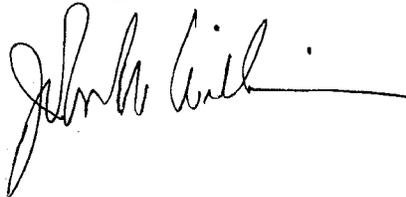


**For:** State and County Offices

**Maintaining Directives**

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**Approved by:** Deputy Administrator, Management



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**1 Filing and Disposing of Directives**

**A Background**

Findings reported in the County Operations Review Program FY 2003 Final Report show that some County Offices have not been:

- filing amendment transmittals
- disposing of obsolete material.

**B Purpose**

This notice reminds County Offices about current policy for maintaining directives.

**C Contact**

If questions about this notice, contact Twila Hawkins, MSD, Publishing Branch, Directives Section at 202-690-0999.

|                      |  |
|----------------------|--|
| <b>Disposal Date</b> | <b>Distribution</b>                                  |
| February 1, 2005     | State Offices; State Offices relay to County Offices |

**1 Filing and Disposing of Directives**

**D Filing Amendment Transmittals**

According to 1-AS, subparagraph 190 C, County Offices shall file **only** amendment transmittals at the back of each handbook behind a divider marked "Amendments". Do **not** keep pages removed by an amendment.

**Note:** Retaining amendment transmittals is an effective method for determining if all amendments for the handbook have been filed.

**E Duration of Temporary Directives**

County Offices are reminded that unless superseded or made obsolete, a notice is binding from the effective date to the disposal date.

On the designated day of disposal, the notice is no longer in effect.

**Note:** See 1-AS, paragraph 66.