



CITY OF ATLANTA

M. KASIM REED
MAYOR

ARBORIST DIVISION

DEPARTMENT OF PLANNING,
AND COMMUNITY
DEVELOPMENT

JAMES E. SHELBY
COMMISSIONER

Standard of Practice

Field Book

The field book is a legal document and an official record of the arborist's daily field activities. A comprehensive field book shall be maintained by each arborist as part of his or her official record. **The field book is the property of the City of Atlanta.** The field book shall consist of a consecutive series of bound notebooks, each with an established number of pages. Each page shall be used completely. No page shall be removed, if somehow a page becomes loose, it may be stapled back into the field book. Deletions of field book entries or partial entries shall be accomplished by a single line through the deleted entry, maintaining legibility of the deleted entry.

The current or working field book as well as completed field books shall remain in the possession of the individual arborist for a period of two years. The notebooks shall be retained by the Arborist Division for an additional five-year period. Both the current field book and all completed field books in the arborist's possession shall be surrendered to the Arborist Division by the individual arborist upon termination of employment.

At a minimum each entry shall include:

- Date
- Street address of the site visited
- Summary of task(s) performed on site
- Summary of decision(s) made
- Names and contact numbers of persons met on site

The field book shall be mirrored completely, entry by entry in KIVA.