

Recommendation 32: The separate filing systems for "awaiting interview files" (Guyana) and PAQ files (see section 4.3.1, p.50), and the separation of Guyanese and Trinidadian files be eliminated. (Page 48)

Recommendation 34: Officers be instructed to identify files for automatic destruction after the appropriate dormant period, or, where necessary, for their review as cases are finalized. (Page 49)

Recommendation 35: Immigration headquarters request that regional directors remind Canadian field offices of the importance of attaching file numbers to correspondence sent to overseas offices. (Page 49)

Recommendation 36: Port of Spain adopt the PAQ procedure recommended in the Immigration headquarters memo of November 7, 1980. (Page 50)

Recommendation 38: Immigration management at the Post take steps through training and other means to improve the volume and quality of outputs from the Visa/Correspondence section. (Page 57)

Recommendation 39: The program adopt convocation letters with preprinted addresses for both Guyana and Trinidad and Tobago. (Page 58)