

14. CORRECTED OR REVISED DOCUMENTS

Under the LSN program, participants control their own websites containing their documentary material. They are responsible for the completeness and correctness of the documentary material presented there, and are required to certify to that completeness and correctness. Because all other participants must be able to rely on the integrity of the documentary materials presented on participant LSN websites, the LSNA has determined that guidance concerning corrected or revised documents is appropriate. Because we have no way of knowing who has viewed or used a document and intends to rely on it or subsequently proffer it as an exhibit, the potential submitter of the exhibit and the Panel must have a means to determine if a corrected version has subsequently been made available by the originator.

A participant is allowed to correct or revise documents already made available on their website, as long as:

- A corrected or updated document is noted as superseding a previously provided document;
- The previous version is not removed; and
- Other parties or potential parties are notified of the change.

This guidance is to accomplish three objectives. The first is to address the correction of any errors discovered in the previous entry of a document. In these cases, the incorrect document remains on the system with its own bibliographic header, and the corrected version of the document is entered as a separate document with its own bibliographic header. The bibliographic headers for each document must include references to the other document in the Related Record Code and Related Record Number bibliographic header fields.

The second objective is to provide for the entry of updated pages to a document that is already on the system but is not being issued as a new, revised "stand-alone" document. In this case, the updated pages must be entered as a separate document with a separate bibliographic header. The bibliographic header of the original document and the bibliographic header of the updated pages must reference the other document.

The third objective is to address revisions that are new "stand-alone" revisions (e.g., a "Rev. 1" document). The revised document is entered as a separate document with its own bibliographic header that notes that it is a revision of another document that is on the system (e.g., enter the revision in the "Version" field of the bibliographic header). There is no need to amend the header of the original document to indicate the existence of the new "stand-alone" revision because it is anticipated that the revision will be found through the routine full text search process.

With any of these changes, the participant is not required to notify separately all of the other parties or potential parties. At a minimum the participant must notify the LSN Administrator, who will post notification on the central LSN site to inform users of the updated information. The notice on the central LSN site will contain listings of changes, if any, to each participant's collection, identified by LSN accession number, with a description of what the change was, the date of the change, and why it was necessary. In addition, notice may be posted on the participant's LSN website if desired.

Participants should be aware of the following additional points:

- If a participant experiences technical difficulties during or after a bulk load that affects the loading of documents into the LSN, and the crawler has not crawled the participant's LSN website (see crawler schedule), the participant may remove the documents downloaded in the bulk load, and reload them. The participant must notify the LSNA of the technical problem and reload of the documents.
- If a change is required to a document that has been crawled (i.e., the document has been assigned an LSN Accession Number), the responsible participant must add the corrected document (and its corresponding bibliographic header) as a new document on its LSN website. The header of the original incorrect document and the header of the newer correct document must cross-reference each other (i.e., the Related Record Code and Related Record Number bibliographic header fields of the original document must be modified to reflect that there is a corrected document on the participant LSN website, and the Related Record Code and Related Record Number bibliographic header fields of the corrected document must state that the record corrects another record). The participant also must notify the LSNA of the specific change(s), including LSN Accession Number, a description of what the change was, the date of the change, and why it was necessary. The LSNA will post a notice of the change on the central LSN site.
- If a participant determines that a document needs to be removed from its website, the participant should notify the Pre-Hearing or the Hearing Presiding Officer via the LSNA by communicating the LSN Accession Number of the affected document and a description of why the document needs to be removed from its website.