

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 and courier mail within the residence halls.

Purpose: The purpose of this policy is to provide guidelines for the distribution and handling of U. S. Mail and courier 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, residence hall directors have primary responsibility for control of mail distribution. Community services assistants, and/or a community administrative assistant will assist in discharging this responsibility. Mail distribution points, residence halls served and community services assistants are indicated below:

Distribution Point	Residence Hall Served	Mail Handlers
Black-Diallo-Miller	Black-Diallo-Miller	Community Services Assistants
Brumby	Brumby	Community Services Assistants
Creswell	Creswell	Community Services Assistants
Rooker	Busbee, Rooker, Vandiver, McWhorter	Community Services Assistants
Hill	Boggs, Mell, Hill, Church and Lipscomb	Community Services Assistants
Morris	Morris	Community Services Assistants
Myers	Myers, Soule, Mary Lyndon and Rutherford	Community Services Assistants
Oglethorpe House	Oglethorpe House	Community Services Assistants
Reed	Reed and Payne	Community Services Assistants
Russell	Russell	Community Services Assistants
Building 1516	Building 1516	Community Services Assistants
Brown Hall	Brown Hall	Community Services Assistants

- II. Community services 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.

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 community services assistants. Community services assistants will log accountable mail in StarRez.

- III. Community services assistants will redirect improperly addressed mail.
- IV. 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.
- V. Should any mail be received from the USPS or a courier service damaged, staff should document the date received, the name of the addressee within StarRez.
- VI. 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.
- VII. University Village and Health Sciences Campus townhomes mail is managed and processed through USPS.

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