

# FILING INSTRUCTIONS

## RELEASE 64

Below are the filing instructions for Release 64 of the *Encyclopedia of Information Technology*. Please remove and discard the specified old pages and insert the new ones as indicated below. However, before filing this release, please ensure that **Release 63** has been filed. The filing record card indicates details of the most recently filed release.

Remember to look at the illustrated filing guide at the end of the Service Information section if you have any difficulty filing in the new pages.

The checklist (which you will find behind these filing instructions) contains a complete list of pages your looseleaf should contain after you have filed this release.

For the most up-to-date version of these filing instructions, please visit the subscription information page at [www.sweetandmaxwell.co.uk](http://www.sweetandmaxwell.co.uk).

## VOLUME I

### *Remove old pages*

### *Insert new pages*

#### **Preliminary pages**

Filing Instructions 1–2	Filing Instructions 1–2
Checklist 1–4	Checklist 1–4
3–4	3–4
7–10	7–10

#### **Service Information**

Service Information 3–6	Service Information 3–6
Missing Pages Request Form	Missing Pages Request Form

#### **Tables**

T3–T30	T3–T30
T101–T122	T101–T122
T201–T210	T201–T210
T351–T352	T351–T352
T401–T404	T401–T404
T451–T456	T451–T456
T501–T512	T501–T512
T551–T560	T551–T560
T601–T604	T601–T604

#### **Chapter 4 Procurement**

4001–4090	4001–4106
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#### **Chapter 6 Computer Contracts**

6001–6008	6001–6008
6119–6124/2	6119–6124/6

**You have now finished filing Volume I**

**VOLUME II**

**Chapter 11 Evidence** \_\_\_\_\_  
11001–11076 11001–11076

**Chapter 12 Crime** \_\_\_\_\_  
Title page —  
12001–12054 12001–12052

**Chapter 16 Data Protection and Freedom of Information** \_\_\_\_\_  
Title page —  
16001–16198 16001–16202

**You have now finished filing Volume II**

**VOLUME III**

*Remove old pages*

*Insert new pages*

**Index** \_\_\_\_\_  
**\*insert** -- Supp index/1– Supp index 2\*  
**supplementary  
index ahead of  
main index in  
binder. Do not  
remove main  
index.**

**You have now finished filing Volume III**