3-08/040.65 - Enclosures

When enclosures (documents, papers, etc.) will be included with a letter or when material will be sent separately, a statement to this effect should be included in the body of the letter.

If the material to be enclosed is of unusual importance, it should be listed and identified in short lines. In such cases, the enclosure notation shall be punctuated with a colon and shall only appear on the copy, not on the original.

The enclosure notation shall be placed two lines below the identification initials or two lines below the file number, if used, using upper and lower case letters.

EXAMPLES:

- Enc.: Contract - 2011-2012 Towing Services

  Document - Legislative Report

  Report - Law Enforcement Mutual Agreement Pact

If material is being sent under separate cover, the enclosure notation shall be as follows:

- Sep. Cov.: Contract - 2011-2012 Towing Services

  Document - Legislative Report

  Report - Law Enforcement Mutual Agreement Pact