

QUESTIONNAIREBACKGROUND

Present - BUREAU:

DIVISION:

Previous -

Name: _____ Level: _____

Years of service: In Ottawa _____ At this Assignment: _____ Total _____

1. Do you have your own working files? Yes _____ No _____

Why -

If no working files are kept, skip to Question 10

2. How frequently do your working files, divisional/bureau telegram copies and diary copies meet your

- day-to-day needs _____%

- needs for events (crises) _____%

3. What is the volume of your working files (by feet of used drawer space)

4. How are they organized

- by departmental Records Classification Guide _____

- by your own subject classification _____

- by event _____

- chronologically only _____

- other _____

5. What percentage of time do you spend filing and organizing your working files _____%

6. What criteria do you apply in the selection of papers for your working files.

7. a) Do you weed papers out on a regular basis _____

b) What criteria do you use for weeding _____