CROSS REFERENCE MANUAL

Prepared by:
Carol A. Park, Librarian
Commission to Revise the
Annotated Code
June 1978

INDEX

CROSS-REFERENCING MANUAL

This manual details procedures for the maintenance of the cross-reference tables between the Revised Code and the Michie Code. Section I provides detailed information on types of changes and entries to be made in the cross-reference tables and provides standardized terminology to be used in this process. Familiarity with this document will assist in proofing and cross referencing and will facilitate the updating of the permanent tape file of the 1957 Michie Code. Attention to detail is a must if the file is to be useful.

Section II of the manual describes the procedures for input of the completed data into the permanent tape file. The forms used to transfer the data are used to provide graphic examples.

SECTION I

The cross-reference table is printed in order to enable a user of the revised articles to find where statutes that were in the 1957 Michie Code now appear in the Revised Code. The cross-reference table appears in two parts. Each of these parts has two columns. The first part of the cross-reference table is labeled "Michie Code to the Revised Code." The first column in this table lists the statutes of the Michie Code in article/section sequence. The second column lists where these sections of the Michie Code now appear in the revised article. The second part of the cross-reference table is labeled "Revised Code to the Michie Code." The first column lists the Revised Code in title/section sequence. The second column lists where these sections were found in the Michie Code.

The information found in the cross-reference table is placed in the computer's permanent tape file. The permanent tape file has the Michie Code citations listed in article/section sequence just as they would appear in Michie Code to the Revised Code cross-reference table. In preparing the cross-reference table, all work will be done from the Michie Code to the Revised Code. The second part of the table, the Revised Code to the Michie Code, is automatically printed from the material furnished in the

initial cross referencing to the Michie Code.

See Appendix A for an example of the two parts of the cross-reference table.

PROOFING SECTION

In order to begin proofing a section of the Revised Code, a few terms must be explained. "New language" are words added by a revisor. These words are found in a draft in all capital letters. "Old language" or "source law" are words taken from the Michie Code without change. Even if the Michie Code has a word misspelled it must be misspelled in the draft since the old language is the same as the printed Michie Code. The "old language" is printed in a draft in upper and lower case letters. A "Revisor's Note" is part of a draft found at the end of each section. The Revisor's Note will explain where each section is derived from the Michie Code.

In order to begin proofing a section for the cross-reference table, an updated copy of the Michie Code is necessary. This copy includes the latest supplement to the bound volume of the Michie Code — and any bill that has been signed but has not been published in the Michie Code. The section in the revised draft to be cross referenced must be read against the section in the Michie Code.

The information to determine what section of the Michie Code to be proofed against the section in the revised draft is found in the Revisor's Note. Once the Michie Code

reference is determined, the section in the revised draft must be read against the section in the Michie Code.

The section in the revised draft to be compared will either be single spaced and in brackets or interspersed with new language. Only language in the revised draft that is printed in upper and lower case will match what exists in the Michie Code. All words in upper case are new language added by the revisor. This new language will not appear in the Michie Code.

Example: Section single spaced and in brackets
          followed by a revised section.

16—402. POWERS OF COUNTY GOVERNMENTS.

[(77A § 6).   Power   to appropriate and borrow funds;   required   appropriations;   transfers   of appropriations.
     The Mayor and City Council of Baltimore   and   the local   governing   body   of   any   county   for   which   a community   college   or   regional   community   college   is established   under   this   subtitle   have   the   right and power   to   appropriate   funds   to   meet   the   cost   of establishment,   current   expenses,   purchase   of   land, construction   of   capital   improvements,   and   the maintenance thereof.]

     (A)   POWERS TO APPROPRIATE.

     EACH   COUNTY GOVERNING BODY MAY APPROPRIATE MONEY TO   PAY   THE   COST   OF   ESTABLISHING   AND   OPERATING   A COMMUNITY COLLEGE OR REGIONAL COMMUNITY COLLEGE.

Example: Revised section interspersed with new language.

     4—119.   [(77   §   53).]   Consolidation   of   schools;

TRANSPORTATION OF STUDENTS.

(A) CONSOLIDATION OF SCHOOLS.

IF A COUNTY BOARD CONSIDERS IT PRACTICABLE, [The county board of education] IT shall consolidate schools [,wherever in its judgment it is practicable].

The revised sections ¬ay use an entire section of the Michie Code or just a sentence or even a phrase from a sentence. The Revisor's Note must accurately explain what was used. Explaining what was actually used is where most drafters make mistakes. When proofing such a revision, the cross referencer must count the sentences and make sure the sentence reference in the Revisor's Note is identical to the sentence in the Michie Code. In some cases the revisor will paraphrase the language in the Michie Code. This occurs every time a Michie Code section is shown single spaced and in brackets and is followed by a revised section in all capital letters. (See the first example on page 5).   The paraphrased language must be examined to make sure the revisor did not leave out any provisions.   The cross referencer technically makes sure that the revisor uses all the language he says he is using and all the language he is supposed to use.

CROSS REFERENCING SECTION

Now that the section of the revised draft has been proofed against the Michie Code, cross referencing can begin.

The cross referencing should be done on a subsection by subsection basis in order of the revised draft; however, the cross-referencing information should be put in the permanent tape file in Michie Code article/section sequence.

The following is an example to show that Section 4-119 of the Education Article involves two cross references. Section 4-119 would be broken down to subsections (a) and (b) in the Revised Code cross-reference tables.

Example: Cross reference both §4-119(a) and §4-119(b) (Education Article, Ch. 22, Acts of 1978).

4-119. [(77 § 53).] Consolidation of schools; TRANSPORTATION OF STUDENTS.

(A) CONSOLIDATION OF SCHOOLS.

IF A COUNTY BOARD CONSIDERS IT PRACTICABLE, [The county board of education] IT shall consolidate schools [,wherever in its judgment it is practicable].

(B) TRANSPORTATION OF PUPILS.

SUBJECT TO THE APPROVAL OF THE STATE SUPERINTENDENT, EACH [The] county board [of education] shall arrange for the transportation of [pupils] STUDENTS to and from [such] consolidated schools [,subject to the approval of the State Superintendent of Schools].

> REVISOR'S NOTE: This section presently appears as
> Art. 77, §53.
>
> The only changes are in style.
>
> As to other provisions on the
> transportation of students, see Title 7,
> Subtitle 6 of this article.

For the example above there would be two separate cross references. The first would be for section 4-119(a). Section 4-119(a) would be proofed against Article 77, section 53 as the Revisor's Note claims. When proofing the cross referencer would see that section 4-119(a) was derived from the first sentence of Article 77, section 53. The second reference would be for section 4-119(b). Section 4-119(b) would be proofed against Article 77, section 53 just as the Revisor's Note stated it should be. Section 4-119(b) was derived from the second sentence of Article 77, section 53.

A cross reference must explain more than where a Michie Code article and section can be located in the Revised Code. It must explain in detail what exactly happened to the Michie Code article and section and what the bill introducing the revised article has done to the Michie Code. This explanation is done through ten different types of cross references. These are: additions, amendments, deletions, new in the revised code, no change, repeals,

reserved sections, stylistic revisions, substance appears, and transfers.

Each type of cross reference will be explained and followed by an example of how it will appear in the actual cross-reference table. Since the permanent tape file only contains the first part of the cross-reference table which is labeled "Michie Code to the Revised Code", this is the only part of the table that will be shown. The example will be shown in tabular form with two columns. The first column will be the Michie Code column. This column will be always in article/section sequence. Remember that this also is the sequence in which the permanent tape file is kept. It is from the computer's permanent tape file that the final table is printed. The second column will be the Revised Code column. This column has no special sequence. It is really a continuation of the first column. It explains where the citations in the Michie Code column will appear in the Revised Code. Not only does the Revised Code column explain where the Michie Code article and section now appears, but it also may contain a comment explaining what part (i.e.: paragraph, sentence, clause, etc.) of the section of Michie Code can be found there and what type of cross reference took place.

Additions

The first type of cross reference is the addition of new sections to the Michie Code by the bill introducing a new article to the Revised Code. Each revised article introduced by the Commission has Sections at the end of the bill which add new sections to the Michie Code. In the revision process and in the title of the bill, whole blocks of sections are stated as being repealed. However, not every provision of these sections applies to the revised article. Therefore, these provisions that do not apply must be reworded and put back into the Michie Code to be revised at a future time. This type of cross reference will only be found when cross referencing the "Sec." provisions at the end of the bill. "Sec." is abbreviated in the comment section so that it will not be confused with the word "section" which is always part of the article proper.

The following is an example of how a Sec. adding a new section to the Michie Code appears and what it contains.

Example: Addition of section 232 to Article 25.
          (Education Article, Ch. 22, Acts of 1978, Sec. 6)

    SECTION 6. AND BE IT FURTHER ENACTED, That new Section 232 be and it is hereby added to Article 25 — County Commissioners, of the Annotated Code of Maryland (1973 Replacement Volume and 1977 Supplement) to read as follows:

    Article 25 — County Commissioners

232. HARFORD COUNTY EDUCATIONAL FOUNDATION.

CREATED AND CONTINUED; COMPOSITION; COMPENSATION.

THE HARFORD COUNTY EDUCATIONAL FOUNDATION, HEREINAFTER CALLED THE FOUNDATION, IS HEREBY CREATED AND CONTINUED A BODY CORPORATE AND POLITIC. THE FOUNDATION SHALL CONSIST OF NINE DIRECTORS APPOINTED BY THE METHOD AND FOR TERMS AS HEREINAFTER PROVIDED. THE DIRECTORS SHALL SERVE WITHOUT COMPENSATION.

In the example above, the bill (in this case the Education Article) is adding a new section to Article 25. Not only does the introductory language in Sec. 6 state this, but the statute is in all upper case. The cross reference would be found after Article 25, section 231 in the permanent tape file. Since it is an addition there would be no citation found in the permanent tape file. The section then must be added to the permanent tape file. The cross reference for the second column, the Revised Code, would be just a comment since Article 25, section 232 will not appear in the Revised Code. The comment for a cross reference for an addition should state what type of cross reference is being made (addition), the article making the addition, and a reference to where in the article it states that this section is being added. It is most important in comments when the cross reference is not dealing with a Revised Code title section that a reference be made to where in the bill it can be found. The comment would read: Added — by the Education Article, see Sec. 6. In tabular form it would appear:

MICHIE CODE		REVISED CODE	
ARTICLE	SECTION	ARTICLE	SECTION
		COMMENT	
25	232	Added — by the Education Article, see Sec. 6.	

Amendments

The second type of cross reference is to the amending of a section. In the "Sec." provisions found at the back of a bill for an article being introduced for the Revised Code, the cross referencer will find amendments to sections of the Michie Code. These amendments must be cross referenced.

The following is an example of how a Sec. amending a section in the Michie Code appears and what it contains.

Example: Amendment to an article in the Michie Code
         (Corporations and Associations Article, Ch. 311
         Acts of 1975, Sec. 9)

         SECTION 9. AND BE IT   FURTHER ENACTED, That
Sections 305, 316, and 353 of Article 48A — Insurance
Code of the Annotated Code of Maryland (1972
Replacement Volume and 1974 Supplement) be and they are
hereby repealed and re-enacted, with amendments, to
read as follows:

305.

         Except as herein provided, societies shall be
governed by this subtitle AND TITLE 6, SUBTITLE 4 OF
THE CORPORATIONS AND ASSOCIATIONS ARTICLE and shall be

exempt from all other provisions of the insurance laws of this State, not only in governmental relations with the State, but for every other purpose. No law hereafter enacted shall apply to them, unless they be expressly designated therein.

...

In the example above, amendments would be made to Article 48A, sections 305, 316, and 353; however, for brevity, only the amendment for section 305 will be developed. It should be remembered in this case and in all cases where a Sec. is dealing with a number of sections, that all of the sections cited must be cross referenced. The cross reference would be made to Article 48A, section 305 in the permanent tape file.

The section must be proofed. Therefore, the cross referencer must look in Article 48A, section 305 and compare the two sections. Only the language in upper lower case letters will be found. All upper case language is new language added by the revisor.

A cross reference for an amendment section should explain what article and section of the Michie Code is being amended, what article in the Revised Code is amending it, and where in the article of the Revised Code this amendment may be found. The article and section of the Michie Code being amended in the example above is Article 48A, section 305. The article in the Revised Code amending Article 48A,

section 305 is the Corporations and Associations Article and the reference to this amendment can be found in Sec. 9 of that bill. Again, the cross reference is not dealing with a Revised Code title section, so a reference must be made to where in the bill the amendment can be found. The cross reference for this amendmen' would read: Amended—by the Corporations and Associations Article, see Sec. 9. In tabular form it would appear as:

MICHIE CODE		REVISED CODE	
ARTICLE	SECTION	ARTICLE	SECTION
			COMMENT
48A	305	Education	
		Amended—by the Corporations and Associations Article, see Sec. 9.	

Deletion

The third type of cross reference is the deletion. A deletion occurs when the revisor has decided that the section of the Michie Code is not necessary. An entire section or just a single sentence can be deleted. It should be noted that a Revisor's Note will often mention the deletion of a phrase or a word; however, this is never cross referenced as a deletion or even mentioned in the cross-reference table. The lowest level of this type of cross reference is a sentence.

The deletion of a section will be found in two places in the draft. The first place will be in the Revisor's Note which appears after each section or subsection. The second place will be in a General Revisor's Note which appears at the end of a title or subtitle.

The following is an example of a deletion of an entire section. The deletion is mentioned in the Revisor's Note.

Example: Deletion in Revisor's Note
         (Education Article, Ch. 22, Acts of 1978).

   23-401. DEFINITIONS.

       (C) CAPITAL EXPENSE.

       [(a) (1) "County" includes Baltimore City.]
       [(7)] "Capital [expenditures] EXPENSE" means
   PRINCIPAL AND INTEREST PAYMENTS, OR CURRENT CAPITAL ...

           REVISOR'S NOTE: This subsection is new language
               derived without substantive change from
               Art. 77, §176(a)(7).

               The present specific definition of "debt
               service" is inserted in this subsection.

               Present Art. 77, §176(a)(1) which defined
               "county" as including Baltimore City is
               deleted as unnecessary in light of the
               definition of "county" in §1-101 of this
               article.

In the example above, Article 77, section 176(a)(1) is deleted as unnecessary. Even though this section is deleted it too must be proofed in order to check that the wording is

exact and that it has the correct article/section reference. Revisors frequently give incorrect article/section references, so checking this item carefully is most important.

The cross reference would be made to Article 77, section 176(a) in the permanent tape file.

The cross reference for a deletion must state what is being deleted and where the reference to the deletion can be found. In this example, the deletion is found in a Revisor's Note. The cross reference would read: Deleted—paragraph number 1, see Revisor's Note to section 23-401(c). In tabular form it would appear:

MICHIE CODE		REVISED CODE	
ARTICLE	SECTION	ARTICLE	SECTION COMMENT
77	176(a)	EDUCATION Deleted—paragraph number 1, see Revisor's Note to section 23-401(c).	

A cross reference must be made even if the revisor is merely deleting a single sentence. In cases where the entire section is not being deleted, an accurate proofing is most essential. The revisors never give the proper sentence numbers. Often they are one number off. The Revisor's Note will generally explain the language that is being deleted

and their paraphrase must coincide with the language in the Michie Code.

The following is an example where just a portion of a section of the Michie Code is deleted.

Example: Deletion of only a portion of the section
(Education Article, Ch. 22, Acts of 1978).

23-106. [(77 § 167).] Maryland Advisory Council on Libraries.

. . .

(C) CHAIRMAN; OFFICERS; STAFF; MEETINGS.

[(f) Chairman; vice-chairman; secretary.— One of the members of the Advisory Council shall be designated annually by the Governor to serve as chairman of the Advisory Council. The chairman shall preside over its meetings and perform such other duties as assigned by the Advisory Council. The members of the Advisory Council shall annually select one of its members as vice-chairman. In the absence of the chairman, the vice-chairman shall act as temporary chairman, and have such other duties as the Advisory Council assigns him. The assistant superintendent for libraries of the State Department of Education shall act as secretary to the Advisory Council, record its proceedings, and provide for any necessary staff services.]

(1) EACH YEAR:

(i) THE GOVERNOR SHALL APPOINT A MEMBER OF THE ADVISORY COUNCIL AS ITS CHAIRMAN; AND

(ii) THE ADVISORY COUNCIL SHALL ELECT ONE OF ITS MEMBERS AS ITS VICE CHAIRMAN.

(2) THE ASSISTANT SUPERINTENDENT FOR LIBRARIES SHALL:

(i) SERVE AS SECRETARY TO THE ADVISORY COUNCIL;

      (ii) RECORD THE PROCEEDINGS OF THE
COUNCIL; AND

      (iii) PROVIDE NECESSARY STAFF SERVICES.

...

    REVISOR'S NOTE: This section is new language
     derived without substantive change from
     Art. 77, §157.

     The second and fourth sentences of Art. 77,
     §167(f), which require the chairman of the
     council to preside over meetings, the vice
     chairman to serve in the chairman's
     absence, and the secretary to record the
     proceedings, are deleted as unnecessary.
     These are commonly understood duties of
     these officers.

     As to subsection (b)(5) of this section,
     the terms of the members serving on July 1,
     1978 expire as follows: one in 1979, two in
     1980, two in 1981, one in 1982, and one in
     1983.

  In the example above, only the second and fourth
sentences of Article 77, section 167(f) have been deleted.
When proofing the section, the sentences of the section were
counted and the cross referencer found that there were five
sentences. The cross referencer would find that sentences
one and three were used in section 23-106(c)(1) of the
Revised Code and the fifth sentence was used in section
23-106(c)(2) of the Revised Code. In the Revisor's Note,
the revisor states that the second and the fourth sentences
which relate to the chairman of the council presiding over
the meetings, the vice-chairman serving in the chairman's

absence, and the secretary recording the proceedings are being deleted. As the cross referencer reads the second and fourth sentences, this is exactly what the paraphrased language in the Revisor's Note states.

The cross reference would be made to Article 77, section 167(f) in the permanent tape file.

The cross reference for all types of deletions should contain what is being deleted and where the reference to the deletion can be found. Therefore, the cross reference for the subsection would read: 23-106(c)(1)-Substance Appears-sentences one and three. 23-106(c)(2)-Substance Appears-fifth sentence. Deleted-sentences two and four, see Revisor's Note to section 23-106. In tabular form it would appear:

MICHIE CODE		REVISED CODE	
ARTICLE	SECTION	ARTICLE SECTION COMMENT	
77	167(f)	EDUCATION 23-106(c)(1) Substance Appears-sentences one and three.	
		23-106(c)(2) Substance Appears-fifth sentence.	
		Deleted-sentences two and four, see Revisor's Note to section 23-106.	

The second place that deletions are mentioned besides in the Revisor's Note is the General Revisor's Note which appears at the end of a title or subtitle. The General Revisor's Note will explain what sections of the Michie Code are being deleted and why they are being deleted.

The following is an example of a deletion in a General Revisor's Note and the contents of a General Revisor's Note.

Example: Deletion in General Revisor's Note
(Education Article, Ch. 22, Acts of 1978).

GENERAL REVISOR'S NOTE:

In revising this title, the Commission to Revise the Annotated Code deleted as redundant Art. 77, §22. This section provides that the State Board shall perform all duties assigned to it under Article 77 and that may be assigned by the General Assembly in the future. This deletion is in addition to those noted in the revisor's notes to various sections of this title.

In the example above, the General Revisor's Note states that Article 77, section 22 is being deleted.

The cross reference would be made to Article 77, section 22 in the permanent tape file.

Again the cross reference for a deletion should state what is being deleted and where the reference to the deletion can be found. The cross reference would read: Deleted—see General Revisor's Note to Title 2. In tabular

form it would appear:

MICHIE CODE		REVISED CODE		
ARTICLE	SECTION	ARTICLE	SECTION	
			COMMENT	
77	22	EDUCATION		
		Deleted—see General Revisor's Note for Title 2.		

New in Revised Code

The fourth type of cross reference occurs when the revisor has added a new section to the article being drafted in the Revised Code. This section in the Revised Code is not derived from any language in the Michie Code; therefore, the section is in all capital letters.

The following is an example of a new section added by the revisor. The section was not derived from the Michie Code.

Example: Cross reference with new language
          (Education Article, Ch. 22, Acts of 1978).

   1-106. DEPARTMENT.
        "DEPARTMENT" MEANS THE STATE DEPARTMENT OF EDUCATION.

        REVISOR'S NOTE: This section is new language
               added to avoid unnecessary repetition in
               this article of the full title "State
               Department of Education".

The Revisor's Note generally in this case will state that the section is "new language added." The cross reference would not be to the Michie Code citation but a "New In the Revised Code" citation would be added in the permanent tape file.

The cross reference for the example above would state where in the Revised Code it has stated this addition and the title and section. A "NEW IN THE REVISED CODE" cross reference is always a one line cross reference. It would appear in tabular form as:

MICHIE CODE		REVISED CODE	
ARTICLE	SECTION	ARTICLE	SECTION
		COMMENT	
NEW IN REVISED CODE		EDUCATION	1—106

No Change

The fifth type of cross reference occurs when the old language has not been changed at all. This type of cross reference is found in compacts, statutes that may be repealed after referendum, or merely statutes that are left untouched.

The following is an example of the fifth type of cross reference.

Example: A section that has not been changed
          (Education Article, Ch. 22, Acts of 1978).

    1-107. Elementary and Secondary Education.
        "Elementary and Secondary Education" means
    education and programs of education from and including
    preschool through the end of high school and their
    equivalent.

            REVISOR'S NOTE: This section presently appears as
               Art. 77, §1A(c).

            No changes are made.

When the cross referencer proofs the above example against Article 77, section 1A(c), he would find that it was word for word the same.

The cross reference would be made to Article 77, section 1A(c) in the permanent tape file.

A cross reference for a section with no change must state the reference to the Revised Code, which includes the title and section, and a comment that states "no change."

For the example above, the cross reference in the Revised Code for section 1-107 would read: No Change. In tabular form it would appear:

MICHIE CODE		REVISED CODE	
ARTICLE	SECTION	ARTICLE	SECTION
		COMMENT	
77	1A (c)	EDUCATION	1-107
		No change.	

Repeal

The sixth type of cross reference deals with the repeal of a section of the Michie Code.

This is simply a section that was deleted by the legislature in a prior year. This section is found by looking in the Michie Code. The section number and the catchline will appear in heavy black type and under this will be: Repealed by Acts of 19__, Ch. ___, §___, effective July 1, 19___. Since every section of an article of the Michie Code that is being deleted by the Revised Code must be accounted for in the cross-reference table this section that was repealed in a previous year must be included. An example of this is Article 77, section 184. The cross reference would read: Repealed Ch. 770 Acts of 1971. In tabular form it would appear:

MICHIE CODE		REVISED CODE	
ARTICLE	SECTION	ARTICLE	SECTION
		COMMENT	

77   184   EDUCATION
                         Repealed Ch. 770 Acts of 1971.

Reserved Section

The seventh type of cross reference is to a section in the Revised Code that is reserved. In other words, the section number appears in the Revised Code so a statute can be easily inserted at a future time but presently there is no statute for that section designation.

The following is an example of a reserved section.

Example: A reserved section
           (Education Article, Ch. 22, Acts of 1978).

    3-106.   RESERVED.

For the example above, the cross reference would have to be the "NEW IN REVISED CODE" citation in the permanent tape file. Section 3-106 is not derived from any section in the Michie Code so, therefore, the citation would have to be to "NEW IN REVISED CODE".

The cross reference for the example above would have to state, however, where this blank section is to appear in the Revised Code and that the section is reserved. A "NEW IN REVISED CODE" cross reference for Title 3, section 106 of the Revised Code would read: RESERVED. In tabular form it

would appear as:

MICHIE CODE		REVISED CODE	
ARTICLE	SECTION	ARTICLE	SECTION
		COMMENT	·
NEW IN REVISED CODE		EDUCATION	3—106
		RESERVED.	

Stylistic Revision

The eighth type of cross reference which occurs is where the language in a section in the Revised Code is similar to that in the Michie Code. For cross referencing purposes, it is referred to as "stylistic revision". The language in the draft generally will be in upper lower case with new language interspersed. However, on rare occasions it will have the Michie Code single spaced with the revised section following it in all upper case. The Revisor's Note will have the words "presently appears as" in the first paragraph. A "stylistic revision" is the most common cross reference.

The following is an example of a "stylistic revision" cross reference.

Example: Cross Reference with Stylistic Revision
           (Education Article, Ch. 22, Acts of 1978).

4-119.   [(77   §   53).] Consolidation of schools;
TRANSPORTATION OF STUDENTS.
        (A)   CONSOLIDATION OF SCHOOLS.
        IF A COUNTY BOARD CONSIDERS IT PRACTICABLE, [The
county board of education] IT shall consolidate schools
[, wherever in its judgment it is practicable].

        (B)   TRANSPORTATION OF PUPILS.

        SUBJECT   TO   THE   APPROVAL   OF   THE   STATE
SUPERINTENDENT, EACH [The] county board [of education]
shall arrange for transportation of [pupils] STUDENTS
to and from [such] consolidated schools [, subject to
the approval of the State Superintendent of Schools].

            REVISOR'S NOTE: This section presently appears as
                Art. 77, §53.

            The only changes are in style.

            As   to   other   provisions   on   the
            transportation of students, see Title 7,
            Subtitle 6 of this article.

For the example above, the proofing of this section is

vital.   The   words in lower case will appear in Article 77,

section 53.   The   words   in   upper case letters are new

language added by the revisor. On occasions, errors are

made where the language that is supposed to be upper case is

actually printed in lower case and vice versa. A section in

the Revised Code may not necessarily be derived from an

entire section in the Michie Code.   The section in the

Revised Code could merely come from a sentence or clause.

Therefore, in this type of cross reference, the counting of

sentences must be done while proofing.

The cross reference for the example above would be made to Article 77, section 53 in the permanent tape file.

In the example above each subsection should be cross referenced separately. Each cross reference for a "stylistic revision" cross reference should include where in the Revised Code the section of the Michie Code is being placed and if necessary what part of the section of the Michie Code, i.e.: paragraph, sentence, provision, clause, etc. For the example above, subsection (a) of Title 4, section 119 of the Revised Code was derived from the first sentence of Article 77, section 53 of the Michie Code.

The cross reference for section 4—119(a) of the Revised Code would read: Stylistic revision—first sentence. In the tabular form it would appear as:

MICHIE CODE		REVISED CODE	
ARTICLE	SECTION	ARTICLE	SECTION
		COMMENT	
77	53	EDUCATION	4—119(a)
		Stylistic Revision—first sentence	

For the example above, subsection (b) of Title 4, section 119 of the Revised Code was derived from the second sentence of Article 77, section 53 of the Michie Code.

The cross reference for section 4—119(b) of the Revised Code would read: Stylistic Revision — second sentence. In tabular form the cross reference for Article 77, section 53 of the Michie Code would appear as:

MICHIE CODE		REVISED CODE	
ARTICLE	SECTION	ARTICLE	SECTION
		COMMENT	
77	53	EDUCATION	4—119(a)
		Stylistic Revision—first sentence.	
		EDUCATION	4—119(b)
		Stylistic Revision—second sentence.	

Substance Appears

The ninth type of cross reference which occurs is the "Substance Appears" where the language of the Michie Code is substantively incorporated into the Revised Code. The "Substance Appears" cross reference may take two forms. The first is where the section of the Michie Code is listed first in single spacing followed by the Revised Code section which is in all upper case. The second is where the section in the Revised Code is printed in lower case with new language interspersed. The Revisor's Note will always state that the "section is new language derived without substantive change from". This wording in the Revisor's Note is the determining factor for whether a section is

"Stylistic Revision" or "Substance Appears."

The following is an example of a "Substance Appears" cross reference.

Example: Cross Reference with Substance Appears
(Education Article, Ch. 22, Acts of 1978).

21-201. "FEDERAL ACTS" DEFINED.
[(77 § 133). Acceptance of federal acts.
(1) Accept the provisions and benefits of the Smith-Hughes Act, the George-Barden Act, the Vocational Education Act of 1963, and any acts supplementary thereto or amendatory thereof which may hereafter be enacted by the Congress of the United States.]

IN THIS SUBTITLE "FEDERAL ACTS" MEAN:

(1) THE SMITH-HUGHES ACT;

(2) THE GEORGE-BARDEN ACT;

(3) THE VOCATIONAL EDUCATION ACT OF 1963;

(4) ANY OTHER VOCATIONAL EDUCATION ACT OF THE UNITED STATES CONGRESS; AND

(5) ANY AMENDMENTS TO ANY OF THESE ACTS.

REVISOR'S NOTE: This section is new language derived without substantive change from Art. 77, § 133(1).

For the example above, proofing of this section is necessary. The paraphrased words in new language must state exactly what the single-spaced lower case language states. A section of the Michie Code may not have been entirely used by the Revised Code so sentence counting should be done when comparing the two sections.

The cross reference for the example above would be to Article 77, section 133 in the permanent tape file.

For each "Substance Appears" cross reference, the Revised Code citation must be included and, if only part of the section is used, that part of the Michie Code section being used. For the example above the cross reference for Title 21, section 201 of the Revised Code will read: Substance Appears—introductory paragraph and paragraph number 1. In tabular form it would appear:

MICHIE CODE		REVISED CODE		
ARTICLE	SECTION	ARTICLE	SECTION	
			COMMENT	
77	133	EDUCATION	21-201	

Substance Appears—introductory paragraph and paragraph number 1.

Transfer

The transfer of a section means that a statute was moved intact to the Session Laws or from one article of the Michie Code to another article of the Michie Code. Transfers are found either in the General Revisor's Note and at the end of the bill in the section provisions. When

cross referencing a section provision at the end of the bill, the word "section" is always abbreviated and has an initial capital letter (Sec.). This abbreviation is done in order that the word "Sec." in this case can be distinguished from references that refer to "sections" of statutes in both the Michie Code and the Revised Code.

The following is an example of a transfer found in a General Revisor's Note.

Example: Transfer to the Session Laws found in a
            General Revisor's Note (Education Article,
            Ch. 22, Title 13, Subtitle 1).

GENERAL REVISOR'S NOTE:

    ...
    The provisions of Art. 77A, §§ 16, 17, and 20
through 27AD, which deal with the issuance of bonds by
the University of Maryland, are transferred to the
Session Laws.

    This transfer will not affect in any manner the
power of the institution to issue these bonds or any of
its other powers under these statutes.
    ...

In the example above, the transfers are to the Session Laws. For purposes of demonstration the transfer of Article 77A, section 16 will be the only one illustrated. However, all other sections listed in this General Revisor's Note will have to be cross referenced.

The cross reference would be made to Article 77A, section 16 in the permanent tape file.

A transfer cross reference must state where the section originates, where the section is being transferred, and where in the Revised Code the transfer is discussed.

Article 77A, section 16 (section's origin) is being transferred to the Session Laws by the Revised Code. In this case, the article of the Revised Code transferring this section is the Education Article. The Education Article explains this transfer in the General Revisor's Note to Title 13, Subtitle 1. The cross reference for the transfer above would read: Transferred—to the Session Laws by the Education Article, see General Revisor's Note to Title 13, Subtitle 1. In tabular form it would appear as:

MICHIE CODE		REVISED CODE	
ARTICLE	SECTION	ARTICLE SECTION COMMENT	
77A	16	Transferred—to the Session Laws by the Education Article, see General Revisor's Note to Title 13, Subtitle 1 Sec. 12.	

Transfers which appear in a General Revisor's Note will also appear in the section provisions found at the end of the bill. In the transfer of Article 77A, section 16 in the

example above, the section provision found at the back of the Education Article bill is Sec. 12. Each Sec. at the end of the bill must be cross referenced.

The following is the example of the transfer of Article 77A, section 16 as it appeared in the Education Article, Sec. 12.

Example: Transfer to the Session Laws found in a sectional provision (Education Article, Ch. 22, Sec. 12).

SECTION 12. AND BE IT FURTHER ENACTED, That provisions substantially identical to Article 77A, Sections 12A through 12J, inclusive, 14B through 14K, inclusive, 16, 17, 20 through 27AD, inclusive and 71 and 75 through 82, inclusive be printed in the "Laws of Maryland" (The Session Laws), under certain subtitles, to read as ...

In the example above, here again for demonstration purposes only Article 77A, section 16 will be illustrated. Since the citation for Article 77A, section 16 already has the cross reference that the section is being transferred to the Session Laws (see the example for transfers in General Revisor's Note) all that is needed in this case is an addition to that cross reference. The addition would be: and Sec. 12. In tabular form it would appear as:

MICHIE CODE   REVISED CODE

ARTICLE	SECTION	ARTICLE	SECTION
		COMMENT	
77A	16	EDUCATION	

EDUCATION
Transferred—to the Session Laws
by the Education Article, see
General Revisor's Note to
Title 13, Subtitle 1 and
Sec. 12.

The next type of transfer is the transfer of one section of an article in the Michie Code to another section of an article in the Michie Code. There are some cases where the section of an article in the Michie Code pertains to something other than what is being substantively covered by the article being written for the Revised Code. Since the revisor is attempting to eliminate all sections of a particular article from the Michie Code this type of transfer is necessary. The revisor does not wish this section to appear in the article in the Revised Code so he transfers it to another article in the Michie Code to be picked up in the future by an article not yet revised. The transfer of one section of an article in the Michie Code to another section of an article in the Michie Code can be found in a General Revisor's Note and in the sectional provisions at the back of the bill.

The following is an example of a transfer from one section of an article of the Michie Code to another article of the Michie Code.

Example: Transfer to another article in the Michie Code
           found in the General Revisor's Note
           (Education Article, Ch. 22, Title 23, Subtitle 3).

GENERAL REVISOR'S NOTE:

The provisions of Art. 77, §§ 181, 182, and 189A, which authorize Harford, St. Mary's, and Calvert counties to borrow money for library purposes, are transferred to Art. 25 of the Code for eventual inclusion in the Local Government Article.

In the example above, the transfers are to another article of the Michie Code. In this case it is to Article 25. For purposes of demonstration the transfer of Article 77, section 181 will be the only one illustrated. However, it should be remembered that all the other sections listed in this General Revisor's Note will have to be cross referenced.

The cross reference would be made to Article 77, section 18 in the permanent tape file.

A transfer cross reference must state where the section originates, where the section is being transferred, and where in the Revised Code the transfer is discussed. Article 77, section 181 (section's origin) is being transferred to Article 25 by the Revised Code. In this case also, the article of the Revised Code transferring this section is the Education Article. The Education Article

explains the transfer in the General Revisor's Note to Title 23, Subtitle 3. The cross reference would read: Transferred—to Article 25 by the Education Article, see General Revisor's Note to Title 23, Subtitle 3. In tabular form it would appear as:

MICHIE CODE		REVISED CODE		
ARTICLE	SECTION	ARTICLE	SECTION	COMMENT
77	181			Transferred—to Article 25 by the Education Article, see General Revisor's Note to Title 23, Subtitle 3.

Like the transfers to the Session Laws, the transfer to another article of the Michie Code also is cited in both a General Revisor's Note and the section provisions found in the back of the bill. In the transfer of Article 77, section 181, the reference in the back of the bill is found in Sec. 7. In the transfer of one section of an article to another article, the information will be found in a Revisor's Note at the end of the section.

The following is the example of the transfer of Article 77, section 181 as it appears in the Education Article, Sec. 7.

Example: Transfer to another article in the Michie Code
found in the sectional provison (Education
Article, Ch. 2, Sec. 7).

SECTION 7.   AND BE IT FURTHER ENACTED, That new
Sections 233 through 235 be and they are hereby added
to Article 25 — County Commissioners, of the Annotated
Code of Maryland (1973 Replacement Volume and 1977
Supplement) to read as follows:

Article 25 — County Commissioners

233.

THE   BOARD OF COUNTY COMMISSIONERS OF HARFORD
COUNTY MAY BORROW FUNDS FOR PAYING PART OR ALL OF THE
CAPITAL CONSTRUCTION COSTS OF PUBLIC LIBRARY BUILDINGS
IN HARFORD COUNTY; AND THEY MAY ISSUE BONDS, NOTES, OR
OTHER EVIDENCE OF INDEBTEDNESS FOR THE REPAYMENT OF ANY
SUCH BORROWED FUNDS, AND MAY LEVY FOR PAYMENTS OF
PRINCIPAL AND OF INTEREST ON THESE EVIDENCES   OF
INDEBTEDNESS.

. . .

REVISOR'S NOTE: These sections presently appear
as Art. 77, §§ 181, 182, 189A. No changes
are   made.   They   are   local   bond
authorizations,   albeit   for   library
purposes, and as such are considered
inappropriate for inclusion in   the
Education Article.

In the example above, here again for demonstration
purposes only Article 77, section 181 will be illustrated.
However,   in   this   case a proofreading is necessary.
According to the Revisor's Note, section 181 now appears as
Article 25, section 233.   The section provision gave
additional information as to where in the Article 25 in the
Michie Code, Article 77, section 181 is transferred.
Therefore, Article 77, section 181 should be proofed against

the language found in Sec. 7. Since the citation to Article 77, section 181 already has the cross reference that the section is being transferred to Article 25 (see example for transfer in General Revisor's Note), all that is needed in this case is an addition to that cross reference. The addition would be: ... Article 25, section 233, ... and Sec. 7. The entire cross reference would read: Transferred—to Article 25, section 233 by the Education Article, see General Revisor's Note to Title 23, Subtitle 3, and Sec. 7. In tabular form it would appear as:

MICHIE CODE		REVISED CODE	
ARTICLE	SECTION	ARTICLE SECTION COMMENT	
77	181	Transferred—to Article 25, section 233 by the Education Article, see General Revisor's Note to Title 23, Subtitle 3, and Sec. 7.	

When there is a transfer of one section of an article in the Michie Code to another section in another article of the Michie Code, one additional cross reference must be made. This cross reference is to the section being added. In the example above, the section being added is Article 25, section 233.

The cross reference would be made to Article 25,

section 233 in the permanent tape file.

This cross reference must state what article in the Revised Code is adding this section and where in the article in the Revised Code this addition is stated. The cross reference would read: Added—by the Education Article, see Sec. 7. In tabular form it would appear as:

MICHIE CODE		REVISED CODE		
ARTICLE	SECTION	ARTICLE	SECTION	
			COMMENT	
25	233		Added—by the Education Article see Sec. 7.	

Additions are also discussed in this manual — please refer to that section for additional information.

Key

After all the drafts of the Titles and Sec.'s have been cross referenced, the cross referencer should request a copy of the Revised Code to Michie Code table and make sure that every section that the draft states exists appears in the cross-reference table. This is a perfect time for the cross referencer to see that if there is a subsection (a) there is also a subsection (b) and that every title and section follow in a numerical and alphabetical order and that no

numbers have been left out.

After the Revised Code to Michie Code cross-reference table has been checked, one last cross reference is necessary. At the beginning of the Michie Code to Revised Code cross-reference table, there is a key of instructions to reading the cross-reference table. In order to get this key, the material in the key must be cross referenced. The key is found in a fictional article and section in the permanent tape file. If the cross referencer examines the Michie Code to Revised Code cross-reference table, he will notice that the key's article and section in the Michie Code is noted as "NOTE" for the article and "*" for the section.

There are no special researching methods used for this final cross reference. It is merely cross referenced word for word the same.

MICHIE CODE		REVISED CODE	
ARTICLE	SECTION	ARTICLE	SECTION
NOTE	*	COMMENT	

In this cross-reference table the following words have the meanings indicated.
Deleted—means the statute is completely deleted and not replaced in any of the revised titles.
Repealed—means the statute was previously deleted by the

legislature in a prior year.
<u>Stylistic Revision</u>—means the
language is left basically
intact with a few non—substan-
tive, stylistic changes.
<u>Transferred</u>—means the statute
was moved intact to another
article.

STYLE

In the cross-reference table there is a preferred style, which is simply that punctuation and hyphens be used properly. Abbreviations should be avoided except where necessary. Also, in each cross reference, a period is inserted at the end of the statement. This period is inserted so that at a glance the cross referencer will know that the reference is complete and that the computer has not dropped a word or a line.

The cross-reference table employs a number of preferred phrases which are used consistently in cross referencing.

TYPE OF CROSS REFERENCE	CROSS REFERENCE
Addition	Added—the article, then the word "see" then the proper citation to the Revisor's Note, General Revisor's Note, and/or Sec. and also the citation that the section had (if found) in the Michie Code (example: Added—by the Education Article, see Sec. 5, was Article 77, section 36A(b)).
Amendment	Amended—the article, then the word "see" and the proper citation to the Sec. (example: Amended—by the Corporations and Associations Article, see Sec. 9).
Deletion	Deleted—if the entire section is not used, the break down will be the paragraph or paragraph number listed first, then sentence, and then the word "see" and the proper citation to the section, Revisor's Note, and/or

General Revisor's Note (example:
Deleted—paragraph number 1, first
sentence, first provision, see
Revisor's Note to section 3-804).

New in Revised Code   ... (added language)

No change   No Change.

Repeal   Repealed—Ch. ___, Acts of 19__
(example:
Repealed—Ch. 693, Acts of 1972).

Reserved Section   Reserved.

Stylistic Revision   Stylistic Revision—if the entire
section is not used, the break down
will be the paragraph or paragraph
number listed first, then sentence,
then provision, then clause, then
words (example: first paragraph,
second sentence, first thirty-three
words).

Substance Appears   Substance Appears—if the entire
section is not used, the break down
will be the paragraph or paragraph
number listed first, then sentence,
then provision, then clause, then
words (example: first paragraph,
second sentence, first thirty-three
words).

Transfer   Transferred—the word "to", then the
article and section, then by the
article transferring the section, and
then the proper citation to the
Revisor's Note, General Revisor's
Note, and/or Sec. (example:
Transferred—to Article 33, section
32-I(d) by the Education Article,
see the General Revisor's Note to
Title 3 and Sec. 5).

UPDATING

The information found in the cross-reference table is placed in a permanent tape file in the computer. The permanent tape file has the Michie Code citations listed in article/section sequence. Before the cross referencer begins to cross reference an article of the Revised Code, he must first update the permanent storage. This updating means simply incorporating all newly enacted legislation into the permanent tape file. The permanent tape file of the Michie Code in article/section sequence should be in identical order to the article/section sequence found in the bound volumes of the Michie Code. Therefore, when the legislature enacts legislation which deals with an article of the Michie Code (especially an article that one of our revisors is drafting for inclusion in the Revised Code) the permanent tape file of the Michie Code must be updated accordingly. If a piece of legislation adds a section to an article of the Michie Code, deletes an article of the Michie Code, or amends an article of the Michie Code, it must be put into permanent tape file.

The importance of keeping this permanent tape file updated with current legislation is so that when the cross referencer begins the cross-reference table, the article/section print out of the permanent tape file will be identical to the Michie Code and its supplement. This file

also gives the cross referencer an easy checklist to see if
the revisor used all the sections of the Michie Code that he
is supposed to use.

The updating of the permanent tape file of the Michie
Code is similar to the procedure implemented in cross
referencing. There are five types of updating. The first
type of updating is the addition of a section to an article
of the Michie Code. This means that the legislature has
decided to add a new statute where a statute never appeared
in the Michie Code. The second type of updating is the
amending of a section of the Michie Code. This means that
the legislature is changing the text of a section of the
Michie Code. The legislature could have decided to change a
word of a sentence or perhaps add a new paragraph to an
already existing section of the Michie Code. The third type
of updating is the repeal of a section of the Michie Code.
The legislature decided to strike out in its entirety a
section of the Michie Code. The fourth type of updating is
the repeal and reenactment of a section of the Michie Code.
The legislature has decided to repeal a section of the
Michie Code in its entirety, however, they also decided to
replace it with a new section. The fifth type of updating
is the transfer of a section of the Michie Code. This means
the legislature did not agree with the placement of a
section of the Michie Code in a particular article of the

Michie Code. Therefore, they transfer the section in its entirety to another article in the Michie Code.

To determine whether a bill has added, amended, repealed, repealed and reenacted, or transferred a section of an article of the Michie Code, the cross referencer must examine the introductory paragraph of the bill. Once the type of updating is determined the cross referencer inserts in the permanent tape file the implication the bill had on the Michie Code.

In the case of an addition of a new section to the Michie Code, the cross referencer would find the section that numerically preceded this addition and then after it insert this new section and a cross reference of the action.

The following is an example of introductory language in a bill which is adding a new section.

Example: A bill is adding to Article 77 a new section 119A.

Chapter XYZ

AN ACT CONCERNING

Education

FOR the purpose of authorizing the State Board of
Education to require ...

BY adding to

Article 77 — Education

Section 119A
Annotated Code of Maryland

The addition of new section 119A to the Michie Code would be found in Article 77 after the already existing section 119. The cross reference would read: Added — Ch. XYZ, Acts of 19__. In tabular form it would appear as:

Article	Section	Comment
77	119A	Added—Ch. XYZ, Acts of 19__

In the case of an amendment to an already existing section of the Michie Code, the cross referencer would find that section in the permanent tape file and simply add a comment.

The following is an example of introductory language in a bill which is amending a section.

Example: A bill amending Article 77, section 119.

Chapter XYZ

AN ACT CONCERNING

Education

FOR the purpose of changing the location of the
    meeting room ...

BY repealing and reenacting, with amendments,

Article 77 — Education
Section 119
Annotated Code of Maryland

The comment for this example would read: Amended — Ch.
XYZ, Acts of 19__. In tabular form it would appear as:

Article	Section	Comment
77	119	Amended—Ch. XYZ, Acts of 19__

In the case of a repeal of a section of the Michie
Code, the cross referencer would find that section in the
permanent tape file and simply add a comment.

The following is an example of introductory language in
a bill which is repealing a section.

Example: A bill repealing Article 77, section 119.

Chapter XYZ

AN ACT CONCERNING

Education

FOR the purpose of deleting certain provisions that
    require ...

BY repealing,

Article 77
Section 119
Annotated Code of Maryland

The comment for this example would read: Repealed —
Ch. XYZ, Acts of 19__. In tabular form it would appear as:

Article	Section	Comment
77	119	Repealed—Ch. XYZ, Acts of 19__

In the case of a repeal and reenactment of a section of
the Michie Code, the cross referencer would find that
section in the permanent tape file and simply add a comment.

The following is an example of introductory language in
a bill that is repealing and reenacting a section.

Example: A bill repealing and reenacting Article 77,
          section 119.

Chapter XYZ

AN ACT CONCERNING   .

Education

FOR the purpose of revising the scope of the examination
          required ...

BY repealing

          Article 77
          Section 119
          Annotated Code of Maryland

BY adding to

          Article 77
          Section 119
          Annotated Code of Maryland

The comment for this example would read: Repealed and reenacted — Ch. XYZ, Acts of 19__. In tabular form it would appear as:

Article	Section	Comment
77	119	Repealed and reenacted—Ch. XYZ, Acts of 19__.

In the case of a transfer of a section of the Michie Code, the cross referencer would find that section in the permanent tape file and simply add a comment.

The following is an example of introductory language in a bill that is transferring a section.

Example: A bill transferring Article 77, section 119.

Chapter XYZ

AN ACT CONCERNING

Education

FOR the purpose of transferring the provisions dealing with certification ...

BY transferring

    Article 77
    Section 119
    Annotated Code of Maryland

TO be

    Article 41
    Section 238A
    Annotated Code of Maryland

The comment for this example would read: Transferred —
to Article 41, section 238A by Ch. XYZ, Acts of 19__. In
tabular form it would appear as:

Article	Section	Comment
77	119	Transferred—to Article 41, section 238A by Ch. XYZ, Acts of 19__.

It should be mentioned that two bills could affect the
same section of an article. When this occurs the cross
referencer would add a separate comment for each bill.
There is a preferred phraseology with the comments in
updating the permanent tape file of the Michie Code.
Therefore, the following list has been prepared.

TYPE OF UPDATE	COMMENT
Addition	Added—Ch. ___, Acts of 19__.
Amendment	Amended—Ch. ___, Acts of 19__.
Repeal	Repeal—Ch. ___, Acts of 19__.
Repeal and Reenactment	Repealed and reenacted—Ch. ___, Acts of 19__.
Transfer	Transferred—to Article ___, section ____ by Ch. ___, Acts of 19__.

MAINTENANCE

The information found in the permanent tape file is the information inserted in updating and the information inserted in cross referencing. This information must be corrected and made more concise.

After the cross-reference table for a particular article is complete, it is sent to the publishers of the Michie Code. There the table is redone and checked for errors. The Michie Company does their cross-reference table somewhat differently and not quite as thoroughly as the Code Commission. Therefore, after the Michie cross-reference table is printed, it should be examined against the Code Commission's cross-reference table. While the cross referencer is comparing the two tables and errors are found in the table, the permanent tape file can be corrected.

When the entire revision of the Michie Code is complete, every section in the Michie Code will have a cross reference to a section in the Revised Code. At present, the volume of the permanent tape file is increasing so rapidly that easy reference will be awkward. This increased volume is because every section and subsection is cross referenced so completely, which is necessary when the article is introduced; however, after the passage of a revised article, the information could be made more concise.

The permanent tape file after initial cross referencing
appears as:

MICHIE CODE		REVISED CODE		
ARTICLE	SECTION	ARTICLE	SECTION	
			COMMENT	
66C	64B (a)	Agriculture	9—104 (a)	
		Stylistic Revision—first paragraph.		
		Agriculture	9—104 (b)	
		Stylistic Revision—second paragraph.		
66C	64B (b)	Agriculture	9—105	
		Stylistic Revision.		

This section would be shortened to read as follows:

66C	64B	Repealed—Agriculture Article, Ch. 6, Acts of 1973, First Special Session, sections 9—104 and 9—105.

The more concise phraseology will always begin by
stating that the section of the Revised Code is "repealed".
It will then state the article of the Revised Code by which
it was repealed.   The chapter number this revised article
became and the year must be stated.   Then the sections in
the Revised Code in which the section in the Michie Code
could be found must be stated.

This simpler version of a cross reference is placed
before the subsection breakdown of a section in the

permanent tape file. This process is done so that in the

future a more concise list can be retrieved.

SECTION II

INPUT OF COMPUTER INFORMATION

This section of the cross-referencing manual is designed to demonstrate how the cross-reference information is put into the computer's permanent tape file. It is assumed that before the cross referencer begins to read this section, that he has a working knowledge of the Alter Manual, the Alter Quick Reference Guide, the IBM 2741, and the CRT.

The information found in the cross-reference table is placed in the computer's permanent tape file by the cross referencer through the use of the IBM 2741 or the CRT. The computer system to handle the changes to the permanent tape file is the control system. This permanent tape file has the Michie Code citations listed in article/section sequence. Each citation includes the article/section reference in the Michie Code and either the Revised Code's reference or a comment describing the new disposition. Each citation represents one line or record in the permanent tape file.

As each new article of the Revised Code is cross referenced, the permanent tape file also takes a drastic change. Each year the passage of a proposed article causes

many changes such as the addition of new article/section references, addition of more lines of comment, deletion of sections, transfer of sections, etc. These transactions cause the permanent tape file to expand. In 1972, when the first print out of the file was produced it was approximately 50,000 lines or records long. The permanent tape file at the end of 1977 had approximately 70,000 lines. The changes in the permanent tape file are accomplished through three types of computer transactions. These transactions are put in the control system through a program designed especially for this purpose. See Appendix B to see how the blank columns or fields in the permanent tape file are graphically set up.

The form in Appendix B is a graphic example of how the information is stored on the tape in the permanent tape file. Input of the cross-reference material is accomplished through the use of a IBM 2741 terminal or a CRT. The control system is similar to the form in Appendix B but does not have all the boxes. The form in the control system looks like this.

PSFQ   LNART   SEC   NUMT   ST   SS   COMMENT

Appendix B is inserted to aid the cross referencer in becoming familiar with the computer system.

The file, as found in Appendix B, is divided into four different columns each column having subcolumns and each subcolumn having a required number of spaces. A line of the permanent tape file has 82 spaces. The different columns must contain specific information to trigger the computer to assemble the transacted information into the final product -- the cross-reference table. The four column headings are P (where the transaction procedure is stated), the file location (where the sequence reference point and line is stated), the citation (where the Michie Code reference is stated), the cross reference (where the revised article, title, subtitle, and subsection designation are stated), and the comment (where the disposition is discussed).

P Column

The first column to appear on the form found in Appendix B is the P column. The P column is where the transaction procedure is stated. The transaction procedure informs the computer that the permanent tape file will be altered in some way. There are three types of transactions. The first type of transaction is the "C transaction" which means that a line in the permanent tape file will be changed in some way. The second type of transaction is the "D transaction" which means that a line of the permanent tape

file will be deleted. The third type of transaction is the "I transaction" which means that a line will be inserted into the permanent tape file.

The first type of transaction is the "C transaction". The "C transaction" means that a line in the permanent tape file is going to be changed in some way. The change probably will be a correction in the sequence number, the line number, the Michie Code citation, the Revised Code citation, and/or the comment. However, if all that appears on a line is the sequence number, line number, and Michie Code citation and the cross referencer wishes to add either a Revised Code title/subtitle citation or a line of comment, then a "C transaction" will also take place. The "C transaction" means that that particular line of print will change in some form, either by making corrections or adding additional information to that line of print.

When a "C transaction" is used the form in Appendix B must have a capital "C" placed in the P column. The sequence number and line number digits must be identical to those listed in the print out of the permanent tape file. The remainder of the form may be filled in according to what changes are necessary.

The following example will show how the permanent tape file print out presently appears. A sample print out of the

permanent tape file can be found in Appendix C. Notice that
the P column is missing in this print out; however, the P
column can be seen on the form in Appendix B. Appendix B's
form gives instructions to the computer as to what is to
appear in the permanent tape file while Appendix C is simply
a print out of the permanent tape file. All instructions to
the computer are made through the transactions in the P
column.

Example: Example of print out.

SEQ	LNART	SEC	NUM	ARTICLE	SECTION		*
150830000666C	47A(d)		000				
150840000166C	47A(e)		205	AGRICULTURE	9—0110.000(b)		
150840000266D	47A(e)		205	Stylistic Revision.			

If the cross referencer wanted to add that Article 66C,
section 47A(d) was repealed by Ch. 1, Acts of 1972, the line
for Article 66C, section 47A(d) in the permanent tape file
would have to change so that it would read "Repealed—Ch. 1,
Acts of 1972." If the cross referencer wanted to correct
the citation in Article 66C, section 47A(e), line 1 from
Revised Code Title 9, section 110 to Title 9, section 101,
the line in the permanent tape file for Article 66C, section
47A(e) would have to be changed. Also a wrong citation was
made in line 2 of Article 66C, section 47A(e).   There the

Michie Code citation is incorrect. It should be Article 66C

not 66D. Again the permanent tape file will have to be

changed. The following example will show these changes as

they would be made on the form in Appendix B.

Example: "C" transaction made in control system.

PSEQ	LNART	SEC	NUMT ST	SS	COMMENT
C0150830000666C	47A(d)	0010000000000			Repealed—Ch. 1,Acts of 1972
C0150840000166C	47A(e)	2050090101000 b			
C0150840000266C	47A(e)	2050000000000			Stylistic Revision.

The second type of transaction found in the P column is

the "D transaction". The "D" means that a line in the

permanent tape file is going to be deleted. Everything on

the line being deleted will be dropped: the sequence number,

the line number, the Michie Code citation, the Revised Code

citation, and the comment. When a "D transaction" is being

used the form in Appendix B must have a capital "D" placed

in the P column. The sequence number and the line number

digits must be identical to those listed in the print out of

the permanent tape file. In the "D transaction" there is no

need to list the Michie Code citation or anything else that

may appear on the line after the sequence and line numbers.

The following example will show how the permanent tape

file print out presently appears.

Example: Example of print out.

SEQ	LNART	SEC	NUM	ARTICLE	SECTION
150830000666C	47A (d)		000		
150840000166C	47A (e)		205	AGRICULTURE	9-0101.000(b)
150840000266C	47A (e)		205	Stylistic Revision.	

If the cross referencer wanted to delete the three sections in the example above, he would do a delete transaction as described above. The following example will show these changes as they would be made in the control system.

Example: "D transactions" made in the control system.

PSEQ	LNART	SEC	NUMT	ST	SS	COMMENT
D01508300006						
D01508400001						
D01508400002						

The third type of transaction found in the P column is the "I transaction". The "I" means that a line will be inserted in the permanent tape file. This additional line can state anything the cross referencer wishes. If a new section is added, the line could simply give the sequence and line number along with the Michie Code citation. If the cross referencer wishes to add a cross reference to the

Revised Code and a line in the permanent tape file is already complete then a new line adding this cross reference can be added. Whenever comments are used in a cross reference a line will always be inserted into the permanent tape file. A Michie Code citation can have up to 99 lines.

When a "I transaction" is used the form in Appendix B must have a capital "I" placed in the P column. The sequence number must appear identical to the number used in the print out of the file, however, a new line number must be added. The new line number would be the next numerical number. The Michie Code citation must be used in the LNART column when a "I transaction" takes place. The transaction may also give a Revised Code citation or a comment.

The following example will show how the permanent tape file print out presently appears.

SEQ	LNART	SEC	NUM	ARTICLE	SECTION
150830000666C	47A(d)	000			
150840000166C	47A(e)	205	AGRICULTURE	9-0101.000(b)
150840000266C	47A(e)	205	Stylistic Revision.	

If the cross referencer wanted to add that Article 66C, section 47A(d), first sentence presently appears in the Agriculture Article as section 9-102 and Article 66C, section 47A(d), second sentence presently appears in the

Agriculture Article as section 9-103, lines would be inserted to state this in the citation for Article 66C, section 47A(d). Also if the cross referencer wanted to add that the substance of Article 66C, section 47A(e) also appears in the Agriculture Article, section 9-103, lines would be inserted to state this in the citation for Article 66C, section 47A(d). When a transaction contains a comment, the cross-reference columns of the transaction record must be blank. The following example will show these insertions.

Example: "I transactions" made in the control system.

PSEQ	LNART	SEC	NUMT	ST	SS	COMMENT	*
150830000666C	47A(d)	205009010200 0					
50830000766C	47A(d)	205000000000 0			Stylistic Revision—first sen-	
10150830000866C	47A(d)	205000000000 0			tence.	
10150830000966C	47A(d)	205009010300 0				
10150830001066C	47A(d)	205000000000 0			Substance Appears—second sen-	
10150830001166C	47A(d)	205000000000 0			tence.	
10158040000366C	47A(e)	205009010400 0				
10158040000466C	47A(e)	205000000000 0			Substance Appears.	

It should be noted that the insertion for the first line of Article 66C, section 47A(d) was not an "I transaction" but a "C transaction". It was a "C transaction" because the first line of Article 66C, section 47A(d) was already in the file, but had only the Michie Code citation listed. The Revised Code citation could be included in the available blank spaces.

After keying about 1500 lines of print, a new print out of the permanent tape file should be requested. When this print out is received an error sheet will be attached. These errors are mistakes that the computer found while trying to assemble the keyed information. An example of an error sheet can be found in Appendix D. After Appendix D, Appendix E can be found which is an example of keyed information on a control sheet. In Appendix E, the errors that are listed in Appendix D can be easily found. Appendix D and Appendix E should be carefully compared.

If the P column is not filled, the error sheet will list the sequence number and line number and state "CODE NOT C, D, OR I." A correction must be made by keying the information again.

File Location

The file location column is divided into two subcolumns – the sequence number subcolumn and the line number subcolumn. In order for the computer to compile a cross reference table for Code Commission purposes, the Michie Code must be put in the permanent tape file in article/section sequence. The Michie Code sequence logic is not consistent and therefore difficult to define; therefore, each Michie Code citation is given a numeric value. This

numeric value is the sequence number. The sequence numbers
follow in numerical order just as the Michie Code follows in
article/section order. The sequence number is what the
computer goes by to get the permanent tape file in
article/section order. Sequence numbers originally were
spaced 1000 numbers apart in order that insertions could be
made; such as the breakdown of a section into subsections.
Sequence numbers are given to the "NEW IN REVISED CODE"
cross references. These numbers can be found at the end of
the permanent tape file. Sequence numbers are also given to
key which is printed before the cross-reference table. The
sequence numbers for the key are found at the beginning of
the permanent tape file.

The sequence number column has nine available spaces.
When keying the sequence numbers, justify from the right
side of the column. Right justification means that when the
sequence number contains fewer than nine characters, zeroes
are added to the left to make a total of nine digits. All
nine spaces will have a numeric value.

If the cross referencer is going to cross reference
Article 66C, section 49 and the cross reference causes
section 49 to be broken down into three separate sections in
the Revised Code, the cross referencer would only use
Article 66C, section 49's sequence number. Cross
referencing is always done from the Michie Code to Revised

Code, so no matter how many times the Michie Code citation is used the citation's sequence number never changes. The sequence number would remain the same for each cross reference, additional lines would be added to the Michie Code citation.

Also in the file location column is the line number subcolumn. Each Michie Code citation initially takes one line of print. The line simply contains the sequence and line numbers and the Michie Code citation. However, as the Michie Code citation is cross referenced additional lines of print containing this cross-reference information are required. Each additional line of print is given a separate line number. This line number designates the position the line will have under the sequence number in the permanent tape file.

The line number subcolumn has two spaces. The line number subcolumn will have a right justification when being keyed. If only one space is filled, the empty space on the left side of the subcolumn should have a "0" keyed into the blank. The line subcolumn will only go up to 99 lines for one citation. If the cross referencer exceeds 99 lines, the Michie Code citation should be broken into smaller sections, thereby creating more usable sequence numbers.

Suppose the cross referencer is cross referencing

Article 66C, section 49. The Agriculture Article, Title 9, sections 101, 102, and 306 all use a part of Article 66C, section 49. The following is an example of how the print out of the permanent tape file presently appears.

SEQ	LNART	SEC	NUM	ARTICLE	SECTION
150820000166C	48	000			
150830000166C	49	000			
150840000166C	50	000			

The following will show the transactions for the above mentioned cross references. Notice the P column and the file location column.

PSEQ	LNART	SEC	NUMT ST SS	COMMENT
C0150830000166C	49	20500090101000	
I0150830000266C	49	2050000000000	Stylistic Revision—first para-
I0150830000366C	49	2050000000000	graph,sentence one and two.
I0150830000466C	49	20500090102000	
I0150830000566C	49	2050000000000	Stylistic Revision—first para-
I0150830000666C	49	2050000000000	graph,third sentence.
I0150830000766C	49	20500090306000	
I0150830000866C	49	2050000000000	Substance Appears—second para-
I0150830000966C	49	2050000000000	graph.

It should be noted that the first line of Article 66C, section 49 was a "C transaction". The line in the permanent tape file merely listed the Michie Code article and section and the Revised Code citation could be included in the available blank spaces. Notice that for all three cross

references to Article 66C, section 49 that the sequence number was the same each time, only the line number changed.

The following will show how the above transactions will appear in the print out of the permanent tape file after being transacted.

Example: Example of print out after the transactions are completed.

SEQ	LNART	SEC	NUM	ARTICLE	SECTION
150820000166C	48		90		
150830000166C	49		205	AGRICULTURE	9-101.000( )
02			205	Stylistic Revision—first para-	
03			205	graph,sentences one and two.	
04			205	AGRICULTURE	9-102.000( )
05			205	Stylistic Revision—first para-	
06			205	graph,third sentence.	
07			205	AGRICULTURE	9-306.000( )
08			205	Substance Appears—second para-	
09			205	graph.	

Typical mistakes that will be found in the error sheet by using an incorrect line number are: 1. Duplicate transactions—this means that the same line number was used twice. The computer will not accept two cross references to the same line. The computer will not automatically put the second identical transaction on the next numerical line. 2. Citation not on report—this means that a line number or Michie Code citation was used that did not appear on the permanent tape file print out. For this type of error, a "C

transaction" was generally used instead of an "I transaction". Also two "D transactions" could have been made to the same line of print. In this case, the first line will be properly deleted but when the line is requested to be deleted again, the line is no longer in existence, therefore, the computer is unable to do what it was instructed and reports an error. Since the two transactions were deletions it is unnecessary to key the second transaction again.

A frequent mistake that is not found on the error sheet is when an incorrect sequence number is inserted. This generally happens when a section of the Michie Code is being broken down into subsections and each subsection is given a new sequence number. When keying this insertion, an error is made. The computer does not know that a digit was left out or an extra digit inserted or if two digits are transposed. The only way these mistakes can be detected is after each run of the permanent tape file, the keyed information is proofed against the print out.

Citation Column

The citation column is divided into two subcolumns —
the article subcolumn and the section subcolumn. The

article subcolumn will have the Michie Code articles listed in numerical order and the section subcolumn will have the Michie Code sections listed in appropriate order. The article and section subcolumns can be cross referenced at random since sequence and line numbers determine where the cross reference will appear in the permanent tape file. A cross reference could be made to Article 66C, section 47 before the cross reference to Article 66C, section 1 is made. In the final print out of the permanent tape file only the article and section subcolumns will appear. The sequence and line numbers will be dropped from the printed copy.

The article subcolumn has six spaces. The section subcolumn has fifteen spaces. Both subcolumns have a left justification when keying. The empty spaces to follow the article designation and section designation may be left blank. They do not need a numeric value. The computer will merely print exactly what appears in the article and section subcolumns. The computer will only search the sequence and line numbers for placement in the cross-reference table. The six spaces in the article subcolumn and the fifteen spaces in the section subcolumn may contain letters as well as numbers.

An example of how the citation column would change is when a section is broken down into subsections. The

following example will show how Article 66C, section 48 would appear if it was to be broken down into subsections a, b, and c.

Example: Appendix C print out.

SEQ	LNART	SEC	NUM	ARTICLE	SECTION
150820000166C	48		167		
150830000166C	49		169		

The following will show the necessary transactions that would be required to break Article 66C, section 48 down into three subsections a, b, and c.

PSEQ		LNART	SEC	NUMT	ST	SS	COMMENT
C	150820000166C		48 (a)	000			
I	150820020166C		48 (b)	000			
I	150820040166C		48 (c)	000			

It should be noted that the sequence number did change. New files were created so lines would be added to each of these new subsections when cross referencing. The main purpose of breaking down a section into subsections is to create new sequence numbers so that the cross referencer would not have to work with 99 lines. This becomes cumbersome when a new line has to be added after the thirtieth line.

Consistency in keying is very important. The computer is capable of spotting any inconsistency in an article or section designation. A line will appear on the error sheet which lists the sequence and line numbers and states "Please verify Michie Art./Sec. numbers". This means that the sequence number is correct but either the article or section number differs from the one listed before or after it. This difference could be simply a space added in between a letter or the cross referencer could have used an incorrect sequence number. See Appendix D and E for examples of errors such as these.

Another similar error is if the cross referencer tried to add a Michie Code Section designation that already appears in the permanent tape file. The computer would be incapable of performing this request and would respond with the sequence and line numbers that were keyed and "CITATION ALREADY ON REPORT."

If the Michie Code citation was entirely omitted in keying, the error sheet would state the sequence and line number along with "CITATION OMITTED".

Cross Reference Column

The cross reference column is divided into four subcolumns — number, title, subtitle, and subsection. The cross reference column states the article of the Revised Code which is using the Michie Code section and states where in the Revised Code the Michie Code section can be found. Also these four subcolumns generate the second part of the cross-reference table which is labeled "Revised Code to Michie Code". Every space in the first three subcolumns (number, title, and subtitle) must be given a numeric value. The fourth subcolumn (subsection) may be left blank if not used.

The number subcolumn is very important because this is the subcolumn that states the article executing the cross reference. Appendix F gives the number to be used for each article to be revised. When a print out of the cross-reference table is requested, the requesting document lists the article number to be printed. The computer will only print the lines that have that article's reference number in its number column. These numbers are converted to the article's proper name in the print out of the permanent tape file.

However, in updating and breaking sections down into subsections a "000" number is used in the number subcolumn. A citation that has not been cross referenced will always have a "000" number designation. An article designation is

never given to a Michie Code citation until it is actually cross referenced.

Another number designation other than the "000" designation and the article designation that is used in the permanent tape file is the number "001". This number "001" is used when the permanent tape file of an article is being made more concise during the file's maintenance. Therefore, when a print of every article that has been cross referenced to date is requested all that has to be asked for is "001" print instead of listing each number of every article.

The next subcolumn is the title subcolumn. This subcolumn will contain the title number of an article being revised. The subcolumn has three spaces with a right justification. After the title designation has been keyed, a "0" should be keyed into the blank spaces.

After the title subcolumn is the subtitle subcolumn. This subcolumn contains the section number of the revised article. This subcolumn has seven spaces. Between the fourth and fifth space the computer automatically inserts a period. The period will not appear in the control input system but will appear in the print out of the permanent tape file. This period and the three spaces to the right are there for making additions of sections to the Revised Code easier. The three spaces are rarely used and three

"O's" should be keyed into the blank spaces. This column too has a right justification. However, the right justification begins where the period should be. After the subtitle designation has been keyed, a "O" should be keyed into the blank spaces.

The last subcolumn of the cross reference column is the subsection subcolumn. The subsection subcolumn has six spaces. This subcolumn is different since the computer automatically places parenthesis before and after this subcolumn. The subcolumn has a left justification. Since the subcolumn has a left justification, the computer will alphabetize according to the first left space. When a subsection changes from a single letter designation to a double letter designation, the computer will alphabetize incorrectly by putting all the "a's" that appear in the first left space first in the assembling the table. Therefore, before each single letter subsection it is wise to put a blank space. If the section being cross referenced is not being broken down to subsection or a subsection does not exist for the section, the six spaces should be left blank.

The following example will show how these nineteen spaces should appear in the control system.

Example: Transactions made in control system.

PSEQ	LNART	SEC	NUMT ST	SS	COMMENT
C0151000000166C	61		2050100301000	b	
I0151000000266C	61		2050000000000		Substance Appears—first sen-
I0151000000366C	61		2050000000000		tence.
I0151000000466C	61		2050100301000	c	
I0151000000566C	61		2050000000000		Substance Appears—second sen-
I0151000000666C	61		2050000000000		tence.
I0151000000766C	61		0010000000000		Repealed—Agriculture Article,
I0151000000866C	61		0010000000000		Ch. 6,Acts of 1973,First Spe-
I0151000000966C	61		0001000000000		cial Session,section 10—301
I0151000001066C	61		0010000000000		(b) and (c).

The above example demonstrates how the completed cross reference column should look. There will always be thirteen spaces that will always have a digit. The last six spaces may be filled or left blank.

When an incorrect number appears in the number column, the error sheet will have the transaction sequence and line numbers printed on it along with "Invalid Num". In order to correct this line the transaction must be a "C transaction" and the line must be keyed again and the article number must be corrected.

If the cross referencer keys an incorrect Revised Code citation there will not be a response on the error sheet. The computer can not detect a typographical error in the title, subtitle, and subsection subcolumns.

Comment Column

The comment column is the last column in the permanent tape file. This column contains the explanation of the revised designations of the Michie Code. It also contains the explanatory information in updating as well as the explanatory information in the maintenance process. This column has thirty available spaces. This column has no justification and is not assembled during the computer process of printing the cross-reference table. The information that is put into the thirty spaces is what will appear in the print out. There is one thing that should be remembered and that is if the cross referencer has filled in the title, subtitle, subcolumn in the cross reference column nothing can appear in the comment column. If the comment column has information in it, then the cross reference column must only have a number designation in it, the rest must be 0's. When a comment and a cross reference appear on the same line, an error will appear on the error sheet. The error states the sequence and line number and "Cross Ref & Comnt On Same Transaction". Usually the first transaction will be printed and not the second. The second transaction must be keyed again.

KEYING AND SPACING REFERENCE

The following explains the order of the columns on the control sheet, the spaces each column has available, and how the column should be keyed.

Field No.	Field Name	Position From	To	Field Size	Special Instructions
01	Transaction Code	1	1	1	If Blank Key X
02	Sequence	2	10	9	Zero Fill Right Just. If Blank Key 9
03	Line	11	12	2	Zero Fill Right Just. If Blank Key Zero's
04	Article	13	18	6	Left Just. May Be Blank
05	Section	19	33	15	Left Just. May Be Blank
06	Number	34	36	3	Zero Fill Right Just. If Blank Key Zero's
07	Title	37	39	3	Zero Fill Right Just. If Blank Key Zero's
08	Sub Title	40	46	7	Zero Fill Right Just. If Blank Key Zero's
09	Sub Section	47	52	6	Left Just. May be Blank
10	Comments	53	82	30	Free form Alpha numeric

Error References

The following will explain the error sheet response and how the error is to be corrected.

Response: CITATION ALREADY ON REPORT

Correction: The error was due to a duplication in Michie Code citations. To correct the error, the correct citation and sequence number should be used and the line keyed again.

Response: CITATION NOT ON REPORT

Correction: The error was due to the fact that the "C" transaction sequence number or Michie Code citation used in the transaction did not appear on the permanent tape file; therefore, the computer was unable to complete the transaction. To correct the error the type of transaction or line number should be changed and the entire line keyed again.

Response: CITATION OMITTED

Correction: The error was due to the elimination of the Michie Code citation when the line was being keyed. To correct the error the citation should be incorporated and the line keyed again.

Response: CODE NOT C, D, OR I

Correction: The error was due to the elimination of the transaction code when the line was keyed. To correct the error the transaction code must be incorporated and the line keyed again.

Response: CROSS REF & COMNT ON SAME TRANSACTION

Correction: The error was due to a cross reference and comment appearing on the same line of print. To correct the error a line must be keyed for the cross reference and a separate line keyed for the comment.

Response: DUPLICATE TRANSACTION

Correction: The error was due to two transactions being made to the same line. The first transaction will generally be printed properly, the second transaction keyed to the same line will have to be keyed to a new line.

Response: INVALID NUM

Correction: The error was due to a number appearing in the number column that is not a "000", "001", or not round on the article designation list found in Appendix F. To correct this error the entire line needs to be keyed again with the proper article designation.

Response: PLEASE VERIFY ART/SEC NUMBERS

Correction: This error was due to an inconsistency in the letters and numbers used in the citation column. If the citation was keyed differently than the way it appeared in the first line, the error will be detected by the computer; however, since the citation is only

printed initially the error will not be visible on the permanent tape file print out. However, the error will appear in the printed copy of the cross-reference table; therefore, the line must be keyed again using a "C transaction".

Keying Information

The control system's information is keyed through the use of a CRT terminal or an IBM 2741 terminal. The following will list the keying procedures for the CRT terminal.

1. TO GET FORM --

    a.   start of Message (SOM) 0 (there is no attention (ATTN))

    b.   transmit

    c.   the computer's response will be a form (similar to the form found in Appendix B);

    d.   move the cursor to the first line and begin keying the cross reference information before the carriage return symbol

e.   when buffer is full, transmit

f.   the computer's response will be "REPLY ACCEPTED END OF DOCUMENT"

2.   TO GET NEXT FRAME —

a.   request line number (SOM ATTN n transmit)

b.   clear (not ATTN clear)

c.   som ATTN T ; guide ; next number transmit (the number is the one received in 2(a))

d.   the computer's response will be a form (similar to the form found in Appendix B);

e.   move the cursor to the first line and begin keying the cross reference information before the carriage return symbol

f.   when buffer is full, transmit

g.   the computer's response will be "REPLY ACCEPTED END OF DOCUMENT"

h.   clear the screen (not ATTN clear)

i.   continue the procedure until all cross reference information is complete.

3.   TO STORE —

   a.   som ATTN s ; name of document

   b.   transmit

   c.   the computer's response will be name of document
and the word "STORED".

4.   TO RETRIEVE MATERIAL —

   a.   som ATTN g ; name of document

   b.   transmit

   c.   the computer's response will be the name of the
document and the number of units.

5.   TO CONTINUE ENTERING ON AN ALREADY STORED DOCUMENT —

   a.   get document

   b.   som ATTN edit ; s

   c.   transmit

   d.   the computer's response will be "CONTINUOUS MODE
REPLY ACC;REP;DEL" and the number of units on the buffer; in
the left corner there will be an ATTN symbol and word "REP"
put a som before the ATTN symbol;

e.   corrections may be done at this point, if no corrections are necessary transmit to next buffer, or if buffer is not full, keying can be continued

f.   transmit to get next buffer

g.   if another buffer is in existence, the response will be the same as in 5(d), however, the unit numbers will be the units appearing in that buffer; if the buffer was partially full and more information was keyed, the response would be "REPLY ACCEPTED END OF DOCUMENT"

h.   the procedure to continue entering is explained in 2.

i.   always put a som before the ATTN symbol and always transmit after completing a buffer.

6.   RESTORING DOCUMENT —

a.   som ATTN s

b.   transmit

c.   the computer's response will be "Delete and store" and the document's name

d.   som y

e.   transmit

f. the computer's response will be the name of the document and the word "STORED".

7. TO PRINT CONTROL SYSTEM DATA SHEETS ON LINE --

a. get document

b. som ATTN pjn ; ; ; ; ro

c. transmit

d. the computer's response will be DOCUMENT QUED, the number of pages, QUED RO ENTRY and the number.

8. TO PRINT ENTIRE CONTROL SYSTEM --

a. get document

b. store as 62011 DATA

c. send JRT to computer center.

The following will list the keying procedures for the IBM 2741 terminal.

1. TO GET FORM --

a. ATTN g ; Park Headings

b. carriage return

c.   the computer's response will be "Park Headings   1 UNITS"

d.   ATTN 1

e.   carriage return

f.   the computer's response will be:

PSEQ   LNART   SEC   NUMT   ST   SS   COMMENT

however, it will be 82 spaces across

g.   carriage   return   and   begin   keying   the cross-reference information.

2.   TO GET FRAME --

a.   when headings are necessary in order to line work up, simply key: ATTN 1

b.   carriage return

c.   the computer's response will be the display of the headings of the form

d.   the IBM 2741 is not as limited in the amount of lines that can be keyed before the buffer is filled as with the CRT, however, after keying 200 lines storing   is recommended

e.   procedure 2(a) should be used whenever necessary.

3.   TO STORE —

a.   ATTN s ; name of document

b.   carriage return

c.   the computer's response will be the name of document and the word "STORED".

4.   TO RETRIEVE MATERIAL —

a.   ATTN g ; name of document

b.   carriage return

c.   the computer's response will be the name of document and the number of units.

5.   TO CONTINUE ENTERING ON AN ALREADY STORED DOCUMENT —

a.   get document

b.   ATTN 1

c.   the computer's response will be a display of the headings

d.   carriage return

e.   begin keying cross—reference information.

6.   RESTORING DOCUMENT —

a.   ATTN s

b.   carriage return

c.   the   computer's   response   will   be   "DELETE   AND
STORE" and the document's name

d.   y is inserted

e.   the computer's response will be the name of the
document and the word "STORED".

7.   TO PRINT CONTROL SYSTEM DATA SHEETS ON LINE —

a.   before a run is made of the control data, line 1,
(form headings) should be deleted

b.   get document

c.   ATTN pjn ; ; ; ; ro

d.   carriage return

e.   the computer's response will be: DOCUMENT   QUED,
the number of pages, QUED RO ENTRY and then the number.

8. TO PRINT ENTIRE CONTROL SYSTEM —

a. before a run is made of the control system, line
1 (form headings) should be deleted

b. get document

c. store as 62011 DATA

d. send JRT to computer center.

Job Request Transmittal

To get a printed copy of the permanent tape file
control system which incorporates the keyed cross-reference
information, a job request transmittal (JRT) must be sent to
the Data Processing Division. There are four different
JRT's which means there are four different types of runs
that the computer will print.

The first type of JRT is the Control Report Update or
the A62011. The JRT form may be found in Appendix G. The
A62011 JRT is the document which instructs the Data
Processing Division to run what is in the 62011 DATA
temporary storage file and merge it into the permanent tape
file control system. This JRT will result in a print out of
the control system (the Michie Code in article/section

sequence). Every blank on the form found in Appendix G that has an asterick by it must be completed.

The blank labeled "Agency Control No" will simply be filled in with a name the cross referencer thinks best describes the information stored in 62011 DATA.

The "agency released" blank is filled in with the date that the cross referencer completes the form and takes it to the Data Processing Division.

The charge number is filled in and is always the same. This is the number the Data Processing Division uses for billing purposes.

The blank labeled "requested by" should be filled in with the cross referencer's name.

The blank labeled "requested completion date" should be filled in with the date the cross referencer would like the JRT returned.

The blank labeled "requested completion time" should have "72 hours" or "ASAP" filled in the blank. The JRT normally has a 72 hour turn around time.

The blanks labeled "contact" and "tele/ext" should have the name of the cross referencer and the telephone number in case the Data Processing Division runs into any difficulties

in completing the JRT.

A check is necessary in the blank before the type of paper. The type of print is usually checked "standard". The "TN Chain, UCS buffer" will put everything in upper case which is usually undesirable for Code Commission purposes.

The blank marked "options" gives the cross referencer a choice in the type of print out of the control system. The print out can be of the entire control system which is Option #1 or Option #2 which is a partial print out which will only print the articles of the Michie Code that the keyed information affects.

The blank labeled "Control Total" should be filled in with the number of lines keyed in the 62011 DATA file.

In the section marked "Operations Routing" in the left column, the cross referencer may request what priority the JRT should have over other submitted JRT's. Usually the "Control Report Update" is always run first so the keyed information in the 62011 DATA file is inserted.

The last blank is labeled "Number of Pages". This is filled in with the total number of pages in the 62011 DATA file.

After this form is completed it should be sent to the Data Processing Division. After the JRT is completely run

the information stored as 62011 DATA should be deleted from the temporary storage file.

The second type of JRT is the Cross Reference Table — Michie to Revised (A62020). The top third of the form which is found in Appendix H should be filled in exactly as the top third of the A62011 form. However, the A62020 form has one more blank to be filled in which is labeled "Est. Volume". This blank is filled in with the number of pages the Michie Code to Revised Code Cross Reference Table should require. If the number of pages substantially exceeds that number of pages while printing, the Data Processing Divison will stop the run and contact the cross referencer since an error probably was made in the JRT.

In the middle third of the JRT there is a choice of paper. Normally the single ply narrow is used. At publishing time, the camera mat paper is used. Again, the "standard" printer is used instead of the upper case printer.

In order to get the print out of a particular cross reference table, "Option #3" is used and in the right column the article number designation is placed. The first two options are self explanatory.

Again, the portion labeled "Operations Routing" should

give a priority in processing if more than one JRT is submitted.

The completed JRT is sent to the Data Processing Division.

The third type of JRT, which is found in Appendix I, is the "Cross Reference Table — Revised to Michie (A62030). This form is filled in and processed exactly as the A62020 form.

The fourth type of JRT, which is found in Appendix J, is the "Special Reprint Request". On several occasions the Data Processing Division errs in processing the JRT's or the cross referencer errs in keying the cross reference information. Whatever the cause, a reprint may be requested. Either the entire document may be reprinted or a page may be reprinted. The work requested number should be the JRT number that is being reprinted. The rest of the form is self explanatory and should be filled in and processed similar to the other JRT's.

Distribution

The number of tables printed depends on the number of

requests the cross referencer receives from interested people in a particular article. The following is a list of people who will always receive a copy of the cross-reference table.

Mr. William M. Willson   3
Vice President
The Michie Company
P. O. Box 7587
Charlottesville, Virginia 22906

Fred Farris   2
Court of Appeals Building
Annapolis, Maryland 21401

Carvel Payne   5
Room 113C
Legislative Services Building
Annapolis, Maryland 21401

Ruth Eaton   10
Room 108
Legislative Services Building
Annapolis, Maryland 21401

Tom Peddicord   3
Room 202
State House
Annapolis, Maryland 21401

APPENDIX A

TRANSPORTATION ARTICLE (H.B. 104 & S.B. 40)

CROSS REFERENCE TABLE

MICHIE CODE TO REVISED CODE

MICHIE CODE		REVISED CODE	
ARTICLE	SECTION	ARTICLE	SECTION
1A	1—100	Substance Appears.	5—101(a)
	1—101	Stylistic Revision.	5—101(b)
	1—102	Stylistic Revision—first sentence. Deleted—second sentence,see, section 5—101(c).	5—101(c)
	1—103	Stylistic Revision.	5—101(d)
	1—104	Substance Appears. Substance Appears—first provision.	5—901 5—903(b)
	1—105	Stylistic Revision.	5—101(e)
	1—106	Deleted—see,section 5—101.	
	1—107	Deleted—see,section 5—101.	
	1—108	Deleted—see,section 5—101(f) Stylistic Revision.	
	1—109	Stylistic Revision.	5—101(h)
	1—110	Stylistic Revision.	5—101(i)

TRANSPORTATION ARTICLE (H.B. 104 & S.B. 40)

CROSS REFERENCE TABLE
REVISED CODE TO MICHIE CODE

REVISED CODE		MICHIE CODE		
ARTICLE	SECTION	ARTICLE	SECTION	
TRANSPORTATION	1-101(a)	—	NEW IN REVISED CODE	
	1-101(b)	—	NEW IN REVISED CODE	
	1-101(c)	—	NEW IN REVISED CODE	
	1-101(d)	—	NEW IN REVISED CODE	
	1-101(e)	—	NEW IN REVISED CODE	
	1-101(g)	—	NEW IN REVISED CODE	
	1-101(h)	—	NEW IN REVISED CODE	
	1-101(i)	—	NEW IN REVISED CODE	
	1-102(a)	—	1A	6-605(a)
	1-102(a)	—	66 1/2	5-901(a)
	1-102(b)	—	1A	6-605(b)
	1-102(b)	—	66 1/2	5-901(b)
	2-101	—	41	207(a)
	2-102(a)	—	41	207(a)
	2-102(b)(1)	—	41	207(b)
	2-102(b)(2)	—	41	207(b)
	2-102(b)(2)	—	41	208(a)
	2-102(b)(3)	—	41	207(b)

APPENDIX B

Governor's Commission to Revise the Annotated Code

Date
JRT

FILE LOCATION		CITATION		CROSS REFERENCE				COMMENTS
SEQUENCE	LINE	ARTICLE	SECTION	NUM.	TITLE	SUBTITLE	SUBSECT	
1 2	10 11 12 13	18 19		33 34	36 37	39 40	46 47	52 53
1 2	10 11 12 13	18 19		33 34	36 37	39 40	46 47	52 53
1 2	10 11 12 13	18 19		33 34	36 37	39 40	46 47	52 53
1 2	10 11 12 13	18 19		33 34	36 37	39 40	46 47	52 53
1 2	10 11 12 13	18 19		33 34	36 37	39 40	46 47	52 53
1 2	10 11 12 13	18 19		33 34	36 37	39 40	46 47	52 53
1 2	10 11 12 13	18 19		33 34	36 37	39 40	46 47	52 53
1 2	10 11 12 13	18 19		33 34	36 37	39 40	46 47	52 53
1 2	10 11 12 13	18 19		33 34	36 37	39 40	46 47	52 53
1 2	10 11 12 13	18 19		33 34	36 37	39 40	46 47	52 53
1 2	10 11 12 13	18 19		33 34	36 37	39 40	46 47	52 53
1 2	10 11 12 13	18 19		33 34	36 37	39 40	46 47	52 53
1 2	10 11 12 13	18 19		33 34	36 37	39 40	46 47	52 53

102

APPENDIX C

SEQUENCE	LN	ART	SECTION	NUM	ARTICLE	SECTION
14208000	02	66 1/2	11-1001(a)	- 400	Stylistic Revision.	
14208002	01		11-1001(b)	- 400	TRANSPORTATION	21-1001.000(b)
	02			400	Stylistic Revision.	
14209001	01		11-1002	- 400	TRANSPORTATION	25-0202.000
	02			400	Stylistic Revision.	
14210000	01		11-1002.1	- 400	TRANSPORTATION	25-0203.000
	02			400	Stylistic Revision.	
14211000	01		11-1002.1(a)	- 400	TRANSPORTATION	25-0204.000(a)
	02			400	Stylistic Revision—first sen-	
	03			400	tence.	
	04			400	TRANSPORTATION	25-0204.000(b)
	05			400	Stylistic Revision—second sen-	
	06			400	tence.	
14211010	01		11-1002.2(b)	- 400	TRANSPORTATION	25-0205.000(a)
	02			400	Stylistic Revision—first sen-	
	03			400	tence,except last clause.	
	04			400	TRANSPORTATION	25-0205.000(b)
	05			400	Stylistic Revision—first sen-	
	06			400	tence,last clause.	
	07			400	TRANSPORTATION	25-0205.000(c)
	08			400	Stylistic Revision—sentences	
	09			400	two and three.	
14211020	01		11-1002.1(c)	- 400	TRANSPORTATION	25-0206.000
	02			400	Substance Appears.	

APPENDIX D

C O D E   R E V I S I O N   C O N T R O L

REPORT UPDATE DATA ERRORS 5/02/78

CODE	SEQUENCE	LN	ERROR
C	15080000	16	CITATION NOT ON REPORT
C	15081000	2	PLEASE VERIFY MICHIE ART/SEC NUMBERS
I	15083000	6	PLEASE VERIFY MICHIE ART/SEC NUMBERS
D	15083000	15	CITATION NOT ON REPORT
C	15090000	3	CITATION NOT ON REPORT
I	15090000	5	PLEASE VERIFY MICHIE ART/SEC NUMBERS
I	15090000	9	PLEASE VERIFY MICHIE ART/SEC NUMBERS
I	15090000	10	PLEASE VERIFY MICHIE ART/SEC NUMBERS
I	15090000	11	PLEASE VERIFY MICHIE ART/SEC NUMBERS
C	15091000	16	INVALID NUM
C	15094444	6	CITATION NOT ON REPORT
I	15095000	3	PLEASE VERIFY MICHIE ART/SEC NUMBERS
I	15095000	3	DUPLICATE TRANSACTION
D	15098000	2	DUPLICATE TRANSACTION
C	15099000	2	CITATION NOT ON REPORT
C	15100000	0	CITATION NOT ON REPORT

APPENDIX E

IO150830000666C	47A (d)	0000000000000	This is a test.
DO1508300015		0000000000000	
CO150810000266C	47A (d)	0000000000000	This was to make ar—sec error.
DO1508400001		0000000000000	
CO150900000166C	56	0000000000000	This is a test.
IO150900000266C	56	0000000000000	This is a test.
CO150900000366C	56	0000000000000	Error—line not there.
IO150900000466C	56	0000000000000	This is a test.
IO150900000566C	46	0000000000000	This was to make ar—sec error.
IO150900000666C	56	0000000000000	This is a test.
IO150900000766C	56	0000000000000	This is a test.
IO150900000866C	56	0000000000000	This is a test.
IO150900000966D	56	0000000000000	This was to make ar—sec error.
IO150900001066D	56	0000000000000	This was to make ar—sec error.
IO150900001166D	56	0000000000000	This was to make ar—sec error.
CO151000000066C	61	0000000000000	Line not found
DO1510000003		0000000000000	
IO151000000466C	61	0000000000000	This is a test.
IO151000001066C	61	0000000000000	This is a test.
IO151000001166C	61	0000000000000	This is a test.
IO151000001266C	61	0000000000000	This is a test.
IO150950000366C	60A (b)	0000000000000	Duplicate transaction.
⌐O150950000366C	60A (b)	0000000000000	Duplicate transaction.
)150990000166C	60A (e)	0000000000000	Duplicate transaction.
⌐O150990000266C	60A (e)	0000000000000	Duplicate transaction.
DO1509800002		0000000000000	
DO1509800002		0000000000000	
CO150800001666C	47A (d)	0000000000000	Line not found.
CO150910000166C	57	2610000000000	Cross Reference Loc. not used.
CO150944440066C	57	0000000000000	Line not found.
CO178370000177	151	2600000000000	Deleted—see General Revisor's
IO178370000277	151	2600000000000	Note to Title 12,Subtitle 2.
CO178380000177	152	2600000000000	Deleted—see General Revisor's
IO178380000277	152	2600000000000	Note to Title 12,Subtitle 2.
CO178390000177	153	2600000000000	Deleted—see General Revisor's
IO178390000277	153	2600000000000	Note to Title 12,Subtitle 2.
CO178400000177	154	2600000000000	Deleted—see General Revisor's
IO178400000277	154	2600000000000	Note to Title 12,Subtitle 2.
DO1784000201		0000000000000	
DO1784000401		0000000000000	
DO1784000601		0000000000000	
DO1784000801		0000000000000	

APPENDIX F

000

001

NUMBER	ARTICLE NAMES	ARTICLE ABBREV.
205	Agriculture	AG
207	Alcoholic Beverages	AB
210	Business Regulation	BR
220	Commercial Law	CL
230	Corporations & Associations	CA
240	Courts & Judicial Proceedings	CJ
250	Criminal Law	CR
260	Education	ED
270	Elections	EL
280	Estates and Trusts	ET
290	Family Law	FL
295	Financial Institutions	FI
300	General Provisions	GP
305	Health	HE
310	Local Government	LG
320	Natural Resources	NR
330	Occupations & Professions	OP
340	Real Property	RP
360	Public Safety	PS
370	Social Services	SS

380	State Government	SG
390	Taxation & Revenue	TR
400	Transportation	TP
994	Md. District Court Rules	
995	Md. Rules	
996	Md. Declaration of Rights	
997	Md. Constitution	

APPENDIX G

JOB REQUEST TRANSMITTAL
CONTROL REPORT UPDATE

* _____ AGENCY CONTROL NO.   D.P.D. CONTROL NO. _____

DATE/TIME STAMP		
	AGENCY PREPARED	
*	AGENCY RELEASED	
	D.P.D. RECEIVED	
	D.P.D. RELEASED	
	AGENCY RECEIVED	

WORK REQUESTED
A62011
APPLICATION PROCEDURE ID. – OR – JOB ID.

☐ SCHEDULE   ☐ TEST

☐ SPECIAL   ☐ RERUN CODE

EST. VOLUME _____ RERUN OF JRT _____

* CHARGE NUMBER: ___21020003010   8___

* REQUESTED BY: _____

AGENCY: CODE COMMISSION

* REQUESTED COMPLETION DATE: _____

* CONTACT: _____

* REQUESTED COMPLETION TIME: _____

* TELE./EXT.: _____

SPECIAL INSTRUCTIONS TO D.P.D.

CONTROL INFORMATION	JRT NO.	DATA SET NAME
*PAPER: PLY NARROW		
*PRINTER: - TN CHAIN,UCS BUFFER		
STANDARD		
*OPTIONS: #1 (FULL REPORT)		
#2 (PARTIAL REPORT)		
*CONTROL TOTAL_____ (NUMBER OF LINES)		

OPERATIONS ROUTING

DATE/TIME STAMP	FLOW	STEP	STATION
	IN	1	
	OUT		
	IN	2	
	OUT		
	IN	3	
	OUT		
	IN	4	
	OUT		
	IN	5	
	OUT		
	IN	6	
	OUT		

SOURCE MATERIAL ID. JRT _____

TYPE AND NUMBER OF DOCUMENTS

TASK REQUESTED _____/_____

*NUMBER OF PAGES _____

CMC TAPE NBR & RECORD COUNT _____/_____

REQUESTED COMPLETION DATE _____

REQUESTED COMPLETION TIME _____

109

PS-554

APPENDIX H

JOB REQUEST TRANSMITTAL
CROSS REFERENCE TABLE-MICHIE TO REVISED

* _____ AGENCY CONTROL NO. _____ D.P.D. CONTROL NO. _____

DATE/TIME STAMP	
	AGENCY PREPARED
*	AGENCY RELEASED
	D.P.D. RECEIVED
	D.P.D. RELEASED
	AGENCY RECEIVED

WORK REQUESTED
A 62020
APPLICATION PROCEDURE ID. – OR – JOB ID.

☐ SCHEDULE   ☐ TEST

☐ SPECIAL   ☐ RERUN CODE

* EST. VOLUME _____ RERUN OF JRT _____
(Nr pages output)

CHARGE NUMBER: __21020003010 8__

* REQUESTED BY: _____

AGENCY: __CODE COMMISSION__

* REQUESTED COMPLETION DATE: _____   * CONTACT: _____

* REQUESTED COMPLETION TIME: _____   *TELE./EXT.: _____

SPECIAL INSTRUCTIONS TO D.P.D.

CONTROL INFORMATION	JRT NO.	DATA SET NAME
* PAPER: SINGLE PLY NARROW		*FOR OPTION #3 SPECIFY THE
SPECIAL CAMERA MAT		FOLLOWING ARTICLES:
* PRINTER: TN CHAIN,UCS BUFFER		
STANDARD		
*OPTION: #1(Full Code)		
#2(Enacted Articles)		
#3(specified Articles)		

OPERATIONS ROUTING

DATE/TIME STAMP	FLOW	STEP	STATION
	IN / OUT	1	
	IN / OUT	2	
	IN / OUT	3	
	IN / OUT	4	
	IN / OUT	5	
	IN / OUT	6	

- -

SOURCE MATERIAL ID. JRT _____

TYPE AND NUMBER OF DOCUMENTS

TASK REQUESTED _____ / _____

CMC TAPE NBR & RECORD COUNT _____ / _____

REQUESTED COMPLETION DATE _____

REQUESTED COMPLETION TIME _____

APPENDIX I

CROSS REFERENCE TABLE—REVISED TO MICHIE

	AGENCY CONTROL NO.	D.P.D. CONTROL NO.

DATE/TIME STAMP		WORK REQUESTED
	AGENCY PREPARED	A 62030
*	AGENCY RELEASED	APPLICATION PROCEDURE ID. - OR - JOB ID.
	D.P.D. RECEIVED	☐ SCHEDULE ☐ TEST
	D.P.D. RELEASED	☐ SPECIAL ☐ RERUN CODE
	AGENCY RECEIVED	

* EST. VOLUME _____ RERUN OF JRT _____
(nr pages output)

CHARGE NUMBER: ___210200030010 8_____

* REQUESTED BY: _____   AGENCY: CODE COMMISSION _____

* REQUESTED COMPLETION DATE: _____   *CONTACT: _____

* REQUESTED COMPLETION TIME: _____   *TELE./EXT.: _____

SPECIAL INSTRUCTIONS TO D.P.D.

CONTROL INFORMATION	JRT NO.	DATA SET NAME
*PAPER: SINGLE PLY NARROW		*FOR OPTION 3, SPECIFY THE
SPECIAL CAMERA MAT		FOLLOWING ARTICLES:
* PRINTER: TN CHAIN,UCS BUFFER		
STANDARD		
*OPTION: #1 (FULL CODE)		
#2 (ENACTED ARTICLES)		
#3 (SPECIFIED ARTICLES)		

OPERATIONS ROUTING

DATE/TIME STAMP	FLOW	STEP	STATION
	IN / OUT	1	.
	IN / OUT	2	
	IN / OUT	3	
	IN / OUT	4	
	IN / OUT	5	
	IN / OUT	6	

SOURCE MATERIAL ID. JRT _____   TYPE AND NUMBER OF DOCUMENTS

TASK REQUESTED _____
CMC TAPE NBR & RECORD COUNT _____/_____
REQUESTED COMPLETION DATE _____
REQUESTED COMPLETION TIME _____

PS-884

APPENDIX J

JOB REQUEST TRANSMITTAL
SPECIAL REPRINT REQUEST

AGENCY CONTROL NO. _____ D.P.D. CONTROL NO. _____

DATE/TIME STAMP	
	AGENCY PREPARED
	AGENCY RELEASED
	D.P.D. RECEIVED
	D.P.D. RELEASED
	AGENCY RECEIVED

WORK REQUESTED
★
APPLICATION PROCEDURE ID. – OR – JOB ID.

☐ SCHEDULE   ☐ TEST

☐ SPECIAL   ☐ RERUN CODE

EST. VOLUME _____ RERUN OF JRT _____

CHARGE NUMBER: 21020003010   8

* REQUESTED BY: _____

AGENCY: CODE COMMISSION

★ REQUESTED COMPLETION DATE: _____

★CONTACT: _____

★ REQUESTED COMPLETION TIME: _____

★TELE./EXT.: _____

SPECIAL INSTRUCTIONS TO D.P.D.

CONTROL INFORMATION	JRT NO.	DATA SET NAME
★FOLLOW THE SPECIAL REPRINT PROCEDURE FOR JRT # _____		
★REASON:		
★PAPER: SINGLE PLY NARROW		FOR OPTION 2 SPECIFY:
SPECIAL CAMERA MAT		
★PRINTER: TN GHAIN, UCS BUFFER		
STANDARD		
★OPTION: #1 (COMPLETE REPRINT)		
#2 (REPRINT SPECIFIED PAGES)		

OPERATIONS ROUTING

DATE/TIME STAMP	FLOW	STEP	STATION
	IN	1	
	OUT		
	IN	2	
	OUT		
	IN	3	
	OUT		
	IN	4	
	OUT		
	IN	5	
	OUT		
	IN	6	
	OUT		

SOURCE MATERIAL ID. JRT _____

TYPE AND NUMBER OF DOCUMENTS

TASK REQUESTED _____

CMC TAPE NBR & RECORD COUNT _____

REQUESTED COMPLETION DATE _____

REQUESTED COMPLETION TIME _____

115