
Mail Handling Procedure (MTC-P006)

Milford Public School District

1.0 SCOPE:

- 1.1 This procedure describes the process in which the Maintenance Department handles in-coming and out-going mail in the Milford Public School District.

The on-line version of this procedure is official. All printed versions are uncontrolled copies.

2.0 RESPONSIBILITY:

- 2.1 Director of Management Services

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Plant Maintenance

Approval Signature on File

Signature

Date

4.0 DEFINITIONS:

- 4.1 None

5.0 PROCEDURE: -

- 5.1 Maintenance opens the mailroom and turns on the postage machines each working day morning.
- 5.2 All mail is collected from the bins.
 - 5.2.1 Mail has been presorted by school site.
- 5.3 A mail run by Maintenance is done to deliver the mail to the appropriate school site in the mornings.
 - 5.3.1 If appropriate, maintenance will deliver mail to Board member's home.
 - 5.3.1.1 Maintenance tracks the hours spent on delivering agendas to the Board through the work order system.
 - 5.3.1.2 Assistant Director of Buildings and Grounds coordinates large deliveries to the Board and when appropriate uses more than one employee.
 - 5.3.2 While at the school site, maintenance picks-up the out going mail.
- 5.4 Maintenance picks-up incoming US Mail at the post office in the A.M.
- 5.5 Maintenance returns to the central office and sorts all mail accordingly.
- 5.6 A mail run is scheduled for the afternoon; maintenance drops off any US mail at the post office.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 None

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7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Tracking of Mail delivery to Board Members	Electronic	Permanent	N/a	Electronic

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
8/25/03	A	Initial Release

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