

Meilleur J H - Manager 6-1510
 Supervisor - Mail Operations -
 McLaughlin J M 2-5598
 Outgoing Mail
 Supervisor - Franey Sean 6-1760
 Incoming Mail
 Supervisor - McGrath Mike 6-1402
 Personal Mail 2-8043

Vehicle, Conveyor & Messenger Management (ACRK)

A G-310

Waters P O - Manager 6-1423
 Supervisor - Vehicles & By Hand Operations
 Boyd F W 5-2361
 Conveyor Stations Supervisor -
 Latreille J 6-9175
 Conveyor Controller - Young A 6-9176
 Vehicles Despatcher - Lafontaine L 5-7358
 By Hand Deliveries 5-7538

TELECOMMUNICATIONS DIVISION (ACT)

Block A 2-210

ARBUCKLE T E - Director 2-8433
 Divisional Secretary - Pothier Miss L ... 2-8433
 Dolan J G - Deputy (Operations) 6-3118
 Woods D G - Deputy (Technical) 5-8611
 Operational Services
 Dolan J G 6-3118
 Courier Services
 McCabe R M 6-5368
 Couriers 2-8078
 Documents Section (ACTD)
 Financial Control - Accounts (ACTA)
 O'Keefe Miss C 2-0715
 Ryan Miss E 2-3781