

# The Value of Keeping Good Records

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The success of any surveyor's office or engineering department is dependent upon the careful keeping of notes and records. Before this can be accomplished, the engineer or the person in charge must be qualified: he must have foresight, he must be neat, and he must demand neatness from his personnel. And above all he must be a good judge of men, for if his help is poorly selected and placed, the results will be untidy notes and inefficient records.

In addition to the regular personnel, each office should have the services of a competent clerk to look after the records, and do the typing, filing, and general office work. Experience has proved that a woman is much better adapted to this type of work than is a man.

The value of records will be proved by their accuracy, neatness, and legibility; for if notes and plans are not properly prepared and construction is not carried on in accordance with the plans, there is very little necessity for filing them. Too often, during construction, changes are made on the job that are not recorded on the plans. When this happens, records become almost useless.

Our system for filing is perhaps no different from that in many other counties throughout the state. Our file room is in the second basement of the court house. This basement is below the basement in which our office and several other county offices are situated. This second basement is dark, damp, and very undesirable. As a result, it used to be that when it became necessary for us to get a plan for some specific use, often it was not returned, a fact that accounts for several plans being missing from our files.

During the last year we did something about this condition. Across the hall from our office was an unfinished storeroom, which, with the approval of the County Commissioners, was converted into a record filing room. All our records have been transferred to this room and have been refiled. One man was kept busy for one year transferring and refiled records.

One set of records that have proved their value to our office is the ditch record book, which is a loose-leaf affair. This book lists alpha-

betically all ditches of court record. It lists about 340 ditches, each of which is recorded on a legal-size sheet of paper (8½x13), as in the following typical example:

Ditch established by Circuit Court  
 Cause No. 687  
 Box No. 11  
 Established: 1883  
 Length: Main .....4,000 ft. open  
       " .....3,375 ft. closed  
 Area Assessed: 1,012 acres  
**Assessed Cost: \$4,855.00**  
 Lateral to Kankakee River  
 Location: Greene Twp. (Kankakee Area)  
 Information obtained from Comm. Reports  
 Replaced by Schang  
 Allotments: Book 1 Page 48 & 105 1890 & 1894

ALIGNMENT

*Main Ditch* begins S 190° 45' E 382' from W 1/8 post in N line of  
 Section 16, T36N, R1E. Thence:

S78E ..... 300'  
 S29E ..... 400'

WIDTH

2'

FALL

1/2000

*Lateral No. 1* begins at 0 of Main Ditch: Thence:

N78W ..... 75'      S87¼W..... 250'  
 N87W ..... 500'     N68W..... 250'  
 N42½W ..... 370'     S88½W ..... 800'  
 N37¼W ..... 530'     S72½W ..... 600'

WIDTH

From station 0 to end.....158

FALL

From station 0 to end.....1/2000

*Lateral No. 2* begins at the end of Lateral No. 1. Thence:

N37W ..... 500'      N33¾W..... 1263'  
 N49½W ..... 537'     N7W ..... 1000'

WIDTH

2'

FALL

From station 0 to station 7.....1/1000

From station 7 to end.....1/200

## ASSESSED AREA

<i>Sec.</i>	<i>Twp.</i>	<i>Range</i>	<i>Portion</i>	<i>Area</i>
8	36N	1E	SE $\frac{1}{4}$ -SW $\frac{1}{4}$ ; SW $\frac{1}{4}$ -SE $\frac{1}{4}$ .....	80
9	36N	1E	S $\frac{1}{2}$ -SE $\frac{1}{4}$ -NE $\frac{1}{4}$ ; N $\frac{1}{2}$ -SE $\frac{1}{4}$ ; SE $\frac{1}{4}$ -SE $\frac{1}{4}$ .....	140
10	36N	1E	NW $\frac{1}{4}$ -SW $\frac{1}{4}$ ; S $\frac{1}{2}$ -NW $\frac{1}{4}$ .....	120
15	36N	1E	E $\frac{1}{2}$ -W $\frac{1}{2}$ ; NW $\frac{1}{4}$ -NW $\frac{1}{4}$ ; NW $\frac{1}{4}$ -SW $\frac{1}{4}$ .....	280
16	36N	1E	W $\frac{1}{2}$ ; N $\frac{1}{2}$ -NW $\frac{1}{4}$ ; NW $\frac{1}{4}$ -SE $\frac{1}{4}$ -NE $\frac{1}{4}$ ; NE $\frac{1}{4}$ -SW $\frac{1}{4}$ -NE $\frac{1}{4}$ .....	182
17	36N	1E	SE $\frac{1}{4}$ ; S50A-NE $\frac{1}{4}$ .....	210
Total Area .....				1,012

*Isaac Sousley—No. 9*

As soon as a new ditch is constructed, it is entered in this book, thereby keeping our ditch records up to date.

Our plans and profiles are filed under a card-index system which is common to all offices.

Records properly kept and filed are a very valuable asset to any office and save valuable time and much money to the county.