

Recommendation 16: New lateral file shelving to house all active files, compatible with the proposed new file procedures be purchased for Port of Spain. (Page 27)

Recommendation 17: A file system based on prenumbered file folders or labels be selected, implemented and tested in Port of Spain. (Page 29)

Recommendation 18: Charge-out guides be implemented in place of file jackets as part of a new registry system in Port of Spain. (Page 29)

Recommendation 19: New file folders be designed with a file pocket to house the transaction data sheet and the chargeout card. (Page 31)

Recommendation 26: The computer team implementing the London computer system be authorized to examine the feasibility of computerizing certain aspects of Immigration processing. (Page 39)

Recommendation 31: A BF system based on coloured flags be implemented and tested in Port of Spain. (Page 44)

Recommendation 33: The number of files in offices be reduced by the establishment of a chargeout cabinet in Registry. (Page 48)