

## INTEROFFICE MEMORANDUM

**DATE:** April 21, 1971

**TO:** Bridge Design Personnel  
**FROM:** Frank Harrison, Assistant Bridge Engineer  
**SUBJECT:** Microfilm Cards

The Reproduction Division has completed the job of filming the bridge drawings which are stored in the four vertical drawing files in our office. We now have microfilm cards for drawings through Number 16000 and should have a complete set in the near future. These cards are stored in the cabinet adjacent to the card viewer. **Half size prints from these cards may be ordered from Reproduction by giving them the drawing number. We also have cards for current jobs by job number. Half size prints may be ordered from these cards by giving the job number, page number and frame number.**

There will be some drawings missed in the process of filming our drawing files due to tracings being out for various reasons. If you return bridge drawings to our files, please check to see if it has been filmed. There should be a large number written in the upper right-hand corner outside the margin line by Reproduction if the drawing has been filmed. If the drawings have not been filmed, please have this done before filing.

FMH:bw  
cc: Maintenance Division  
    Surveys Division