

1.0 POLICY:

A mail service system shall be maintained within the District in order that communications may be delivered to the intended recipient in the most efficient and economical way. The use of District mail facilities and personnel for the distribution of materials and communications shall be restricted mainly to District business.

2.0 LEGAL REFERENCE: 70 O.S. § 5-117.A.2

3.0 CROSS REFERENCE: N/A

4.0 REVISION HISTORY:

<u>Date:</u>	<u>Revision</u>	<u>Description of Revision:</u>
October 8, 1984	A	Adopted
January 9, 1995	B	Revised
September 22, 2003	C	Reformatted
December 15, 2003	D	Legal references reviewed and revised as necessary

5.0 PCF FRAMEWORK #: 2.2 Design, develop, and refine services that meet customer needs

***** End of Policy *****