

23 RECORDS MANAGEMENT

- A. Did I designate an officer responsible for the records information function and is this employee familiar with policies in respect to the management of Government holdings [including Access to Information policy, National Archives Act, Privacy Act etc.]?
- B. Is all original documentation received being placed on official files and not on personal files?
- C. Is a staff member trained to operate the secure registry in the absence of the Registry Clerk?
- D. Is there a continuing records disposal program and do all officers participate in the program?
- E. Was an annual report on records disposal completed and forwarded to MIR last May 1st?
- F. Are diplomatic bags opened and closed by two Canada-based staff members, one of whom is an officer, to ensure that bag service is not being abused?

24 CURRENCY CONVERSION REPORTING [IF APPLICABLE]

[If your Mission is required to submit monthly exchange rate reports to STATSCAN, this checklist should be followed.]

- A. When Canada-based staff arrive at the mission do they read and sign that they understood the policy in respect to currency transactions, as set out in Chapter 6, Manual of Procedures?
- B. Do I review and sign the monthly exchange rate reports completed by Canada-based staff to ensure that all staff have submitted the reports and that staff are converting foreign currency at banks, other licensed establishments or by sale to other Canada-based staff members?