

- 
- 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 \* \* \*