TYPE	REPORT	FORMAT	PREPARE REPORT	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	REMARKS
A	(e) Leases (Staff Quarters including garage, storage – Official Residence, Chancery)				SRS		Original of chancery and OR lease to be sent to SRS. All others to be retained at mission. Translation into English or French required if written in a foreign language.
B	(f) Mission Property Management Plans (MPMP)	Report	OCT 2	OCT 13	SRS/AMO		Annual updates of existing reports.
A	(g) Occupancy Agreements – SQs				N/A		Upon arrival at mission of CBS, or change of occupancy. Retain at mission.
A	(h) PRIME (Physical Resources Information – Mission Environment)	E-mail/ diskette	SEP 24 DEC 23 MAR 24 JUN 24	OCT 1 JAN 4 APR 1 JUL 2	SRSI		Software application that enables missions to record and update a wide variety of data on their property. Provides a mechanism to create or dipose of PRIDS, to update Property Forecasts and to print a series of standard reports and upload revised data to the SRD database.
A	(i) Project Requests						
	(i) Major Capital Projects (in excess of $500,000)	Letter			SRSR	PM 10	As required.
	(ii) Capital Alterations and Renovations (CAR) (between $5,000 and $500,000)	Letter			SRSF	PM 10	As required.
	(iii) Maintenance and Energy Projects	Letter or E-mail			SRSF	PM 10	As required.
B	(j) Fine Art Inventory Location Report	Report			SRMZ	MM 13.8	Complete reports only required at the change of HOM. Partial updates required for changes in location or condition.
A	Library Subscriptions	SXCI List	AUG 20	SEP 1	SXCI		Annual.

Types of reports: **A** = As required reports   **B** = Reports that **ALL** missions must provide on a regular basis
                     C = Reports that small missions are **NOT** expected to complete   **D** = Reports to be completed by the Hub