

INTEROFFICE MEMORANDUM

Date: February 9, 1996

TO: BRIDGE DIVISION PERSONNEL

FROM: Dale F. Loe, Bridge Engineer

SUBJECT: Requests for Bridge Drawings

The following policy is effective immediately concerning requests for bridge drawings by personnel outside the department:

- Half size prints of drawings may be provided. Stamp these drawings - FOR INFORMATION ONLY.
- Computer files (text or graphic) will not be provided.
- Full size reproducible drawings will not be provided; except current numbered standard drawings (reproducible) may be purchased from the Reproduction Section.
- When requested, current numbered standard drawings will be placed in an AHTD job by the Reproduction Section.

DFL:bw