

DESIGN MEMORANDUM NO. 7-90

MEMO TO: Chief District Engineers
Design Engineers
Active Consultants

FROM: C. S. Raymer, Director
Division of Design

DATE: March 12, 1990

SUBJECT: Archiving Electronic Field Book Data



Effective this week, one half of our Districts have been equipped with and trained in the use of electronic data collectors (or electronic field books). The remaining districts will be equipped with this equipment as soon as possible. With the production use of this equipment, it is necessary to implement procedures to protect the integrity of the data.

The field books selected for use in this Cabinet will not allow the data to be deleted until it has been sent to a printer or a computer. If an error is made in the field, both the error and the correction are retained in the data collector, just as both were shown in the old field books.

As standard procedure to ensure that a permanent record of the original field work is available, the following practices should be followed by any agent of the Cabinet using data collectors:

- 1, The original data should be dumped into a computer and copied (unedited) to a 5 1/4" floppy disk.
2. A hardcopy printout of the data should be produced before any editing takes place.
3. Any editing or subsequent changes to the data should be done on copies of this original data. The original data shall never be altered.
4. The office crew should not delete any job from the data collector. This should only be done by the field party after they are certain the original data has been downloaded and archived in the aforementioned manner.
5. In any subsequent submittals of project information, the floppy disk and the hardcopy printout cited before shall be treated as if they were a traditional field book.

Please feel free to contact this office if you need clarification of any of the points raised in this memo.

CSR/REG/mlw

Cc: R. E. Gnau
W. S. Gulick

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