

BOOK OF MEMORANDUMS

Revised 1954

Date and sign this sheet,
tear it out and return it
at once to the Superin-
tendent of Parks.

Tear out along this line

Date _____

I have received a copy of
the 1954 Revised Book of
Memorandums.

I have read these memo-
randums and understand
their contents.

Signature

IOWA STATE CONSERVATION COMMISSION
Des Moines, Iowa

Effective:
March 1, 1947

A - 1 - R

To All Employees - DIVISION OF LANDS AND WATERS

Subject - Memoranda

1. In the future, all information of a permanent or semi-permanent nature will be classified under one of the following subjects and will be issued as memoranda. Each subject will be designated by the letter following the heading.

Administration.....	A	Fiscal.....	F
Development & Construction...	D	Personnel.....	P
Equipment.....	E	Miscellaneous.....	M

2. In the upper right hand corner will appear the classification, number, date, and in some instances, the letter "R". The letter indicates the subject under which the information has been classified, number of the memorandum, date of issue, and the letter "R" indicates a revision of the same subject, each to be filed according to subject, date, and number. In the event of conflicting instructions or of one or more sheets on the same subject, the memorandum of most recent date will be given preference. The date on which the information contained therein becomes effective will be indicated in the upper left hand corner, and in the event of omission, the provisions of the subject are in force when received. As future memoranda are issued, reference may be made to others previously issued and will cite the number, and/or a specific numbered paragraph in the body where the information may be found. It will be necessary to keep these in a specific place, properly filed so as to have them readily available at all times. Subject matter issued under this system will remain in force until notice of cancellation or revision has been received. Any and all material received under the provisions of this memorandum is the property of the AREA to which it is sent and will not, under any circumstances, be removed. The distribution of material will be indicated in the heading and some areas may not receive all memoranda issued, which will create a break in the continuity of numbers. Check lists of memoranda will be issued from time to time to enable you to ascertain if you have all copies, or what copies should be in your files. District supervisors will check for compliance.
3. When information on a specific subject is required from the field, it will be issued in the form of a request and as soon as the information called for thereon has been furnished, the request will have no further value.

IOWA STATE CONSERVATION COMMISSION
Des Moines, Iowa

Effective:
March 1, 1947

A - 2 - R

To All Employees - DIVISION OF LANDS AND WATERS

Subject - Monthly Reports

1. L&W-1, known as the "Monthly Report of Area Custodian", is due in the office by the fifth of the following month. It is made up in sets of four sheets, which are as follows.
 - a. Original - (white) - To Central Office
 - b. Duplicate - (pink) - To Central Office
 - c. Triplicate - (blue) - To District Supervisor
 - d. Quadruplicate - (buff) - To Area File

Fill in the name of the area in the space provided, showing the month and year of the report, and sign your name.

Distribution of copies is indicated in the heading of the form. Check one of the blocks according to the routing.

2. BLOCK I. Park Maintenance and Operation. Give the information called for therein.
 1. Extra Help. Example: if a man works for you ten full days during one month, you will list extra help as ten man days. Another example: if one man works twelve full days for you and another man works eight half days, you will list extra help as sixteen man days.
 2. Materials and Supplies Purchased in the Field. List only the items and not the cost. Example: one bundle shingles, 2-80 rod roll barb wire, one sink trap, etc.
 3. Materials and Supplies Received From the Central Office. Example: stationery, tools, toilet tissue, etc. This will include items distributed by your district supervisor.
 4. Equipment and Operation. "G" stands for gallons of gas. "O" stands for oil. "M" stands for mileage to be taken from your monthly car dispatcher's report. Do not list prices for gas and oil. "Hrs" is the hours which you have operated your tractor, power mower, power saw, etc. The line for repair items is to record nature of repairs. If room does not permit explanation, refer details to the "Remarks Section" on back of report.

BLOCK II. Total number of Individuals Using. Show only the number of individuals using facilities. Do not show guest days in this section. (For example) If a family of four rents a cabin for seven days you will record four individuals only and not twenty eight which is the guest days to be recorded under section four.

BLOCK III. Report of Accidents, Floods, Fires, and all Law Enforcement Activities. These, with the exception of law enforcement, are to be covered by an immediate letter to the central office on the same day the incident occurs. Give names, addresses, driver's license numbers, car numbers of those involved, names of witnesses, and other details. These reports of accidents, floods, fires, etc., take precedent over all other work except giving first aid and care for the injured in such cases. If any death, serious injury, fire, flood, etc., occurs, telephone the central office and give details immediately. If other than office hours, call your district supervisor or the next available person in the chain of command. All law enforcement activities must be reported. A buff colored violation report card must be filled out and forwarded to the central office for each violation in which a summons is served. These reports are to be forwarded as soon as the courts have properly disposed of the case, or immediately if you have given a warning ticket. All court costs and fees will be deposited to the State Conservation Commission account and listed in your monthly cash receipts report to be forwarded to the central office at the end of each month. Mention briefly under Block III the nature of the accident, violation, etc., giving names and dates. In case of violations, give code number of law violated. Violation reports must be filed for all cases where assistance is given any other officer.

BLOCK IV. Attendance (Guest Days). Keep this report every day. Write in at close of day's business what your attendance is. If you have nothing to report, check space by lining through. Do not add totals as office will total for you. Do not use the space at the bottom as that is for office use only. Due to the fact that some lodges are reserved for a rental fee during the week and are open to the public on Sundays free of charge, a notation should be made on your monthly report indicating the days on which the lodge was used, but for which no fee was collected.

BLOCK V. Breakdown on Services Performed. This section is found on the reverse side of the "Monthly Report of Area Custodian". On the upper left hand corner is the section entitled "Personnel Service to Maintenance and Operation of Park Facilities, Equipment, Etc.". This section is simply to give us a record of the amount of man days spent on the various operations within the park. We do not want cost of the labor involved, as this can be taken from the office payroll and voucher help ledger. You will note that most major facilities are listed and a space is left at the bottom of the page for you to add other facilities.

1. Beach - includes all services of the attendants, guard, cleanup crew, opening or closing of the beach, arranging for special events, operation of equipment, and all maintenance work except that of a contractual repair nature. This would include beach sand, contracted for, etc. It does not include work or services of concessionaires or their employees in the operation of the beach.

2. and 3. Picnic Grounds and Camp Grounds - includes services of all attendants, guards, patrolmen, collectors, cleanup of trash or garbage, placing or moving of tables or ovens, mowing, raking, furnishing wood, cleaning shelters, care of drinking fountains, and all other work of a like nature connected with the picnic or camp area. This will also apply to the cabins.

4. Parking - includes all men used in the parking of cars when required.

5. Service Unit - includes all work pertaining to service building, residence, and service court.

6. Mowing - includes all mowing of grass not covered in specific areas under 1, 2, and 3.

7. Wood Cutting - includes cutting and hauling trees, trimming, sawing and splitting, cording and all other work necessary in producing a supply of wood.

8. Bulletin Board Display - includes all labor in connection with the display or exhibit.

9. Game Management - includes all labor in connection with winter feeding, spot planting, game shelters, trapping, etc.

10. Water Systems - includes all labor in connection with water plants, distribution lines, cleanup of pump houses, oiling and checking equipment, repacking pumps, checking motors, testing water, taking samples, etc. All labor except contractual labor to repair equipment, buildings, or distribution lines is included.

11. Sewage Disposal - includes all operations of disposal systems, cleaning septic or Imhoff tanks, cleaning sewer lines or disposal beds, inspections, etc.

12. Equipment Truck and Tractor - includes drivers, greasing, washing, and all other work necessary in the maintenance of the vehicle.

13. Latrines - includes all inspections, cleanups, scouring, disinfecting, water heating, servicing with toilet paper and towels, etc., except contractual repairs to buildings or fixtures.

14. Museums - includes all attendants, collecting of specimens, cleanup, arrangement of displays, marking of specimens, etc.

15. Fire Control - includes fire suppression, testing or refilling equipment, fire patrol, tower men when on our payroll, etc.

16. Roads - includes dragging and applying dust palliative and any other operations which are carried on by you or your helper.

17. Concessions - includes mowing, cleanup, inspections, and all labor except repairs.

18. Trails - includes keeping trails clear of limbs, brush, etc., and repairing trail structures.

19. Group Camp - includes correspondence, cleanup, maintenance, and checking groups in and out of camp.

20. Law Enforcement - includes patrol and guard work, making out warning tickets, giving summonses, and time spent in court. It will include enforcement of Fish and Game laws within the park areas.

21. Family Cabins - (Same as for Group Camp).

22. Signs - time spent in painting signs, replacing, and setting new sign posts and making special signs.

23. Fencing - includes building old and new fences except on contractual basis. Time spent on repairs of fences and floodgates.

24. Lodges - includes correspondence, cleanup, maintenance, and checking groups in and out of lodge.

25. Shelters - includes cleanup and maintenance.

26. and 27. - For miscellaneous use.

If you have an item of a special nature, it should be filled in and reported on the blank spaces left.

On the right hand side of the form, all items appearing under "Payroll to Contractual Service - General Repair" are explained below. They include repairs to structures, areas or equipment, or for installing repair and replacement parts. Repair of areas consists of regrading, filling washes, seeding or sodding, and such work as is of a definite repair nature.

1, 2, and 3. - include repairs made to buildings only.

4. - includes service buildings, storage sheds, custodian's residences, and any miscellaneous buildings or dwellings whose only purpose is for park service, and not for public use.

5. - self explanatory.

6. - includes repairs to buildings or fixtures in all comfort stations, shower buildings, or pit toilets. It will also include cleaning contracts.

7. - self explanatory.

8. Recreational Equipment. - includes labor for repair to tables, benches, ovens, playground equipment, pool equipment, beach equipment, and any other of a purely recreational nature.

9. Other Equipment. - includes repairs to machinery, tools, farm implements, mowers, trash, or garbage containers, etc.

10. Roads - includes patching, repairing shoulders, filling washes, repair of guard rails, culverts, headwalls, contract for dust palliative, etc. This does not include dragging roads, which appears under the left hand column "Personnel Service to Maintenance and Operation", number 16.

11. Trails - includes filling washes, repairing steps, bridges, handrails, etc.

12. Guard Rails and Fences - includes repair to all guard rails not on roads or trails, boundary fences, and other fences.

13. Other Structures - includes bridges on roads and any small building or structure not covered specifically.

14. Signs and Markers - self explanatory.

15, 16, and 17. Picnic Grounds, Camp Grounds, and Parking Areas - include repair to areas such as regrading, reseeding, sodding, etc.

18. and 19. Water Systems and Power Lines - include work of a repair nature to the utility plant as a whole, including intake lines, storage, equipment, buildings, etc.

20. Beaches - includes repair such as grading, sanding, reshaping, and other operations which are not classed under number 1, "Beach", under "Personnel Services".

21. Sewage Disposal - includes work of a repair nature to the utility plant as a whole, including distribution lines, disposal beds, etc.

BLOCK VI. Work Performed During Month.

Describe in detail major work accomplished. List new construction projects under sub-section one.

BLOCK VII. General Remarks.

This space should be used for items not listed otherwise on the report or as a supplement to any of the headings where space is not adequate for explanation.

Nature notes and unusual items of news value should be included whenever available.

If space is not sufficient for reporting any activity which requires more detailed explanation, a separate sheet with the supplemental information should be attached.

IOWA STATE CONSERVATION COMMISSION
Des Moines, Iowa

Effective:
March 1, 1954

A - 3

To All Employees - DIVISION OF LANDS AND WATERS

Subject - Disposition of Money Collected

All fees and other money collected by a Lands and Waters employee while on official duty or acting in his official capacity will be reported and turned in to the central office monthly, unless otherwise specifically instructed by the central office.

IOWA STATE CONSERVATION COMMISSION
Des Moines, Iowa

Effective:
January 1, 1958

A - 3 - R 2

To All Employees - DIVISION OF LANDS AND WATERS

Subject - Disposition of Money Collected

All fees and other money collected by a Lands and Waters employee while on official duty or acting in his official capacity will be reported and deposited in the Conservation Commission bank account at the earliest possible time, unless otherwise specifically instructed by the central office.

IOWA STATE CONSERVATION COMMISSION
Des Moines, Iowa

Effective:
December 15, 1957

A - 4 - R2

To All Employees - DIVISION OF LANDS AND WATERS

Subject - Special Privileges in State Parks

We are calling to your attention Section 111.47, 1954 Code of Iowa, which reads as follows:

'The Commission is hereby authorized to fix fees for camping and other special privileges which shall be in such amounts as may be determined by the Commission upon a basis of the cost of providing and reasonable value of such privileges.'

The Commission has interpreted this to mean that no special privileges are to be given free to any party or group regardless of their affiliation. This policy is a change from that which was in effect several years ago. In the past, church groups, Boy Scouts, Girl Scouts, etc., were given free camping privileges in the parks. Also, in some cases, free reservations for park buildings were given to groups of that nature. This practice is no longer permissible.

As stated in a previous memorandum, the rates for camping by organized groups were fixed by the Commission at 10¢ per person per night, (50¢ per week), or 75¢ per camping unit per night, (\$3.50 per week), the rate to be charged to be the one that figures the cheapest to the group. The 10¢ per person rate will not apply to other than organized groups.

From this date, there are to be no special privileges given free in any of the State areas, unless by special permission from the Commission.

A group will not be classified as an organized group unless they are a recognized charter organization and have an adult leader in charge.

IOWA STATE CONSERVATION COMMISSION
Des Moines, Iowa

Effective:
March 1, 1954

A - 5 - R

To All Employees - DIVISION OF LANDS AND WATERS

Subject - Closing of State Parks

In the event that you deem it necessary at any time to close a State park entirely to the public, other than at a time set by law or as outlined in the memorandum entitled "Closing of State Park Roads", it will be necessary to contact the central office for permission before proceeding.

IOWA STATE CONSERVATION COMMISSION
Des Moines, Iowa

Effective:
March 1, 1947

A - 6 - R

To All Employees - DIVISION OF LANDS AND WATERS

Subject - Load Limit

1. All park roads are to be embargoed at all times at a three ton gross load limit except as may be otherwise designated for the transportation of groups. This load limit includes weight of vehicle.
2. If proper signs have not already been furnished for posting along roads in your respective areas, notify your district supervisor who will provide them for you.
3. This action and embargo in no way affects your instructions for closing any and all roads during the spring break-up, or at such other times that traffic may damage a road. It provides for a definite load limit under Section 111.37, 1950 Code of Iowa, and eliminates the personal factor of determination as provided under the above section.
4. Discretionary powers are still permitted, and it is not the intention of the Commission in publishing this order to prohibit busses, trucks, and other conveyances transporting human cargo from using the road even though their gross, including vehicle, is more than the order permits.

IOWA STATE CONSERVATION COMMISSION
Des Moines, Iowa

Effective:
March 1, 1947

A - 7 - R

To All Employees - DIVISION OF LANDS AND WATERS

Subject - Closing of State Park Roads

1. Each spring as the frost leaves the ground, there is a period preceding the spring rains when traffic over State park roads causes excessive damage, requiring costly repairs. All State park roads, especially bituminous-surfaced roads, must be closed during this period to all traffic. The roads must remain closed to all traffic until such time as the rains settle the roads or they become sufficiently dry to carry a normal flow of traffic. The only exception to this order will be where main county trunk roads pass through the park.
2. Roads should also be closed at any other time of the year when extreme weather conditions, such as heavy rains or pre-spring thaws, are likely to cause the roads to be damaged by normal traffic.
3. You are further directed to follow all recommendations of the State Highway Commission engineers relative to the care of bituminous-surfaced roads.

IOWA STATE CONSERVATION COMMISSION
Des Moines, Iowa

Effective:
March 1, 1947

A - 8 - R

To All Employees - DIVISION OF LANDS AND WATERS

Subject - District Supervisors

1. The district supervisors are charged with all ordinary maintenance and administrative matters in the parks and reserves according to instructions issued them by the Superintendent of Parks, and are responsible to him for carrying out such orders.
2. Park and reserve custodians and caretakers will take all questions of ordinary maintenance and administration up with their district supervisor, who, in turn, will take matters beyond his authority and province up with the office.
3. Attendance, expenditures, and activity reports will be submitted each month directly to the office as they have in the past. Each man making such reports will, however, make an additional copy of his activity report and submit same to his district supervisor. On the margin of the copy for the District Supervisor put down the total attendance and the total expenditure for your park for the month.
4. All instructions by the district supervisor will be written on the forms "Memorandum of Instructions", the original copy being left with you for your reference, one copy retained by the district supervisor, and one copy to be submitted to the office. These will be used on subsequent visits as check lists of work accomplished.

IOWA STATE CONSERVATION COMMISSION
Des Moines, Iowa

To All Employees - DIVISION OF LANDS AND WATERS

A - 9 - R2

Subject - Supervisory Districts

For your information and convenience, the districts, together with the district supervisors' names, telephone numbers, and locations are listed below:

<u>Supervisor</u>	<u>Location</u>	<u>Address</u>	<u>Tele. No.</u>
District #1 - E. L. Galliard	Manson		Ingersoll 9-3949
District #2 - R. N. Killen	Manchester	109 Iowa St.	31592
District #3 - W. R. Chastain	Des Moines	3827 - 36th St.	CR. 79319

Areas under each supervisor are shown in the following table:

<u>District #1</u>		<u>District #3</u>
Barkley Memorial	Twin Lakes	Ahquabi
Beeds Lake	Wanata	Allerton Reservoir
Black Hawk	Woodman Hollow	Cold Springs
Browns Lake		Darling
Call, A. A.	<u>District #2</u>	Green Valley
Clear Lake		Keomah
Dolliver Memorial	Backbone	Lacey Keosauqua
Eagle Lake	Beaver Meadows	Manawa
Fort Defiance	Bellevue	Margo Frankel Woods ✓
Gardner Sharp Cabin	Bixby	Nine Eagles
Gitchie Manitou	Brush Creek Canyon	Pammel
Gull Point	Clark, T. F.	Red Haw
Indian Village	Echo Valley	Sharon Bluffs
Kearny	Fish Farm Mounds	Springbrook
Ledges	Fort Atkinson	Viking Lake
Lewis and Clark	Galland School	Three Fires, Lake of
Lost Island	Geode	Walnut Woods
McIntosh Woods.	George Wyth Memorial	Wapello
Mill Creek	Heery Woods	Waubonsie
Mini Wakan	Macbride	Woodthrush
Oak Grove	Maquoketa Caves	
Okamanpedan	McGregor Area	
Okoboji Area	Oakland Mills	
Pilot Knob	Palisades Kepler	
Pine Lake	Pioneer	
Preparation Canyon	Plum Grove	
Rice Lake	Rock Creek	
Rush Lake	Silver Lake	
Spring Lake	Turkey River Mounds	
Steamboat Rock	Union Grove	
Stone Park	Wapsipinicon	
Storm Lake	Wild Cat Den	
Swan Lake		
Trappers Bay		

IOWA STATE CONSERVATION COMMISSION
Des Moines, Iowa

Effective:
December 15, 1957

A - 10 - R2

To All Employees - DIVISION OF LANDS AND WATERS

Subject - Cabins, Lodge Rentals and Camping

1. At various times throughout the year, requests are made for information concerning where and what facilities are available in our various areas. Many requests are for information on overnight cabins, group camp facilities, lodges for parties and areas in which camping is permitted.
2. This memorandum indicates those areas in which various types of cabins are available, lodges and their rental fees, and the areas in which camping is permitted.
3. All reservations are to be made through the conservation officer in charge of the area. Advise anyone desiring to use cabins, lodges or other facilities to contact the officer in charge of the area where the facilities are located. The central office will not accept or book any reservations and all requests received here will be referred to the field. Under this plan, there cannot be any misunderstanding or overlapping of dates.
4. Rates given were established by the Commission December 3, 1957, and while in force at this time, are subject to change from season to season. Reservations beyond the current calendar year should not be made or accepted on the basis of the rates quoted herein.

IOWA STATE CONSERVATION COMMISSION
Des Moines, Iowa

A - 11 - R2

STATE PARK CABINS

<u>Area</u>	<u>County</u>	<u>No. of Cabins</u>	<u>Address</u>
Ahquabi	Warren	9	Indianola
Dolliver Memorial	Webster	2	Lehigh
Pine Lake	Hardin	4	Eldora

RATES

Daily Rates..... \$ 4.25 per cabin
Weekly Rates..... \$25.00 per cabin

<u>Area</u>	<u>County</u>	<u>No. of Cabins</u>	<u>Address</u>
Backbone	Delaware	18	Strawberry Point
Lacey Keosauqua	Van Buren	6	Keosauqua
Springbrook	Guthrie	6	Guthrie Center
Three Fires	Taylor	6	Bedford
Wapello	Davis	12	Drakesville

RATES

Daily Rates..... \$ 5.00 per cabin
Weekly Rates..... \$ 30.00 per cabin

<u>Area</u>	<u>County</u>	<u>No. of Cabins</u>	<u>Address</u>
Palisades Kepler	Linn	6	Mount Vernon

Special rates for cabins at Palisades Kepler State Park:

Stone Cabins (accommodates 8).....	\$ 7.50 per day
" " " "	35.00 per week
Family Cabins	5.00 per day
" "	30.00 per week

Any fraction of a week will be charged on the daily rate basis.
For example, if a cabin is rented for nine days, seven days will be charged on the weekly rate basis and the extra two days will be charged on the daily rate basis.

Rates for a maximum of four persons. Charge will be made for additional cots at 50¢ per day per cot.

Actual cost of replacement is to be charged for any breakage or damage to property other than ordinary wear.

Cabins accommodate four comfortably. Renter must provide own bedding, pillows, and linens. The rental of cabins does not entitle tenant to free use of the beach or boating privileges. Where those facilities are available, arrangements may be made with the concessionaire. Electricity is included in the above rates with the exception of 25¢ meter charge on refrigerators for each 24 hour period.

The following priorities are in effect on the rental of the cabins:

1. One week reservations
2. Two week reservations

A five dollar deposit per cabin is required upon reservation which may be retained to cover excess breakage and damage to cabin or for cleaning in event the cabin is not released in a satisfactory condition.

ORGANIZED GROUP CAMPING

Location of facilities for organized group use are as follows:

<u>Area</u>	<u>County</u>	<u>Address</u>
Ahquabi	Warren	Indianola
Dolliver Memorial	Webster	Lehigh
Springbrook	Guthrie	Guthrie Center

Cabins, cots, mattresses, mess hall, sanitary facilities, and water are furnished. Cook Stoves, ice boxes, water heaters installed. Limited kitchen equipment. Renter must furnish own dishes and other required cooking utensils, also cooks and kitchen help.

Lake Keomah: Located near Oskaloosa, address State Park Custodian,, Oskaloosa. Mess hall, building only, usable only for small groups who can furnish everything.

Charges - for use of building and equipment 25¢ per day per person, any additional services or facility at actual cost to state.

ALL RESERVATIONS TO BE MADE WITH INDIVIDUAL IN CHARGE OF AREA, AND NOT THROUGH THE CENTRAL OFFICE.

IOWA STATE CONSERVATION COMMISSION
Des Moines, Iowa

A - 12 - R2

STATE PARK LODGE RENTALS

Rates given are per reservation.

<u>STATE PARK</u>	<u>RATE</u>
Ahquabi	\$ 7.50
Bellevue	7.50
Call, A. A.	4.00
Clear Lake	10.00
Dolliver Memorial - Central Lodge	5.00
South Lodge	6.00
North Lodge	2.50
Fort Defiance	6.00
*Gull Point	12.50
Heery Woods	7.50
Keomah	7.50
Lacey Keosauqua	7.50
Lewis and Clark	7.50
Mill Creek	7.50
Pammel	4.00
Pine Lake	7.50
Stone Park	10.00
Wapsipinicon	4.00
Palisades Kepler	10.00 Without kitchen
Palisades Kepler	12.50 With kitchen

No charges made for electricity or fuel

Lodges will be closed during winter

ALL RESERVATIONS TO BE MADE WITH PARK CUSTODIAN

* Open to public Sundays and holidays.

IOWA STATE CONSERVATION COMMISSION
Des Moines, Iowa

A - 13 - R2

TENT AND TRAILER CAMPING

In accordance with the provisions of Section 111.47, the 1954 Code of Iowa, the Commission has fixed the fees for tent and trailer camping as follows:

- .75¢ per night per camping unit
- \$3.50 per week per camping unit
- .10¢ per person per night (organized groups only)

The method of computing charges is to be used which gives the lowest charge to the camper. A camping unit is one tent or one trailer. The 10¢ per person rate will not apply to other than organized groups.

Listed below are the areas in which tent and trailer camping is permitted. Facilities furnished are tent space, firewood, water and sanitary facilities. In those areas marked by an asterisk(*), over-night camping only is permitted.

<u>Areas</u>	<u>County</u>	<u>Address</u>
Ahquabi	Warren	Indianola
Backbone	Delaware	Strawberry Point
*Bellevue	Jackson	Bellevue
Black Hawk	Sac	Lake View
Call, A. A.	Kossuth	Algona
Clear Lake	Cerro Gordo	Clear Lake
Darling	Washington	Brighton
Dolliver Memorial	Webster	Lehigh
Fort Defiance	Emmett	Estherville
Geode	Des M.-Henry	Danville
*Gull Point	Dickinson	Milford
Keomah	Mahaska	Oskaloosa
Lacey Keosauqua	Van Buren	Keosauqua
Ledges	Boone	Madrid
Macbride	Johnson	Solon
*Maquoketa Caves	Jackson	Maquoketa
Oak Grove	Sioux	Hawarden
Oakland Mills	Henry	Mount Pleasant
Orleans Hatchery	Dickinson	Spirit Lake
Palisades Kepler	Linn	Mount Vernon
Pammel	Madison	Winterset
Pilot Knob	Hancock	Forest City
Pine Lake	Hardin	Eldora
Red Haw	Locas	Chariton
Rock Creek	Jasper	Kellogg
Springbrook	Guthrie	Guthrie Center
Stone	Woodbury	Sioux City
Three Fires, Lake of	Taylor	Bedford
Viking Lake	Montgomery	Stanton
Wapello	Davis	Drakesville
Wapsipinicon	Jones	Anamosa
Waubonsie	Fremont	Hamburg
Wild Cat Den	Muscatine	Muscatine

IOWA STATE CONSERVATION COMMISSION
Des Moines, Iowa

Effective:
May 1, 1954

A - 14 - R

To All Employees - DIVISION OF LANDS AND WATERS

Subject - Fuel for Residences

1. Park personnel will no longer be permitted to heat residences with fuel gathered from the State park and recreational areas.
2. This memorandum supersedes all other memorandums issued to date concerning the use of fuel for State park residences.

IOWA STATE CONSERVATION COMMISSION
Des Moines, Iowa

Effective:
March 1, 1947

A - 15 - R

To All Employees - DIVISION OF LANDS AND WATERS

Subject - Fire Protection

The Code of Iowa carries the following laws which may be useful in protecting our woodland and wildlife areas from fire.

1. 707.7 Setting Out Fire. If any person willfully or without using proper caution, sets fire to and burns or causes to be burned, any prairie or timbered land or any enclosed or cultivated field, or any road by which the property of another is injured or destroyed, he shall be fined not exceeding five hundred dollars, or imprisoned in the county jail not more than one year or be both so fined and imprisoned in the discretion of the court.
2. 707.8 Allowing Fire to Escape. If any person between the first day of September in any year and the first day of May following, set fire to, burn, or cause to be burned any prairie or timber land and allow such fire to escape from his control, he shall be imprisoned in the county jail not more than thirty days, or be fined not exceeding one hundred dollars.
3. 479.126 Damages by Fire. Any corporation operating a railway shall be liable for all damages sustained by any person on account of loss of or injury to his property occasioned by fire set out or caused by the operation of such railway. Such damages may be recovered by the party injured in the manner set out in Sections 478.6 to 478.9 inclusive, and to the same extent, save as to double damages.

The above sections are quoted for your information and may be used by you when and if the need should arise.

IOWA STATE CONSERVATION COMMISSION
Des Moines, Iowa

Effective:
March 1, 1947

A - 16 - R

To All Employees - DIVISION OF LANDS AND WATERS

Subject - Fire Prevention

1. Effective at once, the following fire prevention measures must be put into effect in all areas in the Lands and Waters Division.
2. All gasoline, diesel fuel, kerosene, fuel oil of any kind and lubricating oil must be stored in a separate building built especially for that purpose, or in the open in barrels located at least fifty feet from any building or structure, or in underground storage tanks. Gasoline and fuel oil storage buildings must be located at least fifty feet from any existing structure and the location must be approved by the district supervisor or the superintendent of parks.
3. Large quantities of paints, varnishes, oils and turpentine or other highly inflammable materials must be stored in a separate building located at least fifty feet from any existing structure. The same building may be used to store paint that is used to store gas and oil.
4. Paint and oil-soaked rags and waste paper must not be allowed to accumulate in any building. A metal container must be used to store all wiping rags, waste or other such materials. A separate metal container must be used for the disposal of shop refuse such as wood scraps, old rags, waste paper, sweepings, etc.
5. No changes in the electrical wiring of any building or any electrical installation of any kind may be made without the approval of the central office.
6. All chimneys must be kept pointed up and in good repair at all times.
7. All fire extinguishers must be inspected periodically and kept in good repair for instant use. Broken or used extinguishers must be repaired, replaced or refilled immediately.

8. All heating stoves must be located at least twenty-four inches from any inflammable wall and the walls must be insulated with fire resistant materials approved by the district supervisor or superintendent of parks. In buildings with wooden floors the furnace or stove must be placed in a tray of sand at least four feet square and three inches deep. Buildings without masonry chimneys must have an opening of at least twenty-four inches square through which the stove pipe or flue passes through the wall or roof, and the opening around the pipe must be closed with sheet metal flashing. All stove pipes and flues running parallel to any wall or ceiling must be at least twenty-four inches from any inflammable portion of the wall or ceiling.
9. All explosive materials such as dynamite, powder, or caps must be stored in a cave or separate building located in an area isolated from all buildings and use areas, and must be kept locked at all times.
10. Fire fighting equipment purchased and designated solely for use as fire fighting equipment must not be used for any other purpose and must be kept in an easily accessible place at all times.
11. Extreme caution should be used at all times to prevent fires. A serious fire in your area may mean a serious personal loss to you.

IOWA STATE CONSERVATION COMMISSION
Des Moines, Iowa

Effective:
March 1, 1954

A - 17 - R

To All Employees - DIVISION OF LANDS AND WATERS

Subject - Law Enforcement

1. Summons.

All summonses are numbered and the duplicate copy of each numbered summons used must be forwarded to the central office regardless of whether the summons is issued as a warning, as a summons to court or voided. The duplicate copy must reach the central office not later than the fifth of the month following its issuance. Officers will be held accountable for all summonses issued to them. A periodic check will be made which must show the summonses issued and the unused summonses still on hand.

2. Violation Report.

A violation report must be sent to the superintendent of parks and a copy to the district park supervisor immediately upon disposition of any case. These reports must be filed even in those cases where no charges are filed or the case is dismissed. Violation reports must be filed for all cases in which a Lands and Waters officer is involved even though the case is referred to other authority or the case occurs when not on official duty.

3. Summons Books and L&W Violation Report Cards.

Summons books and violation report cards will be furnished upon request to the superintendent of parks. The Lands and Waters violation report card will be buff colored and Lands and Waters officers must use this buff colored form for reporting all violations.

IOWA STATE CONSERVATION COMMISSION
Des Moines, Iowa

Effective:
March 1, 1954

A - 18 - R

To All Employees - DIVISION OF LANDS AND WATERS

Subject - Cars and Trucks

1. With the purchase of additional State cars and trucks each year, there are a few things we would like to call to your special attention.
2. Have your monthly reports in to this office just as soon as possible after the first of each month, but not later than the fifth day of the month following the month reported on.
3. Make sure all totals on your report are carried out, both down and across.
4. On the back of your report, show itemized expenditures such as repair work and parts.
5. Try to anticipate the needs for your units so you will not be caught without spare tires, or with dead batteries and poor plugs. The aforementioned items must be purchased through the State car dispatcher. All old tubes, tires, and batteries must be returned to the State garage. If you feel that work is needed on your unit, write us at once.
6. One must for your unit is flares and reflectors. If you do not have these, take this matter up with your district supervisor the next time he is at your area and make arrangements with him to secure them.
7. Also remember that any work amounting to more than \$10.00 must be approved by this office unless it is an emergency. In case of an emergency repair, plainly mark your requisition "Emergency". However, try to get in touch with the central office if at all possible.
8. As stated in the car dispatcher's report, all old tires, tubes, and chains must be returned to the State garage for credit. Don't let them pile up around your area - return them at the first opportunity.
9. All units must be properly serviced in accordance with manufacturers recommendations as provided in the manual furnished with the unit.

IOWA STATE CONSERVATION COMMISSION
Des Moines, Iowa

Effective:
February 20, 1953

A - 19 - R

To All Employees - DIVISION OF LANDS AND WATERS

Subject - New Invoice System for State Garage

1. In order to effect a more accurate record for our State Garage, this department and the operators of our State-owned vehicles have purchased a five part snapout invoice form. This invoice will be used and completed in detail for each single item of merchandise and a car or truck issued. When this form is made out at the garage, five identical copies are made simultaneously, or one original and four carbon copies. The five copies will be as follows: "Customer's Invoice", "Bookkeeper's Copy" (for department), "Reminder of Items to be Returned", "Receipt for Items Returned", and "Garage Copy".
2. As an operator of a State unit, you should be familiar with the invoice known as the "Customer's Invoice", "Reminder of Items to be Returned", and "Receipt for Items Returned". The "Customer's Invoice" is the copy presented to you when you personally come to the garage for any item of merchandise, or it will be sent to you when items are expressed or mailed to you. When used merchandise is not returned to the State Garage within a reasonable time, you will be sent the "Reminder of Items to be Returned". The "Receipt for Items Returned" is self-explanatory.
3. May we make it clear that this new invoice system gives us an accurate check on all merchandise used as well as each car and truck in operation. A value is placed on used tires, tubes, chains and batteries, and you will be individually charged with these items as shown on your invoice. A reasonable time will be allotted everyone to return these used items. (The returning should be without expense of shipping, but returned when a regular trip is being made to Des Moines.) You will be reminded and fairly notified on items not returned. However, if you fail to return used merchandise, you will be billed for same as set out on your invoice. In order to more readily identify and clarify items returned, whether you do so personally or have someone do it for you, we ask that you chalk mark or tag each item with the serial number of your car or truck, from which it was removed.

4. May we add the following rules and regulations for ordering merchandise from the State Garage, or picking up same personally:
 - a. Use our regular "Request Form" to facilitate filling orders. Sample on following page. Order these forms from central office. In ordering, always give your serial and official numbers, and clearly indicate items wanted.
 - b. Your requisition must always accompany your order (from your requisition book). If price is not known, leave that part blank. Your "Customer's Invoice" when received with merchandise will show the amount of cost, including express or postage, so that your copies may be completed from the invoice.
 - c. Emergency cases and telephoned orders should be kept at a low minimum. (Long distance telephone charges cannot be accepted by this department.) When such orders are honored, your requisition should be forwarded immediately upon receipt of the merchandise.
 - d. There are instances when you may be riding with another party and personally come to our State Garage for merchandise or you may send an order with a party coming to Des Moines, to pick up something for you. In either of these cases, your requisition must be presented. Even without your car, you should send your book or bring it, and if you give your order to another party, be sure to send your requisition with him.
5. May we ask that you comply with this bulletin in every detail, effective immediately?

IOWA STATE CONSERVATION COMMISSION
Des Moines, Iowa

Effective:
March 1, 1954

A - 20

To All Employees - DIVISION OF LANDS AND WATERS

Subject - Rules and Regulations for Uniforms

1. The uniform shall consist of the authorized conservation style Pershing cap, forest green gabardine Eisenhower blouse, pink gabardine trousers, tan Burton poplin shirt, and 51 shade tie. The uniform, when worn, must be complete. The blouse, however, is optional and may or may not be worn as the season permits. If worn, it shall be buttoned at all times. No change in above shall be made.
2. The uniform shall be clean and well-pressed whenever worn.
3. The tie shall be worn at all times with the uniform and the top button of the shirt buttoned and the tie tied.
4. It is suggested that brown or tan shoes be worn with the uniform and they shall be clean and polished.
5. The shoulder patch will be worn one inch below the seam of the shoulder of the shirt and blouse on the left sleeve.
6. The service bars will begin two inches above the stripe on the left sleeve of the blouse or one inch above the star.
7. The star worn by supervisory and other personnel shall be one inch above the stripe on the left sleeve of the blouse.
8. While out-of-doors in uniform, the cap shall be worn in a military manner.
9. The "Iowa" metal insignia shall be worn 1/4 inch up from the bottom line of the collar of the blouse and centered between the outside line and apex line of the collar.
10. No side arms, pins, buttons, or any decorations not authorized shall be worn that are visible on the outside of the uniform.
11. Uniforms shall not be worn while off duty or to any place that it would reflect discredit upon the organization.
12. Except as listed in item #11, uniforms may be worn at the option of the employee, but shall be worn to meetings, conferences, or gatherings in which you participate or attend whenever directed by your superior.

IOWA STATE CONSERVATION COMMISSION
Des Moines, Iowa

Effective
May 1, 1956

A - 21

To All Employees - DIVISION OF LANDS AND WATERS

Subject - Commission Policies

Each employee has heretofore been assigned a copy of the State Conservation Commission Departmental Organization Rules and Explanation of Duties book. Everyone has acknowledged receipt and understanding of same, therefore it will no longer be necessary to duplicate this material in the lands and waters book of memorandums.

No attempt will be made to revise the pages in the book of Memorandums containing the Commission Policies, therefore you are asked to remove the first 9 pages in the book of Memorandums following the tear sheet. These pages include only Commission Policies.

This instruction in no way relieves anyone from the responsibility of adhering to Commission Policies, inasmuch as each employee will be expected to follow the Commission Policies as set out in the blue book of Departmental Organization Rules and Explanation of Duties.

IOWA STATE CONSERVATION COMMISSION
Des Moines, Iowa

Effective:
January 1, 1958

A - 22

To All Employees - DIVISION OF LANDS AND WATERS

Subject - Boat Dock Rental

The Conservation Commission increased the state park boat dock rental fee from \$1.00 per month to \$1.50 per month at their December 5, 1957, meeting.

A charge is to be made only in the case where dock space is provided by the state for boat owners and where dock space is reserved for the individual boat owner. No charge is to be made for merely putting the boat in for daily use when the boat is removed at the end of the day and not left at the dock.

A full months rent will be charged for any portion of the month that the boat is left at the dock.

IOWA STATE CONSERVATION COMMISSION
Des Moines, Iowa

A-23

Effective:
March 4, 1958

To All Employees - DIVISION OF LANDS AND WATERS

Subject - Central Shop

In order to facilitate better scheduling of work and economy at the central shop it will be necessary for anyone needing furniture repair, signs or any other shop work done to contact their district supervisor well in advance of the needs. The district supervisor will then coordinate the needs of his district and forward same to this office for assignment. All shop work is to be assigned from the central office.

IOWA STATE CONSERVATION COMMISSION
Des Moines, Iowa

Effective:
March 1, 1947

D - 1 - R

To All Employees - DIVISION OF LANDS AND WATERS

Subject - Painting

1. A new schedule of painting methods, materials, colors, etc. is being set up which is designed to secure more efficient and uniform results throughout the field. The number of colors will be reduced, the different kind of material purchased will be curtailed, quantities limited and more care taken with the methods of application.
2. In the future, it is contemplated to do all exterior painting from September first to November thirty-first, weather permitting, however, the district supervisors may permit painting at other times of the year if weather conditions make it desirable. Interior work will be done in the spring of the year, unless otherwise instructed by the district supervisors. Schedules as to what will be used, where, amounts allowed, and color will be set up during the year. This will eliminate the use of poor material from which in some instances, we have obtained some startling, unusual, and oft times, unsatisfactory results. When the schedule for your area is set up, no deviation from it will be permitted without approval of the division chief or superintendent of parks.
3. Effective with receipt of this memorandum, no paint of any kind, either exterior, interior, or otherwise will be done without the approval of the district supervisor. No paint, wallpaper or other material for the improvement of any residence, service building, lodge or otherwise will be purchased from private funds. The division will furnish the necessary materials when, in its opinion, same are required. Violation of this paragraph will subject the individual to disciplinary action.
4. All surplus paint and materials are being removed from your areas and will be warehoused at centrally located areas, if possible, in each district. All future requests for paint will be made to the district supervisors by written request, who will make recommendations to the division chief and the superintendent of parks.
5. ALL BRUSHES AND PAINT SPRAYERS WILL BE CLEANED IMMEDIATELY AFTER USING.

IOWA STATE CONSERVATION COMMISSION
Des Moines, Iowa

Effective:
March 1, 1947

D - 2 - R

To All Employees - DIVISION OF LANDS AND WATERS

Subject - Electrical Installations

1. Effective immediately, no electrical installations of any kind and no changes in the present electrical wiring system may be made without the approval of the district supervisor. Each circuit will be labeled with the proper size fuse to be used in it and no changes in the size of fuses used will be permitted. No additional outlets or loads may be tapped from any line except upon written authority from the central office.
2. It is extremely important that the practice of overloading electrical wiring systems be stopped immediately before we have a serious fire.

IOWA STATE CONSERVATION COMMISSION
Des Moines, Iowa

Effective:
April 1, 1952

D - 3 - R

To All Employees - DIVISION OF LANDS AND WATERS

Subject - Plastic Pipe

The department has used a considerable amount of plastic pipe on recent projects; however, there are certain limitations on the use of plastic pipe, and this memorandum is to be carefully considered before using plastic pipe on any job.

A light, flexible, corrosion-proof pipe of extruded polyvinyl plastic for transmitting drinking water or other liquids has been in existence for several years. This plastic is known by several trade names, and appears to be a reasonable substitute for metal pipe on many projects. It is relatively cheap, easy to lay, non-electrical, and almost completely resistant to corrosion. A rigid test has been made of this material by a non-advertising Bureau of Plumbing, and they have come up with the following advice.

The tests on extruded polyvinyl plastic pipe indicate that it is a tough, durable, corrosion-resistant material with excellent physical properties when the pipe is below 120°F. At temperatures above 120°F., the properties of this pipe are not so favorable, and in the vicinity of the boiling point of water, deteriorate very rapidly. The coefficient of linear expansion of this pipe is approximately sixteen times that of steel, so that in laying a length of one hundred feet, at least six inches must be allowed for expansion and contraction. This is based on a temperature differential of 45°F., or from 55° to 100°. However, in working with the pipe, it was found practically impossible to lay the material in a trench without some snaking effect. It is reasonable to assume that the amount of snaking to allow for expansion and contraction should not be difficult. The tests on the fittings indicate that, with reasonable care, satisfactory joints can be made with the plastic-to-plastic and plastic-to-metal threaded joints. The tests further indicate that satisfactory joints can be obtained with threaded as well as clamp type fittings. Stainless steel clamp fittings should be used to resist acid soil conditions.

It is apparent from the test results that extruded polyvinyl plastic pipe is very susceptible to heat and that it is not satisfactory for other than underground installations. Furthermore, any underground system utilizing this material would have to be protected against the back-up of hot water due to overheating and creation of back pressure in any domestic water heating systems. In underground or underfloor installations, service stubs or branch stubs brought up through the floor or above the surface of the ground should be of metal set in concrete to prevent undue stresses being placed on the plastic fittings located underground.

It is good to point out that since the metallic water service pipe and distribution system are widely employed as a ground for the electrical system in a building where plastic pipe is to be used, some other grounding method would have to be employed.

This department has had considerable trouble with rodents and other animals eating holes in the plastic pipe. Several instances where pocket gophers, beaver and muskrat have gnawed holes in the plastic pipe have been noted; therefore, it is important that the site selected for the laying of the pipe be free of rodents and other gnawing animals and that the area be carefully checked periodically for any signs of animal activities.

IOWA STATE CONSERVATION COMMISSION
Des Moines, Iowa

Effective:
March 1, 1947

E - 1 - R

To All Employees - DIVISION OF LANDS AND WATERS

Subject - Equipment

Purchase of Equipment

1. All purchases of equipment are made by our division superintendent, supervisor, or by each area custodian as set up by your divisional head. Other purchases such as tires, batteries, or repairs for trucks, etc., must be handled in the following manner if the cost is over \$10.00. Tires, tubes, spark plugs, and batteries must be ordered through the equipment supervisor by letter giving size, type, etc. Upon receipt of this request, the car dispatcher will be notified and material sent out at once. (In case of an emergency, batteries and tires can be bought outside only when units are in transit and when contact for authorization of purchase cannot be made by telephone.) When these purchases are made, the requisition must be marked "Emergency".

Truck Repairs

2. All repairs for trucks over \$10.00 estimate must be handled by submitting three estimates from reliable dealers. (In case of emergency, telephone the office and receive permission to make repairs.) Call Mr. Ford, Mr. Krezek, or the State car dispatcher for authorization.

Car and Truck Reports

3. All car and truck reports, both white and yellow copies and the duplicate requisitions must be submitted to the office once a month for complete checking before being forward to the State car dispatcher. It is important that these reports be made out clearly and legibly and that they contain all items of expenditure which occurred during the month. All columns must be totaled and balanced and all reports signed by operator of vehicle. These reports are due in this office not later than the fifth of each month. All operators of vehicles using bulk gas be sure to include the amount of gas and cost of gas used in each vehicle during the month on your report. This can be done by placing a small B over the item of gas on your report.

Accident Reports

4. In case of an accident involving an employee of the State Conservation Commission while on duty in a State-owned vehicle, a complete report of the accident must be submitted to the office not later than forty-eight hours after the accident giving details and a complete summary of the cause of the accident, etc. File one report with the Department of Public Safety. If accident blanks are not available at the time of the accident, write the office and request proper blanks. Any additional information pertaining to accidents may be obtained from this office.

Do not admit responsibility for an accident - for your own protection.

IOWA STATE CONSERVATION COMMISSION
Des Moines, Iowa

Effective:
December 26, 1952

E - 2 - R

To All Employees - DIVISION OF LANDS AND WATERS

Subject - Grounding of Electric Tools

1. Many of you are now operating electric tools in your areas without proper electrical wiring. Only a few of the service buildings are provided with a ground circuit for the third (ground) point of electric plugs. Therefore, we request that each of you check your wiring hookup to see if a ground circuit is provided. If not, one should be installed providing you have electric tools. It is considered a dangerous practice to operate electric tools without a ground circuit.
2. It is also possible that you have old style electric tools which do not have a third wire in the electric cord for the ground. Therefore, it may be necessary to replace the cord to your electric tool with the three wire type.
3. The grounding of the tool may be accomplished through the use of a three way plug or a ground wire equipped with a grounding clip attached to an effective ground, such as a water pipe.
4. As an added precaution, it is advisable not to stand in water or on a damp floor when using electric tools as it can become very dangerous.
5. If there is any doubt as to the adequacy of your wiring in the service building, you will go over the matter with your district supervisor when he makes his next visit to your area.

IOWA STATE CONSERVATION COMMISSION
Des Moines, Iowa

Effective
May 1, 1956

E - 3

To All Employees - DIVISION OF LANDS AND WATERS

Subject - Operation of Vehicles

Section 321.286 of the Code of Iowa reads as follows:

"Truck Speed Limits" It shall be unlawful for the driver of a freight-carrying vehicle, with a gross weight of over five thousand pounds, to drive the same at a speed exceeding the following:

1. Fifty miles per hour for any freight-carrying vehicle which is equipped with pneumatic tires.

It is further requested by this department that all vehicles will be operated at a careful and prudent speed in accordance with all traffic laws of the state.

IOWA STATE CONSERVATION COMMISSION
Des Moines, Iowa

Effective:
March 1, 1947

F - 1 - R

To All Employees - DIVISION OF LANDS AND WATERS

Subject - Use of Requisitions

1. Effective as of the date shown on this memorandum, the use of the requisition form for all purchases becomes mandatory upon all employees of this division. The following procedure will govern the use of requisitions.
2. The requisition form is made up in book form, with three sheets of different colored paper per set. It should be in your possession or readily available at all times. Each set is numbered and all copies must be accounted for. Spoiled requisitions will be marked "Void" and all copies will be sent to this office for disposition. The requisition book is charged out to individuals by number, the fiscal section keeping a record of same for purposes of identification.
3. In making a purchase, you will make out the requisition and give the original of same to vendor at the time the material listed or called for thereon is requested. At the time of purchase, you will insert the date, vendor's name, address, the quantity and description of the article, or articles, give the unit and unit price, together with the total amount, insert the name of the area to which the material will be charged or used, sign your name and title and deliver to the vendor the original copy of the requisition. If the amount purchased exceeds your monthly allowance, the requisition must have the district supervisor's approval. The yellow copy will be retained by you to be submitted to your district supervisor with his copy of the report; after the supervisor has checked them, they will be forwarded to this office.
4. Each vendor, when submitting his claim, will be required to attach the original copy of the requisition to his claim. Lack of this copy of the requisition will delay prompt payment of the claim.

5. All claims, together with valid requisitions, will be submitted promptly and under no circumstances later than the end of the current month. Too many cases of past-due claims have been and are occurring. This practice not only delays payment of the claim itself, but also increases the work of the clerical personnel in the office as well as antagonizing the vendor. Negligence on the part of the employee in the use of the requisition or the prompt submission of all claims each month may be cause for disciplinary action.
6. Requisitions will be used for all items or services which are required in your area with the exception of extra help employed on a monthly or yearly basis, which is a direct authorization from the office. Occasional extra help employed for a particular purpose or period of less than one month must have the approval of the district supervisor and the requisition for said help must bear his O.K. In case of emergency, if approval for extra help is by phone, the date will be so shown and the word "phone" written in.
7. For all purchases of \$1.00 or less, it is preferable that you pay for them, secure receipt for same and submit on your monthly expense account. Auditing and handling costs can be materially reduced by this method. Where at all possible, every effort should be made to confine your purchases to as few merchants as possible and also to combine a number of items, thus obviating the necessity of small claims with excessive cost to the vendor. The practice of running bills at local stores for the month and then issuing one requisition at the end of the month to cover the entire bill is not a good practice and should be curtailed. Requisitions should be given each time a purchase or materials are received from a vendor. At the time of making out the claim, which may be at the end of the month, then all requisitions may be clipped to one claim.
8. No claims, other than those enumerated in paragraph 6, will be approved for payment without the requisition. The auditing department has been instructed to return all claims to the employee originating them if not accompanied by the requisition form. It will be the responsibility of the employee using the requisition to comply with paragraph 5.
9. District supervisors will check monthly to ascertain that these instructions are being complied with and that claims are not being held over. The installation of this system will facilitate your work in making up the claims, prevent the overlooking of due bills, make for more prompt payment of claims and avoid delays in handling as well as enabling this office to better plan its expenditures and to know what is outstanding by the fifth of the following month.

10. When the item or items, as listed on your requisitions have been received, indicate receipt of same on office copy and your file copy. The office copy is used for checking against vendor's copy when his claim is filed for payment.
11. Whenever a purchase is made and paid for in cash, the employee should request a receipt. A requisition is then made out by the employee to himself and the receipt is attached to it and both requisition and receipt are submitted with his claim for reimbursement.
12. Requisitions must show what is purchased. The phrase "as per attached invoice" or similar expressions must not be used.
13. All yellow copies of the requisitions must be forwarded to this office for our files in order to keep a consecutive numerical record for the area. Please check through your requisition books and make sure that all yellow copies have been forwarded to the central office.

IOWA STATE CONSERVATION COMMISSION
Des Moines, Iowa

Effective:
March 1, 1947

F - 2 - R

To All Employees - DIVISION OF LANDS AND WATERS

Subject - Purchases

1. Requisition forms shall be used on all purchases, with the exception of extra help, and in the manner outlined in the memorandum entitled "Use of Requisitions". No funds of the division shall be obligated in any manner by any Lands and Waters Division employee, except as delegated herein.
2. In case of an emergency, a park custodian or caretaker can purchase up to \$25.00 worth of repairs in any one month without approval of his district supervisor or the central office. Contact your district supervisor in cases requiring more than \$25.00 to remedy. District supervisors are authorized to approve emergency purchases up to \$100.00 in any specific case, if in their opinion, the circumstances warrant approval. Emergency matters of greater cost and importance shall be taken up by the district supervisor with the division chief or superintendent of parks. An emergency is defined, for this case, as one where immediate repair is required to prevent further damage or to enable carrying on of work in progress. Requisitions in the memorandum entitled "Use of Requisitions" will be used for this purpose.
3. All ordinary purchases, other than in paragraph two of this memorandum shall be made only upon receipt of purchase orders secured through the use of requisition forms. All requests for purchase orders will be submitted to this office through your district supervisor, be they ordinary or emergency cases. In emergency purchases, the vouchers and requisitions shall be submitted together.
4. District supervisors are authorized to approve, if conditions warrant approval, purchases of tools, supplies, and materials of a non-emergency nature to facilitate and expedite the work of the division in amounts not to total more than \$100.00 for their entire district in any one month.

5. In most cases, needs can be anticipated sufficiently far in advance to enable procurement of a purchase order before the actual item is required. District supervisors and the office will supply any item on a request for purchase order from stocks on hand or may purchase it from other sources, if it should be to the advantage of the division to do so. For that reason, make your description of the items required full and complete. The classification of purchases as "emergency" will receive the most careful examination and scrutiny.

6. No one but the division chief or the superintendent of parks is authorized at any time to obligate, or cause to be obligated, funds of the division for the following items, unless a purchase order has been issued or authorization in writing is received from the division chief.

- | | |
|--|--|
| a. Rent | e. Seed |
| b. Extra help in excess
of one month. | f. Paper supplies |
| c. Explosives | g. Paint |
| d. Padlocks | h. Alterations or improvements
in park buildings. |

IOWA STATE CONSERVATION COMMISSION
Des Moines, Iowa

Effective:
March 1, 1947

F - 3 - R

To All Employees - DIVISION OF LANDS AND WATERS

Subject - Office Supplies

1. When requesting office supplies from the central office, you will, in the future, use the "Request for Purchase Order" form.
2. It will be necessary to indicate the quantity which you desire, also a description of the item desired.
3. When requesting these supplies, you will anticipate your needs sufficiently in advance so as to obviate the necessity of small quantities. Even though you are in the office to pick up supplies, you should have a signed request with you.
4. This procedure will eliminate the requests to representatives of this office, while on field trips, to mail out your needs; and will also assure that your requests receive proper attention in this office. Oft times in making your requests to representatives in the field, we are not informed of the request, and you fail to get the supplies.
5. All requests for supplies shall be plainly marked "Office Supplies, Attention of K. M. Krezek".

IOWA STATE CONSERVATION COMMISSION
Des Moines, Iowa

Effective:
March 1, 1954

F - 4 - R

To All Employees - DIVISION OF LANDS AND WATERS

Subject - Inventory

1. In order for the central office to keep a complete and accurate inventory record of all equipment, the following procedure will be followed as closely as possible.
2. In all areas having a conservation officer or resident custodian, it is the intention of the equipment supervisor to personally check the area. In other areas, the check will be made by the district supervisor, and in some cases if time permits, by the equipment supervisor.
3. After all areas have been checked, a new inventory will be made up and copies forwarded to those in charge of each area. From time to time, copies may be sent out with the request to be checked and returned to the central office. Also, personal checks will be made.
4. When your copy of the inventory is received, you may note a change of valuation on certain items such as picnic tables, fireplaces, garbage cans, and etc. These valuations were set by the superintendent of parks and the district supervisors with the thought of cost for replacements in the future.
5. You will also note several changes on the inventory, such as the two listed below.
 - a. Item numbers have been discontinued.
 - b. Items have been condensed on one card, such as tables, fireplaces, benches, and other items of any quantity.

This will greatly reduce the number of cards in your inventory and make for easier checking.

6. It is the desire of the central office that any and all transfers be reported promptly. On permanent transfers, use the regular transfer form. On temporary transfers where the item will be returned to your area, use the mimeographed form which, if you do not have, may be obtained from the supervisor or from the central office.

7. Make out all disposal slips, showing method of disposal, such as sold, junked, destroyed, etc.
8. With the fine cooperation we have had from all areas, we are endeavoring to set up an inventory that will be easy to check and keep accurately, and we want you to feel free to ask any questions at any time.

IOWA STATE CONSERVATION COMMISSION
Des Moines, Iowa

Effective:
March 1, 1947

F - 5 - R

To All Employees - DIVISION OF LANDS AND WATERS

Subject - Padlocks and Keys

1. All padlocks necessary for use on State-owned buildings and gates will be furnished from the central office. These padlocks are of a standard make and series so that one master key will fit all locks in an area.
2. No claims will be allowed for the purchase of locks or extra keys. All such locks and keys must be requested from the district supervisor, who will issue them as needed.
3. Because of the fact that all locks in any one area will have keys alike, no duplicate keys may be made. All keys necessary will be issued from the central office through the district supervisor. All lost or stolen keys must be reported so that an accurate check can be kept on the number of keys that have been lost. From time to time all locks will be changed for a different series to eliminate the possibility of a stolen key being used to gain entrance to park buildings. If, at any time, you suspect that buildings in your area are being entered by the use of a key in the hands of unauthorized persons, please report the fact so that all locks can be exchanged for a different series.
4. All buildings containing State-owned equipment or supplies must be kept locked with padlocks furnished by the central office. Buildings or rooms in buildings containing personal property of the park custodian may be locked with his own personal padlocks.

KEYS MUST NOT BE ISSUED TO OTHER THAN PARK PERSONNEL.

IOWA STATE CONSERVATION COMMISSION
Des Moines, Iowa

Effective:
March 1, 1947

M - 1 - R

To All Employees - DIVISION OF LANDS AND WATERS

Subject - Piling Unseasoned Lumber

1. In the future, all freshly-sawed lumber is to be piled according to the following instructions.
2. Storage piles should be in a location with good air circulation, free from decayed lumber, slabs and other rubbish. Weeds should be kept down around the piles.
3. Piles should be raised off the ground by using a firm level foundation with a slope of one foot in height to eight feet in length.
4. Sides of piles should face prevailing winds for air circulation.
5. There should be space enough between piles for good air circulation.
6. Lumber should be piled on stickers which are all the same thickness.
7. Stickers should be placed directly above one another and close enough to prevent sagging of the pile.
8. There should be a small space between the pieces of lumber.
9. Only pieces of the same length should be in one pile.
10. One end and sides of pile should be straight.
11. Piles should be covered with a rain-proof roof which should be held above the last layer of boards by extra thick stickers.
12. If small amounts of valuable lumber such as black walnut or black cherry are involved, pile in a shed if there is available room.
13. Coat the ends of valuable lumber such as black cherry or black walnut with one of the following: aluminum paint, lead and oil, or some such substance which will keep the ends of the lumber from checking or splitting because of drying out too rapidly.

IOWA STATE CONSERVATION COMMISSION
Des Moines, Iowa

Effective:
March 1, 1947

M - 2 - R

To All Employees - DIVISION OF LANDS AND WATERS

Subject - Conservation of Supplies

1. Each of you is urged to effect savings where possible.
2. Toilet paper and towel supplies should be watched.
3. Paint supplies must be given proper care.
4. All equipment must be given the best care and properly housed at all times.
5. Pipe lines, sanitary facilities, etc., must be drained, and proper precautions taken to prevent freezing. Check for minor leaks.
6. Make minor repairs at the time instead of allowing the condition to become worse.
7. Watch consumption of electrical energy and effect a savings where possible.
8. Analyze yourself and your area to ascertain whether or not you are working efficiently.

IOWA STATE CONSERVATION COMMISSION
Des Moines, Iowa

Effective:
January 1, 1952

M - 3 - R

To All Employees - DIVISION OF LANDS AND WATERS

Subject - Felling and Bucking Trees

The following rules are for your protection and for the care of equipment. Observe them wisely.

1. Before starting felling on any tree, sufficient space must be cleared around the base and overhead to make plenty of working room, and to make escape practicable in emergencies. Each man should plan two escape routes at right angles to each other.
2. Make sure your partner is in the clear when using tools.
3. Before felling, each tree should be carefully studied by an experienced man and the following checked: top-heaviness, direction of wind, nearness of other trees, nearness of other workers, presence of dead limbs, size of tree, direction of lean, soundness, slope of ground, and species of tree.
4. In a three man crew, one man will watch for falling limbs or tops.
5. Put out flagmen when felling across a road.
6. Watch out for trees hit by a falling tree which might fall in an undetermined direction.
7. Exercise great care in topping and limbing, especially when the tree is held off the ground by one of its own branches.
8. Put a deep under-cut in heavy leaners to prevent the tree from splitting. When possible, fell the tree at right angles to the lean. Put a deep under-cut in all large white oak trees, whether leaning or not.
9. Do not trust wood holding in partially rotted trees.
10. Side-cut all hollow trees or trees with rotten centers.

11. If a tree lodges in another tree, first cut it completely free at the stump with an ax. Then try to roll it with a cant hook if not lodged tightly. If the tree still refuses to fall, pull it down with a tractor and cable. Never jump on the tree to pry it loose, and never fell another tree on it in an attempt to free it.
12. If more than one felling crew is used, they must work far enough apart so as not to endanger each other. One crew should not work directly below another on steep hillsides.
13. Call "Timber" so that those nearby will have time enough to answer and get in the clear before the tree falls. First determine where you will run. The following practice will be observed: after the under-cut is made, one member of the felling crew will shout and give the direction, such as "Timber - Timber up the hill" or "Timber - Timber to the north". Shortly before the tree drops, the man will again call "Timber", but will not give the direction. If anyone is so located as to be in danger when the first call is given, he must answer and then get out as fast as he can, letting the felling crew know when he is in a safe place.
14. When carrying tools, stay at least six feet away from other workers. Carry tools on downhill side.
15. When not in use, place woods tools against wall, bank, trees, or stump, or lay them down in plain sight with points down. Never sink a double-bitted ax into a log or stump when not in use.
16. When carrying unsheathed ax or Pulaski tool, grasp handle close to ax head, keep bit parallel with leg -- at arm's length and free from body. Never carry ax on the shoulder.
17. When chopping, be sure footing is firm, chop away from feet, legs, or body.
18. When chopping, remove brush which might interfere.
19. When chopping, remove overhead branches which might tangle the ax.
20. Do not attempt to chop while in an unnatural position or where there is not enough clearance to swing the ax.
21. Be very careful when working on hillsides. Your feet may slip out from under you.
22. Watch out for spring when cutting a sapling which is bound down. Watch out for sudden breakage in brittle wood.

23. When moving a chain saw from tree to tree, or when bucking in the woods, shut the motor off, pick your best possible footing, lift with your leg muscles, not your back.
24. Carry a chain saw by the handles, not by the working parts.
25. Don't wrap starting rope around hand when starting chain saw.
26. If chain has a manual clutch, be sure clutch is disengaged before starting motor.
27. When sawing with a chain saw, use only wood or magnesium wedges.
28. Never put any part of your hand over the end of the tailstock on chain saw. If saw bucks, you may get a smashed finger.
29. If tree is in a "tight spot", or if you are uncertain how the tree will fall, use a cross-cut saw, not a chain saw.
30. Always check to see that the chain saw blade is turned the proper way for your cut.
31. Stop the motor when adjusting, replacing, or inspecting chain.
32. If log starts pinching saw chain, be very careful the saw won't kick back at you.
33. Never saw back out of a cut with a chain saw when bucking, unless there is no other way. The chance of the saw bucking in such a situation is very good.
34. Watch out for the log rolling when bucking. If necessary, block the log. The chain saw operator will stay on the uphill side.
35. Always check to see if the chain on the chain saw is getting proper oiling whether automatic or manual oilers are used.
36. When carrying cross-cut saws to and from the job, use teeth guards.
37. When carrying cross-cut saws from tree to tree, place on shoulder, teeth outward, hand grasping front handle from underneath saw blade.
38. When using steel wedges for splitting fuel wood or posts, or for saw log production with cross-cut or bow saws, all "burrs" must be removed from wedges. This must be done with a cold chisel, file, or a wet grindstone. Grinding must never be done on an emery wheel -- this will remove the temper and make the wedge brittle.

IOWA STATE CONSERVATION COMMISSION
Des Moines, Iowa

Effective:
March 29, 1951

M - 4 - R

To All Employees - DIVISION OF LANDS AND WATERS

Subject - Trolling with Motorboats on Artificial Lakes

The trolling bill recently signed by Governor William S. Beardsley has become law, and fishing by trolling with a motor has become legal in all State-owned waters in which fishing is permitted, except in artificial lakes of less than one hundred acres. On all natural lakes and streams on which fishing is permitted, there is no restriction on the size of motors that may be used for trolling. On the following artificial lakes, motors of five horsepower or less may be operated.

Ahquabi
Allerton
Backbone
Beeds Lake
Darling
Geode
Green Valley
Macbride
Palisades Kepler
Rock Creek
Swan Lake
Three Fires
Union Grove
Wapello

IOWA STATE CONSERVATION COMMISSION
Des Moines, Iowa

Effective
December 15, 1957

M - 5 - R2

To All Employees - DIVISION OF LANDS AND WATERS

Subject - Outboard Motors

1. The Conservation Commission has had many inquiries concerning what constitutes a six horsepower outboard motor, therefore, it is deemed necessary to define horsepower rating as it is applied to the inspection of outboard motors on artificial lakes of one hundred acres or more.
2. All outboard motors regardless of added attachments or restrictions such as trolling plates, governors, throttle stops, etc., will be judged only by the rating given by the manufacturer listed under patent number. If an outboard motor is listed for more than six horsepower, it will not be permitted to be used on artificial lakes regardless of any gadgets or devices which may be used to limit the power output of that particular motor.
3. The six horsepower limitation is set by law and cannot be changed by the Commission or any of its employees.

IOWA STATE CONSERVATION COMMISSION
Des Moines, Iowa

Effective:
March 1, 1947

M - 6 - R

To All Employees - DIVISION OF LANDS AND WATERS

Subject - Fire Report

1. In the future, all fires which originate in your territory shall be reported by making out a fire report post card.
2. You are to check in the small squares at the top of the card indicating the type of cover burned, also write the name of the county where fire occurred.
3. On the line designated as "Location", give the names of the areas. For example, Yellow River State Forest, John Doe's farm, or Ledges State Park.
4. The legal description giving the section, township, and range is to be filled in for follow-up purposes.
5. The area burned is to be computed in acres or a fraction of an acre. This can be done by measuring the average length and width of the fire in feet, multiply these figures, and divide by 43,560 square feet -- the result will be in acres.
6. Determine just as soon as possible the cause of the fire. Usually, this is evident upon arriving at the scene of the fire. If not, find the cause.
7. The damage should be listed as reproduction burned, game cover destroyed, large trees wounded or destroyed, fence posts burned, ground cover burned, etc.
8. The expense of control will involve estimating the amount of time spent in extinguishing the fire, tools destroyed or broken, extra labor hired, mileage on car or truck, etc.
9. These reports are to be turned in immediately after the fire.

IOWA STATE CONSERVATION COMMISSION
Des Moines, Iowa

Effective:
March 1, 1947

M - 7 - R

To All Employees - DIVISION OF LANDS AND WATERS

Subject - Rough Fish in Artificial Lakes

1. From time to time, notations are made on monthly reports concerning the observance of carp and other rough fish in the artificial lakes. When such observations are made, an immediate and full report should be made to the superintendent of fisheries at this office, in addition to the report which is made under the "Remarks" section of your monthly report sheet.
2. As you all realize, we are endeavoring to keep our artificial lakes free of all rough fish and we need the full cooperation of all men who work in or near these artificial lakes.
3. Reports should also be made to the superintendent of fisheries of any unusual condition of the lake which causes the death of any large numbers of fish. These reports should be directed to the superintendent of fisheries with a copy to the Lands and Waters division.

IOWA STATE CONSERVATION COMMISSION
Des Moines, Iowa

Effective:
March 1, 1947

M - 8 - R

To All Employees - DIVISION OF LANDS AND WATERS

Subject - Care of Toilets

The following policy will be in effect with reference to odor curtailment in all toilets.

1. Toilets are to be scrubbed with soap and water (or tri-sodium phosphate or other similar detergent and water), at least once a week and oftener if necessary. Seats and floors must be thoroughly cleaned and kept clean throughout the season. Soiled spots on the floor should be scrubbed with a strong detergent. Seats should be wiped dry after scrubbing.
2. Running water facilities should be kept clean and bright looking, paying special attention to cleaning around the bowls just under the rim. Sani-flush, Vanish, or similar detergents should be used periodically, as may be necessary according to the mineral content of the water supply to remove stains from the porcelain.
3. In those areas where heavy concentrations occur and facilities are taxed to capacity during certain hours, it is necessary that you inspect toilets at least once every two hours during the day. Periodic inspections will also be made during the day to outlying buildings to ascertain that these facilities are in condition for public use. Particular attention must be given to those facilities used by women.
4. Para-dichlorine crystals will be used as a deodorizing agent. For best results, perforate the sides of an ordinary number 2½ size can and fill it half full of crystals. In open pit toilets, this can be suspended on a wire under the seat board between the seats out of the way. It can be refilled easily in the following manner: take a piece of number nine wire about three feet long and make a hook on one end. This tool can be used to hook onto the can and draw it over to the seat hole where the can may be easily refilled. When the crystals have been added, merely allow the can to swing back in its place. In double vault latrines or large single units, two cans should be used, one near each end of the vault.

5. In buildings having running water facilities, similar containers should be hung from advantageous points in the buildings out of reach of the people. In vault type latrines where the odor problem is especially bad, additional containers may be hung or placed in the upper portion of the building.
6. Buildings should receive periodic inspection to make sure that all openings are screened and fly tight, that small animals and rodents have not damaged the building, and that deodorant containers are properly filled with crystals.

Your district supervisor will keep you supplied with deodorizing crystals and Sani-flush or Vanish.

IOWA STATE CONSERVATION COMMISSION
Des Moines, Iowa

Effective:
March 1, 1947

M - 9 - R

To All Employees - DIVISION OF LANDS AND WATERS

Subject - Care of Impounding Dams

1. In order to properly maintain the impounding dams to our artificial lakes, trees must not be allowed to grow on the dam or adjacent to the spillway.
2. Henceforth, it shall be the duty of the man in charge of an artificial lake area to annually remove all trees and shrubs from the dam.
3. Periodic inspections of the dam and spillway should be made to observe any damage that has occurred. Dams should be checked for trees, land-slides, cave-ins, muskrat dens, rodent dens, crevices, etc. Spillways should be checked to see that joints are in good condition, the concrete is in good condition, that there is no undercutting and that no large cracks have developed. Accumulations of debris should always be removed from the spillway.
4. An immediate report of any damage to dam or spillway should be made to the central office.

IOWA STATE CONSERVATION COMMISSION
Des Moines, Iowa

Effective:
March 1, 1947

M - 10 - R

To All Employees - DIVISION OF LANDS AND WATERS

Subject - Noxious Weeds

1. Under the present Iowa Weed Law, it is necessary for the county weed commissioners to give only three days notice to a landowner to destroy noxious weeds before they enter on the property with county equipment and do the work and assess the property owner the cost of such work. Usually the cost of this work by county crews is several times as great as need be if the work were done by our own employees.
2. Each year a State spraying crew is sent out to spray noxious weeds in State parks and preserves. This crew travels from area to area where known concentrations of noxious weeds exist. However, occasionally new reports of noxious weeds are received and these are added to the list.
3. Each area custodian, caretaker or conservation officer is urged to cooperate with local authorities in curbing the spread of noxious weeds. Where the job is too big to be handled effectively by the man in the area, he should direct a request for assistance to the superintendent of parks. Arrangements will then be made for the spraying crew to take over that work if necessary.
4. If a formal three day notice is received from the county weed commissioner, he should be contacted immediately and informed that the Conservation Commission will send in their own crew to take care of the weeds and your district supervisor should be notified by telephone so he can make arrangements to have the State crew take care of the weeds. While awaiting arrival of the weed spraying crew, the man in charge of the area should immediately go to work on the weeds with whatever means are at hand. By starting immediately, you are in some measure satisfying the requirements of the law, and the county weed commissioners cannot take immediate steps to do the work. This will give us the necessary time to get our own crew into the area.

IOWA STATE CONSERVATION COMMISSION
Des Moines, Iowa

Effective:
May 1, 1951

M - 11 - R

To All Employees - DIVISION OF LANDS AND WATERS

Subject - Lamps and Lanterns

All lamps, lanterns, or heaters used in cabins and lodges must be emptied of fuel at the close of the season or whenever they are not in use over a long period of time.

This is required as a safety precaution against fire.

IOWA STATE CONSERVATION COMMISSION
Des Moines, Iowa

Effective:
March 1, 1954

M - 12

To All Employees - DIVISION OF LANDS AND WATERS

Subject - Wildlife Pets

No wildlife of any kind may be confined or harbored as a pet in any State park or reserve by a park custodian. Wildlife may be confined temporarily in case of caring for an injury or to hold for the Fish and Game officer to pick up.

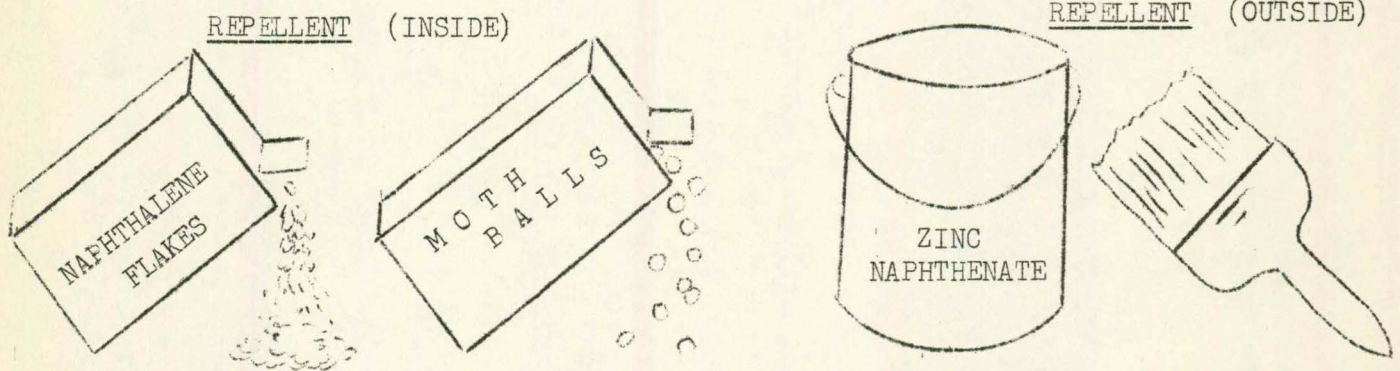
IOWA STATE CONSERVATION COMMISSION
Des Moines, Iowa

Effective
February 1, 1956

M - 14

To all Employees - Division of Lands and Waters.

Subject - Tree Squirrel Control in Buildings.



Sprinkle around freely in the attic.

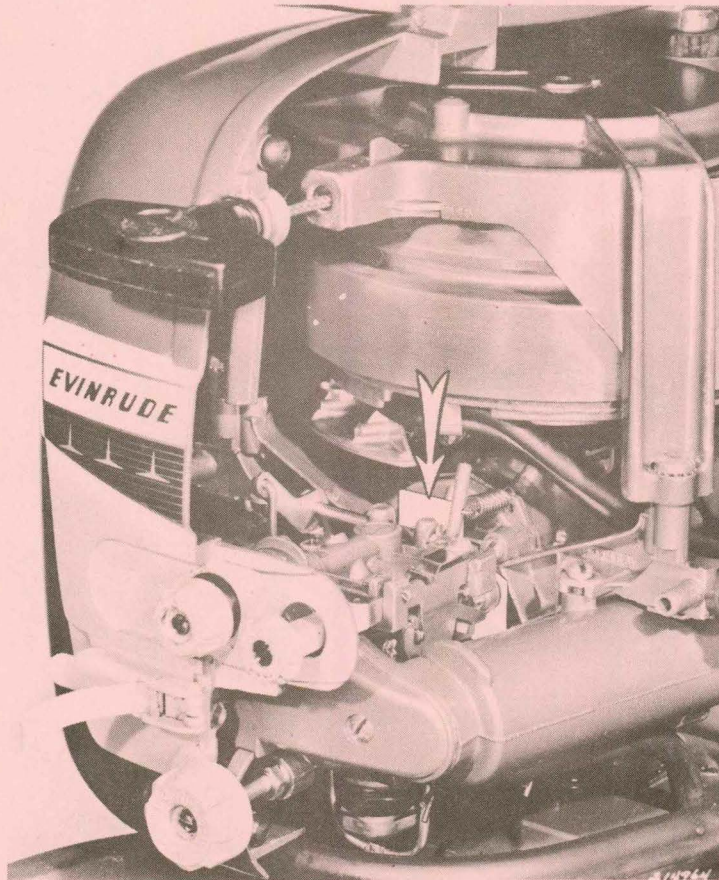
Use this colorless paint on areas where gnawing occurs.

The above information reprinted from the U. S. Department of the Interior Fish and Wildlife service may be of help to those of you who have problems of squirrels gnawing on buildings and entering inclosed buildings.

Tree squirrels of the red, fox, gray, and flying species sometimes become a nuisance by occupying attics, double walls, and other similar spaces in houses. It is requested that you watch for evidence of damage of this nature and combat the problem at once.

VISUAL INSPECTION GUIDE

Evinrude 5.5 H.P. Fisherman model motors that are modified to deliver 5 H.P. or less can easily be detected by visual inspection.



Raise the hood and look for the white tab of the orifice plate (see arrow). The orifice plate is the restricting device that limits the H.P. of the motor.

The decal on the front of the motor hoods that formerly read 5.5H.P. should now read 5 H.P.

In addition to the actual changes listed above the operator of the motor must have in his possession a card furnished by Evinrude Motors and duly signed by the Authorized Evinrude Dealer who made the modification. This card to certify the changes were made in conformity to regulations set forth by the Iowa State Conservation Commission.

Evinrude Motors
Milwaukee, Wisconsin

Evinrude

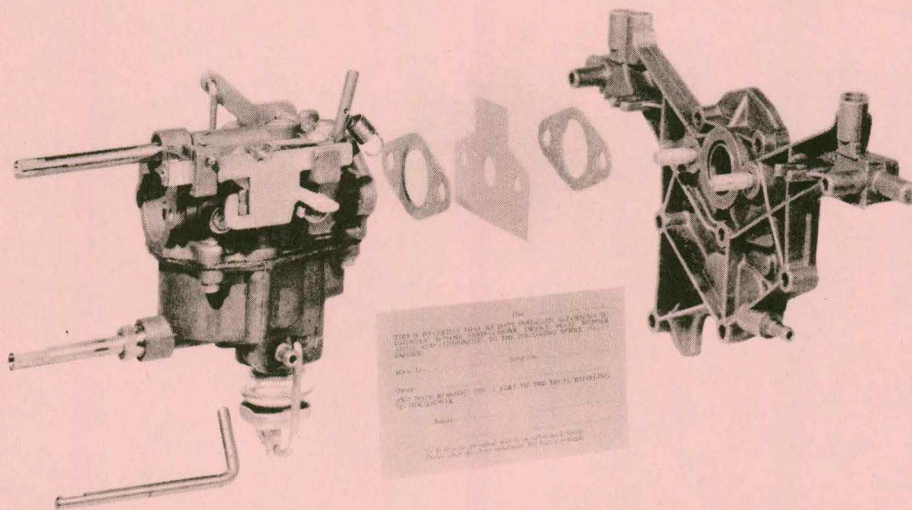
Service Bulletin

Service Department
EVINRUDE MOTORS
Milwaukee 16, Wisconsin

FISHERMAN
NUMBER 5.5-2
March 6, 1956

ORIFICE PLATE, FISHERMAN MODEL

Some States or areas prohibit the use of outboards developing more than 5 HP. An orifice plate designed to restrict HP and assure 5 or less HP delivery is available to Authorized Evinrude Dealers.



The complete modification must be carefully made and at the completion of the operation a card (furnished) must be filled out verifying, the change was made in accordance with the following instructions. This card must be signed in ink by the dealer making the modification.

PROCEED AS FOLLOWS

1. Remove the carburetor and insert the orifice plate with one gasket on each side of the plate.
2. Replace the Throttle Cam Follower in the carburetor with the new one included in the kit. This compensates for the thickness of the orifice plate and extra gasket used between the carburetor and intake manifold.
3. Complete the assembly by tightening the carburetor to manifold nuts.
4. Check carburetor adjustments.
5. Delete the .5 from the HP rating shown on the front of the motor hoods.

The orifice plate kits consist of the following parts.

- 1 - 203162 Throttle Cam Follower.
- 1 - 304102 Orifice Plate
- 2 - 303437 Gaskets
- 1 - Identification Card.

The kit number consisting of the above parts is 376381.

Available at no charge from Evinrude. Requests will be honored from Authorized Evinrude Dealers only.

EVINRUDE MOTORS

H. L. Dickerson
Service Promotion Manager

H.L. Dickerson
nak

M - 16

To All Park Custodians and Lake Patrol

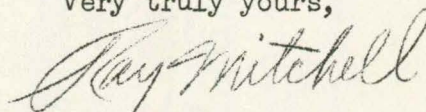
Ray Mitchell - Office

Subject: Outboard Motor Conversion Kits

Gentlemen:

It has been brought to our attention that the conversion assembly for the outboard motors of the Evinrude Fisherman Model and the Johnson CD Model are identical and interchangeable, therefore, if a Johnson conversion kit is installed on a Evinrude motor or vice versa it will be permissible. These installations must of course be made either by an authorized Johnson or Evinrude outboard motor dealer.

Very truly yours,



Ray Mitchell
Supt. of Parks

RRM:cg

TO: STATE CONSERVATION COMMISSION, STATE OF IOWA.

Subject: Elgin part number 50317-5, Magneto Lead Wire Retainer and Throttle Stop. Installed Model 571.59501.

Illustrated here is the magneto lead wire retainer and throttle stop, part number 50317-5, which (when installed on the magneto stator plate) restricts spark advance and throttle opening of the Elgin Model 571.59501 outboard motor - effecting a reduction in brake horsepower to 5.

Fig. A. Illustrates the installation as it appears on observation with the motor cover removed.

Fig. B. Detail of the conversion part mounted on the stator plate. The riveted stud effects the reduction of spark advance and throttle opening.

Fig. C. Illustrates original and modified magneto lead wire retainer and throttle stops. Top view is part number 50317 currently used on Elgin model 571.59501. Bottom view is part number 50317-5 with addition of stud which is riveted to the standard part to modify motor output. This riveted stud is painted red for ease of identification.

Fig. D. Illustrates the revised carburetor access door, part number 50708-5, with horsepower identification corrected to 5.

Elgin Motors Sears, Roebuck & Co.

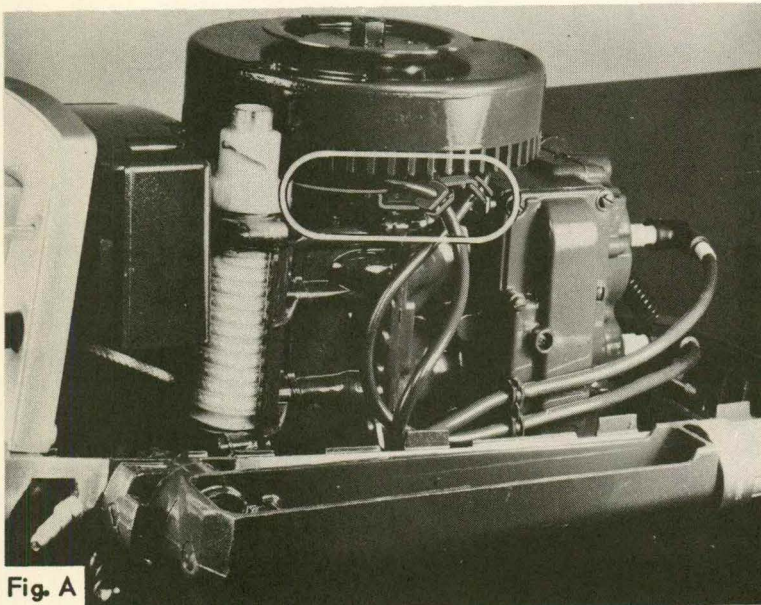


Fig. A

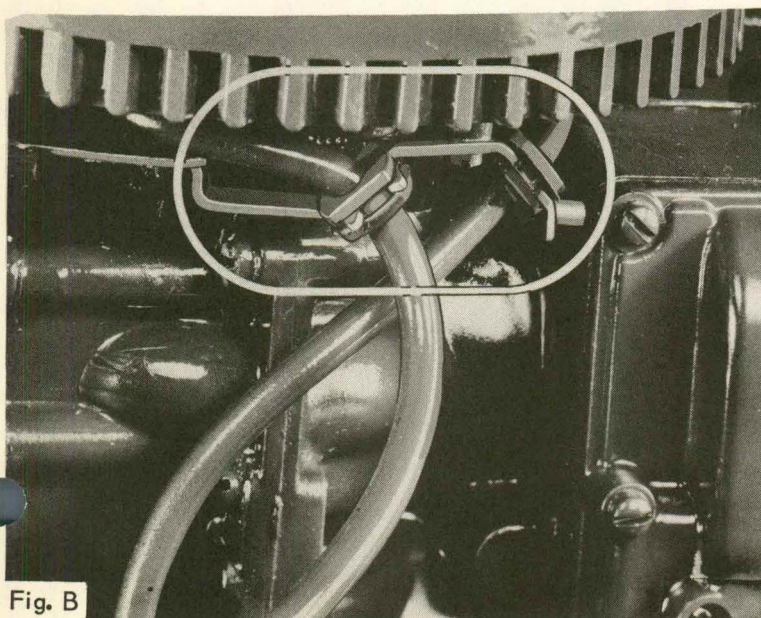


Fig. B

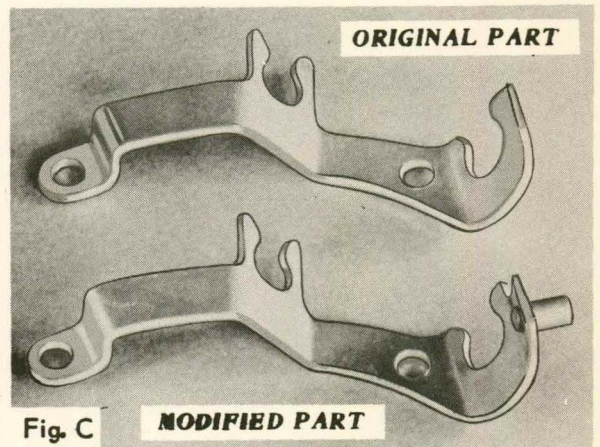


Fig. C

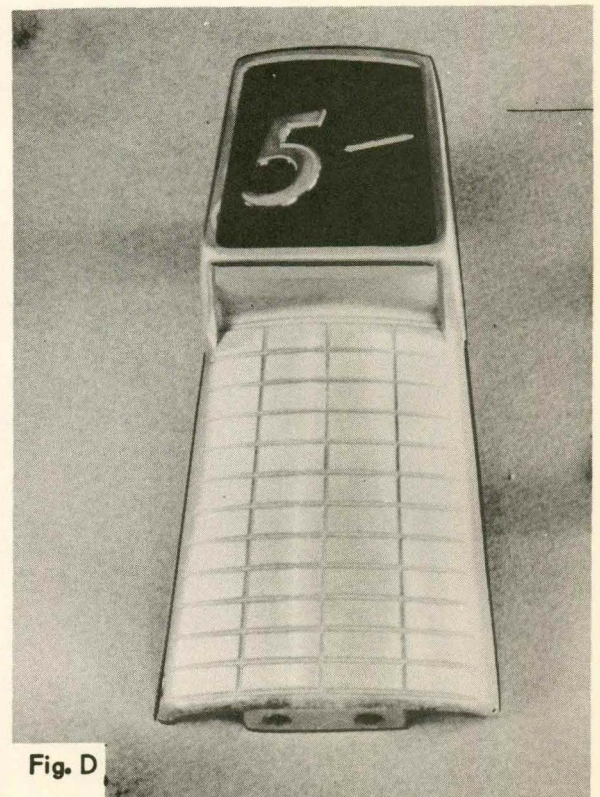
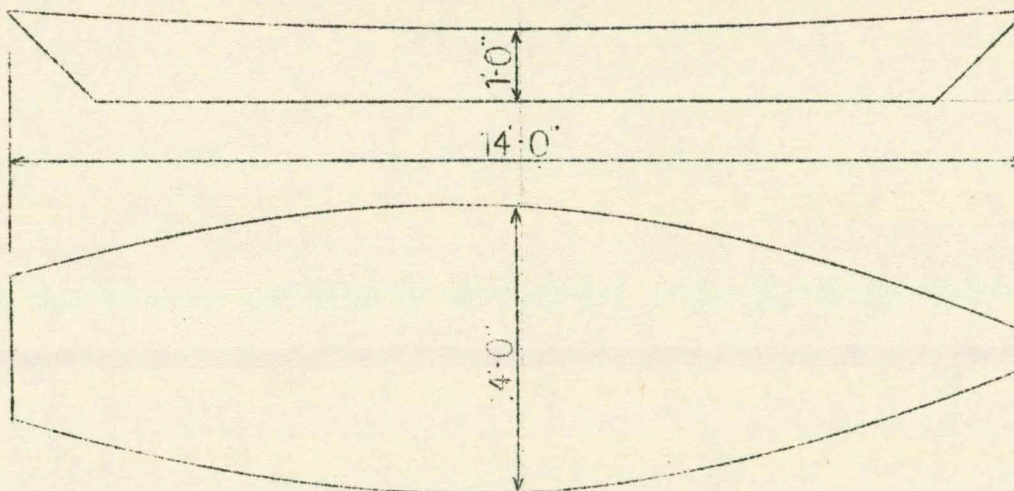


Fig. D

To All Employees - DIVISION OF LANDS AND WATERS

THE FOLLOWING ILLUSTRATION AND FORMULA WILL AID IN DETERMINING CAPACITIES
OF THE DISPLACEMENT TYPE BOAT

ILLUSTRATION



FORMULA

$4' \times 14' \times 1' = 56 \text{ cu. ft.}$

56 cu. ft. less $\frac{1}{3}$ for shape of boat = 37 cu. ft.

37 cu. ft. divided by 3 = 12 cu. ft. ($\frac{1}{3}$ of free board may be submerged by law. - Sec. 106.16 PAR 4)

12 cu. ft. x 60 lbs (60 lbs. being approximate displacement of 1 cu. ft. of water) = 720 lbs.

720 lbs. being weight of displaced water when boat is loaded to $\frac{1}{3}$ of freeboard,
therefore, 720 lbs. less (average weight of boat 150 - 200 lbs) 175 lbs. = 545 lbs.

545 lbs. is amount of human weight boat should carry. The average man weighs

160 lbs, thus dividing 545 by 160 = 3 passengers.

(Fractions are added or dropped wherever possible to take advantage for safety.)

This formula will not apply to poorly constructed or unseaworthy boats and allowances should be made for safety wherever possible.

Boats which have been subjected to hard use or long wear should be checked at the following points of stress: planking, ribs, transom, keel, stemblock, and seat braces.

A knife blade should be used to check for woodrot in areas which appear questionable.

All boat inspection inquiries will be referred to the State Boat Inspector or local park custodians of artificial lakes.

IOWA STATE CONSERVATION COMMISSION
Des Moines, Iowa

Effective:
March 1, 1947

P - 1 - R

To All Employees - DIVISION OF LANDS AND WATERS

Subject - Classification

1. Effective upon date of receipt of this memorandum, the following designations will apply to the men of this division in the field and your titles will be stated below.
 - a. Conservation Officers are those who have credentials, a badge, and are fully qualified law enforcement officers in accordance with Section 107.15 of the Conservation Laws. Your title is "Conservation Officer" of the area to which you are assigned, and henceforth, you will be known as conservation officer instead of custodian.
 - b. Custodians are those who are employed the year around in a State park area that is not so heavily used, do not have the requirements and have not been appointed as conservation officers in accordance with the laws of this State. However, your responsibility insofar as taking care of the area is concerned is the same as that of a conservation officer.
 - c. Caretakers are those who are employed to have charge and take care of a certain area for a few months of the year only, and who are paid by the hour or month for the time they are so employed.
2. We believe all conservation officers have been sent a copy of the Iowa Conservation Laws of 1952, which is the latest booklet containing the conservation laws issued by the Commission. We suggest that all conservation officers read this booklet and acquaint themselves with the laws of this State in regard to conservation, and especially with regard to your duties insofar as the law is concerned. If you do not have a copy of this booklet, one will be sent to you on request.

IOWA STATE CONSERVATION COMMISSION
Des Moines, Iowa

Effective:
January 25, 1950

P - 2 - R

To All Employees - DIVISION OF LANDS AND WATERS

Subject - Leave

1. The State executive council has established a policy effective immediately that all vacations be taken in periods of not less than one week.
2. Leave and leave slips in this division will be handled in the following manner.
 - a. Leave slips will be originated by the individual requesting leave and will be completely filled in with all the information required by leave slip headings, viz., fill in date when requesting leave, your name, number of days, requesting dates you expect to be gone, your position and salary. When completed, forward to your district supervisor for his approval.
 - b. District supervisor will sign in space titled "Recommended", and put his title on it, also date recommended. He will then forward leave slip to the Superintendent of the section, who may approve same and return direct to you.
 - c. Upon your return to duty, you will fill in the line "Returned to Duty", date and the hour and forward direct to the central office, where it will be recorded and filed.
3. You must have the approved leave slip in your possession, duly completed, before leaving your area.
4. Emergencies may arise when it is not possible to adhere to this procedure. In case of death or other emergency, you will contact your district supervisor by telephone and secure his approval. If you are unable to reach him, notify the central office.
5. Indecision or lack of planning as to the time you will take leave will, under no circumstances, be considered as an emergency.
6. Phone calls requesting ordinary leave will not be allowed.

7. Address while on leave must be filled in and the place where you can be reached in an emergency clearly shown.
8. In the event that the individual returns to duty prior to the time his leave expires, the date and hour of return should be indicated.
9. When sick leave is requested, the time off duty on account of sickness will be indicated and the leave slip showing the days you were confined and the day on which you were able to report back to duty.
10. Physician's certificate should be completed if his services were rendered.
11. Annual leave or vacations for park personnel will not be approved between May fifteenth and September tenth of any year.
12. Leave cannot be granted after termination date of any employee leaving the department, except in cases of leave for military service.

IOWA STATE CONSERVATION COMMISSION

Des Moines, Iowa

Effective:
December 6, 1956

P - 3 - R

To All Employees - Division of Lands and Waters

Subject - Days Off

Effective immediately the days off for all park conservation officers will be as follows: During the winter months and until further notice Saturday and Sunday will be the days off on alternate weeks with Sunday off on the week in between. Fridays will not be considered a day off.

In a few cases there may be conflicts with activities at the park in which you feel that you cannot be away from your park over the week-end, however in such cases you are to work out an alternate with your district supervisor.

After having discussed the matter for a considerable time it was decided that the lack of week-end activity during the winter months would permit the park officer to be away from his area on week-ends giving him a chance to attend activities which he does not have an opportunity to do during the busy summer week-ends. This schedule will have to be changed during the summer months, however we will discuss this matter in further detail prior to the summer season and you will be notified of that decision next spring.

Free days are not accumulative and must be taken on assigned days.

IOWA STATE CONSERVATION COMMISSION
Des Moines, Iowa

Effective:
March 1, 1954

P - 4

To All Employees - DIVISION OF LANDS AND WATERS

Subject - Nepotism

Attention is called to Section 71.1 and 71.2 of the Code of Iowa concerning the hiring of relatives or the payment to relatives for services performed.

1. Section 71.1 Employments Prohibited. It shall hereafter be unlawful for any person elected or appointed to any public office or position under the laws of the State or by virtue of the ordinance of any city or town in the State, to appoint as deputy, clerk, or helper in said office or position to be paid from the public funds, any person related by consanguinity or affinity, within the third degree, to the person elected, appointed, or making said appointment, unless such appointment shall first be approved by the officer, board, council, or commission whose duty it is to approve the bond of the principal; provided this provision shall not apply in cases where such person appointed receives compensation at the rate of six hundred dollars per year or less, nor shall it apply to persons teaching in public schools.
2. Section 71.2 Payment Prohibited. No person so unlawfully appointed or employed shall be paid or receive any compensation from the public money and such appointment shall be null and void and any person or persons so paying the same or any part thereof, together with his bondsmen, shall be liable for any and all moneys so paid.

In any case not covered by the above statutes, permission must be secured from the central office.

IOWA STATE CONSERVATION COMMISSION
Des Moines, Iowa

Effective:
April 20, 1953

P - 5 - R

To All Employees - DIVISION OF LANDS AND WATERS

Subject - Workmen's Compensation

1. Employees must furnish section superintendent with notice or knowledge of all injuries immediately after accidents. A letter will do unless injury is extremely serious, then it may be advisable to report by telephone followed immediately with a written report. It is very important to report all accidents inasmuch as a small wound may develop into serious complications in time.
2. Standard forms for report of injury will be furnished to you, which must be made out by you and returned to the central office at once.
3. Allowances will be made for all disabilities resulting from injuries arising out of State employment.
4. Certain occupational diseases are also covered and written notice must be made to section superintendent.
5. Medical costs within limits are borne by the State.
6. All medical bills should be forwarded to this office as soon as possible after treatment has been completed.
7. In case of injury, accrued sick leave may be used first in order to receive full salary. After accrued sick leave is used, then compensation benefits will take over until it is determined that the injured party is well enough to return to work, however, the maximum compensation benefits are limited to \$28.00 weekly for a maximum number of weeks according to the type of injury received.
8. Please read the standard form for first report of injury very carefully before filling in the required information.
9. Whenever possible, names and addresses of witnesses should be supplied.

IOWA STATE CONSERVATION COMMISSION
Des Moines, Iowa

Effective:
June 5, 1951

P - 6 - R

To All Employees - DIVISION OF LANDS AND WATERS

Subject - Military Deferments

The Conservation Commission has recently received inquiries relative to deferments for some of its employees in case they should be drafted or recalled to service.

This brought about a decision of the matter at the Commission meeting of May seventh and eighth, 1951, in Des Moines. The following action was taken.

"After considering the Commission's policy of not asking for deferments during World War II and the fine record of cooperation the Commission has had with draft boards, it was moved and seconded that the Commission's past policy in not asking for deferments be adhered to."

IOWA STATE CONSERVATION COMMISSION
Des Moines, Iowa

Effective:
March 1, 1947

P - 7 - R

To All Employees - DIVISION OF LANDS AND WATERS

Subject - Farming Activities

The Commission realizes and understands the reasons for all persons to produce as much food as it is possible to do. However, it must be kept in the minds of the employees that those areas in which they are stationed were acquired for park purposes, and as such, belong not to the individual in charge, but to the people of the state. In the past, the Commission has been very lenient in placing any restrictions as to how much or what was grown or raised in the area. Reliance was placed on the judgment of the individual as to his spare-time activities. In several instances, these privileges have been grossly misused and it has become necessary to place in force the following restrictions.

1. No swine - (pigs and hogs) - in or on any State-owned land at any time.
2. Not over twenty hens at any time. Permitted to have not to exceed fifty chicks in spring and summer. All hens and chicks must be kept confined in a designated place in facilities provided by the individual and not the State.
3. Not over one cow at any time. Calf may be kept not to exceed six months. Said livestock will be kept in a designated place.
4. Gardens - vegetable - not to exceed one half acre (20,000 sq. ft.). Employee shall perform such gardening activities only at times when not expected to be engaged in park work.
5. No horses shall be permitted to be housed or pastured in any State-owned area without written permission from the central office, and then only in designated places.
6. Approval in writing must be obtained from the central office before any item covered in paragraphs 2, 3, 4, and 5 can be undertaken. Any produce from these operations will be for your own table use and will not be offered for sale, (eggs in trade for groceries excepted). Areas selected for gardens must be approved by district supervisor.

STATE LIBRARY OF IOWA



3 1723 02118 2050