

**CLASSIFICATION: Business and Noninstructional
Operations****ADOPTED: 1/5/79****REVISED: 9/13/95****SUBJECT: Mail and Distribution of Printed/Bulk
Materials****PAGE: 1 of 2**

The County Superintendent of Schools establishes this administrative regulation to facilitate the timely distribution of incoming mail and the processing of outgoing mail and the delivery of printed/bulk materials for educational and business purposes. The Warehouse and Mail Services Unit, Maintenance and Operations Section, is responsible to maintain a system to coordinate, schedule, and process mail in conformance with United States Postal laws.

UNITED STATES POSTAL AND
PRIVATE COMPANIES MAIL SERVICES

The Warehouse and Mail Services Unit processes United States Postal mail twice daily. Private companies postal services (i.e., United Postal Services and Federal Express Services) are handled as needed.

SAN DIEGO COUNTY OFFICE OF EDUCATION DELIVERY SYSTEM

1. The San Diego County Office of Education Mail Delivery Service consists of the interoffice, intercounty agency, and inter-school/community college districts delivery and pick-up of letters, films, books, packages, and documents without United State postage affixed. Material(s) without United States postage affixed shall be sent by or addressed to officers or employees of the County Superintendent of Schools or school/community college districts in their official capacities. All materials must relate to official educational business of the County Superintendent of Schools.
2. Employee organizations that contract with the County Superintendent of Schools have access to San Diego County Office of Education and offsite facilities mailboxes for communications with unit members pursuant to conditions of their negotiated agreements.
3. Educational or professional organizations may request distribution of printed or bulk materials through the San Diego County Office of Education Mail Delivery Service without charge. The content of the materials must address an educationally related activity.

SAN DIEGO COUNTY OFFICE OF EDUCATION

**ADMINISTRATIVE
REGULATION NO. 3520**

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The educational or professional organization must obtain approval of the proposed mailing from the County Superintendent of Schools or division assistant superintendents to ensure that the material(s) meet criterion of educational or business activities of the San Diego County Office of Education or school or community college districts. The County Superintendent of Schools reserves the right to refuse to deliver materials.

Derivation: Former Operational Procedure No. 3762.1, Adopted 1/5/79, Amended, Renamed, and Renumbered Administrative Regulation No. 3520, 9/13/95.

Former Operational Procedure No. 3762.2, Adopted 4/12/79, Repealed 9/13/95.

**Legal Reference: Private Express Statute, Title 18, USC
1693 - 1699, 1724
Title 39, USC
601 - 606
Current CSEA Negotiated Agreement
Current CTA/NEA Negotiated Agreement**