

To access Help on using DFAIT Public Folders:

1. Load Outlook.
2. Click **+Public Folders**.
3. Click **+All Public Folders**.
4. Click **+? Help / Aide**.
5. Select DFAIT Subject Guide and Index or Organising Information in SIGNET.

CATS (Corporate Automated Text Storage)

The Department has a legal requirement to collect and maintain government records. The Corporate Automated Text Storage (CATS) system is part of the corporate records management system. CATS allows for the storage, maintenance, retrieval and disposal of electronic documents that are either generated or received by the Department in the course of business. When sending mail messages, copying electronic document to CATS is equivalent to sending a paper document to file. CATS contains unclassified and Protected 'A' electronic documents.

Sending documents to CATS

The Corporate Automated Text Storage System (CATS) does not capture e-mail documents automatically. As a creator/originator of information, it is YOUR responsibility to CC CATS in mail messages so they may be filed in the corporate database. (See CC CATS under Electronic Mail section of this Guide.)

The following guidelines will help you determine what type of information is to be copied to CATS.

What to send to CATS?

- original documents reflecting the substantive business of the Department
- final versions of briefings, background notes, talking points, reports, minutes of meetings, press releases
- final versions of instructions, statements, speeches
- most messages sent to Organisational Mailboxes messages involving financial matters
- messages involving legal matters