

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

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| SUBJECT | Number 90.55 | Issue 4 | Page 1 of 4 |
| CITY MAIL SERVICE | Effective Date October 20, 2017 | | |

1. PURPOSE

1.1. To permit efficient, economical service to all departments by the City mail and messenger service in the handling of *U. S. Mail* and *Interdepartmental Mail*.

2. SCOPE

2.1. This Administrative Regulation applies to all City Departments.

3. DEFINITIONS

3.1. *U.S. Mail* - Mail processed through the United States Post Office.

3.2. *Large Mailings* - U.S. mailings with more than 500 pieces of standard business-sized envelopes or 150 pieces of over-sized envelopes.

3.3. *Daily Metered Mail Record Slip* - City of San Diego form number PA-129.

3.4. *Interdepartmental Mail* - Mail processed within City of San Diego facilities.

3.5. *Personal Mail* - Mail that is not for official City of San Diego use.

4. POLICY

4.1. User Departments

4.1.1. All City mail shall be limited to work-related, City business purposes only.

4.1.2. Each department must have two outgoing baskets at the mail pick-up point, one for *U.S. mail* and one for *Interdepartmental Mail*.

4.2. Processing Outgoing *U.S. Mail*

(Supersedes Administrative Regulation 90.55, Issue 3, effective July 1, 2010)

Authorized

Signature on File

CHIEF OPERATING OFFICER

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- 4.2.1. *U.S. Mail* is processed by Central Stores, a division of the Purchasing and Contracting Department. When feasible, *U.S. Mail* received prior to 2:30 p.m. will be presorted, metered at the discount rate, and mailed the same day. *U.S. Mail* received after 2:30 p.m. may be held until the next working day for processing.
- 4.2.2. To accommodate presorting requirements, all addresses must contain zip codes. When feasible, mail should be in zip code order.
- 4.2.3. For *Large Mailings* twenty-four hours advance notice before pick-up should be given to Central Stores.
- 4.2.4. All mail must be accompanied by a completed and signed *Daily Metered Mail Record Slip* including fund number, cost center number, and internal order number or WBS (if applicable). Mail received without a completed and signed *Daily Meter Mail Record Slip* will not be processed and returned to the originating department.
- 4.2.5. All mail of common size shall be bundled together by rubber band or paper clip. Scotch tape should not be used to attach mail slips to envelopes. Unsealed envelopes should have flaps out flat and face the same way with the address side up. Zip codes should be visible when using window envelopes. Over-stuffed or manila envelopes (all sizes) must be sealed prior to being sent to Central Stores.
- 4.2.6. Special Delivery, Certified, or Registered mail shall be bundled separately. Mail with destinations outside the United States shall be bundled separately.
- 4.2.7. Central Stores is not responsible for processing or delivering *Personal Mail*.
- 4.2.8. Questions concerning outgoing *U.S. mail* should be directed to Central Stores.
- 4.3. Processing *Interdepartmental Mail*
 - 4.3.1. All *Interdepartmental Mail* is sorted and delivered by mail station number. *Interdepartmental Mail* should show the addressee and must show the correct mail station. *Interdepartmental Mail* received without a mail station number will be returned back to the originative department.

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4.3.2. *Interdepartmental Mail* should be in City interoffice envelopes. Standard interoffice envelopes are available upon request from Central Stores. In some cases, address labels or non-standard size envelopes may be used, if approved by the Central Stores Supervisor.

4.3.3. Questions concerning *Interdepartmental Mail* should be directed to the Central Stores.

4.4. Processing Incoming *U.S. Mail*

4.4.1. Incoming *U.S. mail* is sorted and delivered by mail station number. It is the responsibility of the addressee to insure all correspondents are advised of the correct mailing address and mail station number. *U.S. mail* received without mail station numbers may be delayed in delivery or returned if Central Stores staff is unable to locate addressee.

4.4.2. *U.S. mail* received “Postage Due” shall be paid for by the Mailroom Postage Due Fund, logged in the appropriate ledger, and delivered to the addressee. All such mail will be accompanied by a *Daily Metered Mail Record Slip* showing the Fund & Cost Center number charged.

4.4.3. Certified or Registered *U.S. mail* addressed to City Departments is delivered to the City Mail Center. Upon delivery, any “return receipts” will be executed and delivered to the addressee.

5. RESPONSIBILITY

5.1. All Departments

5.1.1. All Departments are responsible for properly addressing all *U. S. mail* and *interdepartmental mail* to ensure that it is delivered in the most efficient and prompt manner.

5.2. Purchasing and Contracting

5.2.1. Purchasing and Contracting is responsible for ensuring all mail is processed in the most efficient and prompt manner.

5.2.2. Purchasing and Contracting is responsible for ensuring all outgoing *U.S. Mail* is metered with the proper postage amount.

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APPENDIX

Legal References

N/A

Forms

PA-129, Daily Metered Mail Record Slip

Subject Index

Mail, Postage, Metered Mail

Administering Department

Purchasing and Contracting