

## U.S. MAIL DISTRIBUTION AND HANDLING

**Section:** Residence Halls – All Halls

**Policy:** University Housing provides support for the distribution and handling of U.S. Mail within the residence halls.

**Purpose:** The purpose of this policy is to provide guidelines for the distribution and handling of U. S. Mail in the residence halls.

**Scope:** This policy applies to all University Housing residence halls.

**Background:** This policy has been established to maintain compliance with U. S. Postal guidelines.

**Procedure:**

- I. United States Postal employees will deliver U.S. Mail to University Mail Services; mail is then delivered to the individual residential communities by UGA. Within residence halls, area coordinators have primary responsibility for control of mail distribution. Office assistants, and/or a community administrative assistant will assist in discharging this responsibility. Mail distribution points, residence halls served and office assistants are indicated below:

<b>Distribution Point</b>	<b>Residence Hall Served</b>	<b>Mail Handlers</b>
Brumby	Brumby	office assistants
Creswell	Creswell	office assistants
Rooker	Busbee, Rooker, Vandiver, McWhorter	office assistants
Hill	Boggs, Mell, Hill, Church and Lipscomb	office assistants
Morris	Morris	office assistants
Myers	Myers, Soule, Mary Lyndon and Rutherford	office assistants
Oglethorpe House	Oglethorpe House	office assistants
Reed	Reed and Payne	office assistants
Russell	Russell	office assistants
Building 1516	Building 1516	office assistants
Brown Hall	Brown Hall	office assistants

- II. Office assistants will receive and distribute mail to individual mailboxes at designated distribution points. Mail rooms will be maintained as restricted areas; only persons specifically authorized by area coordinators shall have access to these areas.

- III. Accountable mail consists of registered, insured, certified and/or special delivery mail. Accountable mail will be kept in a locked room or locked container while in the possession of office assistants. Office assistants will log accountable mail in a permanent registration book. Entries in the accountable mail registration book must include the following information:

- Date received

- Name of addressee
  - Type of mail
  - Signature of person receiving mail (from mail room)
  - Date delivered
- IV. Office assistants will redirect improperly addressed mail.
- V. The mail system is to be set up by box number and cross referenced with the room number.
- VI. Mail distribution when classes are not in session will be determined by community. Campus mail will be notified of any changes by the Residential Programs and Services (RPS) office.
- VII. Should any mail be received from the USPS damaged, staff should take a picture of the item, document the date received and the name of the addressee, and document within Advocate and/or forward documentation with picture attached to the director of residential and program services.
- VIII. Packages received in community mailrooms should be kept for ten business days after student notification. When ten business days have passed, the packages should be returned to the sender.
- IX. University Village and Health Sciences Campus townhomes mail is managed and processed through USPS.

Revised and approved by management team: March 19, 2019

Revised: November 3, 2016

Revised: May, 2015