

*** RECORD OF PERSONAL DOCUMENTS ***

This paper cancels I.S. 56-11 dated 1 February 56

1. The personnel division of the Department requests original birth or baptismal certificates, marriage, divorce and death certificates as appropriate from all employees. Two photostats of each are made, one of which is kept on file in the Department and the other sent to the Superannuation Branch. The original documents are then returned to the individual concerned.

2. The Trade Commissioner Service, in the event of an officer's death abroad, hopes to help his family in settling his estate. To facilitate this work, the Department maintains a record of personal documents which are vital to the settlement of an estate.

3. In his own interests then it is suggested that each Trade Commissioner send in the following information which would be useful in the event that the Department were called on for assistance by a Trade Commissioner's family. Any additional information could easily be incorporated in the existing records. The sheet on which this information is listed, as well as its containing envelope, should be marked "PERSONNAL INFORMATION". Officers are expected to ensure that this information is kept up to date.

Date

Next of Kin

Name	Address (and Telephone)	Relationship
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Wife's Next of Kin

Name	Address (and Telephone)	Relationship
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Birth Certificates

Name	Place of Birth	Date of Birth	Place of Safekeeping
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Officer

Wife (maiden name)

Children

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