

INSTRUCTIONS TO SURVEYORS FOR COMPLETION OF CERTIFIED CORNER RECORDATION FORMS

I. ORIGINAL AND/OR SUBSEQUENT RECORD:

This item should describe or quote those portions of the original or subsequent record which were used in evaluating the corner position. The original record will usually be the General Land Office field notes. Subsequent record can come from several sources: Previously filed corner records, maps and plats, private and public records, etc. Some of the subsequent record, even though not in the public record, but known to have validity by the surveyor, may be quoted and appropriately noted.

The record data helps support the reestablished corner position because it clearly shows what history the surveyor based his corner position on. In some cases, however, the record may be unknown or not pertinent. A statement to that effect should appear on the corner record.

II. DESCRIPTION OF EVIDENCE FOUND OR METHOD OF LOCATING CORNER POSITION:

This item will describe the original or subsequent record evidence found. If portions of the found evidence cannot be reconciled with the record, then the disregarded record should be noted, and, if possible, an opinion as to its cause narrated.

If no physical evidence of the original or subsequent monuments and accessories can be found, then the method used to reestablish the lost or obliterated corner (single proportion, fence intersection, parol evidence, terrain calls, centerline of road, etc.) **shall** be indicated.

III. DESCRIPTION OF MONUMENTS AND ACCESSORIES SET TO PERPETUATE THE CORNER POSITION:

This item should list all details about the corner and its location which will help exclusively identify the corner position; including size and type of monument, how marked if not shown in sketch, and distinguishing topographic calls which help locate the corner. In many cases, instructions on how to find the corner should be included.

References or ties to other corners are optional and may be drawn on the face or back of the corner record form, or references to Certificate of Survey may be made. Separate drawings may be attached to the corner form.

If state plane coordinate values for the corner position are shown, then the control upon which they are based should be indicated.

IV. SKETCH OF CORNER:

This item will usually show how a found or set corner is marked and may also show topography or accessory monuments found or set and their relation to the corner. There is no stipulated format; the sketch could be transcribed field note entries.

V. CERTIFICATION:

The name and signature of the ground party chief is optional.

The Surveyor who performed or directed the field work which is depicted on the "Certified Corner Record" shall sign and affix his seal in the Certification.

The employer blank is optional but useful in tracking down original field note data or adjacent record if, in the future, questions arise about the corner.

VI.

The Cross Index at the bottom of the page should be completed by the Surveyor. Only the single Township Index where the corner is filed shall be completed.

The lower righthand corner is a corner location diagram and should have the pertinent section filled in at the top and a closed circle indicating the appropriate corner position in the section filled in. This is intended to be an aid in searching the "Record" once it has been filed.