



**FILE  
START**

Computer # \_\_\_\_\_

TRUST TERRITORY OF THE PACIFIC ISLANDS--ARCHIVES SURVEY FORM

Primary Branch, Department, Bureau, or Office producing materials:

R & D

Subgroup of the above:

LAN

Author/Title/Date of publication (if any) of specific materials:

Subject of materials: (See schedule in TTPI Files System Manual)

LAN 2, 8, 9, 10

Brief description:

Geochron. Plot and Parcel Numbering System

Geographic area dealt with in materials:

TTPI at large: ☒

Individual districts:

Individual governments:

Individual islands:

Other:

Span of years covered by materials:

Format of information:

Correspondence: ☒

Reports: ☒

Clippings:

Other:

Physical arrangement of materials: (How are they organized within the file?)

Geographically: ☒

Chronologically:

By subjects: ☒

By organization:

Other:

Physical location of materials: (Area where presently located)

Office: R & D

Subgroup: LAN

File cabinet number: 99816

Drawer number: 2

File folder number: 178.63.12

Estimated quantity of materials: 1 folder

Recorded by: JR

Date: 12/9/41

Disposition of originals: Retain

Microfilm roll No.: T-10 10

Frame #:

Computer # \_\_\_\_\_

TRUST TERRITORY OF THE PACIFIC ISLANDS--ARCHIVES SURVEY FORM

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Office: R & D Subgroup: LAN

File cabinet number: 99816

Drawer number: 2

File folder number: 198.63.12

Estimated quantity of materials: 1 folder

rded by: JH

: 6/9/81

osition of originals: Retain

ofilm roll No.: T-1A 10 Frame #:



ELECTRONIC CALCULATING SERVICE, Inc.

May 22, 1972

..... your extra employee

Mr. Ronald G. Perry  
Trust Territory of the Pacific Islands  
Office of the High Commissioner  
Saipan, Mariana Islands 96950

In answer to your recent question, Ron, regarding the method of parcel number assignment relating to the many new parcels created by a road, there is one important question that needs an affirmative answer before the new parcels come into being. That question is, "Has fee title passed creating this road?"

If the answer is "no", (fee title has not passed) then what is being created is most likely an easement and therefore no parcel split occurs. The easement is posted to each certificate of title affected by the easement.

On the other hand, if the road is being taken by the government or whomever in fee title then a new ownership parcel is being created and a parcel number must be assigned. The method here is to use one parcel number for the entire road as shown on one primary plat. Since the road is cutting parcels in two, there must be assigned another parcel number to the newly created parcel. Extreme care should be exercised, by the agency acquiring the road, so as to not landlock a newly created parcel and to acquire any such landlocked parcel as part of the road. Small parcels may also be eliminated in this way. Additionally, the small parcel or landlocked parcel might be traded or sold to the adjacent owner and thru the replating process a consolidation of parcels would occur resulting in but one parcel number for the newly shaped combined parcel.

The reason for giving one parcel number to the entire road shown on one primary plat is that in that manner fewer parcel numbers are created and the road is broken into manageable sections being within the confines of one primary plat. I do not think it advisable to assign one parcel number to a fee road covering more than one primary plat nor to assign parcel numbers to a fee road within each parcel the road traverses.

I hope, Ron, I have been able to shed some light on this situation. In the event further elaboration is desired, don't hesitate to let me know.

Sincerely,

ELECTRONIC CALCULATING SERVICE, INC.

*Barry N. Grant*  
Barry N. Grant  
President

bng/w  
enc

153 GLENDALE BOULEVARD-LOS ANGELES, CALIFORNIA 90026

#6023/92  
213-626-6421

# ELECTRONIC CALCULATING SERVICE, Inc.

May 22, 1972

..... your extra employee

Ronald G. Perry  
Territory of the Pacific Islands  
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an, Mariana Islands 96950

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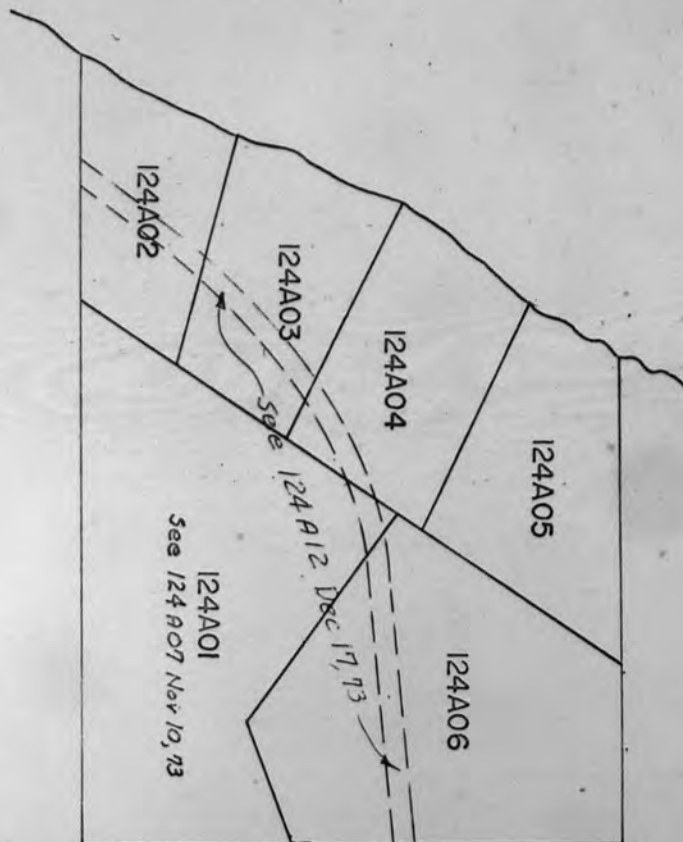
ELECTRONIC CALCULATING SERVICE, INC.

ry N. Grant  
sident

/w

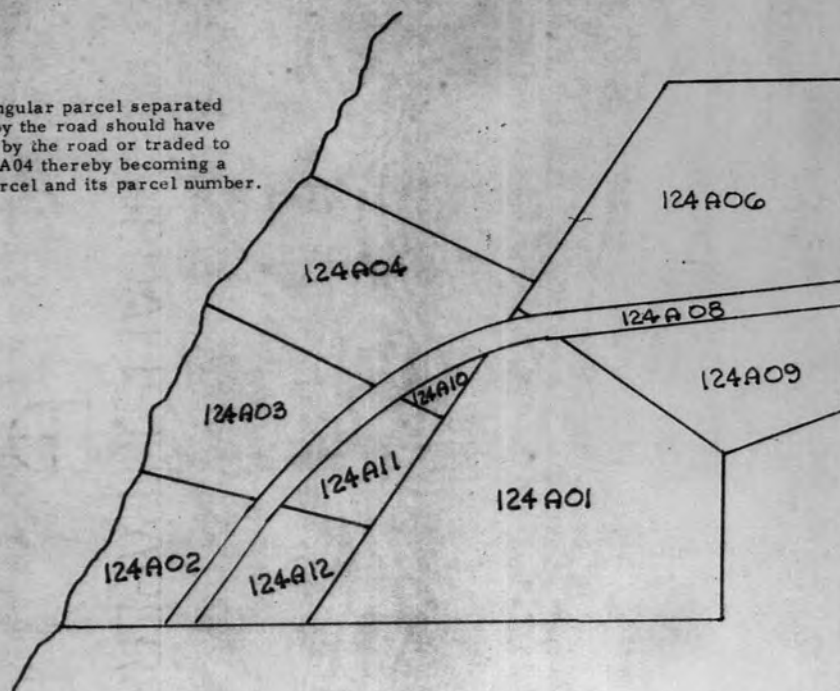
DALE BOULEVARD-LOS ANGELES, CALIFORNIA 90026

213-626-6421





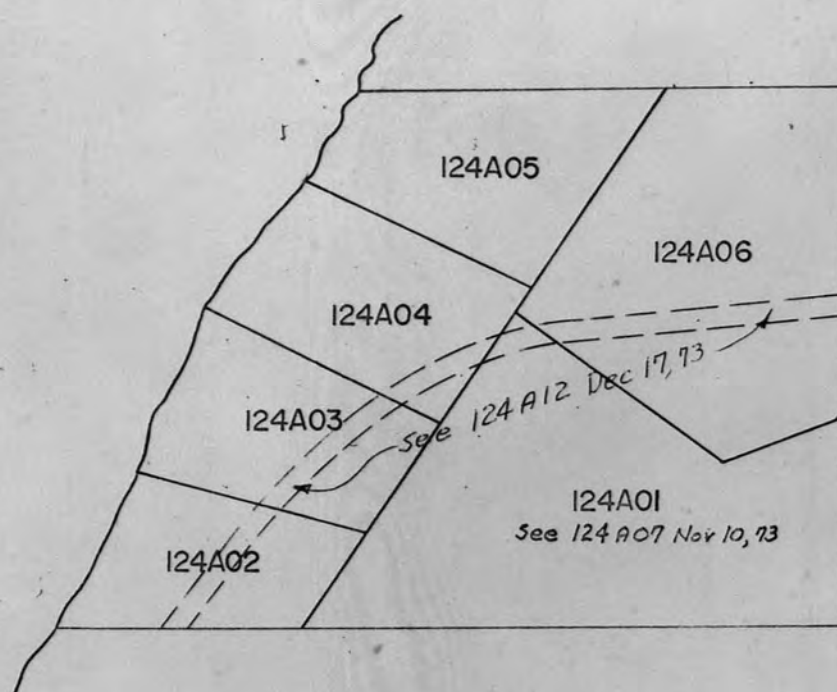
Note:  
The small triangular parcel separated from 124A01 by the road should have been acquired by the road or traded to 124A06 or 124A04 thereby becoming a part of that parcel and its parcel number.



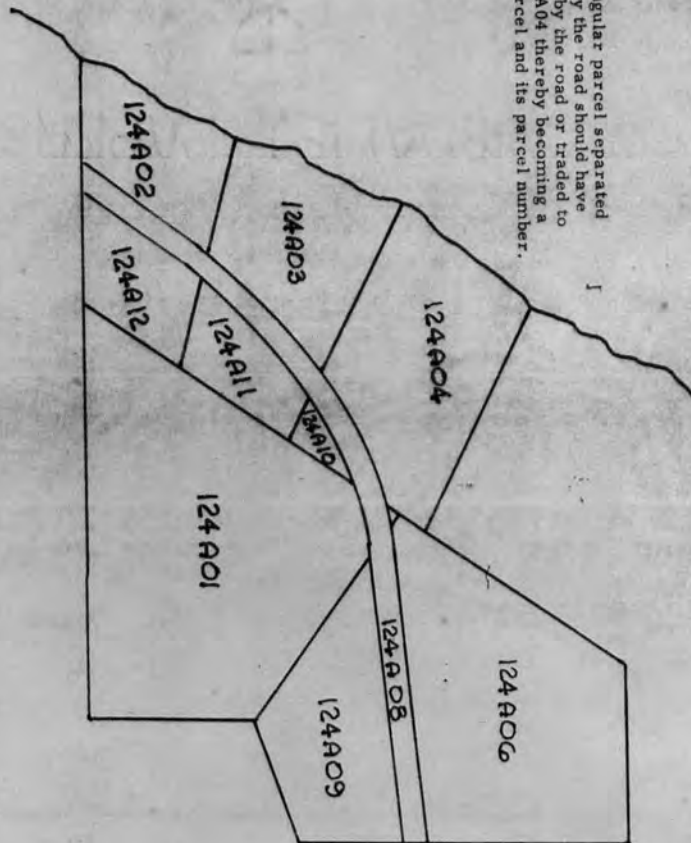
Parcel Split

Registered Dec 17, 1973

124A12



Note:  
The small triangular parcel separated from 124A01 by the road should have been acquired by the road or traded to 124A06 or 124A04 thereby becoming a part of that parcel and its parcel number.



# ELECTRONIC CALCULATING SERVICE, Inc.

..... your extra employee

June 12, 1972

Mr. Ronald G. Perry  
Trust Territory of the Pacific Islands  
Office of the High Commissioner  
Saipan, Mariana Islands 96950

Hi Ron:

Regarding your question as to what you do with an easement, the following is suggested:

1. Plot the easement, using dashed lines, on the working copy (not the original) of the plats affected. Note on the plat the document number and date by which the easement was created.
2. Easements affecting many parcels such as a public road or public pipe line should definitely be platted. This plat can be a "M" (miscellaneous) designation (see page 4, "Plat and Parcel Numbering System") and filed with the book of plats corresponding to the most significant three digits or filed in a separate book of "M" plats. I prefer them being filed by the most significant three digits for they are then physically closer to the plats of the affected parcels.

eq: plats  
123A00  
123A47  
123A51  
123B00  
123M00  
123M01  
123R00

Easements affecting one or two parcels, I feel, should not be required to be platted but should be plotted with dashed lines on the working copy of the plat showing the affected parcel. This also holds true for a blanket easement such as an easement for grazing or fishing or to drive cattle across a parcel to reach a water hole. Definitely, a copy of this document should be filed in the affected parcel's folder.

3. File a copy of the easement document in the parcel file of the encumbered parcel. If the easement covers many parcels it then would be expeditious and economical to just post the easement to the affected parcel's certificate of title (which is done in all instances) and not place in the parcel file a copy of the document. Generally, easement documents covering many parcels are lengthy and bulky, consequently, their reproduction and filing for each affected parcel would be costly and expand the files needlessly. A single copy of this document would be filed with the miscellaneous official records by date and document number.

*We will prepare a minor easement plat for each easement*

*Ron Perry has copy and is working on Manual. 6/1/76*

153 GLENDALE BOULEVARD-LOS ANGELES, CALIFORNIA 90026

213-626-6421

# ONIC CALCULATING SERVICE, Inc.

972

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96950

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ANGELES, CALIFORNIA 90026

213-626-6421

*Ron Perry has copy and is  
checking on Manual. 6/96  
BY as*

*Let will assign  
consecutive  
numbers*

Mr. Ronald G. Perry

Page 2

June 12, 1972

Regarding your question relating to consecutive plat numbering, there is  
nothing at all wrong with that method of assignment. The system I proposed  
has the distinct desirable attribute of frequently having adjacent plats in the  
file, book or folder, reflecting the same parcel or adjacent parcels. This  
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system I proposed will allow very easy purging, from the working file, plats  
which no longer reflect the latest survey data.

Incidentally, a legal description is comprised of parcel number, plat number  
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be filed on the same day showing the same parcel. Yes, it could happen where  
one plat was relative to an easement, but then it would be given an "M" number,  
consequently no duplication.

Hope this has cleared some blank spots.

Sincerely,

ELECTRONIC CALCULATING SERVICE, INC.

*Barry*  
Barry N. Grant  
President

bng/w

enc

June 12, 1972

Page 2

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ELECTRONIC CALCULATING SERVICE, INC.

Grant

Mr. Ronald G. Perry

Page 2

June 12, 1972

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ELECTRONIC CALCULATING SERVICE, INC.

*Barry*

Barry N. Grant  
President

bng/w

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Ronald G. Perry

Page 2

June 12, 1972

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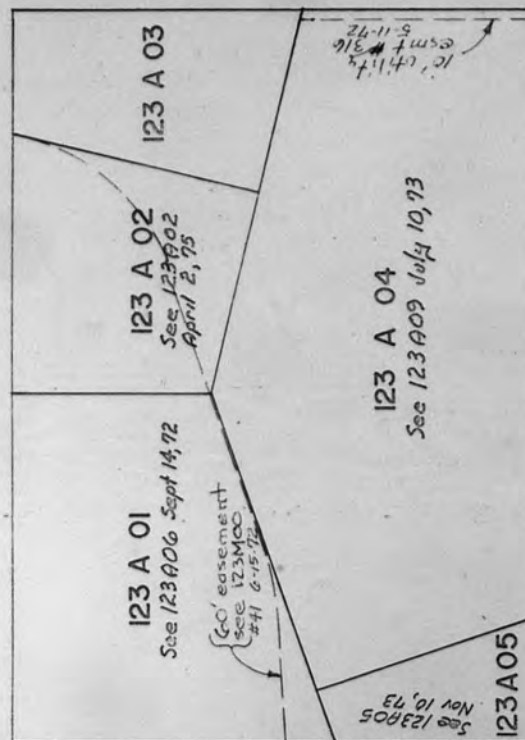
Hope this has cleared some blank spots.

Sincerely,

ELECTRONIC CALCULATING SERVICE, INC.

Randy N. Grant  
President

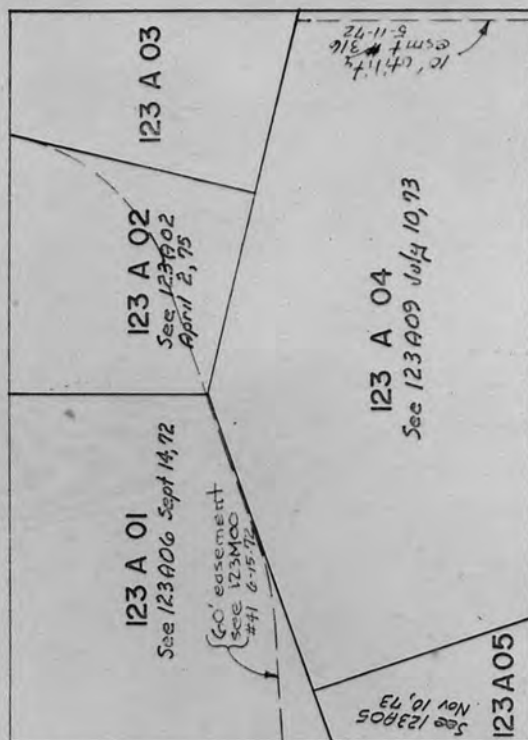
/w



Registered July 27, 1970  
Primary Plat 123 A 00

Working Copy





*Working Copy*

Registered July 27, 1970  
Primary Plat 123 A 00



ELECTRONIC CALCULATING SERVICE, INC.

..... your extra employee

June 12, 1972

Mr. Ronald G. Perry  
Trust Territory of the Pacific Islands  
Office of the High Commissioner  
Saipan, Mariana Islands 96950

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107 GLENDALE BOULEVARD, ANAHEIM, CALIF. 92806

# ELECTRONIC CALCULATING SERVICE, INC.

..... your extra employee

June 12, 1972

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Trust Territory of the Pacific Islands  
Office of the High Commissioner  
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GLENDAL E BOULEVARD, ANCHORAGE, ALASKA 99506

Mr. Ronald G. Perry

Page 2

June 12, 1972

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Hope this has cleared some blank spots.

Sincerely,

ELECTRONIC CALCULATING SERVICE, INC.

*Barry N. Grant*  
Barry N. Grant  
President

bng/w

enc



Mr. Ronald G. Perry

Page 2

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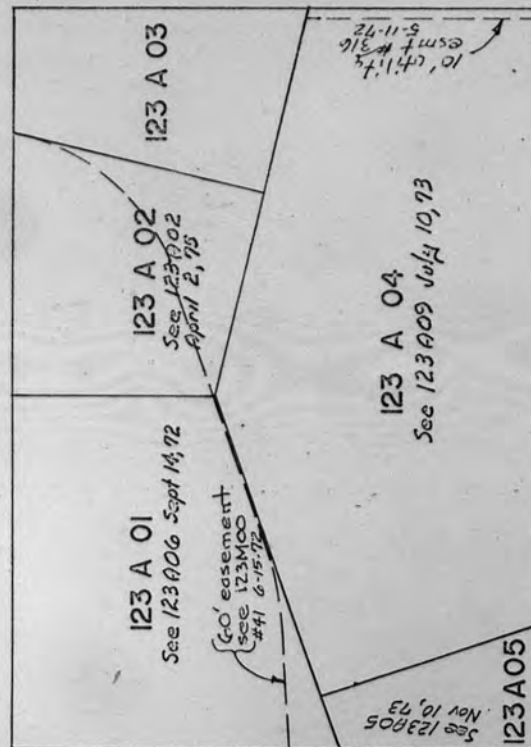
Sincerely,

ELECTRONIC CALCULATING SERVICE, INC.

*Barry*  
Barry N. Grant  
President

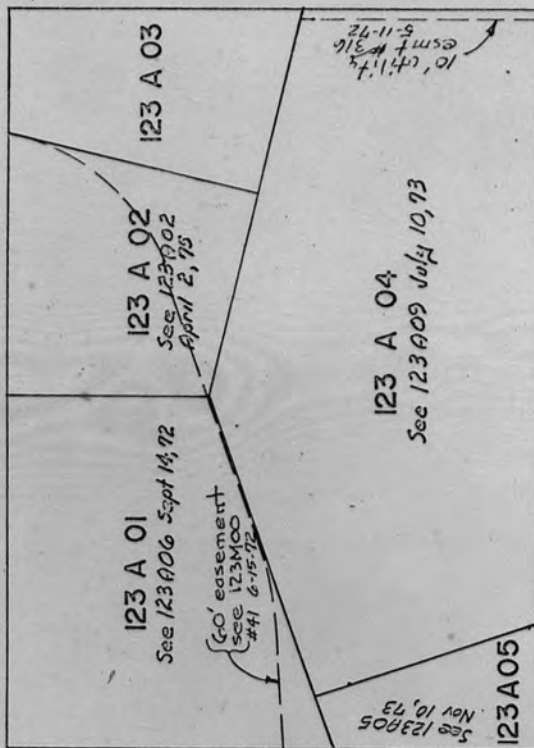
bng/w

enc



*Working Copy*

Registered July 27, 1970  
Primary Plat 123 A 00



*Working Copy*

Registered July 27, 1970  
Primary Plat 123 A 00

TRUST TERRITORY OF THE PACIFIC ISLANDS Office of the High Commissioner, Saipan

TO : All District Administrators  
For: All District Land Management Officers  
All Senior Land Commissioners

FROM : Chief, Lands and Surveys

DATE: Sept. 25, 1972  
Serial: LS11199  
File: 178.39.0

SUBJECT: CADASTRAL PLAT AND PARCEL NUMBERING SYSTEM -  
AMENDMENT TO

Effective this date, all supplementary cadastral plats prepared to reflect parcel splits, resurveys, consolidations, etc., will be given plat numbers whose last two digits will be assigned in ascending numerical sequence, i.e., 01, 02, 03, etc., rather than taking that of the highest numbered parcel appearing on that plat as originally described on Page 7 of the 1970 procedural outline.

For those Districts which have already submitted supplementary plats (Marianas and Palau) and followed the original plat numbering system above, merely skip the numbers which have already been assigned when reached in sequence and continue with the next highest number.

In addition, there are several other minor changes and additions to be incorporated in the original outline. These will be explained in further detail in the form of a revised manual in the near future, including the change described in the foregoing.

*Kaplanada*  
KAPLANADA

TRUST TERRITORY OF THE PACIFIC ISLANDS      Office of the High Commissioner, Saipan

TO : All District Administrators  
For: All District Land Management Officers  
All Senior Land Commissioners

FROM : Chief, Lands and Surveys

SUBJECT: CADASTRAL PLAT AND PARCEL NUMBERING SYSTEM -  
AMENDMENT TO

DATE: Sept. 25, 1972  
Serial:LS11199  
File:178.39.0

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*Ronald G. Perry*  
Ronald G. Perry

WBROWN:mto

All District Administrators  
For: All District Land Management Officers  
All Senior Land Commissioners  
Territorial Surveyor

April 11, 1973  
Serial:LS12124  
File:173.39.0

Elimination of former Parcel Numbers on Cadastral  
Plats when parcel split, subdivision, or consolidation  
occure.

Effective this date parcel numbers will be eliminated under the  
conditions described in subject matter.

New numbers in ascending sequence, beginning with the next highest  
number to that shown on the primary plat, will be assigned to  
all parcels resulting from the above conditions when mapped on  
a supplementary plat and the old original parcel number will  
be dropped.

1

An explanatory mention under NOTES should be included to the  
effect that the new parcels as shown (by number) are portions  
of former parcel # \_\_\_\_\_.

Do not apply the foregoing to anything which has already been  
approved, or even checked but not yet approved, to date.

Do apply to all new such plats which are now in process of being  
drafted and in the future.

Ronald G. Perry

WBROWN:mto

All District Administrators  
For: All District Land Management Officers  
All Senior Land Commissioners  
Territorial Surveyor

April 11, 1973  
Serial:LS12124  
File:173.39.0

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Do apply to all new such plats which are now in process of being  
drafted and in the future.

Ronald G. Perry

May 10, 1972  
Serial:LS10601  
File:178.63.12

Mr. Barry Grant  
Electronic Calculating Service, Inc.  
153 Glendale Boulevard  
Los Angeles, California 90026

Dear Barry:

I'm enclosing some prints that I'd like to have you examine.

This involves the surveying of an easement across a number of lots  
that have recently been cadastral mapped. A similar case may be  
where a taking for a road might also be surveyed. In the case of a road I guess  
we would have no choice except to consider it as a parcel split and give  
new numbers to all the pieces (the road and the severed parcels). This  
can be troublesome in the case where we might have from 30-50 small  
parcels mapped, and then find that a road must be put in severing most of  
the lots. This would then require about 100-150 parcel numbers or over  
the desirable number of 99.

Your comments would be appreciated. This could be by phone if you can  
place a collect call to Maynard Neas. We are holding up the job until  
we hear from you.

Best regards.

Ronald G. Perry  
Attachments: Prints

May 10, 1972  
Serial:LS10601  
File:178.63.12

Mr. Barry Grant  
Electronic Calculating Service, Inc.  
153 Glendale Boulevard  
Los Angeles, California 90026

Dear Barry:

I'm enclosing some prints that I'd like to have you examine.

This involves the surveying of an easement across a number of lots that have recently been cadastral mapped. A similar case may be where a taking for a road might also be surveyed. In the case of a road I guess we would have no choice except to consider it as a parcel split and give new numbers to all the pieces (the road and the severed parcels). This can be troublesome in the case where we might have from 30-50 small parcels mapped, and then find that a road must be put in severing most of the lots. This would then require about 100-150 parcel numbers or over the desirable number of 99.

Your comments would be appreciated. This could be by phone if you can place a collect call to Maynard Neas. We are holding up the job until we hear from you.

Best regards.

Ronald G. Perry  
Attachments: Prints

WBROWN:ndi

District Administrator, Truck  
For : District Land Management Office  
Territorial Surveyor

May 10, 1972  
Serial:LS1059  
File:178.39.6

Drawing #6023/72

Subject print received and checked, but being held pending receipt of classification from Mr. Barry N. Grant regarding the proper method of mapping when a situation such as this arises, i.e., survey and granting of easements over properties which already appear on and approved cadastral plat. Mr. Grant is the originator of the New Plat and parcel Numbering System. A copy of our inquiry to him is enclosed.

Meanwhile, there are definite corrections which must be made:

1. The parcel split of 003A08 must be mapped as described in the outline of procedures to be followed under the New Plat and Parcel Numbering System, and that supplementary plat submitted for 1 approval, just as any other map.
2. The lots across which this easement passes must be designated by the numbers assigned on 002A00 and 003A00 (names such as "EIMUARENG" or "FANUMO No. 2," etc. should not appear).
3. The extent of this easement should be shown. At the SW extremity its ending is clearly enough defined within 003A00, but at the NELY end it appears to continue indefinitely into 002A09.
4. The reference "SEE TM-2A" should be changed to "SEE PLATNo. 002A00".
5. Under notes, "2" should read "Survey based on recovered monuments as shown".

Do not forward the original until you receive the check prints, as the reply from Mr. Grant may necessitate further corrections.

Ronald G. Perry



For : District Administrator, Truk  
District Land Management Office  
Territorial Surveyor

WBROWN:ndi

May 10, 1972  
Serial:LS1059  
File:178.39.6

Drawing #6023/72

Subject print received and checked, but being held pending receipt of classification from Mr. Barry N. Grant regarding the proper method of mapping when a situation such as this arises, i.e., survey and granting of easements over properties which already appear on and approved cadastral plat. Mr. Grant is the originator of the New Plat and parcel Numbering System. A copy of our inquiry to him is enclosed.

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5. Under notes, "2" should read "Survey based on recovered monuments as shown".

Do not forward the original until you receive the check prints, as the reply from Mr. Grant may necessitate further corrections.

Ronald G. Perry

JENFIELD:raa

April 6, 1972  
Serial:LS10443  
File:178.39.0

MEMORANDUM

To : Senior Land Commissioner, Marianne  
Senior Land Commissioner, Palau  
Senior Land Commissioner, Truk  
Senior Land Commissioner, Pohnpei  
Acting District Surveyor, Marianne  
Acting District Surveyor, Palau  
Acting District Surveyor, Truk  
Acting District Surveyor, Pohnpei

From : Chief, Lands and Surveys

Subject : Maps to be used in determining ownership of land

There has been a question raised as to the kind of map which is required for use by a Land Registration Team during a formal hearing for the determination of ownership of land.

Some feel that a formal plat, signed by the surveyor, is a prerequisite to the formal hearing. Others, particularly the surveyors, believe that it is more desirable to use an unsigned plat for the hearing.

This office has considered the matter and has concluded that the following sequence of steps is appropriate in the determination of ownership of land:

- (1) The parcels of land to be shown on a plat will be surveyed (if they have not already been surveyed).
- (2) A preliminary map will be prepared if an approved drawing does not already exist. This preliminary map will accurately represent the measurements made by the surveyor. It may show alternate positions of disputed lines. In order to identify the preliminary map during the steps preceding the preparation of the final plat, the old system of drawing numbers and lot numbers should be used. If an approved drawing already exists, a sepia print should be made. On the sepia, the old drawing number should be lined out and a new drawing number assigned, but the old lot numbers should be retained.
- (3) The Land Registration Team will hold a formal hearing in conformance with 67 TTC, 107.

April 6, 1972  
 Serial: 1510445  
 File: 178.39.0

## MEMORANDUM

To : Senior Land Commissioner, Marianas  
 Senior Land Commissioner, Palau  
 Senior Land Commissioner, Truk  
 Senior Land Commissioner, Ponape  
 Acting District Surveyor, Marianas  
 Acting District Surveyor, Palau  
 Acting District Surveyor, Truk  
 Acting District Surveyor, Ponape

From : Chief, Lands and Surveys

Subject : Maps to be used in determining ownership of land

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- (2) A preliminary map will be prepared if an approved drawing does not already exist. This preliminary map will accurately represent the measurements made by the surveyor. It may show alternate positions of disputed lines. In order to identify the preliminary map during the stages preceding the preparation of the final plat, the old system of drawing numbers and lot numbers should be used. If an approved drawing already exists, a copia print should be made. On the copia, the old drawing number should be lined out and a new drawing number assigned, but the old lot numbers should be retained.
- (3) The Land Registration Team will hold a formal hearing in conformance with 67 TTC, 107.

(4) The Surveyor, using the information resulting from the formal hearing, will prepare and sign the final plat. On the final plat, the new "Plat and Parcel Numbering System" will be used, the lot numbers of the preliminary map being replaced by the parcel numbers and the drawing number being replaced by the plat number. The surveyor will obtain the appropriate plat number from the Senior Land Commissioner.

(5) The Land Commission will proceed with the determination of ownership of any parcels of land within the platted area for which there has been no prior determination.

If any subsequent changes of any sort are to be made in regard to parcels shown on this plat, these changes must be shown on an amended plat. In no case will there be changes in the original plat once it has been signed by the surveyor.

If you have any comments or questions with respect to this procedure, they will be welcome.

Kozo Yoneda



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If you have any comments or questions with respect to this procedure, they will be welcome.

Kozo Yamada

PROPOSED  
LAND REGISTRY  
COMPUTER SYSTEM  
AND PROCEDURES

for

TRUST TERRITORY OF THE PACIFIC ISLANDS

by

ELECTRONIC CALCULATING SERVICE, INC.

1970

PROPOSED  
LAND REGISTRY  
COMPUTER SYSTEM  
AND PROCEDURES

for  
TRUST TERRITORY OF THE PACIFIC ISLANDS

by  
ELECTRONIC CALCULATING SERVICE, INC.

1970

LAND DOCUMENT FILE

## LAND DOCUMENT FILE

Document File: DOCSYS  
Hardware Requirements: 1 Mag Tape  
Initially 1 Disc Unit  
Expandable to N Units

### PROCEDURES

#### I. Initialization

##### A. System Installation (1 Shot)

1. Request operator to mount a 2311 disc pack, and label it DOCSYS A01.
2. Request operator to mount a tape reel, and label it DOCSYS D00.
3. Request operator to input current date - XX/XX/XX.
4. Initialize DOCSYS A01 disc pack.
  - 4.1 Initialize system accounting on track 0 - current disc pack unit for filing, catalog current dead file tape number and start date. See Appendix "A".
  - 4.2 Initialize disc vector pool - tracks 1-99 - to reflect empty condition. See Appendix "B" and "C".

##### B. System Restart

1. Request operator to mount 2311 disc pack labeled DOCSYS A01.
2. Read track 0 from DOCSYS A01, get following information:
  - 2.1 Current dead file tape number from dead file catalog.
  - 2.2 Current disc pack unit number for filing purposes. Current half track in disc vector pool for allocation.
3. Request operator to mount dead file tape DOCSYS DNN.
4. Request current date - XX/XX/XX.

#### II. Construct Document File

- A. Create a core resident catalog of the redundancy input cards. Catalog the cards by district and verify for format errors, duplication, etc.
- B. Read a primary input card and execute the following procedures:

Document File: DOCSYS  
Hardware Requirements: 1 Mag Tape  
Initially 1 Disc Unit  
Expandable to N Units

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4. Initialize DOCSYS A01 disc pack.
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  - 4.2 Initialize disc vector pool - tracks 1-99 - to reflect empty condition. See Appendix "B" and "C".

#### B. System Restart

1. Request operator to mount 2311 disc pack labeled DOCSYS A01.
2. Read track 0 from DOCSYS A01, get following information:
  - 2.1 Current dead file tape number from dead file catalog.
  - 2.2 Current disc pack unit number for filing purposes. Current half track in disc vector pool for allocation.
3. Request operator to mount dead file tape DOCSYS DNN.
4. Request current date - XX/XX/XX.

#### Construct Document File

- A. Create a core resident catalog of the redundancy input cards. Catalog the cards by district and verify for format errors, duplication, etc.
- B. Read a primary input card and execute the following procedures:

-2-

1. Verify card format.
  2. Compare against redundancy input catalog for existence of a card carrying the same parcel identification - district/description.
  3. If no match is found, list the primary input card and restart step II B.
  4. If a match is found, set the district number in the redundancy card to an alpha value so it cannot match up with another primary input card.
  5. Enter the primary input card into the document file step II C. and continue step II B. until all primary input is exhausted.
- C. Enter the primary input card into the document file by executing the following procedures:
1. Search the disc vector pool for the parcel number of the primary input card, parcel number - district/description. If the parcel number is found, read the half track designated by the disc address, within the disc vector, into core (see Appendix "D"). Continue with step 2. if the parcel number is not found.
  2. Enter the primary input card into the document file dependent on the type of document it defines.
    - 2.1 Document = Title

Does the half track already contain a title certificate. If yes, copy that title and associated primary cards to the dead file tape, see III.

If no previous title exists, the parcel number was not found in the disc vector pool. The next available disc vector is assigned to this parcel number by inserting the parcel number, the calculated disc address and the current filing disc pack label into the 12 byte disc vector. The modified disc vector pool half track is then placed back in the pool. A notation is made in the first title defined for a parcel number to mark the start of information on this parcel.

The primary input card defining the title certificate is placed in the beginning of the half track assigned to this parcel number, and the half track is copied to the disc pack and disc address defined by the disc vector.

NOTE: Any previously defined USE code is transferred from the original title to the new title.

#### 2.2 Document # Title

Does a title exist in the document file for the parcel number

1. Verify card format.
2. Compare against redundancy input catalog for existence of a card carrying the same parcel identification - district/description.
3. If no match is found, list the primary input card and restart step II B.
4. If a match is found, set the district number in the redundancy card to an alpha value so it cannot match up with another primary input card.
5. Enter the primary input card into the document file step II C. and continue step II B. until all primary input is exhausted.

C. Enter the primary input card into the document file by executing the following procedures:

1. Search the disc vector pool for the parcel number of the primary input card, parcel number - district/description. If the parcel number is found, read the half track designated by the disc address, within the disc vector, into core (see Appendix "D"). Continue with step 2. if the parcel number is not found.

2. Enter the primary input card into the document file dependent on the type of document it defines.

#### 2.1 Document = Title

Does the half track already contain a title certificate. If yes, copy that title and associated primary cards to the dead file tape, see III.

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The primary input card defining the title certificate is placed in the beginning of the half track assigned to this parcel number, and the half track is copied to the disc pack and disc address defined by the disc vector.

NOTE: Any previously defined USE code is transferred from the original title to the new title.

#### 2.2 Document ≠ Title

Does a title exist in the document file for the parcel number

defined on the current primary input card.

If a title does exist, the current primary input card is copied into the half track assigned to this parcel number. If the number of primary input cards for any parcel number overflows a half track, an additional half track will be assigned and the disc vector pool will be modified to reflect that assignment. This should present no problem because the half track containing the title will be encountered before any subsequent half tracks are found to exist. While it is true that this method could result in one title being assigned half tracks on more than one disc pack, this is only a problem of speed, not logistics.

If a title does not exist for the parcel number defined on the current primary input card, the card is listed along with an error indicating this fact.

### III. Construct Dead File Tape

- A. The dead file is simple on accumulation of primary input cards defining a title certificate for a parcel, and all subsequent documents up to but not including the latest title certificate for that parcel. When a title is issued for a parcel, any previous titles and supporting documents are written to a dead file tape (see Appendix "E") at the end of each document file update session, the current dead file tape is terminated with a file mark and its identity (tape reel label) is saved on the DOCSYS A01 disc pack in the dead file catalog. If this tape is not full, it is mounted and used during the next session and so on, until it is filled. When a tape is filled, the current date is placed into the dead file catalog entry for that tape so the entry reflects the tape label, start date and end date. The full tape is then unloaded and the operator is requested to load another tape, labeling the new tape DOCSYS Dnn + 1. An entry is constructed in the dead file catalog defining the new tape and document file processing continues.

### IV. Update Of Parcel Use Code

- A. The operator will input the following information to DOCSYS either via a card reader or the console teletypewriter.

USE, A, DISTRICT, DESCRIPTION

↓  
Z

Following input of this information, the disc vector pool will be searched for the parcel number defined, district/description.

If the parcel number is found, the corresponding half track containing the title to that parcel is read into core, the use code is placed into the primary input card image defining the title, and the half track is rewritten to the document file.



defined on the current primary input card.

If a title does exist, the current primary input card is copied into the half track assigned to this parcel number. If the number of primary input cards for any parcel number overflows a half track, an additional half track will be assigned and the disc vector pool will be modified to reflect that assignment. This should present no problem because the half track containing the title will be encountered before any subsequent half tracks are found to exist. While it is true that this method could result in one title being assigned half tracks on more than one disc pack, this is only a problem of speed, not logistics.

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If the parcel number is not found in the disc vector pool no title exists for this parcel. In this case, an error message is output to the operator.

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## V. Data Retrieval

The retrieval of data from the document file for any given district is accomplished via a comprehensive set of retrieval commands. The commands are input to the document system via the system input device and are classified in two groups.

(A.) Retrieve from active file only.

(B.) Retrieve from active file or dead file tape.

Retrieval information is listed in chronological order following the format specified for the primary input cards used to enter data into the document system. If the specified information is not found in the document file, an error indication will be listed.

### A. Active File Retrieval Commands

Command -	Action -
LIST, USE	List the LAND USE code and associated TITLE certificate for each parcel filed in this district file.
LIST, USE, XXX	List the LAND USE code and associated TITLE certificate for each parcel filed in MAP number XXX.
LIST, USE, XXXXXX	List the LAND USE code and TITLE certificate for parcel XXXXXX.
LIST, TITLE	List the TITLE certificate for each parcel filed in this district file.
LIST, TITLE, XXX	List the TITLE certificate for each parcel filed in MAP number XXX.
LIST, TITLE, XXXXXX	List the TITLE certificate for parcel XXXXXX.
LIST, DOC, XXXXXX	List the TITLE certificate and all associated documents for parcel XXXXXX.
LIST, NAME, XX---XX	List all the TITLE certificates in the district file issued to persons whose name is XX---XX.

### B. Active And Dead File Retrieval Commands

Command -	Action -
LIST, XXXXXX, XX/XX/XX	List the complete history of TITLE certificates and associated documents for parcel



## Data Retrieval

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### A. Active File Retrieval Commands

Command -	Action -
LIST, USE	List the LAND USE code and associated TITLE certificate for each parcel filed in this district file.
LIST, USE, XXX	List the LAND USE code and associated TITLE certificate for each parcel filed in MAP number XXX.
LIST, USE, XXXXXXX	List the LAND USE code and TITLE certificate for parcel XXXXXXX.
LIST, TITLE	List the TITLE certificate for each parcel filed in this district file.
LIST, TITLE, XXX	List the TITLE certificate for each parcel filed in MAP number XXX.
LIST, TITLE, XXXXXXX	List the TITLE certificate for parcel XXXXXXX.
LIST, DOC, XXXXXXX	List the TITLE certificate and all associated documents for parcel XXXXXXX.
LIST, NAME, XX---XX	List all the TITLE certificates in the district file issued to persons whose name is XX---XX.

### B. Active And Dead File Retrieval Commands

Command -	Action -
LIST, XXXXXXX, XX/XX/XX	List the complete history of TITLE certificates and associated documents for parcel

XXXXXXX. List the history in chronological order starting from date XX/XX/XX.

LIST, BACK, N, XXXXXXX

List the last N TITLES and associated documents for parcel number XXXXXXX. The list is reverse chronological order starting with the current title holder listing up to title holder N.

### C. Retrieval Procedure

#### 1. Active File Retrieval

The third field of the active file retrieval commands is used to define the area to be searched.

If the command specifies retrieval based on the district, retrieval is accomplished by reading the disc half track corresponding to each assigned disc vector and listing the required information from the half track.

If the retrieval is based on a map number, the disc vector pool is searched for the presence of vectors assigned to the desired map number. Disc half tracks corresponding to the disc vectors assigned to the map number are read into memory, the required information is located in the half track and is listed.

If the retrieval is based on a parcel number, the disc vector pool is searched for the vector assigned to the parcel number, the corresponding half track is read into memory and the required information is located in the half track and listed.

If retrieval is based on a person's name, the disc half track corresponding to each assigned disc vector is read into memory, a compare is made between the specified name XX---XX and the name on the title certificate. If a match is found, the title certificate is listed. This read, compare, list procedure is continued until the entire active file has been searched.

#### 2. Active File And Dead File Retrieval

##### a. Title History By Date

Search the disc vector pool for the vector assigned to the specified parcel number, read the associated half track from disc and compare the title date against the specified history date.

If the date on the title certificate matches the specified history date or, if the current title is the only title issued for this parcel, list the title certificate and associated documents and terminate the retrieval.

If the current title date did not match the history date, search

XXXXXXX. List the history in chronological order starting from date XX/XX/XX.

LIST, BACK, N, XXXXXXX

List the last N TITLES and associated documents for parcel number XXXXXXX. The list is reverse chronological order starting with the current title holder listing up to title holder N.

#### Retrieval Procedure

##### 1. Active File Retrieval

The third field of the active file retrieval commands is used to define the area to be searched.

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##### 2. Active File And Dead File Retrieval

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If the date on the title certificate matches the specified history date or, if the current title is the only title issued for this parcel, list the title certificate and associated documents and terminate the retrieval.

If the current title date did not match the history date, search

the dead file tape catalog for the tape which contains the specified history date within its start to end date range. If a dead file tape is found, request the operator to mount the tape. When the tape is mounted, search each record for the specified parcel number and history date. When a match is found, list the title certificate and associated documents.

After the specified parcel and history date have been found, continue to search this tape and any subsequent tapes in the dead file catalog. The criteria for the continuing search is parcel number only. When all title certificates and associated documents have been found on tape and listed, list the current title contained in the active file and terminate retrieval.

###### b. Title History By Number

Search the disc vector pool for the vector assigned to the specified parcel number, read the associated half track from the disc and list the TITLE certificate and documents.

The date on the TITLE certificate is used to link back to the previous TITLE certificate for this parcel. The dead file tape catalog is searched for the tape which contains the specified date within its start to end range. The mounting of this tape is requested and it is searched for the parcel number specified. The last reference to the specified parcel number is listed and the date from that title certificate is used to find the next dead file tape containing the previous title to the parcel. This "link back" continues until the specified number of TITLE certificates have been listed or until the original TITLE certificate for the parcel is found.

the dead file tape catalog for the tape which contains the specified history date within its start to end date range. If a dead file tape is found, request the operator to mount the tape. When the tape is mounted, search each record for the specified parcel number and history date. When a match is found, list the title certificate and associated documents.

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#### b. Title History By Number

Search the disc vector pool for the vector assigned to the specified parcel number, read the associated half track from the disc and list the TITLE certificate and documents.

The date on the TITLE certificate is used to link back to the previous TITLE certificate for this parcel. The dead file tape catalog is searched for the tape which contains the specified date within its start to end range. The mounting of this tape is requested and it is searched for the parcel number specified. The last reference to the specified parcel number is listed and the date from that title certificate is used to find the next dead file tape containing the previous title to the parcel. This "link back" continues until the specified number of TITLE certificates have been listed or until the original TITLE certificate for the parcel is found.

## APPENDIX "A"

### DISC PACK DOCSYS A01

#### TRACK 0

Track 0

DOCSYS Information Save Area.  
Used To Transfer Accounting Values  
From One Document File Update Ses-  
sion To Another.

Track 0.5

Dead File Tape Catalog Entry 0  
18 Bytes Long

End Of Track

Dead File Tape Catalog Entry 99  
18 Bytes Long

#### DEAD FILE TAPE CATALOG ENTRY

Format: Tape No. (0-99) 2 Bytes  
Start Date XX/XX/XX 8 Bytes  
Termination Date XX/XX/XX 8 Bytes  
Structure: Tape 01, Started 01/06/71  
Terminated 01/08/71

01: 01 / 06 / 71 01 / 07 / 71

DISC PACK DOCSYS A01

TRACK 0

DOCSYS Information Save Area.

Used To Transfer Accounting Values  
From One Document File Update Ses-  
sion To Another.

Dead File Tape Catalog Entry 0

18 Bytes Long

Dead File Tape Catalog Entry 99

18 Bytes Long

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Start Date XX/XX/XX 8 Bytes  
Termination Date XX/XX/XX 8 Bytes  
Structure: Tape 01, Started 01/06/71  
Terminated 01/08/71

01:01/06/71:01/07/71

DISC PACK DOCSYS A01

DISC VECTOR POOL

TRACKS 1-99

Two Vectors Define 1 Track In The Disc Pool.

Track 1

Disc Vectors Defining Tracks 100 -  
1999 Of Disc Pack - DOCSYS A01  
And Tracks 0-49 of Disc Pack  
DOCSYS A02

Track 13

Track 14

Disc Vectors Defining Tracks 50 -  
1999 of Disc Pack - DOCSYS A02

Track 26

Track 27

Disc Vectors Defining Tracks 0 -  
1899 Of Disc Pack DOCSYS A03

Track 39

Track 92

Track 99

Disc Vectors Defining Tracks 1500 -  
1999 Of Disc Pack DOCSYS A08 And  
Tracks 0-6999 Of Disc Pack 09

The total number of disc vectors available  
in this pool is 33,200. Since each parcel  
number is assigned one disc vector, the  
disc vector pool can support 33,200 unique  
parcels.

# NDIX "B"

## DISC PACK DOCSYS A01 DISC VECTOR POOL TRACKS 1-99

Vectors Define 1 Track In The Disc Pool.

ck 1

Disc Vectors Defining Tracks 100 -  
1999 Of Disc Pack - DOCSYS A01  
And Tracks 0-49 of Disc Pack  
DOCSYS A02

ck 13

ck 14

Disc Vectors Defining Tracks 50 -  
1999 of Disc Pack - DOCSYS A02

ck 26

ck 27

Disc Vectors Defining Tracks 0 -  
1899 Of Disc Pack DOCSYS A03

ck 39

ck 92

Disc Vectors Defining Tracks 1500 -  
1999 Of Disc Pack DOCSYS A08 And  
Tracks 0-6999 Of Disc Pack 09

ck 99

The total number of disc vectors available  
in this pool is 33,200. Since each parcel  
number is assigned one disc vector, the  
disc vector pool can support 33,200 unique  
parcels.

# APPENDIX "C"

## TRACK 1 OF THE DISC VECTOR POOL

Track 1

Vector 0 Define First Half Of Track  
100 DOCSYS A01

Vector 1 Define Second Half Of  
Track 100 DOCSYS A01

Vector 148 Define First Half Of  
Track 174 DOCSYS A01

Vector 149 Define Second Half Of  
Track 174 DOCSYS A01

Track 1.5

Vector 0 Define First Half Of Track  
175 DOCSYS A01

Vector 1 Define Second Half Of  
Track 175 DOCSYS A01

Vector 148 Define First Half Of  
Track 249 DOCSYS A01

Vector 149 Define Second Half Of  
Track 249 DOCSYS A01

End Of Track



TRACK 1 OF THE  
DISC VECTOR POOL

Vector 0 Define First Half Of Track 100 DOCSYS A01
Vector 1 Define Second Half Of Track 100 DOCSYS A01
Vector 148 Define First Half Of Track 174 DOCSYS A01
Vector 149 Define Second Half Of Track 174 DOCSYS A01
Vector 0 Define First Half Of Track 175 DOCSYS A01
Vector 1 Define Second Half Of Track 175 DOCSYS A01
Vector 148 Define First Half Of Track 249 DOCSYS A01
Vector 149 Define Second Half Of Track 249 DOCSYS A01

APPENDIX "C" (Continued)

DIAGRAM OF VECTOR 0 FROM TRACK 1

Format: Parcel Number (BCD)  
District (1 Byte)  
Description (7 Bytes)  
Binary Disc Address =  $2 * \text{Track No.} + 1$  (2 Bytes)  
Disc Unit Label No. (BCD) (2 Bytes)  
Structure: Parcel - No - Dist. 6 Desc. 123A123

6 1 2 3 A 1 2 3 D A 0 1

Where DA = 0003108

DIAGRAM OF VECTOR 0 FROM TRACK 1

Format: Parcel Number (BCD)  
 District (1 Byte)  
 Description (7 Bytes)  
 Binary Disc Address =  $2 \times \text{Track N\O} + 1$  (2 Bytes)  
 Disc Unit Label N\O. (BCD) (2 Bytes)  
 Structure: Parcel - N\O - Dist. 6 Desc. 123A123

6 1 2 3 A 1 2 3 D A 0 1 Where DA = 0003108

APPENDIX "D"

DIAGRAM OF A DISC TRACK  
 CONTAINING 3 PRIMARY INPUT CARDS  
 FOR EACH OF TWO UNIQUE PARCELS

Track N

Parcel N\O 6 - 123A123

Title Certificate

Parcel N\O 6 - 123A123

Trust Deed

Parcel N\O 6 - 123A123

Tax Lien

Track N.5

Parcel N\O 1-001Z001

Title Certificate

Parcel N\O 1-001Z001

Trust Deed

Parcel N\O 1-001Z001

Trust Deed

End Of Track

Each Disc Pack is capable of storing information for 4000 Unique Parcels.



K "D"

DIAGRAM OF A DISC TRACK  
CONTAINING 3 PRIMARY INPUT CARDS  
FOR EACH OF TWO UNIQUE PARCELS

Parcel NØ 6 - 123A123 Title Certificate
Parcel NØ 6 - 123A123 Trust Deed
Parcel NØ 6 - 123A123 Tax Lien
Parcel NØ 1-001Z001 Title Certificate
Parcel NØ 1-001Z001 Trust Deed
Parcel NØ 1-001Z001 Trust Deed

1.5

Track

Each Disc Pack is capable of storing in-  
formation for 4000 Unique Parcels.

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# APPENDIX "E"

DEAD FILE TAPE  
DOCSYS Dnn

Load Point
Primary Input Cards For Parcel 1 - 123A123 Title Certificate Trust Deed Trust Deed Tax Lien
Record Gap
Primary Input Cards For Parcel 4 - 001Z 034 Title Certificate
Record Gap
Primary Input Cards For Parcel 2 - 056B097 Title Certificate Tax Lien
Record Gap
Logical End Of Tape = File Mark

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DEAD FILE TAPE

DOCSYS Dnn

Load Point
Primary Input Cards For Parcel 1 - 123A123 Title Certificate Trust Deed Trust Deed Tax Lien
Record Gap
Primary Input Cards For Parcel 4 - 001Z 034 Title Certificate
Record Gap
Primary Input Cards For Parcel 2 - 056B097 Title Certificate Tax Lien
Record Gap
Logical End Of Tape = File Mark

GENERAL INDEX FILE

## GENERAL INDEX FILE

## GENERAL INDEX FILE

Hardware Requirements: 2 Mag. Tape Units  
Or 2 Disc Packs  
Or 1 Of Each

Procedures: In the discussion below -

Tape = Tape Reel = Disc Pack

### I. Initialization

#### A. System Installation (1 Shot)

##### 1) Request Operator to Mount 2 Tapes (See Below)

- a) Label Tape on Unit N - C0000
- b) Label Tape on Unit M - D0000

##### 2) Input Current Date XX/XX/XX

##### 3) Initialize Catalog Tape as Follows:

- a) Header - Unit Number C0000  
Start Date XX/XX/XX  
Start Initial A

##### b) First Catalog Entry:

Unit Number D0000  
Start Date XX/XX/XX  
Start Initial A  
End Date \_\_\_\_\_  
End Initial \_\_\_\_\_

##### c) File Mark

##### 4) Write a File Mark to the Data Tape DNNNN

#### B. System Restart

##### 1) Request Operator Load Current Catalog Tape CNNNN

##### 2) Space Forward CNNNN to Record Prior to File Mark, Defines Last Data Tape

##### 3) Request Operator Load Data Tape DNNNN

##### 4) Space DNNNN Forward to File Mark

##### 5) Request Current Date XX/XX/XX

## GENERAL INDEX FILE

are Requirements: 2 Mag. Tape Units  
Or 2 Disc Packs  
Or 1 Of Each

dures: In the discussion below -

Tape = Tape Reel = Disc Pack

### Initialization

#### A. System Installation (1 Shot)

- 1) Request Operator to Mount 2 Tapes (See Below)

a) Label Tape on Unit N - C0000  
b) Label Tape on Unit M - D0000

- 2) Input Current Date XX/XX/XX

- 3) Initialize Catalog Tape as Follows:

a) Header - Unit Number C0000  
Start Date XX/XX/XX  
Start Initial A

- b) First Catalog Entry:

Unit Number D0000  
Start Date XX/XX/XX  
Start Initial A  
End Date \_\_\_\_\_  
End Initial \_\_\_\_\_

- c) File Mark

- 4) Write a File Mark to the Data Tape DNNNN

#### B. System Restart

- 1) Request Operator Load Current Catalog Tape CNNNN
- 2) Space Forward CNNNN to Record Prior to File Mark, Defines Last Data Tape
- 3) Request Operator Load Data Tape DNNNN
- 4) Space DNNNN Forward to File Mark
- 5) Request Current Date XX/XX/XX

## II. File Creation

- A. Read General Index Card Images and Perform an Alphabetical Sort. Verify to Prevent Duplication, Format Errors, etc.
- B. Serially Copy General Index Card Images, in Alphabetical Sequence, to Data Tape DNNNN. Continue Copy Until End of Sort List or End Of Tape DNNNN is Found.

### 1) End of Sort List Processing

- a) Write File Mark on DNNNN
- b) Unload DNNNN
- c) Update Last Catalog Entry on CNNNN to Following Format:  

Unit Number	DNNNN
Start Date	XX/XX/XX
Start Initial	A
End Date	XX/XX/XX
End Initial	(First Initial of Last Name in Sort List)
- d) Write File Mark to CNNNN
- e) Unload CNNNN

### 2) End of Tape DNNNN

- a) Write File Mark on DNNNN
- b) Unload DNNNN
- c) Update Last Catalog Entry on CNNNN to Following Format:  

Unit Number	DNNNN
Start Date	XX/XX/XX
Start Initial	A
End Date	XX/XX/XX
End Initial	(First Initial of Last Name Copied from Sort List)

- d) Create Next Catalog Entry \*

Unit Number	DNNNN + 1
Start Date	XX/XX/XX
Start Initial	(First Initial of Next Name to be Copied from Sort List)
End Date	_____
End Initial	_____

\* See 3) for End of CNNNN Tape Process

- e) Request Operator Load Another Tape on Unit M - Label it DNNNN + 1
- f) Copy Remainder of Sort List to Tape DNNNN + 1

# File Creation

Read General Index Card Images and Perform an Alphabetical Sort. Verify to Prevent Duplication, Format Errors, etc.

Serially Copy General Index Card Images, in Alphabetical Sequence, to Data Tape DNNNN. Continue Copy Until End of Sort List or End Of Tape DNNNN is Found.

## 1) End of Sort List Processing

- Write File Mark on DNNNN
- Unload DNNNN
- Update Last Catalog Entry on CNNNN to Following Format:

Unit Number	DNNNN
Start Date	XX/XX/XX
Start Initial	A
End Date	XX/XX/XX
End Initial	(First Initial of Last Name in Sort List)

- Write File Mark to CNNNN
- Unload CNNNN

## 2) End of Tape DNNNN

- Write File Mark on DNNNN
- Unload DNNNN
- Update Last Catalog Entry on CNNNN to Following Format:

Unit Number	DNNNN
Start Date	XX/XX/XX
Start Initial	A
End Date	XX/XX/XX
End Initial	(First Initial of Last Name Copied from Sort List)

- Create Next Catalog Entry \*

Unit Number	DNNNN + 1
Start Date	XX/XX/XX
Start Initial	(First Initial of Next Name to be Copied from Sort List)
End Date	_____
End Initial	_____

\* See 3) for End of CNNNN Tape Process

- Request Operator Load Another Tape on Unit M - Label it DNNNN + 1
- Copy Remainder of Sort List to Tape DNNNN + 1

- Write File Mark on Tape DNNNN + 1 and Unload It
- Write File Mark on Tape CNNNN and Unload It

- If the Creation of the Next Catalog Entry on Tape CNNNN Encounters the End of Tape, Process it as Follows:

- Write a File Mark to CNNNN and Unload It
- List the Following Information for the Operator's Files:

Catalog Tape	CNNNN
Start Date	XX/XX/XX
Start Initial	A
End Date	XX/XX/XX
End Initial	(First Initial of Last Name Copied from Sort List)

- Request Operator Load a Tape on Unit N - Label it CNNNN + 1

- Construct the Catalog Tape Header
- Process Catalog Tape Per Sec. 2. d.)

## III. Information Retrieval

### A. Information will be Retrieved on the Following Criteria:

- Name: Name in Full, With or Without Initials, Derivatives of Name With or Without Initials

- Date: XX/XX/XX

### B. Catalog Utilization

Since one tape reel can contain approximately 768,000 catalog entries, each catalog entry defining approximately 288,000 General Index card images, the total number of Index Cards referenced by one catalog tape is equal to  $2.21184 \times 10^6$ . It is anticipated that one catalog tape will suffice for the duration of the project. \*\*

The catalog will be interrogated to find the number of the first "D" designated tape (data tape) which contains the required date and initial within its Start-End range.

The data tape is requested from the General Index Library and a Serial Search of the tape is accomplished.

All data pertaining to the named individual proceeding from the designated date until the end of the catalog is encountered is listed.

\*\* Since tapes do wear out, it is recommended that a routine be written to periodically be used, under operator control, to terminate the current catalog tape and initialize a subsequent catalog tape. This process would follow the procedures described under File Creation Sec. 3.



- g) Write File Mark on Tape DNNNN + 1 and Unload It
- h) Write File Mark on Tape CNNNN and Unload It
- 3) If the Creation of the Next Catalog Entry on Tape CNNNN Encounters the End of Tape, Process it as Follows:
  - a) Write a File Mark to CNNNN and Unload It
  - b) List the Following Information for the Operator's Files:
 

Catalog Tape	CNNNN
Start Date	XX/XX/XX
Start Initial	A
End Date	XX/XX/XX
End Initial	(First Initial of Last Name Copied from Sort List)
  - c) Request Operator Load a Tape on Unit N - Label it CNNNN + 1
  - d) Construct the Catalog Tape Header
  - e) Process Catalog Tape Per Sec. 2. d.)

#### Information Retrieval

- A. Information will be Retrieved on the Following Criteria:
  - 1) Name: Name in Full, With or Without Initials, Derivatives of Name With or Without Initials
  - 2) Date: XX/XX/XX

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All data pertaining to the named individual proceeding from the designated date until the end of the catalog is encountered is listed.

\*\* Since tapes do wear out, it is recommended that a routine be written to periodically be used, under operator control, to terminate the current catalog tape and initialize a subsequent catalog tape. This process would follow the procedures described under File Creation Sec. 3.

#### IV. Operator Responsibility

- A: The system operator is responsible for the following functions which are necessary to insure the accurate and continual operation of the General Index Filing System.
  - 1) Mounting, labeling, unloading, storing of data tapes upon request.
  - 2) Supplying the correct date upon request.
  - 3) Logging all catalog information listed during termination of a catalog tape.
  - 4) If multiple catalog tapes are created, one of the following methods must be utilized during information retrieval:
    - a) Serial Search of all catalog tapes until the correct data tape is found.
    - b) Operator checks list of catalog tapes, determines which catalog tape contains the catalog entry defining the correct data tape, and mounts that tape for processing.

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The system operator is responsible for the following functions which are necessary to insure the accurate and continual operation of the General Index Filing System.

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If multiple catalog tapes are created, one of the following methods must be utilized during information retrieval:

- a) Serial Search of all catalog tapes until the correct data tape is found.
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TRUST TERRITORY OF THE PACIFIC ISLANDS

Office of the High Commissioner, Saipan

DATE: Feb. 25, 1972  
Serial: 10210  
File: 178.39.0

TO : All District Administrators  
FOR : All District Land Management Officers  
FROM : All Senior Land Commissioners  
Chief, Lands and Surveys

SUBJECT: Plat and Parcel numbering system supplement and O&I #14-71

Subject matter is being transmitted under separate cover.

After reviewing the Plat and Parcel Numbering System Supplement, insert its pages and examples in their proper sequence in the publication (same title) prepared by Barry N. Grant in 1970 which was distributed to each District.

*Kozo Yamada*  
Kozo Yamada

1706  
ERRITORY OF THE PACIFIC ISLANDS

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*Kep Yamada*  
Kep Yamada

PLAT AND PARCEL NUMBERING SYSTEM

AND

LEGAL DOCUMENT RECORDING AND PROCESSING PROCEDURES

prepared

for

TRUST TERRITORY OF THE PACIFIC ISLANDS

by

BARRY N. GRANT

1970

*Re. 2.3 July 1972*

PLAT AND PARCEL NUMBERING SYSTEM  
AND  
LEGAL DOCUMENT RECORDING AND PROCESSING PROCEDURES

prepared  
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1970

*Revised July 1972*

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## INTRODUCTION

The object of this paper is to outline a proposed numbering system for land parcel identification, and to set forth procedures for the recording and processing of legal documents by each district registrar's office within the Trust Territory of the Pacific Islands.

Ten days were spent on Saipan, with Mr. Paul D. Dennis, Chief, Division of Lands and Surveys, and Mr. James B. Johnson, Senior Land Commissioner, and their staff, becoming acquainted with the requirements for the proposed system.

While the initial volume of documents to be recorded is small, there will in the future undoubtedly be considerable land activity, and it is to that end and the intervening period of expansion that this recording system is designed. Communication facilities between districts is not presently sufficient to allow direct computer coupling and time sharing, but the basic ingredients for computer filing, retrieval, and analysis, are incorporated in all aspects of this paper. The gradual building of the computer file during the initial phase of land registering will create no hardship or burden on any department or budget. The computer file generation should not be delayed more than one year beyond the commencement of recording.

Into the document recording and processing procedures have been incorporated many cross checks, which must be strictly followed, so that all errors are detected. File redundancy is also a part of the system so that restoration is as simple as possible in the event of a disaster, or loss of a parcel folder.



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Into the document recording and processing procedures have been incorporated many cross checks, which must be strictly followed, so that all errors are detected. File redundancy is also a part of the system so that restoration is as simple as possible in the event of a disaster, or loss of a parcel folder.

In general, simplicity and longevity were the watch words for the design of this system. Barring unforeseen events, all basic aspects thereof should be applicable and efficient for the ensuing fifty years. Naturally, during that time modifications will be made, especially to the computer phase of the operation.

There are three basic assumptions made upon which the majority of the system described herein is predicated. They are:

1. That a new certificate of title is issued each time the ownership to a parcel of land changes.
2. All legal parcel numbers will be issued by the Registrar or Sr. Land Commissioner within each district.
3. That an original plat, once recorded, will not be erased, or added to, or changed in any manner, except by the recording of a subsequent plat.

In general, simplicity and longevity were the watch words for the design of this system. Barring unforeseen events, all basic aspects thereof should be applicable and efficient for the ensuing fifty years. Naturally, during that time modifications will be made, especially to the computer phase of the operation.

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- That a new certificate of title is issued each time the ownership to a parcel of land changes.
- All legal parcel numbers will be issued by the Registrar or Sr. Land Commissioner within each district.
- That an original plat, once recorded, will not be erased, or added to, or changed in any manner, except by the recording of a subsequent plat.

## PLAT AND PARCEL NUMBERING SYSTEM

The prime objective of this system is to have the parcel number perform double duty for the person who is doing research. As herein proposed, the parcel number will indicate a particular file in the district recorder's office, in which can be found all papers and documents relative to that particular parcel. Secondly, the parcel number will indicate where in the district recorder's office that survey plat can be found pertinent to that particular parcel.

Another objective of the plat numbering system is to have filed in one book, or folder, or drawer, all plats relating to a particular parcel. The key effectiveness of this system is the ability to immediately go to the map relating to the parcel to be investigated without first going to an index list or index map.

To achieve these objectives, it is important that parcel numbers be in sequence, and that subsequent parcel splits and minor subdividing of parcels shown on the primary plat adhere to this ascending sequence. No parcel number shall ever be eliminated, except in the instance of a major re-subdivision requiring a new primary plat. The purpose of sequential parcel numbering is to easily ascertain within the document files whether any files are missing. When assigning plat numbers, the principal consideration should be given to placing that plat with the existing plats that show adjacent parcels. Also, when there are two or more plats of the same number, the one bearing the latest date will prevail relative to the parcels shown thereon. In order to achieve accurate parcel numbering, it is imperative that the working copy of the official plats be kept current by the referencing of the newer plats on the older plats.

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## SEQUENTIAL LABEL NUMBERING SYSTEM

	District	Map	No.	Lot	Use
	X	XXX	A	XX	A
		(Legal Parcel No.)			
Range	1	001	A	01	A
	1	1	1	1	1
	9	999	Z	99	Z
	0	000			
Total	10	1000	26	99	26
Maximums:	26,000 primary plats per district 99 lots per plat				

### Composition:

1. The legal parcel number will be six (6) digits. The parcel number is comprised of the map number and the lot number.
2. The district number will be the first digit, and used primarily in the central file. It will not be placed on the plats.
3. The map identification number consists of three (3) digits and a following letter. Map numbers may be assigned in any order within each district.
4. The lot number is a minimum of two (2) digits. However, six digits must be shown on the plat for each parcel of land. (Map No. plus lot No.). Lot numbers are assigned beginning with "01" on each primary map.
5. The land use is a letter ranging from A to Z. It identifies the nature of use of the land. This digit will appear on working index maps and central computer files. It is not part of the legal parcel number.

# SEQUENTIAL PARCEL NUMBERING SYSTEM

	District	Map	No.	Lot	Use
	X	XXX	A	XX	A
		(Legal Parcel No.)			
Range	1	001	A	01	A
	↓	↓	↓	↓	↓
	9	999	Z	99	Z
	0	000			
Total	10	1000	26	99	26

Maximum: 26,000 primary plats per district  
99 lots per plat

## Composition:

1. The legal parcel number will be six (6) digits. The parcel number is comprised of the map number and the lot number.
2. The district number will be the first digit, and used primarily in the central file. It will not be placed on the plats.
3. The map identification number consists of three (3) digits and a following letter. Map numbers may be assigned in any order within each district.
4. The lot number is a minimum of two (2) digits. However, six digits must be shown on the plat for each parcel of land. (Map No. plus lot No.). Lot numbers are assigned beginning with "01" on each primary map.
5. The land use is a letter ranging from A to Z. It identifies the nature of use of the land. This digit will appear on working index maps and central computer files. It is not part of the legal parcel number.

# SEQUENTIAL PARCEL NUMBERING SYSTEM continued

Categories of land use designators might include the following examples:

A	agricultural
C	commercial
M	residential multiple
W	wilderness
R	residential single
I	industrial

Categories of land use designators might include the following examples:

A	agricultural
C	commercial
M	residential multiple
W	wilderness
R	residential single
I	industrial

In page 4, no. 5 of Mr. Barry N. Grants' Report, "Plat and Parcel Numbering System and Legal Document Recording and Processing Procedures" 1970, it calls for land use designator in land parcels. It is suggested that the letters, ranging A-Z, be used to identify the uses of the lands. Therefore, the following list is made and based according to the major land uses found or may be expected to be found anywhere here in Micronesia.

Designator	Land Uses	Designator	Land Uses
A	Idle (Capability Class 1)	H	Mixed Agriculture
B	Idle ( " " 2)	N	Crop Land
C	Idle ( " " 3)	O	Free Crops (orchards)
D	Idle ( " " 4)	P	Pasture Land (livestock)
E	Idle ( " " 5)	Q	Poultry Farm
F	Idle ( " " 6)	R	Residential (Multiple family)
G	Idle ( " " 7)	S	Residential (Single family)
H	School	T	Cemetery
I	Commercial (Business)	U	Governmental Use
J	Church	V	Conservation
K	Recreation Resort (Private)	W	Watersheds and Water Supply
L	Recreation or Park (Public) including HISTORIC SITES	X	Manufacturing (industrial)
		Y	.....
		Z	.....

Letters A-G designate land uses in idle states and by land classes in order of capability ratings (1-7). The capability ratings are found by taking the score ranges between the lowest possible average of the "Scoring Factors" as shown on the attached Land Capability Score Sheet.

You will notice that the lowest possible average (-9) will obviously be in the first column and the highest average (+39) in the last column giving a scoring range of 49. Also note that the P.R. scoring is somewhat different from the other factors.

Land class 1, designated by A shows that it is the highest rated land and in down-grading order to number 7, letter G.

All major land uses have been designated a letter from A-X for the present and leaving Y and Z for future designators as maybe needed. Any one parcel of land may contain more than one class of land or more than one existing use. The designator is used to show the predominate capability class or present use.

LAND CLASS	RANGE
1	38 to 39
2	26 to 32
3	19 to 25
4	12 to 18
5	5 to 11
6	-2 to 4
7	-9 to -3



In page 4, no. 5 of Mr. Barry N. Grants' Report, "Plat and Parcel Numbering and Legal Document Recording and Processing Procedures" 1970, it calls land use designator in land parcels. It is suggested that the letters, ran-A-Z, be used to identify the uses of the lands. Therefore, the following is made and based according to the major land uses found or may be expected e found anywhere here in Micronesia.

Land Uses	Designator	Land Uses
Idle (Capability Class 1)	H	Mixed Agriculture
Idle ( " " 2)	N	Crop Land
Idle ( " " 3)	O	Tree Crops (orchards)
Idle ( " " 4)	P	Pasture Land (livestock)
Idle ( " " 5)	Q	Poultry Farm
Idle ( " " 6)	R	Residential (Multiple family)
Idle ( " " 7)	S	Residential (Single family)
School	T	Cemetery
Commercial (Business)	U	Governmental Use
Church	V	Conservation
Recreation Resort (Private)	W	Watersheds and Water Supply
Recreation or Park (Public)	X	Manufacturing (Industrial)
including HISTORIC SITES	Y	.....
	Z	.....

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CLASS	RANGE
1	33 to 39
2	26 to 32
3	19 to 25
4	12 to 18
5	5 to 11
6	-2 to 4
7	-9 to -3

Island: \_\_\_\_\_ Date: \_\_\_\_\_ Sheet No: \_\_\_\_\_ Fieldman: \_\_\_\_\_

Section: \_\_\_\_\_ Local Place Name: \_\_\_\_\_

Tract Number: \_\_\_\_\_ Aerial Photo Reference: \_\_\_\_\_

2,500 M

1,500 M

1. Indicate boundaries of area rated on this sheet. Do not include more than one relief class per sheet.

2. Show surface elevations

3. Show all areas of surface water observed.

4. Locate and number sample stations. Circle the number ①

5. Locate and number photo points. Circle the number and show direction ①

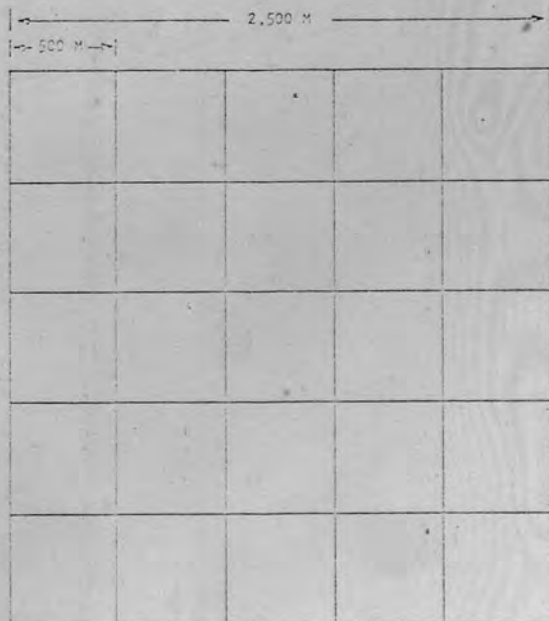
6. Locate all recreation, historic or cultural sites. Square the number ①

7. Show existing roads

NOTES:

Tract Number: \_\_\_\_\_

Aerial Photo Reference: \_\_\_\_\_



1. Indicate boundaries of area rated on this sheet. Do not include more than one relief class per sheet.
2. Show surface elevations
3. Show all areas of surface water observed.
4. Locate and number sample stations. Circle the number ①
5. Locate and number photo points. Circle the number and show direction ① →
6. Locate all recreation, historic or cultural sites. Square the number ①
7. Show existing roads

NOTES: \_\_\_\_\_

Factor	46 +	-21	31 to 45	0	to 30	5	to 15	20	0 to 5	45
Relief	Rough-Broken	-30	Steeply Hilly	0	Rolling	10	Rolling	20	Constant	30
Stoniness	15% of surface	0	3 to 14%	5	1 to 2%	15	.01 to 1%	30	0 to .01	45
Erosion	Critical	-30	Excessive	-10	Moderate	0	Minor	20	None	30
Depth in inches	0 to 5	0	6 to 10	5	11 to 20	20	21 to 30	30	30+	45
Texture	Gravel	0	Sand	10	Muck	20	Clay	30	Loam	45
Drainage	Good	-10	Seepy	-10	Excessive	0	Medium well	30	Well-drained	45
Moisture Retention	Very poor	0	Excessive	5	Poor	10	Fair	20	Good	30
Organic Matter	None	0	Very little	5	Low	10	Medium	20	High	30
P.H.	0 to 5.5	10	5.6 to 6.5	30	6.6 to 7.3	45	7.4 to 8.4	30	8.5 +	10
Available P105 lbs. per A	10 to less	-10	10 to 20	0	30 - 80	20	80 to 125	30	125+	45
Available N20 lbs. per A	0 to 30	-10	30 to 140	10	140 to 200	20	200 to 250	30	250+	45
Available K20 lbs. per A	0 to 1000	0	1000 to 2000	5	2000 to 3000	20	3000 to 4000	30	4000+	45
Wind	Shapes vegetation	-30	Mildly Shapes	0	No effect on exposed vegetation					30

TOTAL \_\_\_\_\_

Soil Series: \_\_\_\_\_

Parent Material: \_\_\_\_\_

AVERAGE SCORE: \_\_\_\_\_

Existing Use: \_\_\_\_\_

Dominant Plants: \_\_\_\_\_

Unusual Plants: \_\_\_\_\_

Animals noted: \_\_\_\_\_

Birds noted: \_\_\_\_\_

Permanent Waters: Area or Flow: \_\_\_\_\_

Historic Sites: \_\_\_\_\_

Recreation Sites: \_\_\_\_\_

Access: \_\_\_\_\_

Texture	Gravel	Sand	Muck	Clay	Loam
Drainage	-10	Seepy	-10	Seepy	Seepy
Moisture Retention	Very poor	0	Excessive	5	20
Organic Matter	None	0	Very little	5	20
p.H.	0 to 5.5	10	5.5 to 6.5	30	6.5 to 7.5
Available P205 lbs./per A	15 to 100	-10	10 to 30	10	30 to 125
Available N2 lbs./per A	10 to 30	-10	30 to 100	10	100 to 250
Available K2O lbs./per A	10 to 100	0	1000 to 2500	5	2000 to 4000
Wind	Shades vegetation	-30	Mildly shades	0	No effect on exposed vegetation

TOTAL

AVERAGE SCORE:

Parent Material:

Soil Series:

Existing Use:

Dominant Plants:

Unusual Plants:

Animals noted:

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Permanent water, area or flow:

Historic Sites:

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Access:

This page reserved for future instructions - to be replaced at a later date.

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WBROWN:mto

All District Administrators  
For: All District Land Management Officers  
All Senior Land Commissioners  
Territorial Surveyor

April-11, 1973  
Serial:LS12124  
File:173.59.0

Elimination of former Parcel Numbers on Cadastral  
Plats when parcel split, subdivision, or consolidation  
occure.

Effective this date parcel numbers will be eliminated under the  
conditions described in subject matter.

New numbers in ascending sequence, beginning with the next highest  
number to that shown on the primary plat, will be assigned to  
all parcels resulting from the above conditions when mapped on  
a supplementary plat and the old original parcel number will  
be dropped.

An explanatory mention under NOTES should be included to the  
effect that the new parcels as shown (by number) are portions  
of former parcel # \_\_\_\_\_.

Do not apply the foregoing to anything which has already been  
approved, or even checked but not yet approved, to date.

Do apply to all new such plats which are now in process of being  
drafted and in the future.

Ronald G. Perry

WBROWN:mto

All District Administrators  
For: All District Land Management Officers  
All Senior Land Commissioners  
Territorial Surveyor

April 11, 1973  
Serial:LS12121  
File:173.59.0

Elimination of former Parcel Numbers on Cadastral  
Plats when parcel split, subdivision, or consolidation  
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From this date parcel numbers will be eliminated under the  
conditions described in subject matter.

Numbers in ascending sequence, beginning with the next highest  
to that shown on the primary plat, will be assigned to  
parcels resulting from the above conditions when mapped on  
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Apply the foregoing to anything which has already been  
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Apply to all new such plats which are now in process of being  
mapped and in the future.

G. Perry

*To be reviewed*

PLAT AND PARCEL NUMBER ASSIGNMENT PROCEDURES

Whenever a survey plat for an area is completed and ready  
to become part of the land registry system, it may be assigned a primary  
plat number. Assigning plat numbers in ascending sequence is not manda-  
tory for it may be desired to allow for a volume of miscellaneous plats in  
which instance the letter "M" could be used for 1000 primary plat numbers.  
A primary plat number will always have two zeros following the letter.  
e. g.: 123A00.

For each parcel on the primary plat, a six digit number  
should be assigned beginning with XXX X "01" and increasing by one in se-  
quence for as many parcels as there are on the primary plat. If it is  
necessary to assign numbers greater than 99, then two or more primary  
plats should be made so that each primary plat reflects approximately  
50 parcels or less per plat. This will allow for considerable future  
division of parcels. Of course the size of the parcels should be con-  
sidered when anticipating future subdividing.

Parcel Split

After a primary plat has been filed and a parcel split occurs,  
a survey and plat are prepared and the next parcel number (s) in ascend-  
ing order is assigned the parcel (s) that is being separated from the  
original parcel. The remainder of the parcel retains its original number.  
The supplemental plat number would become the original plat number of three  
digits and the letter and the following two digits would



To be reviewed

#### PLAT AND PARCEL NUMBER ASSIGNMENT PROCEDURES

Whenever a survey plat for an area is completed and ready to become part of the land registry system, it may be assigned a primary plat number. Assigning plat numbers in ascending sequence is not mandatory for it may be desired to allow for a volume of miscellaneous plats in which instance the letter "A" could be used for 1000 primary plat numbers. A primary plat number will always have two zeros following the letter, e. g.: 123A00.

For each parcel on the primary plat, a six digit number should be assigned beginning with XXX X "01" and increasing by one in sequence for as many parcels as there are on the primary plat. If it is necessary to assign numbers greater than 99, then two or more primary plats should be made so that each primary plat reflects approximately 50 parcels or less per plat. This will allow for considerable future division of parcels. Of course the size of the parcels should be considered when anticipating future subdividing.

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#### Parcel Split continued

reflect the highest parcel number on that plat. The plat would be filed in sequence behind the primary plat. The supplemental plat should be recorded prior to, or concurrent with, the documents conveying title to the newly created parcel.

#### Resurvey

When a resurvey plat is filed of one or more parcels previously shown on a plat, then the plat number is composed of the primary plat's three numerical digits and one letter plus the highest number parcel shown on the resurvey plat. In the instance of a resurvey of a resurvey of a resurvey, or a resurvey of the highest numbered parcel of a parcel split, then duplicate plat numbers will occur. These plats should be filed together. Their respective dates of recording, as well as all plat recording dates, should be legibly shown on each plat and referred to in all legal descriptions. e. g.: "parcel number 123 A 09 as shown on the Division of Lands and Surveys Official Cadastral Plat Number 123 A 09, dated August 27, 1976, etc."

#### Subdividing

A subdivision of one or more parcels appearing on the same plat should be handled in the same manner as a parcel split, being careful to retain the original parcel numbers even though their new boundaries may not be contiguous to their former boundaries. A subdivision of parcels shown on two or more primary plats might be handled as above, and should certainly be attempted, but will probably have to be assigned a new primary plat number, in which instance the parcel numbers will begin with "01".

#### Parcel Split continued

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#### Resubdividing

In the instance of a major resubdivision of many parcels, and in particular small parcels that are being combined and subdivided into larger parcels then require a new primary plat number to be assigned, and the parcel numbers commence with "01". Reference to the new plat should be made on the working copy of the former plat. Such an instance of resubdivision could encompass many primary plats and secondary plats and eliminate their need to be a part of the working file. Reassignment of the eliminated plat and parcel numbers could be made, but extreme care should be exercised in doing so, and considerable time (50+ years) should elapse.

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### DISTRICT REGISTRY

The basic function of the District Registry is to legally record all suitable presented documents so that they may serve as constructive notice to the public.

There are other functions that may also be performed, such as title searches, preparation of documents, providing copies of recorded documents, issuing new certificates of title (under the auspices of the Land Commissioner), and generally assist the public relative to their records of land title.

To perform all of these services might require extensive facilities, and since predicated on local conditions, no attempt will be made to suggest pertinent facilities. However, to perform the basic minimal functions will require at least 500 square feet of office space and ordinary office furniture, including legal-size files that can be securely locked (military specifications for classified material) and have suitable fire resistant capability.

The District Registry will also require at least one full-time person (District Registrar), or more, depending on volume of transactions; and the following special equipment:

- one (1) 16mm rotary microfilm;
- one (1) 16mm viewer
- one (1) recording time clock
- one (1) electro static copier (8 1/2 x 14)
- one (1) bi-cycle, self incrementing numerical stamp

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### DAILY LOG PROCEDURE:

1. One person only should be responsible for dispersing the daily log sheets.
2. At the commencement of business each day he should date the log sheet with that day's date.
3. He should assign entry numbers in a consecutive manner, beginning with "1" each day, and continue using ascending numbers for all additional log sheets used during that day.
4. In a calendar book should be recorded the highest entry number assigned each log sheet so that the next higher number may be easily and accurately determined when additional log sheets are needed during that day.
5. At the close of the day the keeper of the log sheets will collect all log sheets and documents for that day.
6. He will attach, with a paper clip, to each log sheet the documents shown on that log sheet, in the same sequence as they appear on the log sheet.
7. He will then place in ascending numerical sequence by entry number all of the log sheets and their attached documents. During this process he will make certain that there are no missing log sheets or documents and that the last entry number corresponds with the highest entry number assigned for that day as recorded in the calendar book.
8. When all log sheets, documents and entry numbers are accounted for, he will then circle in red ink the highest entry number on the last log sheet which is the highest entry number used that day.
9. All log sheets and documents should then be delivered for microfilming, or placed in a safe repository.

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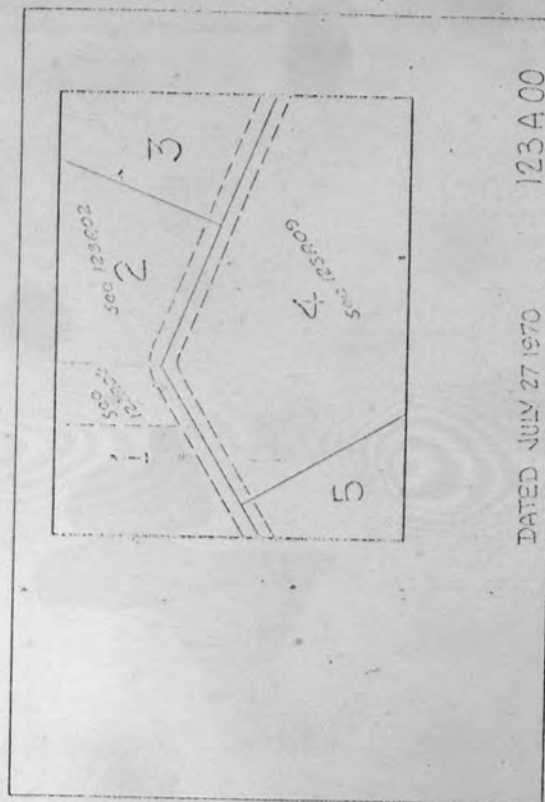
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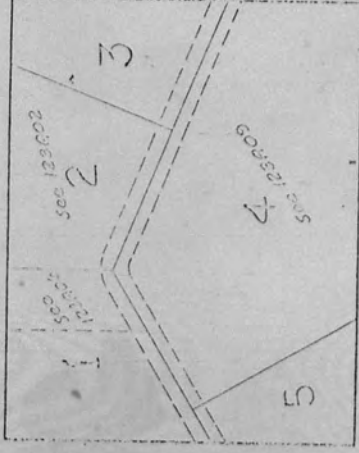
He will then place in ascending numerical sequence by entry number of the log sheets and their attached documents. During this process he will make certain that there are no missing log sheets or documents and that the last entry number corresponds with the highest entry number assigned for that day as recorded in the calendar book.

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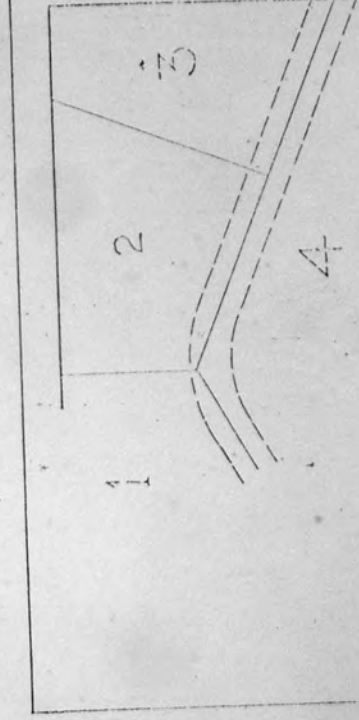




DATED JULY 27 1970

123A00

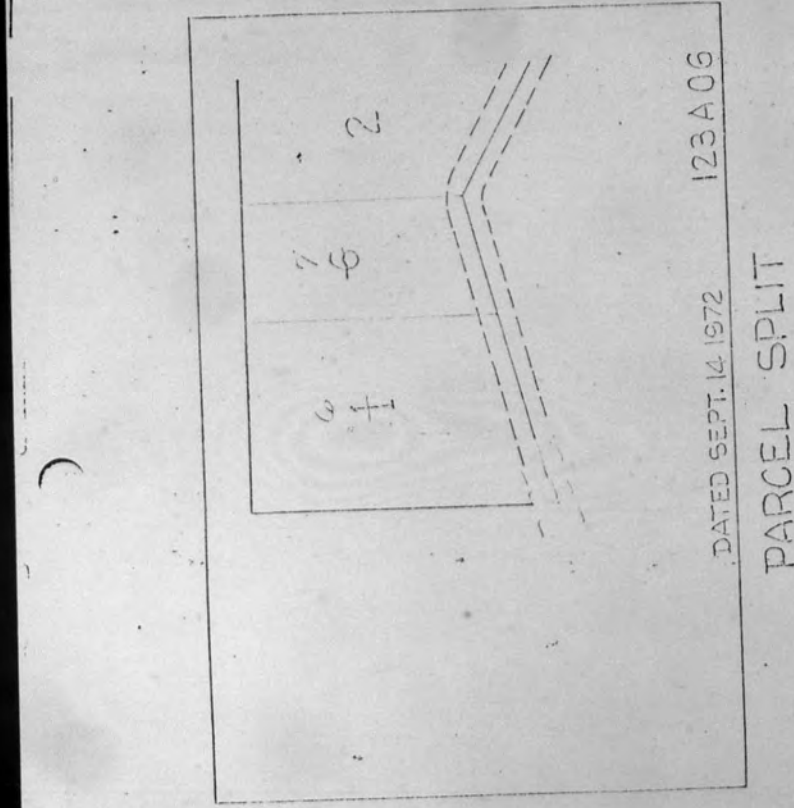
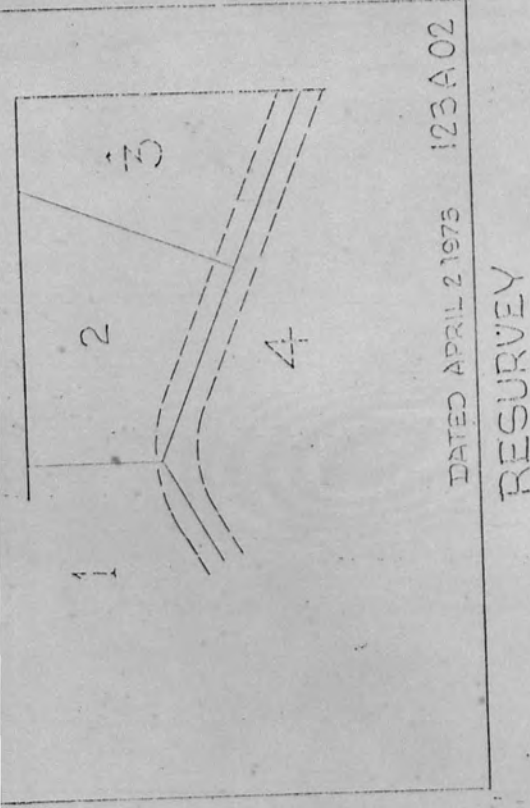
PRIMARY PLAT

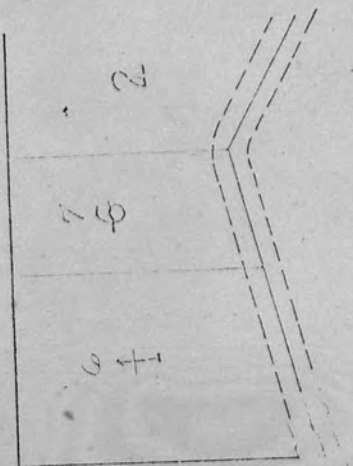


DATED APRIL 2 1975

123A02

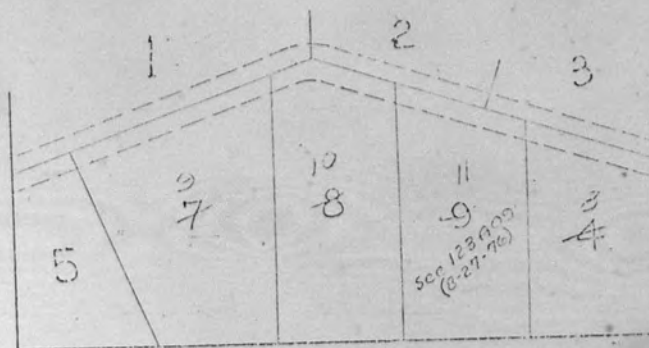
RESURVEY





DATED SEPT. 14 1972 123A06

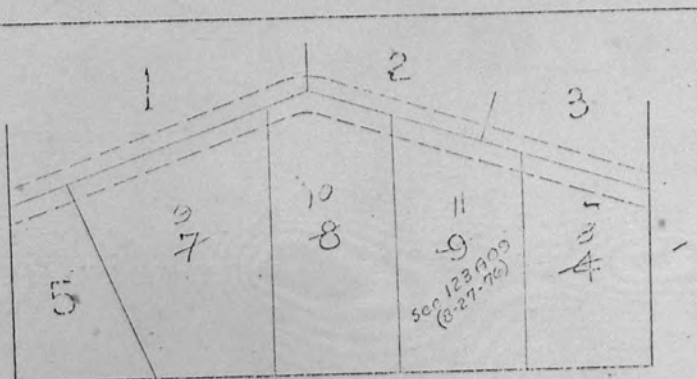
PARCEL SPLIT



DATED JULY 10 1973

123A09

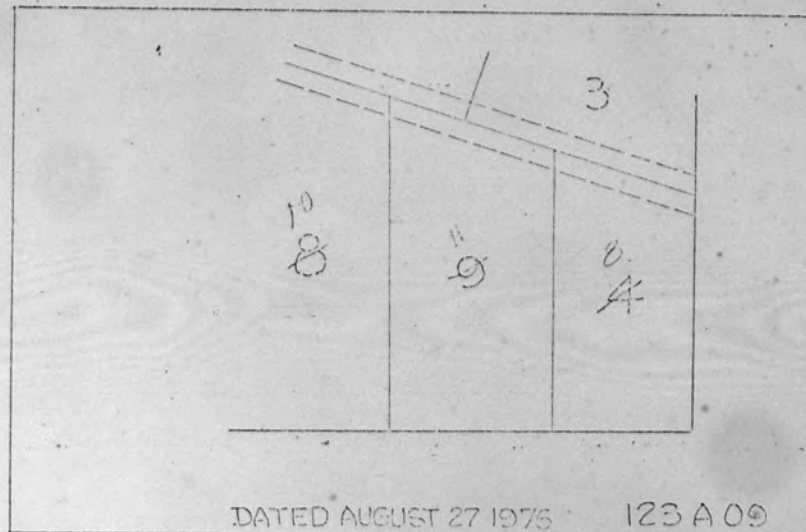
PARCEL SPLIT



DATED JULY 10 1973

123 A 09

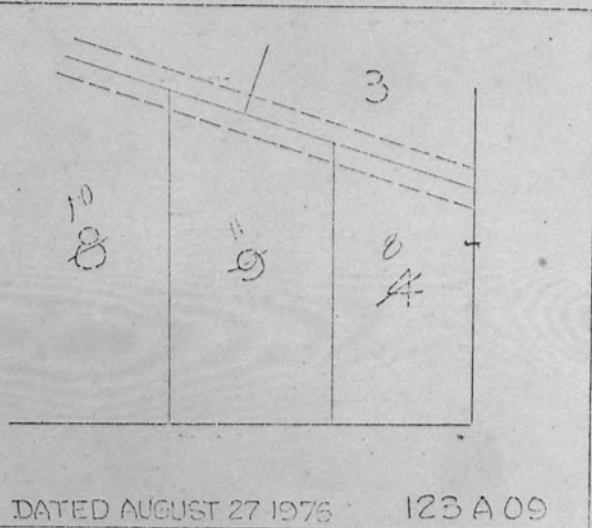
PARCEL SPLIT



DATED AUGUST 27 1976

123 A 09

RESURVEY



RESURVEY

10. In general, it is desirable to have posted on the daily log, in consecutive entry number order, all documents of a group that are related to each other. To achieve this sequential arrangement may require obtaining from the person in charge of the daily log, one or more blank log sheets with a sufficient number of lines for the group of documents being recorded. If one person only is performing all entries to the daily log then proper sequencing is automatic and no special procedure is required.



13

13

a district registry  
certificate of title

OFFICE

Date \_\_\_\_\_

[illegible]

camera meter reading:

4102

1683-84

difference

number of exposures to be made

micronized by 4.13

alized official designated by the District Registrar

a1 - District Registrar to countersign correction.

1. If a group of related documents are to be recorded, determine from the person submitting the documents the order of the documents to be recorded. Also, make certain before posting this group of documents to the daily log that there are a sufficient number of available lines with consecutive entry numbers (may be on more than one log sheet) to accommodate the group of related documents.

(See paragraph ten of Daily Log Procedure.)

2. In their respective order post each document to the daily log sheet using one line for each document.

- a. The entry number should already be on the log sheet.

If there is no entry number return that sheet to the person in charge and obtain a log sheet with entry numbers.

- b. Post the description of the land as shown in the document. Use the legal parcel number. If there is no legal parcel number then post the description as given. Abbreviate if necessary. If the description is too lengthy to fit in the provided space then post the general geographical area and write "see docu". If there is no description, such as would be the case in a divorce decree, then draw a line through the column.

- c. Next, write the name of the present title holder if known. If unknown, draw a line. When a man and wife are named, post only the man's name following with ETUX. When many names are shown as title holders post the first

## RECORDING PROCEDURE:

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- c. Next, write the name of the present title holder if known. If unknown, draw a line. When a man and wife are named, post only the man's name following with ETUX. When many names are shown as title holders post the first

name and follow with ETAL.

- d. Now post the kind of document. Abbreviate if necessary.
  - e. The person or company in whose favor the document states is now posted. This person is usually someone other than the present title holder, but could be a new title holder.
  - f. The time is then stamped on the document and on the log sheet, on the line on which that document is posted.
  - g. Next, stamp the document number on the document in the provided space, then stamp or post this same number on the log sheet. Verify that these two document numbers are identical.
3. If the owner's duplicate certificate of title is present it should now be posted with the relative documents being recorded. If a new original certificate of title is being issued then the posting of the encumbrances should have been previously performed by the title examiner and only the document number (s) and date (s) need be posted.
  4. The registrar, or his deputy, should now check the entries posted to the log sheet, and pay particular attention to the validity and sameness of document numbers and time between corresponding documents and log sheet entries. When he is satisfied as to their correctness he should then sign the log sheet.
  5. If the duplicate certificate of title and/or the original certificate of title is present then the registrar, or his deputy, should check any

name and follow with ETAL.

Now post the kind of document. Abbreviate if necessary.

The person or company in whose favor the document states is now posted. This person is usually someone other than the present title holder, but could be a new title holder.

The time is then stamped on the document and on the log sheet, on the line on which that document is posted.

Next, stamp the document number on the document in the provided space, then stamp or post this same number on the log sheet. Verify that these two document numbers are identical.

If a duplicate certificate of title is present it should now be recorded. If a new original certificate of title is being issued then the posting of the encumbrance should have been previously performed by the title examiner. The document number (s) and date (s) need be posted.

The registrar, or his deputy, should now check the entries posted to the log sheet, and pay particular attention to the validity and sameness of the document numbers and time between corresponding documents and entries. When he is satisfied as to their correctness he should sign the log sheet.

The registrar, or his deputy, should check any original certificate of title and/or the original certificate of title.

posting thereon, and when satisfied as to the validity, sign the certificate relative only to the posting.

6. In the instance of a duplicate certificate of title being complete as to form and all signatures at this time, it may be returned to the title holder.

and when satisfied as to the validity, sign the certificate of title being complete as to signatures at this time; it may be returned to the title only to the posting.

#### MICROFILMING PROCEDURE:

1. Before microfilming, check the sequence of log sheets and documents. The log sheets precede the documents and are in sequence by entry number. There should be no missing numbers. The first entry number on the first log sheet should be "1". The last log sheet should have the highest number and it should be circled with red ink. If any of these checks does not prove then there are missing log sheets and possibly missing documents. In such an instance inform the deputy registrar. When all the log sheets are present and in sequence, then check the documents for sequential order by document number.
2. Count the number of exposures that will be required in order to photograph both sides of each document. Add one exposure for the log sheet. Enter this total in the space provided on the log sheet. Each group of documents and their related log sheet should be counted prior to microfilming.
3. Before microfilming each group enter on the log sheet the camera meter reading.
4. For each group of documents microfilm first the log sheet and then the documents, making certain to film both sides of a document so printed.
5. After microfilming each group enter on the log sheet the camera meter reading. Subtract the two meter readings and compare this with the predetermined exposure count. If the two figures do not correspond, recheck the predetermined exposure count. If there is still a discrepancy then retake the entire group making certain to re-enter the new meter readings. A retake card should be filmed.



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prior to the refilming process and this exposure incorporated into the meter reading count.

6. Sign and date each log sheet and re-clip the log sheets and documents into one group and deliver to the person in charge of xeroxing.
7. Send the film to the central registrar's office for processing.
8. When the central registrar's office confirms the film has been satisfactorily processed, only then may the original documents be mailed to their proper recipients, or filed in their respective document folder. Also, after film confirmation the log sheets may be bound.

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#### XEROXING PROCEDURE:

1. Make one xerox copy of each document that is not to be retained, by the registrar's office and one copy of each log sheet.
2. Keep separate the copies from the originals. File the original log sheets and documents in a safe repository to await film confirmation. Deliver the copies to the person in charge of posting.

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Keep separate the copies from the originals. File the original log sheets and documents in a safe repository to await film confirmation.

Deliver the copies to the person in charge of posting.

#### POSTING PROCEDURE:

1. Using the log sheet copy, remove from the files those folders pertinent to the parcels shown on the log sheet. As each folder is removed from the file drawer substitute one poster's flag. (See Note "A".)
2. Post onto the certificate of title the prescribed data.
3. Insert into the folder the pertinent documents.
4. Sign the log sheet on the line just posted.
5. Return the folders to the file drawers and retrieve the poster's flags.
6. Mail the copies of the log sheets to the central registrar's office.

#### Notes

- a. A flag is a piece of cardboard, or like material, which has height and width dimensions the same as the folder for which it will substitute. Each poster, searcher, and examiner has his own flags on which is written his name. When he substitutes one of his flags for a folder he must write on the flag the number of the folder he is taking, and the date. Monthly inventory is advisable of folders that are not in the file drawers. Those persons who have infrequent need of folders do not require their own flags and may use a general flag on which they would place their name in addition to the date and folder number.
- b. The processes of microfilming and xeroxing may be performed in any convenient order, however, there should be no deviation in the sequence of events within each process.

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## GENERAL INDEX

The General Index (GI), is a ledger, log book, or computer file, etc., wherein people's names are posted alphabetically when they appear on recorded documents that are of a judicial nature and do not particularly pertain to real property. Such documents might be a bankruptcy, judgment, power of attorney, tax lien, divorce, affidavit, and others.

Until such time that title searches are conducted using a computer file, the most expedient and accurate method of indexing people related documents is alphabetically by the various pertinent parties names.

Each district registrar's office will require one or more ledger type books. These general index books are alphabetically partitioned into groups. These groups may be by individual letter (A, B, C, D, E, F, G, etc.), or by several letters in each group (A-C, D, E-G, etc.). Alphabetical sequence within each group is impossible to achieve since postings to the GI are done as documents are recorded. This is of no immediate problem and any great frequency of use of any group can be parred by splitting that group.

New pages being added to a group should be inserted at the front of the group immediately behind the tab page. This results in less effort by the poster and searcher and less wear to the book and its pages. When formulating the alphabetical groups an analysis of the local telephone book will yield suitable group partitions.

The following format is suggested for use in the GI:

LAST NAME	FIRST NAME	MIDDLE NAME	KIND OF DOCUMENT	DATE	DOCUMENT NUMBER
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It is essential, when posting, that all names appearing on the document be posted in their respective group. To insure proper and complete posting, it is recommended that on the xerox copy of the document, the names to which posting should occur, be underlined in red pencil. This function should be performed by someone familiar with legal documents and their ramifications. Over-posting is seldom harmful, while under-posting is disastrous.



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#### PURGING REGISTRAR'S PARCEL FILES

The purging of the registrar's parcel files will enhance the efficiency and economy of the registrar's office. In essence, this is the establishment of a system of removing from the parcel file, folders, papers, and documents that are no longer applicable to the present certificate of title. Retention in the current file of papers and documents pertinent only to the current and immediate past certificate of title will provide ample reference for most all inquiries.

As each new certificate of title and related documents are filed in their respective folder, the second preceding certificate of title and its related papers should be removed and filed numerically in an inactive repository. These inactive files should be in numerical order by parcel number within one year groups.

Annually, one year's accumulation of documents, having been in the inactive repository for ten years, would be destroyed. Even though original documents are being destroyed, their contents are preserved in duplicate on microfilm.

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## CENTRAL RECORDS

The central records office will essentially have duplicate records of those filed in each district registrar's office. The major exception is that there will be no parcel files. In the event of one or more parcel files in the district office being lost or destroyed, duplicates can be made from microfilm in either the district office, or from the central records microfilm.

Periodically, undeveloped film will be sent by each district to central records. This film should be developed immediately, and if legible, verification thereof sent to the district office so that they can then disperse the related documents. A copy of the film should also be sent to the district office.

The central records office can now punch cards from this film. Subsequently, the cards are processed into the computer file and the film is spliced onto a master reel.

No special handling or indexing of the film is necessary, other than assuring that it is in document number sequence within date. Naturally, each film canister should be clearly labeled as to the time span of its contents.

No attempt will be made herein to describe a computer system, other than to suggest that it can be designed and implemented into the central records operation at a later time when the need is greater than at present. However, when designing such a system, careful consideration should be given relative to its expandability. Certainly, the keypunching of documents is required from the start of the recording program so that a huge backlog of keypunching is not created. To commence this facet, the following format is suggested for the primary input card.

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 of those filed in each district registrar's office. The major  
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[illegible]

Redundant keypunching and verifying of primary data should be done by an operator other than the operator who punched the primary card. The redundant card can be used as input to the computer during a checking process which would match the data on the redundant card with like data that has been previously read into the computer from the primary card. Thereby, many validity checks and diagnostics can be accomplished.

[illegible]



**FILE**  
**END**