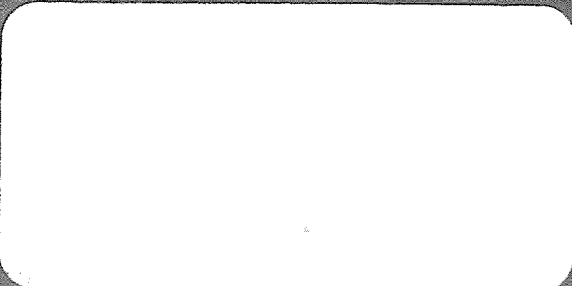


634.909711
BCMF
INV
1956
MR 2

1956
~~FOREST~~ MANUAL
FOREST CLASSIFICATION
FOREST SURVEYS DIVISION
E. G. Vaughan



VICTORIA OFFICE HANDLING OF CODE SHEETS, 1956

MEMO TO SUPERVISORS AND VICTORIA ASSISTANTS

(1) Air Coding

Check with the photogrammetry section for code sheets on hand.

N.B. The IBM check-off on Polly Lake sheets must be completed. Please ensure that the correct site index code has been used.

Use the site index code (from 4 to 32, etc.) found in the Tabulation Manual page, A(111)20.

If the site index already has been recorded in tens in the IBM section, correct it by multiplying by 2.

If the site index has not been recorded in the IBM section, it will have been recorded on the back of the code sheets to the nearest ten. Divide this figure by 5 before recording it in the IBM check-off.

(2) North Coast - Queen Charlottes - Parties #680 and #690 and Northern Interior - Party #720

Code sheets completed for these areas may or may not have the IBM check-off completed. Victoria assistants will correct all check-offs and complete same where necessary. Apply the same principles as above.

(3) Filing

Code sheets attached to samples have no coder identity number and thus cannot be filed in the usual manner. They should be detached from the sample sheets and placed in the special cruise box. First check to ensure these sheets are referenced by the sample numbers.

Code sheets with a coder identity number can be filed in the normal manner, which is, generally speaking, the use of a separate binder for each coder number (see Records).

File: 0130550 - K

June 12, 1956

mp/10/821

(a) Air Coding Sheets

Check briefly to ensure each code sheet has a complete code key, coder identity number, special cruise number, etc. and IBM check-off as above.

(b) Code Sheets Attached to Samples

Check briefly to ensure each sheet has the correct code key corresponding to the sample trees shown. Check to make sure code sheets are referenced to samples as mentioned above. Check type descriptions for grammar, legibility, and context.

(c) Code Sheets from Parties #680, #690, and #720

Check briefly to ensure that each code key is complete and correct according to the sample trees shown. Check that miscellaneous details have been filled in, date, coder number, R. No., C. No., etc. Check the site index calculations, and also the IBM check-off as mentioned above. Check the type description for grammar, legibility, and context.

N.B. For the parties listed this memo supersedes that of May 22, 1955.

E. G. Vaughan,
for: H. M. Pogue,
Forester I/c,
Forest Surveys Division.
c.c. File: 04170 - Z