

incoming mail; for classifying, recording, indexing and placing in appropriate files all official correspondence received or despatched by the Department; and for scheduling all records for retention or destruction. The division also exercises functional control over all records operations at posts. It carries out liaison with the Dominion Archivist in all aspects of records management.

The Information Systems Division is concerned with the needs of the Department for the management of substantive information, such as political, social, economic, legal, in the form of reports, documents, letters and messages. The division will study ways in which current methods and technology for originating, transmitting, cataloguing, abstracting, storing, searching, retrieving, and generally processing pertinent substantive information can be adapted and implemented to improve the effectiveness and confidence with which officers employ that information.

The Departmental Library is concerned with meeting the professional needs of members of the Department for a detailed knowledge of Canadian affairs and of current and continuing developments in foreign affairs presented in books, periodicals, pamphlets, newspapers, maps and other publications. It provides a reference service to those carrying out research and requiring bibliographies or reading lists. The Library provides a press clipping service, which maintains a collection of clippings about people and events relevant to international affairs.

Posts Abroad

Canada's diplomatic missions and consular offices abroad form an integral part of the Department. Heads of diplomatic and consular posts report to the Secretary of State for External Affairs and receive their instructions from him.

The diplomatic staff of an embassy consists of the ambassador, assisted by one or more foreign service officers, who are also assigned consular duties to the extent required by the volume of consular work. Where separate consular offices exist, they operate under the general supervision of the head of the diplomatic mission in the country, while receiving instructions in matters of detail from the appropriate division in the Department.

Part of the work of a post is to distribute information about Canada. In a few places this is done by full-time information officers; elsewhere it is undertaken by other officers. Where there are no diplomatic or consular representatives, the trade commissioners or other Canadian Government officials stationed in the country do this work.

In some cases officers of other departments of the Canadian Government - commercial, immigration, military, naval, air or others - are attached to missions. Though responsible to their departmental heads in Ottawa, they also work under the general supervision and direction of the head of the mission.