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# MAIL ROOM PROCESS (PRT-P004)

## Sacramento City Unified School District

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### 1.0 SCOPE

- 1.1 This procedure discusses the procedure for delivering and picking up the mail for the Serna Center for the Sacramento City Unified School District.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

### 2.0 RESPONSIBILITY

- 2.1 Supervisor of Central Printing Services

### 3.0 APPROVAL AUTHORITY

Approved signature on file

- 3.1 Director of Purchasing

### 4.0 DEFINITIONS

- 4.1 None

### 5.0 PROCEDURE

- 5.1 U. S. Postal carrier delivers U.S. mail once a day to the Serna mailroom.
- 5.2 Reproduction Tech/Mail person delivers and picks up both the interoffice and the outgoing U.S. Mail twice a day.
- 5.3 Upon arriving back at the mailroom:
- 5.3.1 Place the outgoing U.S. Mail beside the postal meter machine
  - 5.3.2 Place "stamped" U.S. mail in a tray
  - 5.3.3 Sort district and U.S. mail into individual mail boxes
- 5.4 Prepare and meter the outgoing U.S. mail throughout the day.
- 5.5 The outside mailing house will pick up metered U.S. mail at the end of the day.
- 5.5 At the end of the day, sort mail for warehouse mail delivery for the following morning to the school sites.

### 6.0 ASSOCIATED DOCUMENTS

- 6.1 Map of the first floor and second floor mail areas
- 6.2 The 1<sup>st</sup> and 2<sup>nd</sup> floor mail route stop sheet
- 6.3 AS Bulletin. Bulk Mail Procedures Standard (Non-Profit) and First Class
- 6.4 AS Bulletin, Request for Central Administration Processing of U.S. Mail (PRT-F004)

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**7.0 RECORD RETENTION TABLE**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Roadrunner/Quick Sort Mailing Services	Mini-Print Shop	One year	Discard as desired	Secured Mini- Print Shop

**8.0 REVISION HISTORY**

<u>DATE</u>	<u>REV.</u>	<u>DESCRIPTION OF REVISION:</u>
12/13/04	A	Initial release
11/28/06	B	Revise 5.5, 6.3, and 6.4
02/25/08	C	Add form # to 6.4
11/10/08	D	Revise 5.5