

**Delivery of Mail to
The City of Red Deer****Purpose:**

The purpose of this policy is to provide the practice for the receiving, opening and distribution of mail delivered to The City.

Policy Statement(s):

1. All mail delivered to The City shall be considered municipal mail and therefore, municipal property.
2. All mail delivered to The City shall be opened and date stamped by the appropriate personnel in the Corporate Services Mail Room. Mail will then be distributed to the appropriate City department/personnel with the exception of mail clearly marked "Personal" and/or "Confidential".
3. Mail marked "Personal" and/or "Confidential" shall not be opened; however, it is to be date stamped and forwarded to the appropriate addressee.
4. City employees, elected officials or affiliated agencies shall not use the City's address for personal mail unless authorization has been received from the Mayor and/or City Manager.

Scope/Application:

This policy impacts all City employees and elected officials.

Authority/Responsibility to Implement:

The City Manager will ensure the policy requirements are met and updated as required.

Document History:

Approved: September 9, 1996

**Delivery of Mail to
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Date:	Description:
January 28, 2010	<ul style="list-style-type: none">• New template
May 31, 2010	<ul style="list-style-type: none">• Renumbered from 5105 to 5005 (due to re-organization with LAS moving out from Corporate Services)• Removal of reference to Legislative & Administrative Services Manager