

# Design Standards Letter

Letter Number: **D-1960-12**

Letter Date: **04/20/1960**

Effective Date: **04/20/1960**

Section/Plan No.: **None**

Subject: **Reconnaissance Reports**

Body

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**TO ALL DIVISION, DISTRICT AND URBAN ENGINEERS:**

**We find that in some instances reconnaissance reports prepared by this office do not reflect the true opinions of the District Office where the work is located. Therefore, in the future, all such reports will be sent to the District for their consideration before we submit the final report to the Chief Engineer. We believe the final report should present the combined thoughts of both your office and this office before it is sent to the Chief Engineer for his consideration.**

**When you receive a copy of the report as originally prepared by this office, we are asking you to study it carefully, then give us your comments on the general data and recommendations set out in the report. If you do not agree with the report or studied locations, please feel free to so advise. We want your opinions and recommendations.**

**After you have studied the report please return it to this office along with your comments and recommendations. We will then, if necessary, revise the report to include your recommendations before submitting it to the Chief Engineer.**

**C. C. Tevis  
Engineer of Surveys and Plans**