**Anoka County Surveyor’s File Setup**

* 11 Numeric files represent Departments the County Surveyor does projects for and a storage place for PDF’s that represent those projects.
* A GIS app is currently being produced (06-2019) and these files are created for the app’s retrieval purposes of what work has been done. Numeric files setup for a streamlined approach to filing and the link itself. Breakdown below.

100 Administration

1000 Attorney’s Office

2000 Central Communications

3000 Community Development

4000 Facilities Management & Construction

5000 Highway Department (Transportation Division)

6000 Library

7000 Parks Department

8000 Sheriff’s Office

9000 Recycling & Resource Solutions (formerly, Integrated Waste)

10000 Miscellaneous

* Each folder listed above will have its own sub-folder setup.
* Save future project PDF’s here while creating an ArcMap polygon representing the area the job was done in.