

CHAPTER III

SYSTEM CRITERIA AND SURVEY CONCLUSIONS

System Criteria

61. The broad survey of the Department gave rise to a number of tentative ideas about the possible shape of an improvement programme, some of them seemingly not entirely compatible with others within the constraints of the state of the art and realistic resource expectations. As a first step, therefore, it was decided to attempt a statement of the various criteria which the future system should be required to satisfy. This statement is set out below:

General

- a) To provide economic safekeeping of departmental records and related data in accordance with Treasury Board policy and directives.
- b) To ensure timely delivery of material to addressees.
- c) To organize and store material in a manner to ensure access to specified items on request.
- d) To meet archival requirements for retirement of material from active records.
- e) To provide for the orderly economic development of the overall system to accommodate both future Departmental needs and changes in the state of the art.

Of Significantly Greater Importance to External Affairs Than to Other Departments

- f) To meet Government requirements for controlled access to official material by non-official users.
- g) To operate in accordance with Canadian and other security requirements.
- h) To accommodate an unusually wide range of complex material as well as complicated relationships.
- i) To provide for a flexible classification system to meet changes in the subject matter handled in the Department.
- j) To meet the operational requirements of bilingualism.

Largely Specific to External Affairs

- k) To compensate for the lack of continuity inherent in a rotational service.