

ITEM NO.	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ AGENCY	REFERENCES	REMARKS
	(b) Bad Record Report	Printout	5th working day of following month	10th working day of following month	JWD	Passport Services Abroad Manual	For automated missions only.
	(c) Identification Label Summary	PPT 336	5th working day of following month	10th working day of month	JWD		Not required for NIL report.
	(d) Monthly Register of Passport services	EXT 765	5th working day of following month	10th working day of month	JWD/MFFP	FM 23.12 PSA Appendix XI	Original to JWD, attach copy to Mission Financial Return.
	(e) Passport Inventory and Record of Issues	PPT 034	5th working day of following month	10th working day of month	JWD/MFFP	FM 23.12 PSA Appendix XI	Original to JWD, attach copy to Mission Financial Return.
	(f) Passport Issue Report	Printout	5th working day of following month	10th working day of following month	JWD	Passport Services Abroad Manual	For automated missions only.
48.	Petty Cash	EXT 290					See item 19 (g)(ix).
49.	Press						
	(a) Analysis of Reports	Letter			Prog. Div	PA 3.9	Ad Hoc. Copy to BFE/BCM/BTC.
	(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 BPF, BMM.
50.	Price Increase Information						See item 19 (j).
51.	Records, Disposal of Obsolete	Letter	APR 21	MAY 1	MIR	CC 39.4 CDs	Annual.