

OFFICIAL PUBLISHING UPDATE

Promoting awareness and best practice in Official Publishing and re-use of Public Sector Information.

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Please distribute this update to any colleagues within your organisation, Executive Agencies or Non-Departmental Public Bodies with responsibility for producing official publications.

UPDATE NUMBER	11/03
DATE	05 May 2011 (Amended 11 May 2011)
SUBJECT	Withdrawing and re-issuing parliamentary papers
PUBLICATION TYPE <i>(where applicable)</i>	All parliamentary papers

DESCRIPTION
<p>The purpose of this Update is to help government organisations understand the publishing processes for withdrawing and re-issuing previously laid papers. This is to ensure that the correct final paper is published on the Official Documents website, available to purchase as a printed copy and held by deposit libraries.</p> <p>The Journal Office must be contacted prior to arranging to withdraw any paper laid before Parliament. This applies in particular to House of Commons papers as only the Journal Office can authorise their withdrawal.</p> <p>Once this has been done please notify The National Archives of the need to withdraw and re-issue a paper via the email address below. We will then advise The Stationery Office Limited (TSO) which is responsible for the Official Documents website.</p> <p>TSO will replace the withdrawn version on the Official Documents website with the re-issued version and ensure that the correct version is on file for the production of print copies.</p> <p>Please note that where TSO already has distributed standing order print copies of the withdrawn version, you will incur additional costs to re-supply print copies of the re-issued version to standing order customers.</p> <p>Where the paper is available on other websites, or if it is a Command Paper published by another publisher, please take the necessary steps to ensure that the same correct final paper is in the public domain.</p> <p>Thank you for your co-operation.</p>

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