

CCS Administrative Procedure

5.30.05-I Mail Services

Implementing Board Policy [5.30.05](#)

Contact: Mail Services Supervisor, 533-7459

1.0 Purpose

To provide the methods and procedures for using the campus mail system.

2.0 Campus Mail

- 2.1 Campus mail must be placed in "Interdepartment Mail" envelopes.
- 2.2 Cross out previous recipient, address envelope to full name and mail stop.
- 2.3 Do not send cash, checks, face value tickets, or credit cards.

3.0 U.S. Mail

- 3.1 Outbound U.S. mail must be placed in logo envelopes with a pre-printed mail stop.
- 3.2 Mail should not be sealed unless it contains confidential or sensitive information as mail room staff must examine the contents to determine its proper classification.
- 3.3 All first class mail has an "Address Service Requested" endorsement on the envelope.
 - 3.3.1 If mail is sent to an incorrect address, the U.S. Postal Service (USPS) corrects the address, forwards the mail to the correct address, and notifies the sender of the correct address.
 - 3.3.2 USPS charges a fee per mail piece for this service in addition to the first class postage. Contact Mail Services for the current rate.
 - 3.3.3 To avoid additional expense, departments are encouraged to keep mailing lists as current as possible.
- 3.4 Packages and parcels addressed to a post office box must be sent through the CCS mail system. Packages and parcels addressed to a street address may be sent by either Mail Services or by package service through Central Services.
 - 3.4.1 The maximum size for US mail packages/parcels is 70 lbs, and total of 130" in length and girth.
 - 3.4.2 Contact [Central Services](#) at x4781 for larger pieces.
- 3.5 CCS cannot process personal mail for its employees.

4.0 Related Information

- 4.1 CCSnet web page, [Mail Services](#)
- 4.2 CCS [Mail Stops](#) and [Delivery Schedule](#)