

<b>CITY OF WINONA WINONA, MINNESOTA</b>  <b>ADMINISTRATIVE PROCEDURE</b>	<b>NUMBER: 105-1</b>	<b>REVISED: 1</b>	<b>PAGE <u>1</u> OF <u>2</u></b>
	<b>SUBJECT: MAIL</b>		

**1.0 ORGANIZATIONS AFFECTED:**

All departments/divisions

**2.0 PROCEDURE:**

**2.1 Outgoing Mail**

2.1.1. Outgoing mail is processed centrally for all departments to ensure the greatest possible efficiency and uniformity. All mail is to be taken to the copy/mail room on the third floor of City Hall by 3:00 p.m. for processing and mailing that day. During summer months, mail must be brought in by 2:30 p.m.

2.1.2. Mail must be brought in separated by sealed and unsealed pieces and then rubber banded together.

2.1.3. Mail must be separated out if additional postage over the standard first class stamp is needed. Rubber band these items together and attach a note "same".

2.1.4. All large envelopes or thick documents put into a regular sized envelope must be sealed prior to bringing up for processing.

2.1.5. Anyone bringing in a large mailing (large boxes, bulky manila envelopes or a large quantity of envelopes or flyers) will be asked to take it to the Post Office once the postage is put on.

**2.2 Mail Distribution:**

All mail for City departments and divisions with the exception of Police, Fire and Library, will be received in Post Office Box 378 at the Winona Post Office.

2.2.1 All mail for the Library will be received in Post Office Box 1247 at the Winona Post Office.

<b>DEPARTMENT: CITY CLERK</b>	<b>SUPERSEDES: 10/05/2001</b>	<b>PREPARED BY: MHM</b>	<b>APPROVED BY: EBS</b>	<b>REVIEWED: 10/8/01 REVISED: 5/16/2006</b>
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- 2.2.2 All mail for the Fire Department will be received at the Fire Department located at 451 East Third Street unless mailed to City Hall in which case it shall then be distributed through inter-office mail in the departmental mail boxes in the copy room in City Hall.
- 2.2.3 All mail for the Police Department will be received at the Law Enforcement Center located at Third and Washington Streets; unless mailed to City Hall, in which case is shall then be distributed through inter-office mail.
- 2.2.4 City Hall maintenance personnel shall be responsible for mail pick-up at 9:30 a.m.
- 2.2.5 Distribution shall be made immediately after 9:30 a.m. to the proper department or division through the mail distribution center in the copy room on the third floor of City Hall.

<b>DEPARTMENT:</b> CITY CLERK	<b>SUPERSEDES:</b> 10/05/2001	<b>PREPARED BY:</b> MHM	<b>APPROVED BY:</b> EBS	<b>REVIEWED:</b> 10/8/01 <b>REVISED:</b> 5/16/2006
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