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1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that this is crucial for ensuring transparency and accountability in the organization's operations.

2. The second part of the document outlines the specific procedures and protocols that must be followed when recording transactions. It details the steps from initial recording to final review and approval.

3. The third part of the document provides a detailed overview of the reporting requirements and deadlines. It includes information on how reports should be formatted and submitted.

4. The fourth part of the document discusses the role of the internal audit function in monitoring and verifying the accuracy of the records. It highlights the importance of regular audits and the consequences of non-compliance.

5. The fifth part of the document provides a summary of the key points discussed in the previous sections. It serves as a quick reference guide for all staff members involved in the recording process.

6. The sixth part of the document includes a list of frequently asked questions and their corresponding answers. This section is designed to address common concerns and clarify any ambiguities.

7. The seventh part of the document provides a detailed overview of the consequences of non-compliance with the recording requirements. It outlines the disciplinary actions that may be taken against staff members who fail to adhere to the guidelines.

8. The eighth part of the document includes a list of contact information for the relevant departments and personnel. This information is provided to facilitate communication and seek assistance when needed.

9. The ninth part of the document provides a detailed overview of the reporting requirements and deadlines. It includes information on how reports should be formatted and submitted.

10. The tenth part of the document includes a list of frequently asked questions and their corresponding answers. This section is designed to address common concerns and clarify any ambiguities.

11. The eleventh part of the document provides a detailed overview of the consequences of non-compliance with the recording requirements. It outlines the disciplinary actions that may be taken against staff members who fail to adhere to the guidelines.

Section	Topic	Responsible Party
1	Recording Procedures	Finance Department
2	Reporting Requirements	Internal Audit
3	Consequences of Non-Compliance	Human Resources

12. The twelfth part of the document includes a list of contact information for the relevant departments and personnel. This information is provided to facilitate communication and seek assistance when needed.

13. The thirteenth part of the document provides a detailed overview of the reporting requirements and deadlines. It includes information on how reports should be formatted and submitted.

14. The fourteenth part of the document includes a list of frequently asked questions and their corresponding answers. This section is designed to address common concerns and clarify any ambiguities.

15. The fifteenth part of the document provides a detailed overview of the consequences of non-compliance with the recording requirements. It outlines the disciplinary actions that may be taken against staff members who fail to adhere to the guidelines.

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THE HISTORY OF THE  
CITY OF BOSTON



PLATE I  
A FINE PRINTING OF THE  
ORIGINAL MAP OF BOSTON



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