
**DOUGLAS COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

NUMBER: 100.24

EFFECTIVE DATE: 4/01/93

REVISED: 9/20/01, 3/20/03,

06/05/03

AUTHORITY: BOC

COUNTY MANAGER: Dan Hall

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SUBJECT: MAIL DISTRIBUTION PROCEDURES

I. PURPOSE: To provide mail delivery service to Douglas County offices.

II. POLICY/PROCEDURES: Mail delivery to and from County offices is provided by the General Service Department and includes:

1. U.S. Mail
2. United Parcel Service
3. Federal Express
4. Interdepartmental

A mail delivery schedule is available from the County Manager's office. Contact this office when non-routine mail or package delivery services are required.

III. RESPONSIBILITY FOR REVIEW: This policy will be reviewed every 5 years or as necessary by the County Manager.

6/9/03