

## Policy

<b>Policy Title:</b>	Mail Equipment				
<b>Policy Number:</b>	DHS-030-004	<b>Version:</b>	1.0	<b>Effective Date:</b>	02/15/2002

DHS Chief Administrative Officer

02/15/2002

Approved By: *(Authorized Signer Name)*

Date Approved

### Overview

#### **Purpose/Rationale:**

Guidelines For Sharing Mail Equipment In Shared Or Common Offices.

### Policy

DHS offices will share mail equipment and mail rooms where possible to minimize space and staff needed for processing mail and to reduce expenses for mail equipment. Mail facilities should be centralized to serve more than one location when feasible.

New office designs, layouts, and remodels will be planned with one central mailroom whenever possible. See DHS Office Designs and Standards.

DHS offices are encouraged to share mail facilities with other state agencies whenever feasible.

### Procedure(s) that apply:

None

### Form(s) that apply:

None

### Definition(s):

See [Common Terms](#) for department-wide support services policies

### Reference(s):

None

### Contact(s):

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## Policy History:

- **Version 1.0:**

- 02/15/2002 Initial Release

## Keywords:

(List keywords here that might be used by someone to search for this policy on the internet)

