Office of Collections & Special Studies / 23 October 1961; reviewed 2026

Distribution of the comparison record

Copy	Destination	Disposition
A	Originating office	Retain with procedure record.
B	Collections & Custody	Retain with equipment receipt.
C	Independent reader	Keep outside the originating office.

The third reference copy is to remain with an independent reader. Neither recorded time is to be amended.

The independent reader need not attend the North Reading Room. An entry in the attendance book is unnecessary. Identification of the comparison is sufficient for the reference record; identification of the reader is not required.

Copies A and B are not independent of the originating institution. A further internal signature cannot replace copy C. The reference copy must retain the ordinary desk comparison as well as the tray observation.

Return of the reference copy is not required for continuation of custody.

[Review annotation, 2026: 'Public description retained under the service ledger. No separate application form required. Apply the current reference-copy procedure.']

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RELEASED FOR REFERENCE
RR/26/118 - 27 SEP 2026

Do not reconcile the times for the convenience of circulation.