

**CABINET DOCUMENTS**

For information, refer to:

Cabinet Liaison Officer
Cabinet and Parliamentary Affairs
DCL – Pearson A6
Tel: 944-0390
Fax: 944-0665
Intranet: Division Sites – DCL Home Page

GENERAL COMMENTS

Cabinet documents include Memoranda to Cabinet, Agendas, Records of Decision, Committee Records and Cabinet Papers (including Aide-Mémoires and Decks). All are colour-coded and printed on special forms.

Cabinet documents are the property of the Privy Council Office (PCO), who has the sole authority to reproduce them. PCO conducts periodic audits of documents held by each department and their methods of handling them.

All Cabinet documents are classified SECRET and must be handled with great care. They can never be photocopied or reproduced in any way.

Each government department has a unit responsible for the circulation and control of these documents. In DFAIT, the responsible unit is DCL.

Cabinet documents must be stored in an approved locked cabinet when not in use. When creating cabinet documents always use secure electronic equipment such as SIGNET – C4.

The Deputy Minister is responsible to PCO for the Cabinet documents held by DCL on behalf of DFAIT.