Chapter 8 - Correspondence

- 3-08/000.00 - Correspondence
- 3-08/005.00 - Introduction
- 3-08/010.00 - Signatures Permitted
- 3-08/020.00 - Special Instructions
- 3-08/030.00 - General Instructions
- 3-08/040.00 - Instructions/Format - Outgoing Correspondence
- 3-08/040.05 - Margins
- 3-08/040.10 - Style
- 3-08/040.15 - Telephone Number
- 3-08/040.20 - Date
- 3-08/040.25 - Address Block
- 3-08/040.30 - Attention Notation Block
- 3-08/040.35 - Salutation
- 3-08/040.40 - Subject Line (Optional)
- 3-08/040.45 - Complimentary Closing
- 3-08/040.50 - Signature Block
- 3-08/040.55 - Identification (Sign-Off) Initials
- 3-08/040.60 - File Numbers
- 3-08/040.65 - Enclosures
- 3-08/040.70 - Mailing Notation

- **3-08/040.75 - Copy (Distribution) Notation**
- **3-08/040.80 - Distribution of Copies**
- **3-08/040.85 - Continued Pages**
- **3-08/040.90 - Referral**
- **3-08/040.95 - Envelopes**
- **3-08/050.00 - Board of Supervisors - Correspondence To**
- **3-08/050.05 - Procedures Regarding Letters Directed to the Board As a Whole**
- **3-08/050.10 - Procedures Regarding Agenda Item Board Letters**
- **3-08/060.00 - Internal Correspondence**
- **3-08/060.05 - Digital Signatures**
- **3-08/060.10 - Office Correspondence (Form SH-AD-32A)**
- **3-08/060.15 - Memorandum (Form SH-AD-131)**
- **3-08/070.00 - Homicide Case Correspondence**
- **3-08/080.00 - Form Letters**