



POLICY

Applicability
Department Wide

Effective Date
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Mail Management

Approved

Allyson Brooks, Director
State Historic Preservation Officer

12.1.2017
Date Signed

Purpose

This statement sets forth the policies that apply to the distribution of and processing of mail delivered to or sent to the Department of Archaeology and Historic Preservation (DAHP).

Mail

Mail for the purposes of this policy is

- Material through the U.S. Postal Service (USPS)
- Material through a package delivery company (Fed Ex, UPS, Other)
- Employees will not use Consolidated Mail Services for personal mail use.

Procedures

- The Office Assistant is designated to open the mail.
- All mail identified for an individual will be opened, date stamped, and placed in the appropriate mail slot.
- Mail that is marked Confidential will not be opened.
- Incorrect mail sent to DAHP will be returned.
- Checks will be given to the Fiscal Unit who will process, record, and hand-deliver to the Department of Enterprise Accounting Unit.

Suspicious Packages and Mail

See attached Safe Mail Handling Procedures.