

ITEM NO.	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ AGENCY	REFERENCES	REMARKS
	(b) Assistance to Canadian News Media Representatives	Letter or Telegram			BMM/BFC	Letter or Telegram	Ad Hoc. Copy to area div.
	(c) Press Report	Telegram	10 working days prior to month's end	1st working day of month	Prog. Div	TEL FIA 16 FEB 25, 77	Monthly - Washington, Paris, London, Brussels, The Hague, Rome, Bonn, Tokyo, Canberra only. Copy BFE, BMM.
53.	Price Increase Information						See item 23 (k).
54.	Records - Disposal of Obsolete	Letter	APR 21	MAY 1	MIR	CC 39.4 CDs	Annual.
55.	Relocation	EXT 378		AMBR	FSD 15		Ad hoc. One month prior to departure.
	(a) Inventory of Personal Effects						
	(b) Shipping Details for Outgoing Shipment of Personal Effects	Telex		ABMR	FSD 15		Following removal of personal effects.
	(c) List of Advances Issued to Employee Prior to Departure	Telex		ABMR	FSD 15		Following departure of employee.
	(d) Acknowledgement of Personal Effects	Telex		ABMR	FSD 15		Following arrival of personal effects.
56.	Remittance Statement	EXT 20					See item 23 (l).
57.	Resignation or Retirement of Employees	Telegram			Pers Div/ ABP	PA 8.12.2	Ad Hoc. To stream management division and ABP. Include effective date of res. or ret. and last day on duty.
58.	<b>Security</b>						
	(a) Head Guard's Report		OCT 1 DEC 31 APR 1 JUN 30	OCT 10 JAN 10 APR 10 JUL 10	ISS	SI 7	Quarterly.
	(b) Mission	Letter			ISS		When circumstances warrant.
	(c) Mission Periodic Return	Letter	JUN 15	JUL 1	ISS	SI 8.4.2	Annual.