

Department, the division functions as a research library for university professors and students as well as other researchers both from Canada and abroad. The Library Services Division assists with the planning and establishment of reference libraries at posts. It maintains these libraries by purchasing books and other documents, providing advice in the selection of library systems and procedures, training post library personnel and making available research and bibliographic services.

The *Records Management Division* is charged with the custody and management of records at departmental headquarters and exercises functional control over records at posts. It is responsible for the processing of all official correspondence by means of a classification and indexing system uniformly applied throughout the Department. It is also responsible for scheduling valuable records for retention and valueless ones for destruction. It provides research and reference services for the retrieving of information contained in inactive as well as active records. It also provides reproduction and distribution services for posts of copies of their correspondence required for information purposes.

The Records Management Division is also responsible for providing diplomatic bag and mail services, messengers and official transportation. It also maintains a fleet of vehicles for the transportation of departmental personnel, mail and supplies.

The *Telecommunications Division* is responsible for the administering and operation of the Canadian diplomatic communications system, which provides telegram, teletype and telex service between Ottawa and posts abroad. It is also responsible for the operation of the Diplomatic Courier Service between Ottawa and the posts abroad. In addition, the division arranges for the provision, installation and maintenance of telephone equipment at selected 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 *Bureau of Finance and Administration* provides support services to the Department through four divisions -- Finance, Management Services, Matériel Management and Property Management. As directed by the Government, these support services are provided on an integrated basis for most Government operations abroad except operational military formations. In accordance with Government policy, the Department has adopted a decentralized system of financial management that increases the flexibility and effectiveness of program-management in the field.