

TYPE	REPORT	FORMAT	PREPARE REPORT	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	REMARKS
	RECORDS MANAGEMENT						
A	Records, Disposal of Obsolete	Letter	APR 16	MAY 3	SXCI	CC 39.4 CDs	Annual.
	SECURITY						
	Communications Security						
A	(a) Certificate of Destruction	EXT 608	As required	Submit as per courier schedule	ISDF		Seventy-two hours after key material is superseded. Other material as required.
A	(b) COMSEC Custodian Appointment Certificate and Certificate of Custody	EXT 688	As required	Submit as per courier schedule	ISDF		On change or appointment of new COMSEC custodians or during annual inventory.
	Fire Safety						
D	(a) Emergency Evacuation Drills and Staff Training		SEP 25		N/A		Retained at mission.
D	(b) Fire Reports	E-mail			SRSF	PM 17 CD 4/84 3/2/84	Ad hoc. Detailed report within 7 days.
	Security						
D	(a) Combinations – Lock	Letter			ISR	SI 4.9	Every 6 months, or as required. Annually at small missions. Send to appropriate section within ISR.
C	(b) Head Guard's or Security Manager's Report		SEP 25 DEC 22 MAR 26 JUN 25	OCT 9 JAN 8 APR 9 JUL 9	ISR	SI 6	Quarterly. Send to appropriate section within ISR.
A	(c) Local Standing Security Orders	Document			ISR		Annually or as required.
D	(d) Password & Access Code Changes – IDACS					SI 4.9	Every 6 months, or as required. Annually at small missions. Retain at mission.

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