

# POLICY

## BOARD OF EDUCATION OF ANNE ARUNDEL COUNTY

**Related Entries:** Policy 703

**Responsible Office:** CHIEF OPERATING OFFICER

### MAIL SERVICES

#### A. PURPOSE

To establish policy on the use, processing, distribution, and receipt of U.S., interoffice, parcel, overnight, and courier mail.

#### B. ISSUE

The Board of Education of Anne Arundel County (Board) recognizes its obligation and responsibility to manage the limited resources dedicated to the receiving, processing, distributing, and safeguarding of all mail.

#### C. POSITION

The Board supports the most efficient and effective processes governing mail service.

#### D. IMPLEMENTATION

The Superintendent is authorized to develop regulations to implement this policy.

*Policy History:* Adopted on 9/7/11.

*Note Previous policy history:* Replaces Policy 703, adopted 10/28/74, and revised 8/4/92.