

Action	Note & Initial	ENGINEERING DIVISION	Action as Indicated
		Chief	☐ Attend
		Secretary	☐ Check W/
		Assistant Chief	☐ Comments
		Administration	☐ Circulate
		Secretary	☐ Record
		Local Government	PREPARE
		Fiscal	☐ Plans
		Contract Administration	☐ Contract Doc.
		Architecture	☐ Work Order
		Engineering	☐ Program Directive
		Mechanical/Electrical	☐ Set Up Project
		Construction	☐ Reply
		Cartographic Drafting	☐ Report
		Survey & Soils	☐ File
		Special Projects	☐

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ENGINEERING DIVISION
DEPT. OF NATURAL RESOURCES