

-
- 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 bags are left at the Serna 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 ASSOCIATED DOCUMENTS:

- 6.1 None

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
None				

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

8.0 REVISIONS:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/13/04	A	Initial release
06/06/06	B	Revise records retention table

* * * E n d o f p r o c e d u r e * * *