

# Filing Problems? CATS Will Sort Them Out

## Refresh my memory. What is CATS?

CATS, the Corporate Automated Text Storage system, is the corporate records management system that SKR has developed for use with SIGNET. The CATS mailbox collects material for filing. Simply put, CATS stores electronic messages generated in SIGNET and contains index records for paper documents held in BICO (Bureau Information Control Office) files. CATS is presently in the pilot or testing stage.

## Do I file documents to CATS now?

You must file records material to CATS now (for definition of material, see below). If you don't file the material, it will not be part of the corporate record. While all SIGNET users can file material to CATS during the pilot phase, ONLY those who participated in the pilot — R Branch, P Branch, ISO and BICOs — can access material at this time. The improved (and faster!) version of CATS will be installed at Headquarters in conjunction with SIGNET 4.4. Please note that documents in the existing BICO database will then be moved over to CATS, so that you can also search for them.

## Who will teach me to use CATS?

Training will take place after CATS has been installed at your Branch. The people who work in BICOs have been trained in CATS and they will train you. SKRC will contact you to arrange training. Would you like to have a private class at your desk or be trained with others in a formal class? The option is yours! It takes anywhere from half an hour to an hour to learn how

to use CATS. You may, however, need a follow-up session to clarify features or learn how to do complex searches.

## Must I copy everything I write to CATS?

No, some things are corporate records and should be cc'd to CATS and some things are not. Use the lists below as guidelines for what to cc to CATS and what not to cc to CATS. Copying messages to CATS is easy - CATS is the first address in the ICONDESK address list in the Send Mail window.

### Please cc to CATS:

- final versions of briefings, background notes, talking points
- reports
- final versions of instructions, statements, speeches
- most organizational messages
- messages involving financial matters
- messages involving legal matters
- documents that record how or why decisions and actions were taken
- significant drafts of agreements or policy documents
- any document that you feel ought to be part of the corporate memory

### Please do not cc to CATS:

- organizational or any other messages that are classified at a level higher than protected or

include caveats (performance appraisals, for example)

- personal documents (e.g., your résumé, hockey pools, "meet me for lunch" messages, and other more personal notes that might be of interest to your colleagues, but not in their official capacity)
- not-ready-for-prime-time documents, such as drafts or trial balloons
- e-mail messages that are the equivalent of telephone message slips or informal phone calls
- documents that are of no value to the corporate memory.

If you aren't sure whether to copy a document to CATS or not, please ask your BICO.

## Why shouldn't protected documents with caveats be sent to CATS?

ICONDESK and the organizational mail procedures allow users to indicate the security classification of a document in the text of a document, but not as part of the message header information. CATS collects the security classification from the header. CATS cannot read the text of a document and, therefore, identify the security caveats it might include. This means that users CANNOT be restricted from viewing documents marked PROTECTED - PERSONNEL INFORMATION or using any other



*Continued on page 4*