

| TYPE | REPORT | FORMAT | PREPARE REPORT | DATE DUE IN OTTAWA | TO: HQ DIVISION | REFERENCES | NOTES |
|--------------------------------|---|---------|--|--------------------------------|-----------------|-------------|---|
| A | (b) Disposal | EXT 369 | | | SRMT, SRMZ | MM 7& 9 | As required. |
| A | (c) Receipt by Mission | E-mail | | | SRMS | MM 9 | On receipt of vehicle at mission. |
| B | (d) Register of Gas Coupons | | Monthly. Every 3 months at small missions | | N/A | | For mission records. |
| B | (e) Vehicle Logs | | Daily | | N/A | MM 9 | To be retained at mission for audit purposes. |
| RECORDS MANAGEMENT | | | | | | | |
| A | Records, Disposal of Obsolete | Letter | APR 14 | MAY 1 | SXIS | 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Destruction | EXT 608 | As required | Submit as per courier schedule | ISDF | | Seventy-two hours after key material is superseded.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 | | | | | | | |

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