

ITEM NO.	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ AGENCY	REFERENCES	REMARKS
60.	Records - Disposal of Obsolete	Letter	APR 21	MAY 1	MIR	CC 39.4 CDs	Annual.
61.	Remittance Statement	EXT 20					See item 23(h)(xv).
62.	<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.
63.	<b>Telecommunications</b>						
	(a) CDCS Appointment Certificate for COMSEC Custodians	EXT 688	As required		MIT		On change of crypto, alternate or relief custodians.
	(b) CDCS Certificate of Custody	EXT 300	As required		MIT		On appointment of new crypto, alternate or relief custodians.
	(c) CDCS Certificate of Destruction	EXT 608	3rd working day of month	10 working day of month	MIT		Monthly and as required.
	(d) CDCS Communication Services Expenditures	EXT 474	5th working day of month	10 working day of month	MIT		Monthly.
	(e) CDCS EL Installation or Inspection Trip Reports	Letter	As required		MIT		On occasion of each installation or Technical Inspection Trip.
	(f) CDCS EL Maintenance Reports	Letter	As required		Responsible RCOT Reporting Centre, and mission visited		On occasion of each regional maintenance trip.