

**Lake Region State College**  
**Policy and Procedure Manual**

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SECTION 400.23  
MAIL SERVICES

Each full-time faculty/staff member and service area is assigned a mailbox by the Information Desk. Mailboxes are assigned to part-time faculty as they become available. Mail addressed to individuals at the College is placed in the employee's mailbox each day. The President shall designate staff members to act as Mailroom Clerk to perform the following duties: a) receipt of mail and parcels and distribution of same, b) daily mailings and postage records, and c) bulk mailings.

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**History**

Administrative Council Approved 06/11/15