

destruction, and for the carrying-out of these tasks. It provides research and reference services for the retrieving of information contained in inactive as well as active records.

The *Telecommunications Division* is responsible for the administering and operation of the Canadian diplomatic communications system, which provides for the despatch and receipt of messages by telegram, teletype, telex, diplomatic courier and diplomatic mail facilities between Ottawa and posts abroad. It also arranges for the provision, installation and maintenance of telephone equipment at selected posts, conducts training courses for communicators, technicians and other departmental personnel and is responsible for buying, leasing and maintaining all equipment used in the system.

The *Bureau of Finance and Administration* provides support services to the Department through four divisions -- Finance, Management Services, Matériel Management and Property Management. As directed by the Government, these support services are provided on an integrated basis for most Government operations abroad except operational military formations. In accordance with Government policy, the Department has adopted a decentralized system of financial management that should increase the flexibility and effectiveness of program-management in the field.

The *Finance Division* provides a wide range of accounting and financial services to the Department, including the preparation and submission to Treasury Board of annual program-forecasts and estimates, the maintenance of financial controls over departmental accounts, fiscal accounting and reporting to the Receiver General, cash forecasting to the Department of Finance, preparation of the departmental section of *Public Accounts*, and the verification of expenditures and revenues to ensure compliance with Parliamentary, executive and departmental authorities.

As a result of the integration of administrative support services for foreign operations, the division determines the financial procedures followed by all Canadian government departments at posts.

The *Management Services Division* acts, in general, as an internal management and systems consultant for the Department. It studies particular situations and problems at headquarters or posts.

A particular aim of this division is the gradual development of an integrated management-information system to serve all the needs of the Department other than in the substantive information area. To attain this goal, the division is responsible for reviewing and