



To: All Mailroom Users

Date: July 30, 2024

From: Central Mailroom, County Clerk's Office

Re: Mailroom Policies and Procedures

Our office processes the outbound and incoming mail for almost all the Departments and Agencies of Schoharie County. Daily, we pick up a large Post Office bin, or more, of incoming mail at the Schoharie Post Office, which is brought back and then distributed via our mailroom here in the County Office Building. Each afternoon, we bring all the County outbound mail to the Post Office. In addition, we handle the shipments of Fed Ex, UPS packages and USPS Mail packages for each department as needed.

Due to the high volume of official mail and packages which we process daily, we ask that:

1. County employees do not have personal shipments and packages come to them at the work addresses.
2. Please be sure to note the Department Name and your PO Box within the return address for any incoming items, mail or packages (This request comes directly from the Post Office).
3. Please send an email to our office to advise us when any packages (especially large or heavy items) are expected. This will allow us to be better prepared to receive them now that Amazon has contracted with USPS for most deliveries.
4. All interoffice mail is to be put in the appropriate box for wherever it needs to go.
5. If sending an item Certified Mail, the Forms & Slips must be attached and filled out properly by whomever is sending the item.
6. PLEASE be sure all your mail is always right side up and facing the correct way, and that you separate any Stamped mail from the mail that needs Postage. Please also remember to separate any Inter-Departmental postage accounts from each other. If they are all mixed in, the pieces may be charged to an incorrect account.
7. Keep all Sealed Envelopes separate from those that need to be Sealed (the machine will destroy a Sealed Envelope when it tries to Seal it). For those envelopes that do need Sealing, please no "Nesting", the flaps should be closed.
8. All envelopes larger than a Standard #10 envelope MUST already be sealed. Our machine will not seal other types of envelopes.
9. Envelopes with a metal clasp must have the clasp covered over completely with tape (or the clasp removed). Leaving the clasp uncovered may cause problems when running the item through the machine.
10. Please be sure to have all outgoing mail to the mailroom by 4pm each day. If you have a large mailing, please give us advance notice whenever possible and be sure to bring the outgoing items to the mailroom in the morning so we have enough time to process the batch and get it out that day.

**Thank you all very much. We appreciate your consideration and cooperation
in helping the Central Mailroom operate efficiently and effectively.**

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