

Design Standards Letter

Letter Number: **G-1960-21**

Letter Date: **09/01/1960**

Effective Date: **09/01/1960**

Section/Plan No.: **None**

Subject: **Monthly Progress Report**

Body

TO ALL DIVISION, DISTRICT AND URBAN ENGINEERS:

In our letter of July 29, 1960, headed "Proposed Progress Charts," we asked for your comments concerning the form of the charts.

This office is now attempting to post an up-to-date progress record from the "Monthly Reports." In order to get more correct information on the proposed tabulation, we request that Interstate, Primary, and Urban projects you now show on the monthly report be described as closely as practicable to those shown on the Approved 5-Year Construction Program; i.e., the description, termini, and length should agree, if possible, except that projects should be shown separately by each county. District records on project numbers should be followed. An attempt should also be made to show projects with termini as they will be when let for construction.

We realize there are projects on the monthly report that do not show on the Approved 5-Year Program, and vice versa; also that other problems exist. However, as a beginning in the attempt to work out a mutually beneficial method of recording progress, we ask that your monthly report be reviewed and changed, where possible, to more nearly conform to the description, termini, and length for each project shown on the Approved 5-Year Program.

It would also be very helpful to this office in processing and filing correspondence if all letters of transmittal would indicate the same route description as given in the 5-Year Program or monthly reports after corrections have been made.

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