The committee met in the Office of Doctor Knight, Chief of the Bureau of Soils and Chemistry, with all members of the committee present, excepting Messrs. Sweet and Walster. The following men also present, McCall, Marbut, Bennett, Rice, Hearn, Baldwin, Lapham, Conrey, Veitch, O'Neil, Bushnell, Latimer, and the Editor of the Soil Reports.

The outline for soil survey reports submitted as a memorandum to the field men on October 17, 1927, together with the last report of this committee, were taken up for discussion. The following general principles were agreed upon in connection with the outline of the Soil Survey Report.

First, The general plan of dividing the report in two general parts, an agricultural part and a technical part met with no opposition.

Second, It was agreed that a standard paragraph of explanation regarding maps and reports, including definitions and all necessary explanatory material should be placed on the inside cover of each report.

Third, The following order and methods of preparing the agricultural part of the report were adopted.

(a) Description of the area should include physiography and topography, drainage, climate, population, markets and transportation in about the order given.

(b) It was agreed to eliminate the description of the soil series from the agricultural chapter, leaving this for the technical chapter.

(c) It was agreed that soil description should be very simple including such descriptive terms as are readily understood, and as have direct relation to the agricultural value of the soil. It was also agreed that while it was desirable that the more important types in the area be described first, some flexibility should be allowed in this matter. Where there was more than one type in a series, a description of the minor type or types should follow that of the major one, discussing these to a certain extent as a group. Under the description of soil types it was agreed to include most of the agriculture, excepting the historical and statistical material.