

through on-line CRT terminals in the hands of the Bureau Information Control Officers;

- d) The application of the computer and related techniques to support the Level III and IV policy formulation and coordination functions.
- e) The use of microfiche to provide each Bureau Information Control Office with a complete set of the Departmental "closed" files. Reader/printers would be available so that users could either view documents in the microfiche or have immediate paper copies made.
- f) The rigorous improvement in quality of subject files through proper flexible use of the full capacity of the Records Classification Guide. "Current" files to be of relatively short duration and limited in size before their conversion to microfiche to increase general availability throughout the Department.

Implementation of the "Preferred System" would raise a number of considerations which are briefly identified as follows:

- a) Financial: The "B" Budget forecast for FY 1976/77 anticipates preparatory expenditures of \$408,000. The computer would be purchased in FY 1977/78.
- b) Personnel and Organization: An estimated eleven extra man-years will be required, including a Director of Information Systems, and twenty-two upward reclassifications of non-rotational positions, all to be completed well before FY 1977/78.
- c) Security: Shielding for the computer and secure links to the terminals, as well as other measures will be required.
- d) Bilingualism: The system will require special features to accommodate the use of both official languages.
- e) Involvement of Posts: Significant changes in the drafting of telegrams may be necessary. Posts should benefit from improved advance training of their registry personnel and the introduction of microfiche techniques.
- f) Computer Priorities: Treasury Board may require that arrangements be