

**PUBLIC SERVICE MINISTRY**

**CIRCULAR NO.17/1979**

**REFERENCE NO.PS:2/0**

FROM: Permanent Secretary,  
Public Service Ministry

TO: All Permanent Secretaries,  
Heads of Departments and  
Regional Executive Officers

**SUBJECT:**

**Control of Filming Equipment – Video Tape Facilities.**

DATE: 23<sup>rd</sup> October, 1979

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Cabinet has passed a decision that the Ministry of Information should take over and be responsible for all video tape equipment in use in all Government Ministries/Departments and Agencies. The Comrade Minister of State for Information, however, could permit the retention of video tape equipment in those agencies where such equipment is used for specific purposes.

2. You are requested, therefore, to submit the following information concerning Audio Visual Equipment in your Ministry's possession:-

- (a) Quantity and description of equipment (state also whether reel-to-reel or cassette);
- (b) Date of purchase;
- (c) Physical condition of equipment;
- (d) What spares/servicing facilities available;
- (e) Nature of V.T.R. Programmes;
- (f) Regularity of use;
- (g) Names and appropriate qualifications/training/experience of those persons operating the equipment;
- (h) Physical location of equipment;
- (i) Any other relevant information.

3. Your submission should be sent to the Permanent Secretary, Ministry of Information and copied to me not later than Wednesday, October 31, 1979.

F.A. Small, ...  
For Permanent Secretary,  
PUBLIC SERVICE MINISTRY.