

# Design Standards Letter

**Letter Number: G-1961-40**

**Letter Date: 05/18/1961**

**Effective Date: 05/18/1961**

**Section/Plan No.: None**

**Subject: Microfilming Final Plans**

## Body

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ALL DIVISION, DISTRICT AND URBAN ENGINEERS

Our Missouri State Highway Commission executed a contract on April 19, 1961 with Remington Rand to microfilm the final plans in the storage files of the Headquarters Garage. This contract was in accordance with the low bid submitted by Remington Rand at a letting held March 7, 1961.

This microfilming will provide for aperture cards, each with a film of a final plan sheet. Each District will be furnished the cards for the Counties in their District, while there will be a complete set in Jefferson City.

The present thinking is that each District will be furnished a viewer. A printer will be located at Jefferson City which will make an 18" x 24" print from the film.

The Remington Rand company has 154 working days to complete their contract, which means that the Highway Department must furnish them all of the sheets we wish to microfilm within this working-day period. We must process each set of final plans, which is rather time consuming. One feature of this processing is trying to film these plans in alphabetical order by Counties, and in numerical order followed by alphabetical order by Routes. Such an order will facilitate the filing of the cards produced, and should be to the advantage of all Districts and the Main Office.

We have discovered that in the process of preparing these plans there are some plans missing. It is possible that a copy is available in the District involved. We have prepared a form letter, a copy of which is attached, and which we believe is self-explanatory.

We request your cooperation in expediting the handling of the plans referred to on this form letter so that if such plans are available they can be filmed in their proper order. We are making every attempt to notify the Districts approximately a week in advance of when such plans will be needed - and will continue to do so.

R. N. Hunter  
Engineer of Surveys and Plans

District No. \_\_\_\_\_

TO DISTRICT ENGINEER \_\_\_\_\_

We are in the process of preparing final plans for micro-filming from the storage files in the Headquarters Garage, and find there are no copies of the following final plans:

County Route Project or Section No. Remarks

<u>County</u>	<u>Route</u>	<u>Project or</u>	<u>Section No.</u>	<u>Remarks</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

If you do not have any or all of the above plans, please notify this office, attention of Mr. Frank K. Miller.

If you have a copy of any of the above in your District file, will you please send them by registered mail to the Headquarters Garage, marked attention of Mr. Frank K. Miller.

We are going to film only the following sheets, which will give the Department a permanent record of the physical features of the project as built:

Title All Special  
2A Bridge  
Typical Section Standard  
Plan & Profile Reference or Tie Point  
Special Profile Signs

In view of the foregoing, it is suggested you do not include cross sections, mass diagrams, clearing and grubbing, entrances, culvert excavations, borrow, or any other sheets in the final plans which are for the sole purpose of computing final pay quantities. These are not needed any more as they are outlawed by the Statute of Limitations.

If you wish to have these plans, please notify Mr. Miller by letter; otherwise, they will be retained until the films have been certified and received. They will then be destroyed.

C. C. Tevis  
Engineer of Surveys and Plans [VOID. SEE NEXT PAGE]

SURVEYS AND PLANS: Microfilming Final Plans

District No. \_\_\_\_\_

TO DISTRICT ENGINEER \_\_\_\_\_

We are in the process of preparing final plans for micro-filming from the storage files in the Headquarters Garage, and find there are no copies of the following final plans:

County Route Project or Section No. Remarks

<u>County</u>	<u>Route</u>	<u>Project or Section No.</u>	<u>Remarks</u>

If you do not have any or all of the above plans, please notify this office, attention of Mr. Frank K. Miller.

If you have a copy of any of the above in your District file, will you please send them by registered mail to the Headquarters Garage, marked attention of Mr. Frank K. Miller. Inasmuch as postage rates are high, it is suggested they be sent in with someone from the District or Main Office when possible.

We are going to film only the following sheets, which will give the Department a permanent record of the physical features of the project as built:

- Title All Special
- 2A Bridge
- Typical Section Standard
- Plan & Profile Reference or Tie Point
- Special Profile Signs

In view of the foregoing, it is suggested you do not include cross sections, mass diagrams, clearing and grubbing, entrances, culvert excavations, borrow, or any other sheets in the final plans which are for the sole purpose of computing final pay quantities. These are not needed any more as they are outlawed by the Statute of Limitations.

\*These plans will finally be returned to the District.

C. C. Tevis  
Engineer of Surveys and Plans