



ADMINISTRATIVE PROCEDURE

COURIER MAIL SERVICES WITH PRINCE GEORGE'S COUNTY GOVERNMENT

2703

Procedure No.

July 1, 1977

Date

- I. **PURPOSE:** To provide procedures for the exchange of official communications between the school system and the Prince George's County Government Offices.

- II. **INFORMATION:** The CENTRAL OFFICE MAILING FACILITY of the school system and the MAIL AND COURIER SERVICES of Prince George's County Government have developed schedules for the daily exchange of official mail between the two central mail rooms concerned. This means that envelopes or packages intended for the County Government offices can be included in regular school system mail pick-up, and the CENTRAL OFFICE MAILING FACILITY will sort it out and deliver it to the County Government central mail facility for delivery in their system. The reverse flow of mail for the school system will be delivered to our CENTRAL OFFICE MAILING FACILITY and included in regular mail deliveries to schools and offices.

- III. **DEFINITIONS:** The following definitions apply to these procedures:
 - Official Mail:** A written communication which addresses its content to the business of the Prince George's County Public School System and Prince George's County Government. This includes both Envelope Mail And Package Mail as defined below. Personal mail to avoid payment of postage is not authorized by these procedures.

 - County Government Offices:** Those offices as they appear in the telephone directory for County Offices as published by the County Government.

 - Envelope Mail:** Mail which can be placed in the regular School Delivery System envelopes.

 - Package Mail:** Mail which because of its size and content cannot be placed inside the regular School Delivery System envelopes. This mail must not exceed 100 inches in combined length and girth (same as for parcel post) and must be wrapped, secured, and addressed as a package.

 - Special Mail:** Mail which cannot be treated routine courier mail and which because of its size or content will require special handling.

- IV. **PROCEDURES:** Mail for County Government Offices will be placed in the regular School Delivery System for delivery. Addresses to be used should be taken directly from the Telephone Directory for County Offices as published by the Prince George's County Government. The following applies:
 - A. **Addressing Envelope Mail:** The address will consist of the following:



ADMINISTRATIVE PROCEDURE

COURIER MAIL SERVICES WITH PRINCE GEORGE'S COUNTY GOVERNMENT

2703

Procedure No.

July 1, 1977

Date

ADDRESS COMPONENT	EXAMPLE
1. Mail System Designator	PGCC
2. Department or Division Name	Health Department
3. Office Name and Location	Administrative Office 9015 R. I. Avenue College Park
4. Persons name (Optional)	John Doe

- B. Addressing Package Mail: Package mail shall have only one label or written address on the package. Sender's address shall be placed in the upper left corner of the package. The address should have the same components as shown for Envelope Mail above.
- C. Addressing Special Mail: Special mail may be either Envelope Mail or Package Mail as defined above. The special handling instructions may be either attached to the mail piece, or contact should be made with the Head Mail Clerk, Central Office Mailing Facility at telephone extension 4613.
- D. Personal Mail: Any identifiable personal mail will be returned to the originator if possible; otherwise, it will be destroyed.
- V. **RELATED PROCEDURES**: None.
- VI. **MAINTENANCE AND UPDATE OF THESE PROCEDURES**: These procedures originate with the Office of the Director of Purchasing and Supply, and regular updating will be accomplished in July annually.
- VII. **CANCELLATIONS AND SUPERSEDURES**: None. This is a new procedure.
- IX. **EFFECTIVE DATE**: July 1, 1977.

Approved by:
Edward J. Feeney
Superintendent of Schools