

Mail Processing

City of Bell
POLICY FOR DISTRIBUTION OF US MAIL

PURPOSE

The purpose of this policy is establish guidelines for the prompt distribution of incoming and outgoing US mail.

PROCEDURES

1. The US Postal Service generally delivers incoming mail to City Hall around the lunch hour. At this time, the Postal Service takes outgoing mail.
2. The Finance Department's Office Technician sorts the mail by department, placing each department's mail in the cubby-hole shelving area located within the Finance Department adjacent to the Finance Conference Room.
3. Mail addressed to department directors is not opened.
4. Mail addressed to the Finance Department is opened, time stamped and distributed to each Finance Department employee.
5. Mail addressed to all other departments is placed, unopened, in the respective department cubby hole.
6. Departments are responsible for all processing aspects of their outgoing mail. Finance Department employees are available to train others in the use of the postage machine. Mail ready for export is placed in the outgoing bin located adjacent to the cubby-hole shelving area in the Finance Department.