## INTEROFFICE MEMORANDUM

**DATE:** August 17, 1972

**TO:** BRIDGE DESIGN PERSONNEL

**FROM:** Veral Pinkerton, Bridge Engineer

**SUBJECT:** Sign-out Book in Reproduction

The Reproduction Section is planning to start using a Sign-out Book to keep up with job tracings that are in their custody. Please sign out for tracings that you pick up in the Reproduction Section.