

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 Telecommunications Division is responsible for the administration and operation of the Canadian diplomatic communication 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 of telephone service at headquarters and at 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 division carries out liaison with other departments and agencies that employ these facilities.

The Inspection Service performs both an inspection and a liaison function. Under its inspection aspect, members of the Inspection Service examine the work of divisions at headquarters and of posts abroad. By applying operational audit techniques, they endeavour to assess activities against objectives, and performance against programme, and to assure management that financial resources in the Department and at posts are used in an approved and appropriate manner, accounting obligations are met, and assets properly accounted for and adequately safeguarded from losses of all kinds. The presence of two professional auditors on the Inspection Service staff permits it to give adequate attention to financial audit requirements within the framework of operational audit procedures. Through the review of procedures and identification of problems, the Inspection Service provides advice to the Department on the organization, personnel and policies required to enable the Department to meet more effectively its responsibilities and to comply with general government directives. As part of its liaison function, the Inspection Service endeavours to improve the morale of those on duty abroad by reviewing the adequacy of physical facilities and conditions of service at posts, and to increase the understanding at headquarters of the professional and personal problems encountered at posts.

The Historical Division is responsible for the archival activities of the Department, for historical work in the sphere of foreign affairs and, on occasion, for the preparation of background material on international issues for use in the Department and of articles of a historical nature for publication in the monthly bulletin External Affairs.

The major continuing task of the Division is the compilation and editing of state papers for the series Documents on Canadian External Relations, the first volume of which was published recently. Library services at home and abroad fall within the jurisdiction of the Historical Division, which also operates a press-clipping service.

The Press Office is concerned with the Department's relations with the press, radio and television concerning Canadian foreign policy. It prepares press conferences for the Secretary of State for External Affairs and makes press arrangements for international conferences at home and abroad and for visiting dignitaries. The head of the division acts on occasion as press spokesman for Canadian delegations headed by the Minister. The Press Office issues press releases, policy statements and announcements of major diplomatic appointments and the opening of new posts.