3.   It is apparent that Records Management Division has been continuously below the authorized strength manning level. In recent years there has been some increase in the number of positions designated as non-rotational but of the 75 positions (128 less 53 messengers and mail room staff) assigned to the management of records, 37 are still designated as rotational.

Equipment

4.   An automatic conveyor system to deliver material throughout the building and a pneumatic tube system in Tower A were installed during the construction of the new headquarters building. At the same time the Randtriever file storage facility and Kard-veyers to hold index cards were purchased. The cost of these specialized items of equipment was roughly $750,000. In addition to normal office furniture and equipment including filing cabinets, the division has a variety of items for specific purposes. Among these are powered sorting bins (Lektriever), a plastic protective packaging device (L-Sealer and "shrink tunnel"), a microfilm reader and nine vehicles.

Space

5.   Records Management Division occupies 18,000 square feet of space on the Ground Floor of Tower A and 3,000 square feet on the 2nd Floor of Tower C. In addition, conveyor rooms on floors occupied by the Department in Tower A, B and C are also utilized in a limited way by the Division. The total space occupied by the Division is estimated at 32,000 square feet.

PROCEDURES

FILE CLASSIFICATION SYSTEM

6.   The present file classification system was introduced in 1963. It has six major subject blocks:

Groups	1	–	19	Administration
"	20	–	34	Political and Defence
"	35	–	54	Economic and Social
"	55	–	64	Culture and Information
"	65	–	79	Science
"	80	–	89	Consular and Legal

7.   Each subject block is divided into primary groups representing the principal facets of the main subject. Each primary group is divided into sub-groups representing more detailed aspects. Each group and hierarchical sub-group is given a title in the Records Classification Guide which becomes a file title. The Guide provides the parameters, and inclusions and exclusions where appropriate, for each suject group. It also indicates how individual files should be further sub-divided when needed. The file classification system provides for expansion of primary groups within the basic blocks and for additional subject blocks as necessary.