

Policy III.3005.A, College Mail

Purpose

The College Mail Policy identifies the services provided and defines the intended use of the campus mail system.

Policy

The San Jacinto College District mail system delivers items between College District buildings and shall not be available for use other than for official College business. Internal mailboxes provided on each campus are for official College use, to be used solely by departments and College-sponsored or College-support groups.

The Authority, Applicability, Sanctions, Exclusions, and Interpretation do not differ from Policy II.2000.A, Policy and Procedures Development, Review, Revision, and Rescission.

Associated Procedures

Procedure III.3005.A.a, College Mail

Date of Board Approval	January 28, 2019
Effective Date	January 29, 2019
Primary Owner	Vice Chancellor, Fiscal Affairs
Secondary Owner	Director, Auxiliary Services
