Directions to Index to find jobs/surveys done on/near property

1. First Look under **Town Name**, then **street** (see Example below on how to read index card)

2. If job exists, look for any files associated with that job in file cabinets, all filed alphabetically by last name or Company name. *[Note: Often times (not always) when jobs indexed as "last name, first name" the job was done by BEI, if it's indexed as "first name last name" job was done by other engineer and plan was obtained as research for a BEI job]*

3. To find the plans: Using BEI internal file numbers on the index cards, find any plans in the steel flat files which are useful to you. Plan #1's are the smallest sized plans (12" x 18"), #2's are medium sized plans (18" x 24"), and #3's are the large sized plans (24" x 36").

4. Return all material back to proper places in files

Example: Berry Engineering Index Card (how to read it)

①	②	③

ATHOL	Lake Rohunta	(2)

④	⑤	⑦	⑧

King, Daniel F. & Gayle L. (plan of land)	Lots 1-7	3-12274

⑥

Ernest W. & Goldie M. Johnson (Atherton) PB 2660/301	2-12278
Waid, David AO. & Anna M. (plan of outlot)	3-12288
King, Matt (sew sys) Lot 2	3-12355
King, Matthew & Maria (insp) Lot 2	1-13162
Peter Gerry "Rohunta Village Estates" (Szoc) PB 629/117	3-14212/1-5

① Name of Town on plan

② Name of Street on plan

③ Index card number of street within particular town (some streets have 10+ cards, depending on how many jobs have been done on that particular street)

④ Owner's name on plan (Often times when listed as "last name, first name" it is a BEI plan and should have a folder in files associated with this job/plan. Listed as "first name, last name" is done by another engineer, plan was obtained as research for a BEI job)

⑤ Type of plan Ex. Plan of land, sew sys (septic system), POL (points on line), Insp (inspection), site plan etc.

⑥ Name of other surveyor who drew plan

⑦ Street #, Lot #, Parcel #, or Plan Book # (if recorded in Registry of Deeds)

⑧ Berry Engineering Inc. internal file number (plans are numbered sequentially upon completion by Berry Engineering engineers)
   Note: 1– xxxxx (size 1 small)
              2– xxxxx (size 2 medium)
              3—xxxxx (size 3 large)