

Card-Index Record and Filing Systems: For Engineers and Contractors

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✓ Verified Book of Card-Index Record and Filing Systems: For Engineers and Contractors

Summary:

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Excerpt from Card-Index Record and Filing Systems: For Engineers and Contractors

The remarkable development of the card-index system of keeping and filing records has afforded exceptional facilities for simplifying the important records employed by engineers and contractors, and for making these records more easily available than under any other system. This applies especially to the records of progress and cost of works under construction, in which it is of great importance to keep constant track of these two features. With a number of such works in hand it would be difficult to keep them under constant supervision and control from the office by any but a card-index system, which enables the figures for all or any one of the works to be made readily accessible. The system is also now being largely used in keeping individual ledger accounts and other office records, and it is stated that the adaptation of the card system to bookkeeping purposes has been one of the strongest aids in simplifying and facilitating the conduct of office affairs. This is especially the case in regard to construction and contract work. The use of the card-index system in connection with the indexing and filing of plans, drawings, etc., has already been described in our columns at different times, and a full description of the system adopted in the engineering department of the Pittsburg & Lake Erie Ry. was published in our issue of Jan. 2, 1902

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