# Reporting Fugitive Documents to GPO

In an effort to help GPO staff process fugitive documents effectively, the **Lost Docs form** has been modified. This modification will enable libraries to submit a surrogate of the document as an attachment along with the Lost Doc request, if available. This functionality is available in AskGPO so libraries submitting fugitive document requests can provide attachments. It is GPO policy to have either an actual copy of the document or a surrogate in hand in order to process or create a cataloging record.

A surrogate is defined as a substitute for a document (an issue of a serial or monograph, etc.) from which a cataloging record can be created. The surrogate consists of a copy of the title page or the title page substitute and any other pages providing additional information on which cataloging is based (e.g., t.p. verso, colophon, pages with a running title, spines or covers with differing titles from the title page).