

Appendix D

DETAILED TIMETABLE FOR *INFO SOURCE: SOURCES OF FEDERAL GOVERNMENT INFORMATION AND SOURCES OF FEDERAL EMPLOYEE*

Due Date	Description	Action By
April 30, 2004	All new institution-specific PIBs must be submitted to TBS for review to ensure approval in time for inclusion in 2004-2005 versions of <i>Info Source</i> publications	All institutions
May 31, 2004	All new standard PIBs must be submitted to TBS for review to ensure approval in time for inclusion in 2004-2005 versions of <i>Info Source</i> publications	All institutions
June 30, 2004	Input to <i>Info Source: Sources of Federal Government Information</i>	All institutions
June 30, 2004	Input to <i>Info Source: Sources of Federal Employee Information</i>	All institutions
September 17, 2004	Review of format, content, etc. of all information received from institutions. Incomplete input will be returned to the submitting institution for revision.	Information, Privacy & Security Policy Division of TBS
October 22, 2004	Content forwarded to typesetter (complete publication) & review of typesetter proofs	Information, Privacy & Security Policy Division of TBS
November 19, 2004	Approved typesetter proofs to printer and review and approval of printer "blues"	Information, Privacy & Security Policy Division of TBS
December 10, 2004	Printing and distribution of hard copy publications	Selected vendor and Information, Privacy & Security Policy Division of TBS
February 11, 2005	Conversion of final text (hard copy) to electronic formats, including a review of content (format, page layout, internal hyperlinks, etc.)	Information, Privacy & Security Policy Division of TBS
February 25, 2005	Publication of content on appropriate sites with appropriate hyperlinks embedded	Information, Privacy & Security Policy Division of TBS