I. Purpose

This document provides university guidelines for department mail.

II. Scope

This policy applies to all university departments, staff, faculty, and student organizations.

III. Policy

A. The UNCW Mail Center collects, distributes, and processes the University intra-campus mail and incoming/outgoing USPS mail to/from departments and programs. Official mail includes:

1. Correspondence that pertains to the University operations, programs and activities.

2. It is distinct from private business or personal mail. The Mail Center is a restricted service.

B. Prohibited Uses

1. personal or for private gain

2. organizations, groups or businesses not officially affiliated with UNCW or the State of NC

3. external promotions, advertisements or solicitations
C. Department chairs and managers are responsible for setting reasonable rules for
distribution of departmental mail in their areas. Note the following:

1. Mail may be opened by department personnel other than the addressee in
   accordance with the guidelines established by the department head.

2. Items marked “Confidential” should be forwarded to the addressee unopened.

3. Time sensitive items received by mail (such as the Cashier's Office, Public
   Service or other areas that receipt checks), may be opened by department
   personnel.

IV. Department Mailboxes

A. Department mailboxes are provided by the Mail Center. The Mail Center
designates the locations of these boxes in each building to provide efficient and
safe mail operations.

B. Each department is responsible for receiving and distributing incoming mail from
department mailboxes.

C. Departments are responsible for exercising due diligence in correcting/updating
mailing addresses. Departments shall notifying sender of incorrectly addressed
mail received by faculty and staff within the department.

D. All mail should be date stamped when received into the department.

E. Items marked “confidential” should be routed unopened.

V. Outgoing Personal Mail

For the convenience of faculty and staff, unrestricted outgoing personal mail may be
placed in department mailboxes or in UNCW drop boxes. The sender is required to
properly address and stamp their mail and comply with all USPS requirements.
Abuse of mail services and privileges can result in the suspension of mail privileges,
deliveries and pick-ups.

VI. Personal Packages

The Mail Center does not deliver or pick-up personal packages. The UNCW Postal
Manager is authorized to determine if a package is personal in nature.

VII. Incoming Mail
UNCW Postal Services is authorized to open any mail that has an improper address or is incorrectly addressed to determine the appropriate distribution. UNCW Postal Services is authorized to screen mail and use discretion in handling suspicious mail. Postal Services may collaborate with USPS, UNCW Police and/or EH&S in this process.