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REVIEW  
DIRECTORATE

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DIRECTION GÉNÉRALE  
DE L'EXAMEN

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YEAR 2000 REVIEW  
DOCUMENT MANAGEMENT AND  
APPLICATION TESTING  
PROJECT NUMBER 65168  
FINAL REPORT  
JULY 2000



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## 1.0 EXECUTIVE SUMMARY

The objective of the Documentation Management Review was to ensure that the departmental records accurately and completely reflect the work done and decisions made to ensure Year 2000 readiness at the Department of Fisheries and Oceans (DFO). The review objective of the Confirmation of Uninterrupted Regular Operations After Year 2000 was to assess testing, identify gaps and propose remedies to any gaps in the Department's computer systems.

The review was organized and coordinated through the Year 2000 National Project Management Office (NPMO) and Year 2000 Regional Project Management Offices (RPMOs) with on-site visits, at each of the regional offices: Newfoundland, Maritimes, Laurentian, Central and Arctic, Pacific and the National Capital Region (NCR). Although each sector in each region has been involved in the Year 2000 Project, the review, which took place in November 1999, focused mainly on document management in the major sectors/business lines,<sup>1</sup> which have produced a high volume of documentation. Teleconference debriefings were conducted with the regions/sectors following each site visit. These provided an opportunity for the Year 2000 NPMO, Legal Services and Document Management Division staff to review the findings and to explore documentation and application testing issues.

Two preliminary versions of the report were issued, the first one in December 1999, the second in January 2000. At different occasions, we asked Year 2000 regional offices to provide us with current status on the advancement of the classification and filing work. Based on information received, it appears that the Canadian Coast Guard (CCG) and Corporate Services in the Newfoundland and the National Capital regions will not meet the March 31, 2000 deadline. Significant classification and filing activities have yet to be completed or, in some instances, workload has still to be determined. In these circumstances, some organizations might be tempted to dump their unclassified documentation on Document Management Divisions once they close the Project March 31, 2000.

### Document Management

Since there was no formal Year 2000 Information Holding guidelines defined and published at the beginning of the Year 2000 Project, hardcopy and electronic documents were initially filed according to regional or sectoral requirements (e.g., by project or by subject). Since all regions/sectors have implemented formal documentation management procedures, which are mostly based on the Department's National File Plan for Year 2000 Information Holdings and the "Best Practices Handbook" for Year 2000 Information Holdings.

All regions/sectors have been involved in an intensive and extensive process of classifying and filing their Year 2000 documentation. In most cases, hardcopy documents are being registered in ForeMost, which is the Department's Document Management tool. The extent to which the documentation is being classified and filed varies among regions. Completion dates vary depending on the amount of documentation held and the amount of additional resources devoted to the task.

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<sup>1</sup> These sectors/business lines are the Year 2000 NPMO, Year 2000 RPMOs, CCG, Science, Oceans, Fisheries Management and Corporate Services.

Some regions use sectoral resources to classify and file hardcopy and electronic documents while, other regions have Document Management staff classifying and filing documentation on behalf of all sectors in the region.

Interviewed regional staff members are aware of the importance of preserving all Year 2000 documentation. Some regions indicated that they were aware that some of their personnel may have deleted what they considered to be unnecessary documents and e-mails such as notices of meetings and multiple versions of the same document. Despite this, it is our opinion that regions have instituted adequate physical and logical security measures to protect the integrity and availability of their Year 2000 documentation. As a further measure, most personnel interviewed intended to keep copies of their files even after sending the originals for classification and filing.

The review team recommends that national or regional Document Management Divisions, in conjunction with Year 2000 regional coordinators, precisely assess the remaining document classification workload where this has not yet taken place. Advice from the national or regional Document Management Divisions should be obtained for determining the time required to complete the classification and filing process and required resources. All Year 2000 staff documents related to Year 2000 documents should be transferred to the national or regional Document Management Division. The national or regional Document Management Division, in conjunction with Year 2000 regional coordinators, should establish sign-off procedures to confirm the proper completion of the documentation classification process.

### **Application Testing**

Application testing was performed for all government-wide mission-critical systems (GWMCS), department-wide mission-critical systems (DWMCS) and non mission-critical systems of medium or high impact on DFO operations. Some systems (mainly national in scope) were tested in the National Year 2000 Lab, while others were tested at the sector level in the regions. The various sectors developed their own assessment, renovation and testing procedures. There was procedural testing in major sectors/business lines (e.g., Canadian Coast Guard (CCG), Science and Oceans) with well-documented test plans and test results. Other sectors/business lines had less formal testing and certification procedures. Certification that the application was Year 2000 ready was based on the word of the programmers who performed the tests. Senior management conducted no formal certification or review. No matter what testing procedures were followed, all Year 2000 Directors and Coordinators were confident at the time that their applications would be Year 2000 ready.

## **2.0 INTRODUCTION**

### **2.1 BACKGROUND**

The Year 2000 Readiness Project in DFO is now completed. The staff assigned to this project had begun leaving it to resume their regular operational tasks. It is DFO's policy to retain all documentation that relates to the Year 2000 issue until such time as authority is received from the National Archives of Canada for destruction or transfer of the documentation.

DFO has many applications that had to be Year 2000 ready when the rollover to the new year occurred. All decisions made and all steps taken to ensure that the Department's business functions continued to operate uninterrupted in the new millennium had to be thoroughly documented in writing, organized and maintained. This process was aimed at authenticating the integrity of the information generated and assisting in the reconstruction of the Year 2000 efforts throughout the Department. It was vital that any gaps in testing and assessment be identified so that suitable remedies can be put in place. The documentation required for assessment, testing, renovation or replacement of these applications was especially important in that legal issues may arise where DFO will have to demonstrate, with the support of Year 2000 information holdings, that due diligence was applied in the conduct of the Year 2000 Readiness Project.

### **2.2 OBJECTIVE**

The objective of the Documentation Management Review was to ensure that departmental records accurately and completely reflect the work done and decisions made to ensure Year 2000 readiness. The Confirmation of Uninterrupted Regular Operations After Year 2000 objective was to assess testing, identify gaps and propose remedies to any gaps in the Department's computer systems.

### **2.3 METHODS**

The review activity was organized and coordinated through the Year 2000 NPMO and Year 2000 RPMOs with on-site visits conducted at each of the regional offices (Newfoundland, Maritimes, Laurentian, Central and Arctic, Pacific and NCR). The review focused mainly on the document management processes followed in the national and regional offices in an attempt to determine the extent of the remaining workload. The applications testing review focused on those regional applications that were not tested in the National Year 2000 Lab to determine whether the regions followed standardized assessment and testing methodologies and to propose remedies where required.

The Review Team employed a two-phased approach. The two phases consisted of Preparation and Pre-Audit Activities, and On-Site Auditing Activities. The scope of these phases is described below:

### **2.3.1 Preparation and Pre-Auditing**

The purpose of this phase, conducted from October 25 to October 29, 1999, was to ensure that the Review Team members were well prepared and knowledgeable with regard to the two processes. The departmental and Government of Canada policies and standards for Year 2000 documentation as well as the Department's policies and standards for critical applications assessment, testing and renovation were reviewed.

### **2.3.2 On-site Auditing and Presentation of the findings**

The purpose of this phase was to perform the actual audit of the processes through interviews and documentation reviews at regional offices. The Review Team conducted interviews with representatives of the major sectors/business lines<sup>2</sup> in each Region, which have produced a high volume of documentation. Samples of documentation were examined for completeness. All findings were then reviewed with the regions, with a particular focus on any problems and the amount of work outstanding. The debriefing process consisted of teleconferences with auditees in the regions and representatives of the Year 2000 NPMO, Legal Services and Document Management Division in Ottawa. These debriefings provided an opportunity to identify and discuss deficiencies. Two preliminary versions of the report were issued, the first one in December 1999, the second in January 2000. In addition, at different occasions, we asked Year 2000 Regional Offices to provide us with current status on the advancement of the classification and filing work.

The review focused mainly on the document management processes in the major sectors, in an attempt to determine the extent of the remaining workload.

The on-site audits were conducted as follows:

Newfoundland	November 15 – November 18
Maritimes	November 15 – November 18
Laurentian	November 01 – November 04
Central and Arctic	November 01 – November 04
Pacific	November 08 – November 10
NCR	November 15 – November 26

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<sup>2</sup> These sectors/business lines are the Year 2000 NPMO, Year 2000 RPMOs, CCG, Science, Oceans, Fisheries Management and Corporate Services.

### **3.0 OBSERVATIONS AND RECOMMENDATIONS**

#### **3.1 CHARACTERISTICS COMMON TO ALL REGIONS**

The following sections describe the overall findings of the Review Team during the site visits. To facilitate the reading of these findings, detailed statistical information for each region has been put in appendices.

##### **3.1.1 Protection/Security**

All regions have sectoral measures for the protection of their Year 2000 documentation. Most sectors have their hardcopy documentation kept in locked filing cabinets and/or locked offices. Some sectors have their documentation simply put on shelves, therefore accessible at any time. In those cases, sectors expressed their need to refer to their documentation regularly in the performance of their day-to-day operations. As a mitigating factor, all regional offices visited were found to have building access controlled by commissionaires.

Access and privileges to electronic documents on shared drive(s) are controlled by Informatics using standard operating procedures in accordance with directions from Year 2000 Directors and Coordinators. Generally, users, including consultants who no longer require access to documentation, have their network access rights disabled at the end of their work assignment. Procedures are followed to secure hardcopy, electronic files and e-mails they collected during their assignment with the Year 2000 Project.

Backups of Year 2000 electronic documentation are ensured by Informatics. Backups are stored onsite, offsite or both. These backups are performed on a daily, weekly and monthly basis.

We noted that, except for the Year 2000 NPMO and some Year 2000 RPMOs, designated or classified documentation is practically nonexistent in the regions. When this type of documentation does exist, it is kept in locked filing cabinets.

##### **3.1.2 Deletion/Archiving/Disposal**

Some regions noted that some of their personnel may have deleted what they considered to be unnecessary documents and e-mails such as notices of meetings and multiple versions of the same documents. However, it was felt that regions had instituted adequate physical and logical security measures to protect the integrity and availability of their Year 2000 documentation. As a further measure, most personnel interviewed intended to keep copies of their files even after sending the originals for classification and filing.



## **3.2 CHARACTERISTICS SPECIFIC TO INDIVIDUAL REGIONS**

### **3.2.1 Newfoundland Region**

#### ***3.2.1.1 Document Management***

##### **Classification and Filing Plan**

The Document Management Division has been assigned the responsibility of managing and storing all regional Year 2000 documentation, using the Year 2000 National File Plan and ForeMost for classification and filing of hardcopy documents. Paper documents will eventually be stored at the CCG South Side Base. Electronic documents and e-mails are being gathered from all sectors, and will then be stored on a DFO server dedicated to Year 2000 information. ForeMost training has been provided to some organizations such as the CCG and Regional Director's offices.

##### **Current Location of Documentation**

With the exception of CCG and the Year 2000 RPMO, very little hardcopy documentation exists at the sector level. The majority is still held by individual sectors and filed by subject or project. The region's Document Management Division is currently in the process of acquiring all this documentation for eventual classification and filing according to the Year 2000 National File Plan.

A vast amount of paper documentation exists at CCG and is filed according to assets identified in the National Year 2000 Inventory Database. Electronic versions of all these paper documents also exist. CCG feels that this Database is more than adequate and, therefore, does not plan to reclassify this paper documentation in ForeMost since these documents could easily be traced.

All CCG Year 2000 electronic documentation, including e-mails, is presently being stored on another server located at the CCG site, which is dedicated to Year 2000 information only. Document Management Division plans to migrate this electronic documentation onto the Year 2000 dedicated server under the Year 2000 National File Plan format.

The Year 2000 RPMO electronic documentation is stored in a Year 2000 directory on a local file server under the Year 2000 National File Plan format. This information will also be migrated to the Year 2000 server. Most other sector e-mails are being stored on personal folders on shared drives. In some sectors, however, Year 2000 information is being stored on individual Personal Computer (PC) hard drives (c:\ drive). It is important that all information on "C" drives be migrated to shared drives where appropriate availability safeguards exist.

The other organizations have a limited amount of paper documents. At the time of the review, it was felt that with the present resources most of the work would be completed by the end of January 2000. However, this did not happen. The filing of e-mails from CCG and the Year 2000 RPMO was completed in the middle of March 2000. As of March 31, 2000, the classification and filing work was not yet completed.

## **Resources, Status and Workload**

One and a quarter full-time equivalents (FTE) have been assigned by the Document Management Division to classify and file all documents in the Region.

Appendix A presents an approximation of the inventory and remaining workload for the major producers of Year 2000 documentation in the Region as of March 10, 2000.

### ***3.2.1.2 Application Testing***

#### **Testing Procedure**

The Newfoundland Region Systems were tested and renovated locally by individual sectors. With the exception of CCG, the majority of applications requiring renovation were contracted out, while the application owners performed other renovations. CCG applications were handled as national projects, which were tested and renovated nationally, and independently verified.

In all sectors, comprehensive Statements of Work were drafted and contractor-supplied documentation was found to be complete and detailed. The renovated systems had System Testing, User Acceptance and Year 2000 Testing performed before being accepted by application owners and Year 2000 coordinators.

Documentation regarding some applications that were renovated by the owners has not yet been forwarded to the Year 2000 coordinators or the regional project office. In some cases, e-mails are the only indication that systems are Year 2000 ready.

Two system tests were reviewed for the Economic and Policy Analysis Directorate: the Data Warehouse (DW) system and the Document Tracking (DT) system for Historical Catch and Effort (HCE). Both projects were initiated to migrate old data from legacy systems into newly developed, Year 2000 ready Database Management System (DBMS) using Oracle and Windows NT. Projects were contracted out and scheduled to be completed by the end of November 1999.

Two system tests were reviewed for the Science and Oceans sectors: Flood Forecasting System (FFS) (contracted out) and APL PGMS (renovated by the application owner). The Review Team reviewed the completion reports and testing documentation. In both cases, Year 2000 testing requirements were well detailed.

#### **Level of comfort**

All personnel interviewed felt comfortable with the level of testing and renovation completed.

### **3.2.2 Maritimes Region**

#### ***3.2.2.1 Document Management***

##### **Classification and Filing Plan**

The Region has adopted the Year 2000 National File Plan for classification and filing of all paper and electronic documentation. Individual sectors have classified their hardcopy, electronic documentation and e-mails according to sectoral or personal preferences. All hardcopy documents will be registered in ForeMost when received from the sectors. The Region's Document Management Division is responsible for the classification and filing of all documentation produced by the sectors throughout the Project.

##### **Current Location of Documentation**

Hardcopy documentation is currently kept at the sector level. This documentation will be forwarded to the Region's Document Management Division for classification and filing. CCG has decided to retain its asset files until after the date rollover in the event that they may be required for reference in a Year 2000 emergency.

Electronic documents are stored on the regional shared drive and e-mails in personal folders. Electronic documents and e-mails will be copied to a server dedicated to Year 2000 information. Individuals and sectors are now in the process of transferring their holdings to Host A on the Document Management server. The Document Management Division will copy Host A information to Host B for classification. From then on, Host B will be accessible only to Document Management Division staff. All sectors intend to maintain working files of the information transferred to Host A. Each individual/sector will do monthly updates to their folder and any electronic documents to Host A.

Only individuals whose folder bears their name may access their Host A folder. At the time of the review, Science and Oceans sector personnel could see Host A but were not able to access it and carry out the transfer of their files. On the other hand, the regional Year 2000 Director was able to access the folders of some others in addition to his own. This vulnerability was discussed during the regional debriefing and the Document Management Technical Advisor mentioned that some technical problems were being experienced. This situation constitutes a risk of unauthorized access to folders, since folders may be accessed by personnel other than those entitled to do so.

##### **Resources, Status and Workload**

Two persons have been dedicated to classifying and filing all hardcopy and electronic documents. At the time of the review, only a small portion of the total regional Year 2000 documentation had been forwarded to the Document Management Division. The Region has since completed the classification and filing workload.

Appendix B presents an approximation of the inventory and the completed workload of Year 2000 documentation for the Region as of March 20, 2000.

### ***3.2.2.2 Application Testing***

#### **Testing Procedure**

All applications were assessed and those that required renovation were renovated. The “Fix on Failure” approach was not retained. Only one application, the Entitlements module of the Fisheries Information System (FISP), was tested in the National Year 2000 Lab.

All CCG applications were handled under national projects with the exception of one, the Communication Control System (CCS), which was renovated in the region. Science, Oceans, Fisheries Management and Informatics applications were handled by local organizations. The review of Science and Oceans multi-user and single-user DWMC applications showed that applications were merged and others were retired. The Science and Oceans sectors produced extensive and well-documented test plans and test procedures.

Informatics performed extensive assessments and testing of the technology infrastructure. As a result of these assessments and testing, a significant amount of infrastructure was retired. Informatics produced well-documented test plans and procedures.

For Science and Oceans, the following four application testing procedures were reviewed: the Atlantic Salmon Diary Database, the Stratified Analysis Program (STRAP), the Catch at Age Analysis and the Ocean Climate Database System. In all cases, test strategies, test cases and test results were well documented.

Testing procedures prepared by Informatics were also well documented. The only CCG application renovated in the region, Communication Control System (CCS), showed appropriate renovation procedure and result documentation.

#### **Level of comfort**

All personnel interviewed felt comfortable with the level of testing and renovation completed.

### **3.2.3 Laurentian Region**

#### ***3.2.3.1 Document Management***

##### **Classification and Filing Plan**

With the exception of the hardcopy documentation for CCG, the Region has defined a customized filing plan, called the “2000 series,” for both paper and electronic documents (e-mails and files). CCG keeps its hardcopy documentation in accordance with the filing plan that was in place before the start of the Year 2000 Project.

Classification and filing of hardcopy documents are presently being done and registered in ForeMost. Sectoral folders on the network have been specifically defined for classifying and filing the electronic documents. These folders use the same numbering structure defined in ForeMost. The classifiers are obtaining the Year 2000 documentation produced by individuals through copies or transfers via the network.

##### **Current Location of Documentation**

Hardcopy documentation is centralized at the sector level. Sectors’ administrative assistants are holding the documentation.

Except for the Fisheries Management, Science and Oceans sectors, electronic files are being held on specific Year 2000 folders, which are defined on each sector’s shared drive on the network. Year 2000 Coordinators interviewed mentioned that all documentation should be present in these Year 2000 folders. The Fisheries Management, Science and Oceans sectors have adopted the approach of keeping all of their electronic files in Microsoft Outlook.

Whatever the approach taken by the sectors, Year 2000 Coordinators acknowledged that there might be some electronic files still on their PC hard drives (c:\ drive).

In order to centralize all the e-mails produced throughout the Year 2000 Project lifecycle, the Region has initially defined a public folder, which contains sectoral folders. The Year 2000 RPMO, Fisheries Management, Science, Oceans and Informatics have put their e-mails in this public folder. Some Canadian Hydrographic Service (CHS) and CCG e-mails are in this public folder, but most are still stored in individuals’ personal folders on the network.

##### **Resources, Status and Workload**

Classification and filing have been started in the Year 2000 RPMO and CCG, which are the major producers of documentation. The Region has dedicated one resource to coordinating and working with organizations in order to get all the documentation classified and filed. CCG also has one resource performing document management and a second resource assigned temporarily to the same task.

Science, Oceans, Fisheries Management and Informatics have a much smaller amount of documentation. In December 1999, none had yet started the classification and filing of their Year 2000 documentation.

Since, almost all the documentation classification and filing work has been completed. The Region expects to get all the workload completed by March 31, 2000.

Appendix C presents an approximation of the inventory and workload completed for the major producers of Year 2000 documentation in the Region as of March 21, 2000.

### ***3.2.3.2 Application Testing***

#### **Testing Procedure**

Since CCG does not have any regional applications, no verification of testing has been conducted for this sector. The other sectors are accountable for their applications. The decision to renovate or not was made for every application in each sector, based on a Business Impact of Failure (BIF) process. All renovated applications followed established testing procedures and were tested in a dedicated Year 2000 Test Lab. Testing results were appropriately documented and approved according to sectoral procedures.

Alternate solutions have been defined for the applications that have not been renovated. In order to secure the Region's network, these applications will automatically be disconnected from the network as of January 1, 2000.

The Review Team reviewed system-testing procedures for Science, Oceans and Fisheries Management and was satisfied with the level of details contained in these procedures.

Three applications were reviewed for Science and Oceans: *Respirométrie 1.0*, *Respirométrie 2.0* and *Saisie Crabe*. Only one application for Fisheries Management was reviewed: "le Système de gestion des activités des pêches" (GAP). In all cases, testing strategies were authored, test cases based on critical dates were identified, and test results were documented. Appropriate managers signed certificates attesting to the Year 2000 readiness of these applications.

#### **Level of comfort**

All personnel interviewed felt comfortable with the level of testing and renovation completed.

### **3.2.4 Central and Arctic Region**

#### ***3.2.4.1 Document Management***

##### **Classification and Filing Plan**

The Region has adopted the Year 2000 National File Plan for both paper and electronic documents (e-mails and files). All hardcopy documents are presently being classified, filed and registered in ForeMost. The Region has allocated a specific server on which all regional Year 2000 electronic documentation produced throughout the Project is being transferred. This documentation will be sorted and copied to the server under a format similar to the Year 2000 National File Plan.

##### **Current Location of Documentation**

Hardcopy documentation is currently stored in individual offices and has not yet been classified. Plans are to send all documentation to the Region's classifier for classification and filing.

Electronic documents are currently being held on individuals' PC hard drives (c:\ drive) or sectoral shared drives on the network. E-mails are presently stored in personal folders on the network.

##### **Resources, Status and Workload**

The extent of the documentation being filed varies by sector. CCG, the biggest producer of documentation in the Region, had approximately half of its documentation filed at the time of the review. The other sectors have a much smaller amount of documentation. The Region has elected to start classifying and filing electronic mail before hardcopy files, as this represents the largest amount of Year 2000 documentation.

At the time of the review, the Region had one full-time classifier. The Region expects to complete the hardcopy classification and filing by March 31, 2000. Appendix D presents an approximation of the inventory and workload completed for the major producers of Year 2000 documentation in the Region as of March 20, 2000.

#### ***3.2.4.2 Application Testing***

##### **Testing Procedure**

Application testing in the Region was the responsibility of the various sectors. They have all renovated their GWMC and DWMC applications, and some have also made the decision to renovate all of their non mission-critical applications. In all cases, the applications have been tested, documented and approved according to sectoral procedures. A mix of DFO personnel and contractors completed the testing.

The Region, except for one application, did not utilize the Department's National Year 2000 Lab. In other cases, the sectors used an in-house testing environment using Year 2000 compliant products (software and hardware).

CCG in Sarnia had one DWMC application, the Eastern Arctic Sealift. This application was non-compliant and remediation was performed under contract with IBM/Sirrus. A Year 2000 Compliance Certificate on file in Sarnia contained the contractor's Test Report.

Science and Oceans had three applications that were renovated: the Great Lakes Laboratory for Fisheries and Aquatic Sciences (GLLFAS) Archive Database, the National Contaminants Information System and Chemstation. New Chemstation software was purchased and it was later discovered that the existing hardware needed upgrading. With GLLFAS, the contractor provided recommendations to make the application compliant and these have been implemented.

CHS had one application, Wincentre, that failed when the upgrade to Windows NT 4 was installed. Winframe replaced Wincentre, a Department-wide standard that was already declared Year 2000 ready.

In Fisheries Management, the Harvest Information System was declared non-compliant. The contractor implemented the simple fix that was required, but a decision was made to enhance the application at the same time. At the time of the review, the Region was waiting for final testing in an operational environment. There is a contingency plan and workaround in place.

### **Level of comfort**

The sector Year 2000 coordinators are confident with the performance of their systems and do not anticipate any problems with the Year 2000. The state of application testing and testing procedures are not considered a risk since these applications have been in operation for some time.



### **3.2.5 Pacific Region**

#### ***3.2.5.1 Document Management***

##### **Classification and Filing Plan**

The Region has adopted the Year 2000 National File Plan for classification and filing of all paper and electronic documentation. All hardcopy documents will be registered in ForeMost when received from the sectors. Individuals in each sector have presently classified their hardcopy and electronic documents (files and e-mails) according to sectoral or personal preferences (e.g., by project, by subject, etc.). All sectors are or will be sending their documentation to the Region's Document Management Division, which is responsible for classifying and filing the Year 2000 Documentation for the Region as a whole.

##### **Current Location of Documentation**

Hardcopy documentation is presently held by the individual sectors at the business line level. Electronic documents are stored mostly on sectoral shared drives and e-mails are stored in personal e-mail folders on the network. Although it does not represent an important amount of documentation, some information is on individuals' PC hard drives (c:\ drive). This information should be copied to network drives to ensure completeness of Year 2000 information and to guard against loss or corruption of Year 2000 data. All electronic files held by the individual sectors will be copied to a server dedicated to Year 2000 information.

##### **Resources, Status and Workload**

The region's Document Management Division is responsible for regional classification, and two individuals have been hired specifically for that purpose. At the time of the review, this section had received only a small amount of Year 2000 documentation from the sectors. The Region expects to complete the work by March 31, 2000.

Appendix E presents an approximation of the inventory and workload completed for the major producers of Year 2000 documentation in the Region as of February 15, 2000.

#### ***3.2.5.2 Application Testing***

##### **Testing Procedure**

All applications were assessed, and those that required renovation were renovated. No applications were found to be "Fix on Failure." All applications that were tested were tested locally by in-house staff or under contract.

For CCG, all applications were handled under national projects with the exception of one, the "Text to Voice" application, which is part of the Global Maritime Distress and Safety System (GMDSS). For the other sectors, assessment, renovation and testing were the responsibility of the owners. Renovations were either carried out in-house by owners or were contracted out. They were tested using the Government listed Mandatory Test Dates provided by Year 2000

coordinators. Application owners retained application test documentation; owners also signed compliance statements for all applications.

All CCG applications were handled under national projects with the exception of the “Text to Voice” application. The testing procedure was reviewed and the Review Team was satisfied with the results.

The Review Team reviewed testing procedures for Fisheries Management, Science and Oceans. Testing procedures were well documented.

### **Level of comfort**

Application owners and sector Year 2000 coordinators were confident with assessments, renovations and testing of their applications.

### **3.2.6 National Capital Region**

#### ***3.2.6.1 Document Management***

##### **Classification and Filing Plan**

Each sector in the Region is using either the Department's Document Management Plan or the Year 2000 National File Plan for both paper and electronic mails and files. Most sectors are presently classifying, filing and registering their Year 2000 hardcopy documents in ForeMost. Sectoral folders on the network have been specifically defined for classifying and filing electronic documents. Every piece of classified and filed electronic documentation is stored in one of those folders, which use the same numbering structure defined in ForeMost. Classifiers are obtaining, by means of copies or transfers done via the network, the Year 2000 documentation produced by individuals.

It is interesting to note that some business lines (e.g., Rescue, Safety and Environmental Response) have printed out and integrated into hardcopy documentation the e-mails that are related to each folder. This has been done to facilitate reconstruction of the process should the need arise.

##### **Current Location of Documentation**

Hardcopy documentation is centralized in the Year 2000 NPMO and Fisheries Management. For the other organizations, CCG, Science, Oceans and IMTS, documentation is centralized at the business line level. Whatever the organization, key people, mostly business line managers, are holding hardcopy documentation in their offices.

Most electronic files are being held on key individuals' personal folders, which are defined on sectoral shared drives on the network. Although the key people interviewed mentioned that they should possess all electronic files in their personal folders, some acknowledged that there might be some electronic files remaining in their staff's personal folders or PC hard drives (c:\ drive). This concern is particularly true for the sectors that have not yet started the classification and filing of their Year 2000 documentation. E-mails are stored in personal folders on the network.

##### **Resources, Status and Workload**

The extent of the documentation being filed varies by organization. The biggest producers of Year 2000 documentation (e.g., the Year 2000 NPMO, CCG and the Year 2000 National Readiness Office) have dedicated resources specifically working on classifying and filing the documentation. Even though these organizations are progressing well, the remaining workload (mainly e-mails) is still substantial.

Other organizations (Fisheries Management, Science, Oceans, Human Resources, Finance and Administration, Application Services, Technology Services, etc.) have a much smaller amount of documentation. These organizations expect to complete the classification and filing process of their documentation as soon as possible. They also expect to get support from the Document Management Division to speed up the process.

At the present rate with the existing resources, it is unlikely that the NCR will get all Year 2000 documentation classified and filed by March 31, 2000. Some organizations may be tempted to dump their unclassified documentation on departmental Document Management Division once they are close to leaving the Project.

Appendix F presents an approximation of the inventory and remaining workload for the major producers of Year 2000 documentation in the Region as of March 17, 2000.

### ***3.2.6.2 Application Testing***

#### **Testing Procedure**

Sectors are each responsible for testing their applications. All sectors renovated their GWMC and DWMC applications and some also made the decision to renovate all of their non mission-critical applications. In all cases the applications were tested, documented and approved according to sectoral procedures.

The Department's National Year 2000 Lab was utilized for some national applications owned by CCG, Fisheries Management and Corporate Services. In other cases, each sector utilized an in-house testing environment using Year 2000 compliant software and hardware.

The few non mission-critical applications that were not renovated have a low impact on operations. The "Fix on Failure" approach has been adopted for those applications.

Three applications were verified for CCG: Global Maritime Distress and Safety System (GMDSS) Navtex, CCGAIR and System Information Search and Rescue (SISAR).

One application was verified for Fisheries Management: Canadian Fisheries Information Network (CFIN).

One application was verified for Science and Oceans: Marine Environmental Data Service (MEDS) Computer Systems.

In all of the above cases, testing strategy, test cases and test results were well documented. Responsible managers also signed a certificate of Year 2000 compliance for these applications.

#### **Level of comfort**

All personnel interviewed were comfortable with the level of testing and renovation completed.

#### 4.0 IDENTIFIED RISKS AND RECOMMENDATIONS

The following section describes the risks identified during the review with regard to the classification and filing of the Year 2000 documentation, as well as recommendations for diminishing these risks.

RISKS	RECOMMENDATIONS
<p>1. The Department’s anticipated end-date, March 31, 2000, for the classification process for Year 2000 documentation might not be met due to the significant amount of documentation that has yet to be classified and filed.</p>	<p>Year 2000 regional coordinators, should precisely assess the remaining document classification workload and get advice from the national or regional Document Management Divisions in determining the time required to complete the classification and filing process and the required resources.</p>
<p>2. Year 2000 staff may not have been surveyed yet for record keeping and may still have in their possession important documents (hardcopy, electronic and e-mails) that might be overlooked.</p>	<p>Year 2000 regional coordinators should ensure that all Year 2000 staff documents related to Year 2000 documents (hardcopy, electronic and e-mails) are transferred to the national or regional Document Management Divisions.</p>
<p>3. Some regions/sectors might be tempted to dump their unclassified documentation on the Department’s Document Management Division once they are close to leaving the Project.</p>	<p>The national or regional Document Management Divisions, in conjunction with Year 2000 regional coordinators, should establish sign-off procedures to confirm the proper completion of the documentation classification process.</p>

## **ACKNOWLEDGEMENTS**

The Review Directorate is grateful to CGI, which conducted the review, and to the DFO individuals who contributed their time and expertise, and on whose knowledge and insights this document is based.

**5. MANAGEMENT ACTION PLAN**

RECOMMENDATIONS	MANAGEMENT ACTION PLAN	OFFICER OF PRIME INTEREST	INITIAL TARGET DATE
<p>Year 2000 regional co-ordinators should precisely assess the remaining document classification workload and get advice from the national or regional Document Management Divisions in determining the time required to complete the classification and filing process and the required assistance.</p>	<p><u>Newfoundland:</u></p> <ul style="list-style-type: none"> <li>• All hard copy documents have been classified and transferred to the Records Management Section.</li> <li>• Remaining electronic documents have been transferred via a dedicated drive. Scope of classification work, time required and funding have to be determined by Records Management.</li> </ul> <p><u>CCG (Marine Comm. &amp; Traffic Services):</u></p> <ul style="list-style-type: none"> <li>• Completed</li> </ul> <p><u>CCG (Navigation Systems):</u></p> <ul style="list-style-type: none"> <li>• Completed</li> </ul> <p><u>Corporate Services:</u></p> <ul style="list-style-type: none"> <li>• NCR's Document Management Services Division will respond upon requests.</li> </ul>	<p>Head, Records Management</p> <p>Head, Records Management</p> <p>Manager MCTS</p> <p>Manager, Aids to Navigation</p> <p>Manager, Document Management</p>	<p>Completed</p> <p>October 31, 2000</p> <p>April 2000</p> <p>31 March 2000</p>

RECOMMENDATIONS	MANAGEMENT ACTION PLAN	OFFICER OF PRIME INTEREST	INITIAL TARGET DATE
<p>Year 2000 regional co-ordinators should ensure that all Year 2000 staff documents related to Year 2000 documents (hardcopy, electronic and e-mails) are transferred to the national or regional Document Management Divisions.</p>	<p><u>Newfoundland:</u></p> <ul style="list-style-type: none"> <li>• 100% of documents related to Year 2000 (hardcopy, electronic and e-mails) have been transferred to the Records Management Section.</li> </ul>	<p>Head, Records Management</p>	<p>Completed</p>
	<p><u>CCG (Marine Comm. &amp; Traffic Services):</u></p> <ul style="list-style-type: none"> <li>• All hard copy documents have been collated and will be transferred to the CCG Records Centre when they request them.</li> <li>• Remaining electronic documents will be transferred via the Shared Drive and placed into the Y2K Info Hold.</li> </ul> <p><u>CCG (Navigation Systems):</u></p> <ul style="list-style-type: none"> <li>• Hardcopy documentation has been transferred to Document Management Division.</li> <li>• Electronic documentation/e-mails are transferred on an ongoing basis.</li> </ul>	<p>Manager, CCG Records Centre</p> <p>Head, Document Management Systems and Services</p> <p>Manager, Aids to Navigation</p>	<p>TBD by CCG Records Centre</p> <p>June 13, 2000</p> <p>April 2000</p> <p>June 30, 2000</p>



RECOMMENDATIONS	MANAGEMENT ACTION PLAN	OFFICER OF PRIME INTEREST	INITIAL TARGET DATE
	<p><u>Corporate Services:</u></p> <ul style="list-style-type: none"> <li>The transfer of Year 2000 Information Holdings to national and/or regional Document Management Services Divisions was a requirement under the Year 2000 Project because it is a standard operating procedure for Document Management Services to arrange for the long term storage of corporate information holdings.</li> </ul>	Y2K Project Managers	30 September 2000 or sooner
<p>The national or regional Document Management Divisions, in conjunction with Year 2000 regional co-ordinators, should establish sign-off procedures to confirm the proper completion of the documentation classification process.</p>	<p><u>Newfoundland:</u></p> <ul style="list-style-type: none"> <li>Records Management will perform the remaining work as per the availability of resources. There still is a large amount of classification to be done on electronic holdings held in the dedicated drive.</li> </ul>	Head, Records Management	October 31, 2000

RECOMMENDATIONS	MANAGEMENT ACTION PLAN	OFFICER OF PRIME INTEREST	INITIAL TARGET DATE
	<p><u>CCG (Marine Comm &amp; Traffic Services):</u></p> <ul style="list-style-type: none"> <li>Records Management will perform the remaining work, assigning a dedicated resource to complete the classification. Scope of work, time required, and funding have been determined and accepted by Records Management and MCTS</li> </ul> <p><u>CCG (Navigation Systems):</u></p> <ul style="list-style-type: none"> <li>Sign-off of transfer of hardcopy documentation accomplished through standard Documentation Management Procedures.</li> <li>Sign-off of transfer of electronic documentation/e-mails to be done through receipt of e-mail confirmation of completion of transfer.</li> </ul> <p><u>Corporate Services:</u> Year 2000 Information Holdings Best Practices Handbook's annex F (Procedures for managers of departing employees/consultants) and annex G (Procedures for closing an office) are to be used.</p>	<p>Manager, CCG Records Centre</p> <p>Head, Document Management Systems and Services</p> <p>Manager, Aids to Navigation</p> <p>Y2K Project Managers and Manager, Document Management</p>	<p>July 15, 2000</p> <p>June 30, 2000</p> <p>30 September 2000 or sooner</p>

**APPENDIX A**

**NEWFOUNDLAND REGION**

**PAPER DOCUMENTS**

Sector	Location(s)	Volume (L.M.)	Plan	Classification Status				Expected Completion Date
				Completed (L.M.)	%	To Do (L.M)	%	
<b>Year 2000 RPMO</b>	NAFC, 4 <sup>th</sup> floor	12	National Plan	12	100%	0	0%	January 15, 2000
<b>CCG</b>	Coast Guard Building, South Side Base and NAFC, 2 <sup>nd</sup> floor	25	National Plan	25	100%	0	0%	March 15, 2000
<b>Science and Oceans</b>	Part of Science Sector	1	National Plan	0	0%	1	100%	March 2000
<b>Fisheries Management</b>	NAFC, 2 <sup>nd</sup> floor	0.5	National Plan	0	0%	0.5	100%	March 2000
<b>Policy &amp; Economics</b>	NAFC, 2 <sup>nd</sup> floor	3	National Plan	0	0%	3	100%	March 2000
<b>Corporate Services</b>	NAFC, 4 <sup>th</sup> floor	2	National Plan	0.5	25%	1.5	75%	March 2000
<b>Total:</b>		<b>43.5</b>		<b>37.5</b>	<b>86%</b>	<b>6</b>	<b>14%</b>	

NAFC: Northwest Atlantic Fisheries Centre.

As of March 10, 2000

**NEWFOUNDLAND REGION**

**ELECTRONIC DOCUMENTS (REPOSITORIES)**

Sector	Location	Inventory		Plan	Classification Status						Expected Completion Date
		Folders	Files		Completed			To Do			
					Folders	Files	%	Folders	Files	%	
<b>Year 2000 RPMO</b>	NAFC server	-	4,076	National Plan	-	0	0%	-	4,076	100%	March 2000
<b>CCG</b>	NAFC and South Side Base server	-	2,664	National Plan	-	0	0%	-	2,664	100%	March 2000
<b>Science and Oceans</b>	NAFC server	-	1,000	National Plan	-	0	0%	-	1,000	100%	March 2000
<b>Fisheries Management</b>	Not available										March 2000
<b>Policy &amp; Economics</b>	Not available										March 2000
<b>Corporate Services</b>	Not available										March 2000
<b>Total:</b>			<b>7,740</b>				<b>0%</b>	<b>0</b>	<b>7,740</b>	<b>100%</b>	

As of March 10, 2000

**NEWFOUNDLAND REGION**

**E-MAILS (OUTLOOK)**

Sector	Location	Number of E-mails			Total	Completed	Classification Status		%	Expected Completion date
		Current	Archived	Other (if any)			To do	%		
<b>Year 2000 RPMO</b>	NAFC server	11,000	-	-	11,000	8,600	78%	2,400	22%	March 2000
<b>CCG</b>	NAFC & south side base server	22,000	-	-	22,000	0	0%	22,000	100%	March 2000
<b>Science and Oceans</b>	NAFC server	250	-	-	250	250	0%	0	100%	March 2000
<b>Fisheries Management</b>	NAFC server	750	-	-	750	0	0%	750	100%	March 2000
<b>Policy &amp; Economics</b>	NAFC server	1,000	-	-	1,000	0	0%	1,000	100%	March 2000
<b>Corporate Services</b>	NAFC server	4,000	-	-	4,000	370	9%	3,630	91%	March 2000
<b>Total:</b>		<b>39,000</b>	-	-	<b>39,000</b>	<b>9,220</b>	<b>24%</b>	<b>29,780</b>	<b>76%</b>	

As of March 10, 2000

**APPENDIX B**

**MARITIMES REGION**

**PAPER DOCUMENTS**

Sector	Location	Volume (L.M.)	Plan	Classification Status				Expected Completion Date
				Completed (L.M.)	%	To do (L.M.)	%	
All Sectors		73	National Plan	73	100%	0	0%	March, 2000
<b>Total:</b>		<b>73</b>		<b>73</b>	<b>100%</b>	<b>0</b>	<b>0%</b>	

**Note:**

*The Document Management Division for this Region is responsible for the classification and filing of all documentation produced by the sectors. The above numbers present the current situation for the whole Region.*

As of March 20, 2000

**MARITIMES REGION**

**ELECTRONIC DOCUMENTS (REPOSITORIES)**

Sector	Location	Inventory		Plan	Classification Status						Expected Completion Date
		Folders	Files		Completed			To do			
					Folders	Files	%	Folders	Files	%	
All Sectors	Dedicated Year 2000 server(s)		30,983	National Plan	30,983		100%	0		0%	March, 2000
<b>Total:</b>			<b>30,983</b>		<b>30,983</b>		<b>100%</b>	<b>0</b>		<b>0%</b>	

As of March 20, 2000

**MARITIMES REGION**

**E-MAILS (OUTLOOK)**

Sector	Location	Number of E-mails			Total	Classification Status				Expected Completion Date
		Current	Archived (if any)	Other		Completed	%	To do	%	
All Sectors	Dedicated Year 2000 server(s)	73,807	-	-	73,807	67,253	91%	6,554	9%	March 31, 2000
<b>Total:</b>		<b>73,807</b>	<b>-</b>	<b>-</b>	<b>73,807</b>	<b>67,253</b>	<b>91%</b>	<b>6,554</b>	<b>9%</b>	<b>-</b>

As of March 20, 2000



**APPENDIX C**

**LAURENTIAN REGION**

**PAPER DOCUMENTS**

Sector	Location	Quantity (m.l.)	Plan	Classification Status				Expected Completion Date
				Completed (L.M.)	%	To-Do (L.M.)	%	
<b>Year 2000 RPMO</b>	104 Dalhousie, basement	1.4	Regional Plan	1.3	99%	.1	1%	March 31, 2000
<b>CCG</b>	101 Champlain, 2 <sup>nd</sup> floor	5	Transport Canada Plan	5	100%	0	0%	March 2000
<b>CHS</b>	IML (Mont-Joli)	1.3	Regional Plan	1.3	100%	0	0%	March 2000
<b>Science and Oceans</b>	IML (Mont-Joli)	3	Regional Plan	3	100%	0	0%	March 2000
<b>Fisheries Management</b>	104 Dalhousie, 1 <sup>st</sup> floor	1.7	Regional Plan	1.7	100%	0	0%	March 2000
<b>Corporate Services</b>	104 Dalhousie, 1 <sup>st</sup> floor	1.7	Regional Plan	1.7	100%	0	0%	March 2000
<b>Total:</b>		<b>14.1</b>		<b>14</b>	<b>99%</b>	<b>.1</b>	<b>1%</b>	

IML : Institut Maurice Lamontagne.

As of March 21, 2000

**LAURENTIAN REGION**

**ELECTRONIC DOCUMENTS (REPOSITORIES)**

Sector	Location	Inventory		Plan	Classification Status						Expected Completion Date
		Folders	Files		Completed			To-Do			
					Folders	Files	%	Folders	Files	%	
<b>Year 2000 RPMO</b>	.../Year 2000 Project Office	235	2,907	Regional Plan	235	2,907	100%	0	0	0%	March 2000
<b>CCG</b>	.../gc/Year2000	560	8,056	Regional Plan	560	8,056	100%	0	0	0%	March 2000
<b>CHS</b>	(S)IML/Sc/Shc/ Year 2000	151	1,179	Regional Plan	151	1,179	100%	0	0	0%	March 2000
<b>Science and Oceans</b>	(S)IML/Science & Oceans – Y2K	41	443	Regional Plan	41	443	100%	0	0	0%	March, 2000
<b>Fisheries Management</b>	(S)Quebec/Project /Y2K/Sectorial Offices/Fisheries management	136	1,639	Regional Plan	1	0	0%	135	1,639	100%	March 31, 2000
<b>Corporate Services</b>	(S)Quebec/Project /Y2K/Sectorial Offices/Corporate Services	162	2,432	Regional Plan	159	2,400	99%	3	32	1%	March 31, 2000
<b>Total:</b>		<b>1,285</b>	<b>16,656</b>		<b>1,147</b>	<b>14,985</b>	<b>9%</b>	<b>138</b>	<b>1,671</b>	<b>91%</b>	

As of March 21, 2000

**LAURENTIAN REGION**

**E-MAILS (OUTLOOK)**

Secteur	Location	Approximate Number of e-mails as of November 3, 1999					Total	Classification Status			Expected Completion Date		
		e-mails	Archived e-mails	Archived Documents	Working Documents	Published Documents		Others	Completed %	To-Do %			
Year 2000 Project Office	.../Year 2000 Project Office						4,070	4,070	4,070	100%	0	0%	March 2000
CCG	.../Sectorial Offices/CCG						480	48	48	100%		0%	March 2000
CHS	.../Sectorial Offices/CHS						94	94	94	100%	0	0%	March 2000
Sciences and Oceans	.../Sectorial Offices/Sciences-Oceans						1,364	1,364	1,364	100%		0%	March 2000
Fisheries Management	.../Sectorial Offices/Fisheries Management						892	892	892	100%	0	0%	March 2000
Corporate Services	.../Sectorial Offices/Corporate Services						2,446	2,446	2,446	100%	0	0%	March 2000
<b>Total:</b>							<b>8,914</b>	<b>8,914</b>	<b>8,914</b>	<b>100%</b>		<b>0%</b>	

Note: *Public Folders for "Activity", "Calendar" and "External Contacts" have not been used within the Region.*

As of March 21, 2000

**APPENDIX D**

**CENTRAL AND ARCTIC REGION**

**PAPER DOCUMENTS**

Sector	Location	Volume (L.M.)	Plan	Classification Status				Expected Completion Date
				Completed (L.M.)	%	To do (L.M.)	%	
<b>Year 2000 RPMO, Fisheries Management, Informatics, Corporate Services CCG</b>	Burlington	2	National Plan	1	50%	1	50%	March 31, 2000
	Sarnia	30	National Plan	30	100%	0	0%	Completed
<b>Science and Oceans</b>	Winnipeg	2	National Plan	0	0%	2	100%	March 31, 2000
<b>Total:</b>		<b>34</b>		<b>31</b>	<b>91%</b>	<b>3</b>	<b>9%</b>	

As of March 20, 2000

**CENTRAL AND ARCTIC REGION**

**ELECTRONIC DOCUMENT (REPOSITORIES)**

Sector	Location	Inventory		Plan	Classification Status						Expected Completion Date
		Folders	Files		Completed			To do			
					Folders	Files	%	Folders	Files	%	
<b>Year 2000 RPMO</b>	Burlington	-	5,575	National Plan	-	0	0%	-	5,575	100%	March 31, 2000
<b>CCG</b>	Sarnia	-	5,847	National Plan	-	4,250	73%	-	1,597	27%	March 31, 2000
<b>Science and Oceans Fisheries Management Corporate Services</b>	Included in the RPMO Above										
	<b>Total:</b>		<b>11,422</b>			<b>4,250</b>	<b>37%</b>		<b>7,172</b>	<b>63%</b>	

As of March 20, 2000

**CENTRAL AND ARCTIC REGION**

**E-MAILS (OUTLOOK) (1)**

Sector	Location	Number of E-mails				Classification Status				Expected Completion Date
		Current	Archived	Other	Total	Completed	%	To do	%	
All Sectors	Burlington Office	1,000	91,300	0	92,300	91,300	99%	1,000	1%	March 31, 2000
<b>Total:</b>		<b>1,000</b>	<b>91,300</b>	<b>0</b>	<b>92,300</b>	<b>91,300</b>	<b>99%</b>	<b>1,000</b>	<b>1%</b>	

**Notes:**

(1) The Document Management Division for this Region is responsible for the classification and filing of all e-mails produced by the sectors, the above numbers present the current situation for the whole Region.

As of March 20, 2000

**APPENDIX E**

**PACIFIC REGION**

**PAPER DOCUMENTS**

Sector	Location	Volume (L.M.)	Plan	Classification Status				Expected Completion Date
				Completed (L.M.)	%	To do L.M.	%	
<b>All Sectors</b>		45.5	National Plan	33.5	74%	12	26%	March 31, 2000
<b>Total:</b>		<b>45.5</b>		<b>33.5</b>	<b>74%</b>	<b>12</b>	<b>26%</b>	

As of February 15, 2000

**PACIFIC REGION**

**ELECTRONIC DOCUMENTS (NETWORK REPOSITORIES)**

Sector	Location	Inventory		Plan	Classification Status						
		Folders	Files		Completed			To do			Expected Completion Date
					Folders	Files	%	Folders	Files	%	
<b>All Sectors</b>			21,000	National Plan		19,500	93%		1,500	93%	March 31, 2000
<b>Total:</b>			<b>21,000</b>			<b>19,500</b>	<b>93%</b>		<b>1,500</b>	<b>93%</b>	

As of February 15, 2000



**PACIFIC REGION**

**E-MAILS (OUTLOOK)**

Sector	Inventory		Plan	Total	Classification Status					Expected Completion Date	
	Folders	Files			Completed Folders	Completed Files	%	Folders	To do Files		%
<b>All Sectors</b>	89 Pst Folders		National Plan	89 Pst Folders	31 Pst Folders	40,259 (1)	35%	58 Pst Folders	TBD	65%	March 31, 2000
<b>Total:</b>	<b>89</b>			<b>89</b>	<b>31</b>	<b>40,259</b>	<b>35%</b>	<b>58</b>	<b>TBD</b>	<b>65%</b>	

**Notes:**

*(1) These numbers do not include attachments. Attachments range from 1 to 100 per message.*

As of February 15, 2000

**APPENDIX F**

**NATIONAL CAPITAL REGION**

**PAPER DOCUMENTS**

Sector	Location	Volume (L.M.)	Plan	Classification Status				Expected Completion Date
				Completed (L.M.)	%	To do (L.M.)	%	
<b>Year 2000 NPMO</b>	360 Laurier Street, 10 <sup>th</sup> floor	32	DFO Plan	25	78%	7	22%	TBD
<b>CCG, National Year 2000 Office</b>	360 Laurier Street, 4 <sup>th</sup> floor	22	CCG Plan	11	100%	11	50%	TBD
<b>CCG, Rescue, Safety, Envir. and Response</b>	200 Kent Street, 5 <sup>th</sup> floor	5	CCG Plan	4	80%	1	20%	March 31, 2000
<b>Marine Communications and Traffic Services</b>	200 Kent Street, 6 <sup>th</sup> floor	3	CCG Plan	2.5	83%	.5	17%	March 31, 2000
<b>Marine Navigation Services</b>	200 Kent Street, 5 <sup>th</sup> floor	2	CCG Plan	1.75	88%	.25	12%	March 31, 2000
<b>CCG (other branches)</b>		TBD		TBD		TBD		TBD
<b>Science and Oceans</b>	200 Kent Street, 12 <sup>th</sup> floor	5	National Plan	5	100%	0	0%	March 16, 2000
<b>Fisheries Management</b>	200 Kent Street, 13 <sup>th</sup> floor	6	National Plan	6	100%	0	0%	January 15, 2000
<b>Human Resources</b>	200 Kent Street, 9 <sup>th</sup> floor	0.25	National Plan	0	0%	0.25	100%	TBD
<b>IMTS:</b>								
<b>Year 2000 National Readiness Office</b>	200 Kent Street, 11 <sup>th</sup> floor	9	DFO Plan	8.75	97%	.25	3%	March 31, 2000
<b>Application Services</b>		TBD	TBD	TBD		TBD		TBD
<b>Technology Services</b>	200 Kent Street, 11 <sup>th</sup> floor	2	TBD	0	0%	2	100%	TBD
<b>PIMSB</b>		TBD	TBD	.5		TBD		TBD
<b>Real Property</b>		TBD	TBD	TBD		TBD		TBD
<b>Total:</b>		<b>86.25</b>		<b>64.5</b>	<b>75%</b>	<b>22.25</b>	<b>25%</b>	

As of March 17, 2000

**NATIONAL CAPITAL REGION**

**ELECTRONIC DOCUMENTS (NETWORK REPOSITORIES)**

Sector	Location	Inventory		Plan	Classification Status						Expected Completion Date
		Folders	Files		Completed		To do				
					Folders	Files	%	Folders	Files	%	
<b>Year 2000 NPMO</b>	NPMO Year2000 Records/E-Mail/...		87,383	DFO Plan		17,351	20%		70,032	80%	TBD
<b>CCG, National Year 2000 Office</b>	CCG Year 2000 Records/Filing/etc	189	36,495	CCG Plan	180	34,670	95%	9	1,825	5%	March 31, 2000
<b>CCG, Rescue, Safety, Envir. and Response</b>	Documents classified during the project as paper documents			CCG Plan							January 31, 2000
<b>Marine Communications and Traffic Services</b>	Personal Folders .../Year 2000/...		TBD	CCG Plan		TBD			TBD		TBD
<b>Marine Navigation Services</b>	Personal Folders .../Year 2000/...		TBD	CCG Plan		TBD			TBD		TBD
<b>CCG (other sectors)</b>	Not interviewed										TBD
<b>Science and Oceans</b>	Science shared drive (X:/...)	37	458	National Plan	3	458	100%	0	0	0%	March 6, 2000
<b>Fisheries Management</b>	Shared drive	87	1,029	National Plan	87	1,029	100%	0	0	0%	February 28, 2000
<b>Corporate Services:</b>											
<b>Human Resources</b>	Personal Folders on U drive	1	10	TBD	0	0	0%	1	10	100%	TBD
<b>IMTS:</b>											
<b>Year 2000 National Readiness Office</b>	Personal Folders on U drive	60	1,734	DFO Plan	58	1,681	97%	2	53	3%	March 31, 2000
<b>Application Services</b>	Application Software Registry Database	1	10	TBD	0	0	0%	1	10	100%	TBD
<b>Technology Services</b>	Year 2000 Personal Folder on X: drive	5	53	TBD	0	0	0%	5	53	100%	TBD
<b>PIMSB</b>	TBD		TBD	TBD		TBD			TBD		TBD
<b>Real Property</b>	TBD		TBD	TBD		TBD			TBD		TBD
<b>Total:</b>			<b>127,172</b>			<b>55,189</b>	<b>43%</b>		<b>71,983</b>	<b>57%</b>	
As of March 17, 2000											

**NATIONAL CAPITAL REGION**

**E-MAILS (OUTLOOK)**

Sector	Location	Number of E-mails				Classification Status				Expected Completion Date
		Current	Archived	Other	Total	Completed	%	To Do	%	
<b>Year 2000 NPMO</b>	Note (1)									
<b>CCG, National Year 2000 Office</b>	CCG Year 2000 Records/e-mail/etc.	24,500	0	0	24,500	23,275	95%	1,225	5%	March 31, 2000
<b>CCG (Rescue, Safety, Envir. and Response) - Marine Communications and Traffic Services</b>	Personal folders on the network	7,000	TBD	0	7,000	0	0%	7,000	100%	TBD
<b>Marine Navigation Services</b>	Personal Folders on Shared Drive	6,956	0	0	6,956	0	0%	6,956	100%	May 8, 2000
<b>CCG (other sectors) Science and Oceans</b>	Personal Folders on Shared Drive	70	0	0	70	0	0%	70	100%	TBD
<b>Fisheries Management</b>	Not interviewed									TBD
	Personal Folders .../Year 2000/...	12,000	0	0	12,000	12,000	100%	0	0%	March 6, 2000
	Personal folders Outlook	6,474	0	0	6,474	6,474	100%	0	0%	February 28, 2000
<b>Corporate Services: Human Resources</b>	Personal Folders on the Network	200	0	0	200	0	0%	200	100%	TBD
<b>IMTS: Year 2000 National Readiness Office</b>	Personal Folders (copy onto CD for classification)	14,350	0	0	14,350	12,915	90%	1,435	10%	March 31, 2000 (Tentative)
<b>Application Services Technology Services</b>	Personal Folders on the Network	5,000	0	0	5,000	0	0%	5,000	100%	TBD
<b>PIMSB Real Property</b>	Personal Folders	1,950	0	0	1,950	0	0%	1,950	100%	TBD
	TBD	5,964			5,964	3,838	64%	2,126	36%	TBD
	TBD	TBD			TBD	TBD		TBD		TBD
<b>Total:</b>		<b>78,500</b>	<b>0</b>	<b>0</b>	<b>78,500</b>	<b>54,664</b>	<b>70%</b>	<b>23,836</b>	<b>30%</b>	

**Notes:**

(1) All e-mails have been saved as rich text documents. They are therefore treated as electronic documents.

As of March 17, 2000