

TYPE	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	REMARKS
	Motor Vehicles						
A	(a) Accident Report	Telegram/ EXT 253			SRMP	MM 9	As required when damages exceed \$1,000.
A	(b) Disposal	EXT 369			SRMC	MM 8 & 9	As required.
A	(c) Local Insurance Confirmation	Telegram			SRMP	MM 9	Annual.
A	(d) Receipt by Mission	Telegram			SRMP	MM 9	On receipt of vehicle at mission.
B	(e) Register of Gas Coupons			Monthly	N/A		For mission records.
A	(f) Registration Confirmation	Telegram			SRMP	MM 9	When licence issued by host country.
B	(g) Vehicle Logs			Continuous	N/A	MM 9	For mission records.
	RECORDS MANAGEMENT						
A	Records, Disposal of Obsolete	Letter	APR 21	MAY 1	SKR	CC 39.4 CDs	Annual.
	SECURITY						
D	Combinations – Lock	Letter			ISS	SI 4.9	Every 6 months, or as required. Annually at small missions.
	Fire Safety						
D	(a) Emergency Evacuation Drills and Staff Training		SEP 30		N/A		Retained at mission.
D	(b) Fire Reports	Priority Telegram			SRMM	PM 17 CD 4/84 3/2/84	Ad Hoc. Priority Telex – detailed report within 7 days.
D	(c) Inspection	EXT 881	OCT 14		N/A		Retained at mission.

Types of reports:

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