



City of Fort Bragg

Administrative Regulation No. M-2

MAIL DISTRIBUTION

I. OBJECTIVE

The objective of this Administrative Regulation is to provide for consistent handling of mail and packages received at City Hall.

II. PROCEDURES

1. Mail shall be received by the Office Clerk, who shall sort and distribute unopened mail to the Finance and Community Development Departments.
2. Mail for the City Manager, City Council, and Human Resources Manager shall be separated and given unopened to the Confidential Administrative Secretary.
3. The Office Clerk shall open, sort, and distribute all other mail received.
4. The Confidential Administrative Secretary shall open all mail, including mail listed as confidential, for the City Manager and Human Resources Manager.
5. All City Council mail shall be routed through the City Manager for review prior to distribution; the Confidential Administrative Secretary shall open mail not marked as "confidential" and the City Manager shall make a determination on whether or not items marked "confidential" should be opened.
6. Any mail marked "personal" shall not be opened by anyone other than the addressee.
7. Upon receipt of packages, the Office Clerk shall notify the department or employee that they have a package to pick up at City Hall. Packages shall only be opened if the Office Clerk is unable to determine the recipient.
8. Efforts should be made to limit delivery of personal mail and packages to City Hall.

III. RESPONSIBILITY

1. The City Manager shall be responsible for supervising the receipt and opening of all mail addressed to the City Council per Fort Bragg Municipal Code Section 2.16.070(O).
2. The Office Clerk shall be responsible for accepting and, as required, signing for mail and packages delivered to City Hall.
3. The Office Clerk shall be responsible for initial sorting of mail and for opening mail for departments other than Community Development, Finance, City Manager, City Council, and Human Resources.
4. The Confidential Administrative Secretary shall be responsible for handling of mail addressed to the City Manager, City Council, and Human Resources Manager.
5. Each department shall be responsible for picking up mail and packages on a **daily** basis.

IV. DEFINITIONS

1. "Mail" shall mean all mail received via United States Postal Services and all packages and envelopes delivered by other carriers.

Approved by City Manager

Linda Ruffing
(Signature)

2.1.07
(Date)

Made a part of the City's Administrative Regulations binder and distributed to all City staff

Feb 2007
(Date)

