



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

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SECRETARY

To: Area Locating Engineers
Group Leaders

From: D. E. Burwell, Jr., PE
State Location & Surveys Engineer

Subject: Memorandum Notebook

In order to help track various memos coming from this office to the field offices and others, we are implementing a new procedure this month, beginning with this staff meeting. This procedure will consist of numbering all memos that should be retained in the field offices, and establishing a notebook for the filing of those memos.

Memos will be categorized in 5 broad areas: 1) Projects, 2) Personnel, 3) Policies and Procedures, 4) Fiscal Matters, and 5) Miscellaneous. Projects are referred to by TIP or Project number and are filed accordingly. Memos on specific projects will not fall under this new procedure and will continue to be treated as usual by each field office.

As for the other categories, each will have a footer (Pers, Proc, Fisc, Misc) and a number system relative to the year and the number of the memo. This memo is an example. In the bottom left-hand corner you will see "Proc 97-1". This means that this memo is the first policy memo to be entered in the year 1997. The next memo on procedures coming from this office would be numbered Proc 97-2, and so on.

There should be a notebook kept in each office for these memos. As they are entered, someone should check to ensure that the prior memo in that category has the prior number. In this way, you can be certain that you received all memos.

All memos will not fall under this policy. Some memos do not need to be retained as permanent records and can be discarded. These won't have numbers. If you in your office choose to retain these as well, that is your choice. If you do retain additional memos and choose to use a numbering system, please do not use the consecutive numbers of this system.

Thank you for your assistance in this matter. If you have questions or comments, please do not hesitate to contact me.

DEB;cwb

