

Sec. 36097/1952. **PART 3. OMNIBUS WEEKLY ORDER 12/1953**

King's Beam House,

Mark Lane,

London, E.C.3.

20th March, 1953.

Note.—*The terms of this Order are to be brought to the notice of all officials who do not ordinarily receive Omnibus Weekly Orders.*

Instructions. Introduction of a loose-leaf system

The Service is informed that the Board have decided that standing instructions now in bound form should, on reprint, be converted to loose-leaf form. The following steps are being taken to implement this decision:—

1. With certain minor exceptions, all future reprints or revisions will be in the form of loose-leaves printed on both sides of the paper and punched for four-hole filing. Each leaf will bear at the top of the page the abbreviated title as shown in Appendix A of the Guide to Departmental Instructions.

2. Binders will be issued in instalments in quantities sufficient to accommodate the leaves on the basis of about 500 leaves per binder and on the assumption that they will be filed in alphabetical order of abbreviated title. These arrangements need not, however, be taken as a bar to the filing of "books" in any other order which an individual official may prefer while instructions are in use by him; but it should be noted that additional binders cannot be supplied for this purpose, or to enable particular subjects to be filed separately. The binders selected are of the Universal type with lifter bar, as recently introduced for General Orders. They will be dark blue and will be issued without requisition. Each binder will have a "window" on the spine for the insertion of card or stiff paper on which to indicate the range of its contents. Some time must elapse before the first binders are available, and in the meantime improvised methods must be used for the temporary filing of any instructions issued in loose-leaf form under this scheme. The leaves will fit both two-post and four-post General Order binders.

3. Experiment shows that manilla dividing cards for insertion between each "book" in a binder tend to prevent the pages from lying flat when the binder is open on the desk. Dividers can, however, be made quite readily by the use of linen reinforced "tabs" which can be affixed either to title pages or, if preferred, to cancelled pages of General Orders or loose-leaf books. (These have the merit of being easily replaced). Officials who wish to introduce dividing sheets in this way can obtain these tabs, known as "Linen Index Strips, Code 40-94", by memorandum from the Superintendent of Stores. The strips are 1" wide and 6" deep and protrude $\frac{1}{2}$ " from the edge of the page. They can be cut to required length—say into six tabs each 1" deep.

4. No paste-in amendments will be issued for these instructions. Amendment will be effected by either

- (a) the issue of re-printed pages, or
- (b) where the amendment is small, insertion by pen.

Re-printed pages will be issued monthly in *four* sets, each arranged alphabetically. Two of these sets will be issued on the first Monday of each month and will cover respectively the range of books listed in Appendix A, Part I, (a) and (b) of the Guide. (The non-Waterguard set will not be issued to Waterguard officials). The other two sets will be issued on the third Monday of each month and will cover respectively the range of books listed in Parts 2 and 3 of Appendix A of the Guide. Manuscript amendments will be printed collectively as loose-leaves in four corresponding series and will be distributed with the relative sets of re-printed pages. Manuscript amendments to Vols. 4, 6 and 7 of the Establishment Instructions will be printed separately for issue to those who do not ordinarily receive amendments.

5. Revised or additional matter incorporated in re-printed pages will be preceded and followed by a symbol in the form of a solid triangle thus ► ◄

Where matter has been omitted from a page on re-print the point of omission will be indicated by adjacent facing triangles thus ► ◄

6. The conversion of instructions to the new form will, of necessity, be spread over a considerable time and there will thus be a transition period during which it is necessary to maintain also the present method of amendment, by slips, of books still in bound form. These slips will continue to be issued as heretofore, except that the First Series will be split into two parts on and after the April, 1953 issue, one part covering the non-Waterguard books and the other the remainder in that Series; so that Waterguard officials will not receive either slips or re-printed pages for those books which are not supplied to them. It is not practicable to make similar restrictions in the case of the "seat" copies used by Departmental Clerical Officers who will therefore receive, in many cases, a wider range of slips and re-printed pages than are needed. These surpluses should be discarded.

7. The existing nomenclature as set out in the Guide will not be changed, nor is it intended to disturb the present arrangements under which certain instructions are issued in a number of volumes or parts. Thus Establishment, Beer, Methylated Spirits Instructions, for example, will, on re-print, remain as a series of volumes or parts each with its own paging, table of contents and, where appropriate, index.

This announcement gives effect to a recommendation of the Suggestions Committee which has been adopted by the Board.

By Order of the Board,

A. W. TAYLOR.
F. N. ROBERTS.