

<b>Finance and Administration Cabinet STANDARD PROCEDURE</b>		<b>ISSUED BY:</b> Department of Revenue; Information Management
<b>PROCEDURE # 6.10.9</b>	<b>SUBJECT:</b> Outgoing Mail	
<b>EFFECTIVE DATE:</b> 6/17/10		
<b>CONTACT:</b> Security Office		<b>LOCATION:</b> State Office Building, Station #17 <b>PHONE:</b> 502-564-4456

## STATEMENT OF AUTHORITY

1. The Finance and Administration Cabinet's Standard Procedures Manual establishes standard mandatory internal procedures cabinet-wide. These procedures are established in accordance with the Secretary's statutory authority under KRS 42.014 and KRS 12.270 to establish the internal organization and functions of the Cabinet as necessary to perform the duties effectively.
2. The Standard Procedures Manual may only be revised in accordance with the process outlined in Standard Procedure #1.1 entitled: "Finance Standard Procedures and Manual".

## I. POLICY

The Finance and Administrative Cabinet, Office of Administrative Services, Division of Administrative Support is responsible for processing all outgoing mail for the Kentucky Department of Revenue (DOR) Frankfort locations.

To ensure the processing of outgoing mail in the most efficient, expedient and uniform manner by the Support Branch in the Division of Administrative Support, all DOR employees located in Frankfort, Kentucky shall adhere to this procedure.

In addition, it is the policy of the DOR that all outgoing business mail contain a DOR return address.

## II. PROCEDURE

The DOR employees, located in the Kentucky State Office Building, shall follow this procedure for outgoing mail.

- A. Place outgoing mail at the designated mail stations for pick up by the Support Branch in the Division of Administrative Support. Employees may also deliver outgoing mail to the Support Branch located in the basement of the Kentucky State Office Building, if necessary.
- B. Mark "First Class" on the front of all Kraft or thick brown envelopes containing first class mail.
- C. Send all "collection" type letters that require a return signature by certified mail or by the most economical method required by the Support Branch. Certified mail requires a return address, including a name and station number, for the return card.

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D. Contact the Support Branch in advance regarding next day or priority mail. The Support Branch will consider next day or priority mail on a case-by-case basis.

E. Contact the Support Branch in advance regarding Express mail. Express mail can be prepared and/or held for pickup by Property and Support Services. The Support Branch may send express mail via Federal Express, United Parcel Service (UPS) or the United States Postal Service.

F. Express mail must:

1. be received by the Support Branch by 1:00 p.m.;
2. weigh 50 pounds or less; and
3. contain the recipient's street address and telephone number.

G. United Parcel Service (UPS) mail must:

1. be received by the Property and Support Branch by 2:00 p.m.;
2. weigh 70 pounds or less; and
3. contain the recipient's street address.