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## DEALING TRACKING MARKINGS

To cater for its many automated processing functions the Land Titles Office has developed a coded form of destination identities for its dealing file-tracking systems.

These identities are presently used in the dealing card marking system located in the Customer Services Branch and in individual officer's work sheets. It is expected that they will continue to be used when the Land Titles Office introduces a computerised file tracking system.

The following table sets out the most common destination identities and the disposition of a dealing marked to the identity; it has been compiled to assist the Office's clients in assessing the position of a dealing from the marking received upon inquiry to the Customer Services Branch.

The table follows, as far as possible, the normal progression of a dealing during its processing.

## TABLE OF IDENTITIES

<u>IDENTITY</u>	<u>DEALING DISPOSITION</u>
E. EA.. EB.. EC.. ST..	The dealing is being examined by an examining clerk.
EF.. RF..	The dealing is being considered by a survey drafting officer for investigation of land descriptions and/or for new folio draft preparation.
LEG..	The dealing is being considered by a legal officer to determine a point of law.
NA.. NB.. NC.. ND..	The dealing is being considered by an investigating survey drafting officer in conjunction with a current deposited or strata plan.
FT	The dealing is held in the file press in Customer Services Branch awaiting satisfaction of a requisition, creation of a new folio or some other action.



IDENTITY

DEALING DISPOSITION

EN The dealing is in the process of being  
EO registered.  
EP  
ES  
ER  
ET

DEALING TRACKING MARKINGS

ARMS  
RA..  
RB..

CTG.. New folio preparation action is being  
CTP.. undertaken on the dealing.

RM.. The dealing is undergoing some amendment  
activity.

TABLE OF IDENTITIES

DEALING DISPOSITION

IDENTITY

The dealing is being examined by an examining clerk.

The dealing is being considered by a surveyor.