

Federal Register Document Drafting Handbook

October 1998 Revision ; Supplement 1

Incorporation by Reference Language

April 12, 2004

The Office of the Federal Register is amending the Federal Register Document Drafting Handbook in Chapter 6, “What is Incorporation by Reference, and how do I do it?”

Currently, in section 6.4, Drafting Requirements, example 1 states “You may inspect a copy at [INSERT THE NAME AND ADDRESS OF THE AGENCY] or at the Office of the Federal Register, 800 North Capitol Street, NW., Suite 700, Washington, DC.”

Previously, a copy of all materials incorporated by reference was housed at the Office of the Federal Register (OFR). However, the collection of incorporated materials has accumulated to the point that in order to accommodate new material in its building in Washington, D.C., the Office is transferring older material to the National Archives building in College Park, MD and to the Washington National Records Center in Suitland, MD. Therefore, a new general availability statement replaces the Washington, D.C. address in section 6.4, example 1.

The updated language in example 1 of section 6.4 reads as follows:

6.4 Drafting requirements.

Example 1: Incorporation by reference language

You must proceed in accordance with [INSERT THE NAME OF THE STANDARD AND/OR MATERIAL TO BE INCORPORATED INCLUDING TITLE, DATE, EDITION, AUTHOR, PUBLISHER, AND IDENTIFICATION NUMBER OF THE PUBLICATION]. The Director of the Federal Register approves this incorporation by reference in accordance with 5 U.S.C. 552(a) and 1 CFR part 51. You may obtain a copy from [INSERT THE NAME AND ADDRESS OF STANDARD PRODUCER OR PUBLISHER]. You may inspect a copy at [INSERT THE NAME AND ADDRESS OF THE AGENCY] or at the National Archives and Records Administration (NARA). For information on the availability of this material at NARA, call 202-741-6030, or go to:

http://www.archives.gov/federal_register/code_of_federal_regulations/ibr_locations.html