

Central Registry would be transferred to providing support to the Bureau Information Control Officers. Moreover, the Records Management Division has some difficulty in the present organization in providing adequate training for CR's proceeding abroad where their duties include management of post registries. The Bureau Information Control Offices would provide a much more realistic training ground for such CR's than is possible within the present centralized system. This could, in fact, lead to a possible reduction in the training component being envisaged for the present Registry.

173. The whole process of bringing about the necessary personnel changes will clearly take some time. In order to tackle the issues effectively in Phase II, and since the reclassification exercise in particular would be quite extensive, it would appear essential to assign a knowledgeable classification officer from the Personnel Planning and Development Division to work with the project team for a few weeks. With regard to the time factor in relation to recruitment plans it would also be important to consider the full impact of the requirements for bilingual qualifications for certain of the positions to be filled.

#### The Public Archives

174. The "Preferred System" envisages the combination of computer indexing with extensive use of micrographic techniques, most probably with heavy reliance on microfiche. Although it is not now planned to do away with "hard copy" records certain lines of future development could possibly lead in this direction. In any event, given the large amount of External Affairs material being continuously transferred to the Public Archives (now accumulated to some 100,000 files), and since micrographic records will be created in the Department, the question of ensuring their acceptability in one or another form should be discussed with the Dominion Archivist. Apart from the question of acceptability to the Archives, there is also a requirement that any Department embarking on a microfilm programme must consult the Micrographic Evaluation and Development and Micrographic Advisory Sections of the Technical Division of the Public Archives. The Technical Division can also provide valuable operational assistance in the carrying out of any micro-filming programme.

#### Security

175. It has been established by the Security Advisory Committee that certain procedures must be followed in initiating and operating departmental electronic data processing programmes. Preliminary study suggests that there is no reason to believe that the required procedures will pose any insurmountable obstacles to implementing the "Preferred System". It is clear that any extensive system in this Department handling classified material will have to be housed in the L.B. Pearson Building. It follows that early steps will have to be taken to provide shielded premises for the computer and secure links to the CRT's. To avoid unacceptable delays it may well prove essential to provide funds and to carry out the construction work in the current fiscal year (1975/66).

176. Physical access to the computer, to other specialized equipment and to files and micrographic records would presumably be governed by the same rules and precautions as now apply generally to Departmental operations. In particular, proper "charge-out" rules would have to be promulgated for handling the proposed microfiche copies held under the jurisdiction of the Bureau Information Control Officers. The question of access to the information in computer storage also arises. A considerable amount of development has been applied to this aspect of computer operations both within government and in the private sector. In