Microfilming (12.6 PYs)

Application forms, photographs and pertinent supporting documentation are permanently stored on microfilm and paper documentation is destroyed. It is reported that an average of 2.5 images are microfilmed for each file (front of application plus front of photo = 1 image; back of application plus back of photo = 1 image; miscellaneous documentation on decisions or explaining discrepancies account for .5 image per application). Examiners, adjudicators, and security personnel indicate manually which documents should be retained (other than the application form and photograph). Personnel manually examine each file as they process it for microfilming to determine which documents have been flagged for recording.

Personnel are also responsible for retrieving files from microfilm for use by security, foreign posts, etc. Retrievals are requested at a rate of 2900/month.

Microfiche of Master Index records are produced each year by MIS.

File Storage (15.5 PY's)

Active files that are in production are stored in production areas. Active files that are awaiting correspondence or other action in Ottawa are stored in "pending" files, managed by File Storage personnel; completed files from all regions and posts are forwarded to Ottawa for storage as "dormant" files awaiting microfilming by File Storage personnel. "Dormant" files represent a 3 to 6 month backlog for Canadian passports, and 6 to 9 month backlog for foreign post-issued passports.

Typical retrieval times range from 15 minutes to 2 hours for specified records, and 2 to 4 hours if research is required.

A total of 625 square feet of space is required for file storage.