



## **AOLS POLICY REGARDING THE EXCHANGE OF CADASTRAL SURVEY RECORDS**

- i) A member shall ensure that proper indices are maintained for all of the records in the member's possession or for which the member is responsible in order to facilitate prompt retrieval.
- ii) Survey Records are to be made available for delivery to another member requesting same within five working days of such a request.
- iii) Mail is an acceptable method of delivery unless another means is specified by the requesting member. The responsibility for arranging an alternate method of delivery rests with the requesting member.
- iv) The member supplying the survey records shall ensure that the necessary research is performed by a competent person.
- v) The requesting member shall indicate the specific location for which information is required.
- vi) The member supplying survey records shall ensure that the information supplied is drawn from all of the member's records, however, only records owned by the member shall be distributed unless an agreement to the contrary exists.
- vii) The information supplied shall be complete and reflect the final decisions made during the survey. Field notes shall be provided. Plans and Reports should be made available.
- viii) Reciprocal agreements between members are suggested. Charges for providing survey records are primarily for the storage, retrieval, reproduction and transmittal of the information. The policy for the charges shall be available. In exceptional cases such as where the contract was not completed and the survey was not paid for, the charge shall be negotiated between the parties.
- xi) All copies of survey records supplied shall be of good quality.