



AOLS POLICY REGARDING THE EXCHANGE OF CADASTRAL SURVEY RECORDS

1. 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.
2. Survey records are to be made available for pick up or delivery to another member requesting same within five working days of such a request.
3. Records may be made available in a number of ways – Internet, email, fax, mail or pick up. The option of visiting a member's office to pick up records must be available.
4. The member supplying the survey records shall ensure that the necessary research is performed by a competent person.
5. The requesting member shall indicate the specific location for which information is required.
6. 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.
7. The information supplied shall be complete and reflect the final decisions made during the survey. Field notes shall be provided when requested. Plans and Reports should be made available.
8. All copies of survey records supplied shall be of good quality.
9. A reasonable charge based on a member's cost for storage, maintenance, searching, retrieval, reproductions and transmittal of information may be assessed. The policy for such charges shall be available and reciprocal agreements between firms may be negotiated.
10. The acquisition and consideration of existing survey records is an integral part of every survey and the costs of acquiring such information should be considered as part of any project. In situations where a project was not completed and/or the contract was not paid for, the charge for those survey records should be negotiated between members.