

| TYPE                           | REPORT                                                                     | FORMAT  | PREPARE<br>REPORT                                     | DATE DUE<br>IN OTTAWA                | TO: HQ<br>DIVISION | REFERENCES                 | REMARKS                                                                             |
|--------------------------------|----------------------------------------------------------------------------|---------|-------------------------------------------------------|--------------------------------------|--------------------|----------------------------|-------------------------------------------------------------------------------------|
| B                              | (e) Register of Gas Coupons                                                |         | Monthly.<br>Every 3<br>months at<br>small<br>missions |                                      | N/A                |                            | For mission records.                                                                |
| A                              | (f) Registration Confirmation                                              | E-mail  |                                                       |                                      | SRMT               | MM 9                       | When licence issued by host country.                                                |
| B                              | (g) Vehicle Logs                                                           |         | Daily                                                 |                                      | N/A                | MM 9                       | To be retained at mission for audit<br>purposes.                                    |
| <b>RECORDS MANAGEMENT</b>      |                                                                            |         |                                                       |                                      |                    |                            |                                                                                     |
| A                              | Records, Disposal of Obsolete                                              | Letter  | APR 17                                                | MAY 1                                | SXCI               | CC 39.4<br>CDs             | Annual.                                                                             |
| <b>SECURITY</b>                |                                                                            |         |                                                       |                                      |                    |                            |                                                                                     |
| <b>Communications Security</b> |                                                                            |         |                                                       |                                      |                    |                            |                                                                                     |
| A                              | (a) Certificate of Destruction                                             | EXT 608 | As required                                           | Submit as<br>per courier<br>schedule | ISDF               |                            | Seventy-two hours after key material is<br>superseded. Other material as required.  |
| A                              | (b) COMSEC Custodian Appointment Certificate<br>and Certificate of Custody | EXT 688 | As required                                           | Submit as<br>per courier<br>schedule | ISDF               |                            | On change or appointment of new<br>COMSEC custodians or during annual<br>inventory. |
| <b>Fire Safety</b>             |                                                                            |         |                                                       |                                      |                    |                            |                                                                                     |
| D                              | (a) Emergency Evacuation Drills and Staff<br>Training                      |         | SEP 26                                                |                                      | N/A                |                            | Retained at mission.                                                                |
| D                              | (b) Fire Reports                                                           | E-mail  |                                                       |                                      | SRSF               | PM 17<br>CD 4/84<br>3/2/84 | Ad hoc. Detailed report within 7 days.                                              |

Types of reports: A = As required reports  
C = Reports that small missions are NOT expected to complete

B = Reports that ALL missions must provide on a regular basis  
D = Reports to be completed by the Hub