

would require a heavy involvement of time in the development of either simulated files and simulation programmes (from general purpose packages) or randomly-generated files to which access would be tested by twenty to thirty terminals simultaneously. Delivery time for equipment and "software" could vary anywhere between three and nine months. Following delivery there would have to be an acceptance period during which the machine would have to prove in practice what its suppliers had claimed in theory.

205. To ensure that the time of waiting for delivery would not be lost in inactivity, it is proposed to rent a "mini" computer to fulfill three purposes:

- * To capture information in closed volumes of files which would form the basis for indexes for transfer to the future system.
- * To train and familiarize the analyst/indexers with the CRT techniques in preparation for live-testing the system upon delivery. Inadequately-prepared analyst/indexers would result in an inability to make a realistic test of the system prior to acceptance.
- * To conduct developmental and experimental work for one of the Level III and IV systems, probably the telegram display system.

Security

206. Security aspects have already been discussed but the matter of timing must now be considered. Before any equipment deliveries could be made the physical security features would have to be in place. To avoid any danger of labour or material problems delaying the computer delivery date and stranding the staff and procedures, the shielded room and links to the CRTs should by preference be installed in FY 1975/76, but budgetary constraints may require this work to be scheduled for the beginning of 1976/77. During that year the "software" devices to control access to the computer would also have to be established.

Staffing

207. The fundamental changes in the approach to information storage and retrieval in the Department foreshadowed in this report would have major effects on people. New skills would be required, new tasks would be created and different combinations of tasks would emerge. In staffing terms this means that a new reclassification exercise would have to be conducted in the Records Management Division. The Personnel Bureau has been approached with a request for assistance in this area. Since reclassification of the positions would be the first of a number of steps before any personnel could make their appearance as fully operational members of the organization, it would be essential for the process to begin immediately.

208. The staffing phase would be one of the most critical of the whole project, and one where response and success would not be wholly within the control of the Director of Information Systems. Furthermore, the lead time before a successful candidate could take up his duties would vary, especially if a language training period should be required. The whole staffing activity