

# Department of the Interior Departmental Manual

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**Effective Date:** 7/28/72

**Series:** Information

**Part 476:** Utilizing Non-Government Publications to Disseminate Information

**Chapter 3:** Payments and Records

**Originating Office:** Office of Communications

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This chapter has been given a new release number.* No text changes were made.
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## **476 DM 3**

**3.1 Payment of Page Charges.** Invoices for page charges will be approved for payment when evidence is received that:

- A. The determinations required in 476 DM 2.1 have been made by competent authority.
- B. Satisfactory publication of the submitted paper has actually been accomplished.
- C. The page charges were properly computed in accordance with the rates and formulae the publication customarily and consistently applies to papers it publishes.
- D. All reprints of the paper have been received that it is the custom of the publication to deliver without a charge in addition to its customary page charges.

**3.2 Reporting.** Bureaus and offices shall maintain records to serve as a basis for reports, with respect to instances in which page charges have been paid.

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7/28/72 #3477

Replaces 7/28/72 #1470