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**STOREY COUNTY ADMINISTRATIVE  
POLICIES AND PROCEDURES**

**NUMBER: 015**  
**EFFECTIVE DATE: 11/03/09**  
**REVISED: 02/20/18**  
**AUTHORITY: BOC**  
**COUNTY MANAGER: PAW**

**SUBJECT: MAILING PROCEDURES**

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**I. Purpose:**

To provide mail delivery service to Storey County offices.

**II. Policy:**

1. Each individual county office and/or department is responsible for pick-up and delivery of its mail by the following:
  - a. U.S. Mail
  - b. United Parcel Service
  - c. Federal Express
  - d. Interdepartmental
2. The county will provide and maintain a postage machine at the County Clerk's office. Each office and department must budget for anticipated postage expenses. Postage metered at the county postage machine will be properly debited against the department's budget.
3. County funded postage machine and postage shall be used for county business only.
4. E-mail Transmittals: The use of county email and information technology resources must be for purposes related to the county's mission of public service. Appropriate incidental personal use of technology resources is an accepted benefit, as long as it does not result in any measurable cost, including time taken away from normal work, to the county. Incidental personal use must adhere to all applicable county policies, ordinances and specific departmental policy (see IT Policies 020 through 028).

**III. RESPONSIBILITY FOR REVIEW: This policy will be reviewed every 5 years or as necessary by the County Manager's office.**