RECORDS MANAGEMENT DIVISION -- STRUCTURE AND PROCEDURES

ORGANIZATION

1.   The Division is organized along functional lines with seven sections reporting to the Director.

  - Mail Section - sixteen man-years, handles incoming and outgoing mail.

  - Records Services - forty-one man-years - file classification, indexing, microfilming and retrieval of papers.

  - Systems Development - eight man-years - systems improvement, file classification and index control, training and post liaison.

  - Records Scheduling and file depository - sixteen man-years - file scheduling, custody of dormant and active files and operation of Randtrievers.

  - Messenger Services - forty man-years - outside messenger services and internal messenger services including manning of conveyor stations.

  - Finanical and Administration - two man-years - budget matters and divisional statistics.

  - Typing Services - four man-years.

An organization chart is appended to this Annex.

2.   Since 1960, the Department has doubled its strength from a staff of 1361, including 315 foreign service officers, to its present strength of 2854 with 751 officers. The numbers of personnel assigned to records management, however, has not kept pace with the growth of the department and the increase in workload. The following table illustrates these relationships.

	DEPARTMENT		RECORDS MANAGEMENT DIVISION			
			Manning Level		Average	
Year	Total Staff	Officers	Total	Messengers	Actual Strength	Papers Processed
					(Note 1)	
1960	1,361	315	84	17	64	325,000 (estimate)
1967	2,005	442	106	25	68	
1969	2,278	486	104	24	69	445,000
1970	2,363	510	104	25	61	537,000
1974	2,854	751	115 **+ 13** (Note 2)	40	70	730,000

Note 1: Not including messengers
Note 2: Transferred from Mail Room hitherto part of Telecommunications Division.