

**BUREAU OF
COMMUNICATIONS AND GENERAL SERVICES (ACP)**

Block A 1-288

WARDROPER W K - Director General 2-2854
Whittmire Miss Lynn 2-4110

Accommodation and Building
Maintenance (ACPA) C 6-148
Maintenance Enquiries 5-6840

Reinke J (59)3-6232
Drafting/Moving Services 5-3368

Financial Manager
Blenkarn N 2-5347

Headquarters Telephone Services (ACPT) A 8-249
Stewart L G 6-8892
McGillis N H 2-8047
Accounts - Wilson K A 6-4808
Enquiry Service 6-9134

Word Processing Services (ACPW) A 3-270
MacVicar Mrs Barbara (59)3-7333
Dolan Miss Betty 6-2470
Word Processing Centres - Supervisors
"A" 3 - Lacombe-Laurin Mrs Line 5-4750
"A" 6 - Saucier Mrs C 6-6058
"C" 6 - Gélinau Mrs Aline 5-4461

**INFORMATION SYSTEMS AND
RECORDS MANAGEMENT DIVISION (ACI)**

Block A G-266

GREY Saul - Director 2-6032
Divisional Secretary - Richardson T 6-1779
Sinclair I A S - Deputy Director
(Information Services) 6-8431
Wielheesen W - Deputy Director (Support
Services) 2-7437

Privacy Act Officer (ACIH) - Berlet L 6-8889

Central Information Management Office (ACIC)
Sinclair I A S (Deputy Director) 6-8431
Cameron H 6-9384
Josephson F 6-9385
LaFranchise D 6-9384
Small V 6-9385
Computer Operator 6-6075/6-9386
BICO "A" 1 - COP, ACP 5-5934
BICO "A" 2 - GAP, GSP 5-6248
BICO "A" 3 - UNP 5-5768
BICO "A" 4 - FLP 5-6621
BICO "A" 5 - FCP, GPP, GNP (59)3-6669
BICO "A" 6 - ECP, ESP (59)3-6578
BICO "A" 7 - DFP, DPA, GEP (59)3-5293

Support Services
Wielheesen W - Deputy Director 2-7437

Finance & Administration
Langevin N 5-6836
Gallant Jean 5-6934

Training Officer - Landry M 6-8178

Post Liaison (ACIL) - Chartrand J J L 2-7532

Micrographics Unit (ACIX)
Moore D (59)3-5798

Records Improvement, Scheduling &
Custody Section
Records Improvement (ACIZ) A 1-289
Sarrazin L L 2-6859
Records Scheduling (ACIR) A G-271
Lapensée M 6-1406
Liaison with Public Archives A G-271
Weaver G 6-1406
Custody (ACID) A G-290
Dubue J 6-1138
Special Records (ACIS) 6-1138
Request for Dormant Records .. 2-6614/2-7827

Records Unit (ACIA)
Supervisor - Heddleston R 6-2442
Request for Files 6-2442
FAP, FAC, FAR, FAH 6-2442
FIP, FIA, FID, FIE 6-2442

C-2 Records Unit (ACIP) C 2-140
Supervisor - Fournier R 2-7962
Request for Files 6-4693
AFP, AFF 2-7474
APP, APO, APL, APRL 2-7962
APR 6-2523
APRF, APRK, APRR, APRT 2-7474
CSP, CSO, CSR 5-7964
INSP 2-7962

C-3 Records Unit (ACIB) C 3-Core
Request for Files - ARP 6-2459

Mail Management (ACIM) A G-310
Manager - Meilleur J H 6-1510
Mail Operations
Supervisor - McLaughlan J M 2-5598
Incoming Mail
Supervisor - McGrath M 6-1402
By Hand 5-6922
Outgoing Mail
Supervisor 6-1760
Personal Mail 2-8043

Vehicle, Conveyor & Messenger
Management (ACIK) A G-310
Manager - Waters P O 6-1423
Vehicles & By Hand Operations
Supervisor - Boyd F W 5-2361
Conveyor Stations - Messengers
Supervisor - Robertson B 6-9175
Conveyor Controller
Routhier R 6-9176
Vehicles Despatcher 5-7538
By Hand Deliveries and pick-ups
Tessier P 5-7538