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Departments are responsible for providing special instructions to the Clerk of the Board to facilitate the proper processing of agreements, contracts, resolutions, and ordinances upon which the Board of Supervisors has acted upon. The following shall be included in the special instructions:

- A. Details of the proper disposition and distribution of the matters after Board action, including an address, if necessary. (NOTE: The original copy of all documents shall be filed with the Clerk of the Board.)
 - B. Details concerning agreements to be signed by another party, including time deadlines and name and address of other party.
 - C. Pertinent legal description, names and addresses of persons to be noticed, etc., when agenda items or public hearings are to be advertised by the Clerk of the Board.
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