

## 0310.01 Preparation for Outing Mail

Issued January 6, 1997

**SUBJECT:** Preparation of Outgoing Mail

**APPLICATION:** Executive Branch Departments and Sub-units, the Judicial and the Legislative branches of State Government.

**PURPOSE:** To inform Executive Branch Departments how to prepare mail for pick-up and processing.

**CONTACT AGENCY:** Department of Technology, Management and Budget (DTMB)  
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Mailing and Delivery Services  
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**SUMMARY:** Proper preparation of all types of mail will result in more efficient mail processing, faster delivery and additional postage savings for U.S. Mail. In general, mail must be properly separated, labeled or addressed, and bundled.

There are specific regulations and guidelines detailing what can be sent through Interdepartmental (I.D.) mail, U.S. Mail Parcel Services, and overnight services.

To obtain the most recent regulations and guidelines visit the Mail and Delivery Services Intranet Site. For specific procedures and instructions regarding I.D. mail see procedure 0310.02. A Mail and Delivery consultant is available to provide assistance by contacting the Mail and Delivery Services Division.

**APPLICABLE FORMS:** None.

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