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- 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				

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**INTRA-DISTRICT MAIL (WHS-P007)**  
Sacramento City Unified School District

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**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 \* \* \*