

Filing Instructions

PLEASE FILE IMMEDIATELY!

UPDATE 214

MARCH 2024

COMPUTER CONTRACTS PRINCIPLES AND PRECEDENTS

ATTENTION: Before filing this update please ensure that Update 213 has been filed – check behind the tabcard Filing Instructions, Summaries at the back of Volume 5.

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Looseleaf Support Service

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Filing Instructions

1. Check the currency of your Service

Ensure Update 213 has been filed.

2. File your updating pages

Filing Instruction row at a time.

To file this update, you will need to refer to the following table. In your binder, navigate to the Tabcard noted in the Find Tabcard column. Remove the pages listed in the Discard old pages column, then replace the discarded pages with the newly issued pages as listed in the Insert new pages column. Ensure that you follow one

3. Remove Tabcard

In Volume 1, please remove the tabcard "Legislation locater" after the page "1074".

Discard old pages	Insert new pages	
	5	
VOLUME 1		
Title page – Imprint page	Title page – Imprint page	
101 – 110	101 – 110	
1-1 – 1-8	1-1 – 1-8	
1073 – 1074	1073 – 1074	
1351 – 1452	-	
1A-2005 – 1A-2012	1A-2005 – 1A-2010	
1A-3017 – 1A-3022	1A-3017 – 1A-3020	
1A-5007 – 1A-5044	1A-5007 – 1A-5046	
3-4005 – 3-4008	3-4005 – 3-4008	
4-1085 – 4-1134	4-1085 – 4-1134	
VOLUME 2		
2-1 – 2-8	2-1 – 2-8	
	Title page – Imprint page 101 – 110 1-1 – 1-8 1073 – 1074 1351 – 1452 1A-2005 – 1A-2012 1A-3017 – 1A-3022 1A-5007 – 1A-5044 3-4005 – 3-4008 4-1085 – 4-1134 VOLUME 2	

Find Tabcard	Discard old pages	Insert new pages
Systems Integration Agreements	4A-1 – 4A-2	4A-1 – 4A-2
	4A6-51 – 4A6-52	4A6-51 – 4A7-4
VOLUME 3		
Contents	3-1 – 3-8	3-1 – 3-8
Policies and Procedures	80-1 – 80-2	80-1 – 80-2
	80-205 – 80-206	80-205 – 80-404
VOLUME 4		
Contents	4-1 – 4-8	4-1 – 4-8
Internet Agreements	121-2505 – 122-4	121-2505 – 121-2506
VOLUME 5		
Contents	5-1 – 5-8	5-1 – 5-8

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