



**POLICY No. BAA-T01\***

*(\*Initially Issued as AD-001)*

**INTERNAL POLICY AND PROCEDURE**

**TITLE:** Mail Room Services

**EFFECTIVE DATE:** September 29, 2010\*\*  
*(\*\*Title Updates 1/30/13)*

**CANCELLATION:** None

**CATEGORY:** Mailroom Services (T)

**RESPONSIBLE DEPARTMENT:** Mail Room Services

**1. Purpose**

To publish policy and procedures for the operation of the Delgado Community College Mail Room Services.

**2. Scope and Applicability**

These policy and procedures apply to all operating units of the College, which include but are not limited to all faculty, staff, and students using the services of Delgado Mail Room Services.

**3. Policy and Guidelines**

- A. Delgado Mail Room Services operates under the direction of the Vice Chancellor for Business and Administrative Affairs and the office of the Assistant Vice Chancellor for Financial Services, and is responsible for the distribution, preparation and mailing of United States Postal Service (USPS) and Inter-Departmental Campus Mail. Delgado Mail Room Services provides assistance with mail services for and through the College and serves as a liaison with designated outside carrier services.
- B. Each campus, site, division, and department units operating within the College will make arrangements to pick up their incoming mail and packages and deliver all mail and packages for outgoing mail to the Delgado Mail Room Services location.

- C. Delgado Mail Room Services exists primarily for mail services for materials that relate directly to the *official* business of the College. Official business materials are those dealing with some aspect of the college's operation that can be defined as being essential to the College's programs and activities as differentiated from private business or personal mail.
- D. The facilities and services of Delgado Mail Room Services are not to be used for commercial purposes, for personal mail of employees or students, or for political campaigns or activities.

4. **Procedures**

Delgado Mail Room Services has established specific procedures related to mail distribution, incoming and outgoing mail process, postage requirements, and bulk permit mailings, etc. These procedures are available at the following link: [Delgado Mail Room Services Procedures](#).

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*Policy Reference:* United States Post Office Standards, [www.usps.com](http://www.usps.com)

*Attachment:* [Delgado Mail Room Services Procedures](#)

*Reviewed by:* Delgado Mail Room Staff 9/29/10

*Administrative Approval:* 9/29/10