INTRA-DISTRICT MAIL (WHS-P007)
Sacramento City Unified School District

1.0	O SCOPE:							
	1.1	This procedure discusses the process that is used by the warehouse to deliver and pick up intradistrict mail from school sites and departments.						
2.0	RESPONSIBILITY:							
	2.1	Warehouse Supervisor						
	2.2	Warehouse Worker						
3.0	APPROVAL AUTHORITY:							
4.0	3.1	Directo	or of Purchasing	Signature		Date		
4.0	4.1	None	3.					
5.0		EDURE	:					
	5.1	Warehouse staff prepares intradistrict mail from the Serna Center and the District Warehouse into the site mail bags.						
	5.2	The intradistrict mail is delivered and picked up from school sites and departments on a daily basis.						
	5.3	The central office mail is dropped off at the Serna Center.						
		5.3.1	The empty mail bag	s are left at the Se	erna mailroom			
		5.3.2 U.S. mail to be metered is left at the Serna mailroom						
	5.4	The school site mail is dropped off at the District Warehouse.						
	5.5	The warehouse staff sorts school site mail into mail drawers.						
6.0	ASSO	ASSOCIATED DOCUMENTS:						
	6.1	None						
7.0	RECOR	CORD RETENTION TABLE:						
<u>Ident</u>	ification	<u>l</u>	<u>Storage</u>	Retention	<u>Disposition</u>	<u>Protection</u>		
None								

INTRA-DISTRICT MAIL (WHS-P007)

Sacramento City Unified School District

8.0 REVISIONS:

Date:	Rev.	Description	of Revision:

1213/04 A Initial release

06/06/06 B Revise records retention table

End of procedure