

ORIGINAL DOCUMENTS CHECKLIST & ROUTING SLIP

TO ACCOMPANY ALL ORIGINAL DOCUMENTS SENT TO THE BOARD OF COUNTY COMMISSIONERS OFFICE FOR SIGNATURE

Print on pink paper. Attach to original document. The completed routing slip and original documents are to be forwarded to the County Attorney Office at the time the item is placed on the agenda. All completed routing slips and original documents must be received in the County Attorney Office no later than Monday preceding the Board meeting.

NEW ROUTING SLIP

Complete routing lines #1 through #2 as appropriate for additional signatures, dates, and/or information needed. If the document is already complete with the exception of the Chairman's signature, draw a line through routing lines #1 through #2, complete the checklist, and forward to the County Attorney Office.

Route to Addressee(s) (List in routing order)	Office	Initials	Date
1.			
2.			
3 County Attorney Office	County Attorney Office		
4. BCC Office	Board of County Commissioners		
5. Minutes and Records	Clerk of Court's Office		

PRIMARY CONTACT INFORMATION

Normally the primary contact is the person who created/prepared the Executive Summary. Primary contact information is needed in the event one of the addressees above, may need to contact staff for additional or missing information.

Name of Primary Staff Contact / Department	Eric Johnson Growth Management Department	Phone Number	239-252-2931
Agenda Date Item was Approved by the BCC	October 25, 2016	Agenda Item Number	17.B
Type of Document Attached	Ordinance	Number of Original Documents Attached	1
PO number or account number if document is to be recorded			

INSTRUCTIONS & CHECKLIST

	Initial the Yes column or mark "N/A" in the Not Applicable column, whichever is appropriate.	Yes (Initial)	N/A (Not Applicable)
1.	Does the document require the chairman's original signature?		No
2.	Does the document need to be sent to another agency for additional signatures? If yes, provide the Contact Information (Name; Agency; Address; Phone) on an attached sheet.		N/A
3.	Original document has been signed/initialed for legal sufficiency. (All documents to be signed by the Chairman, with the exception of most letters, must be reviewed and signed by the Office of the County Attorney.	EJ	
4.	All handwritten strike-through and revisions have been initialed by the County Attorney's Office and all other parties except the BCC Chairman and the Clerk to the Board		N/A
5.	The Chairman's signature line date has been entered as the date of BCC approval of the document or the final negotiated contract date whichever is applicable.	EJ	
6.	"Sign here" tabs are placed on the appropriate pages indicating where the Chairman's signature and initials are required.	EJ	
7.	In most cases (some contracts are an exception), the original document and this routing slip should be provided to the County Attorney Office at the time the item is input into SIRE. Some documents are time sensitive and require forwarding to Tallahassee within a certain time frame or the BCC's actions are nullified. Be aware of your deadlines!	EJ	
8.	The document was approved by the BCC on October 25, 2016 and all changes made during the meeting have been incorporated in the attached document. The County Attorney's Office has reviewed the changes, if applicable.	EJ	N/A is not an option for this line.
9.	Initials of attorney verifying that the attached document is the version approved by the BCC, all changes directed by the BCC have been made, and the document is ready for the Chairman's signature.		N/A is not an option for this line.

