

PROCEDURE

FLORIDA CLERKS OF COURT OPERATIONS CORPORATION (CCOC)

Title: Pick-up and processing daily incoming mail

I. PURPOSE AND SCOPE:

Establish procedures for the pick-up, opening and logging of incoming mail for the Corporation.

II. DEFINITIONS AND REFERENCES:

Mail is defined to be any delivery of mailed items or documents addressed to the Corporation.

III. PROCEDURES:

- A. Mail pick-up is to be coordinated with the Executive Assistant who maintains the key to the U.S. Mail box and the Daily Mail Log. Generally, two employees should go to pick-up the mail and return it promptly to the office. All incoming mail is to be opened immediately in the presence of both employees and is to be logged into the Daily Mail. See attachment for a blank Daily Mail Log. At this time any junk mail can be discarded and so indicated on the log. Then both employees sign off on the Daily Mail Log and the Executive Assistant distributes the mail accordingly.
- B. Any items of value must be handled appropriately. See Purchasing Procedure for more detail on receiving items that have been previously ordered. The Corporation does not receive checks in the mail in the ordinary course of business, but checks do arrive from time to time mostly representing small refunds or remittances. These items are photocopied (scanned) by the Executive Assistant for historical documentation purposes and a bank deposit is prepared for same day processing.
- C. At the end of the month, batch all Daily Mail Logs for the month and have them scanned into a permanent folder in the Corporation's computer system. Hard copies of the Daily Mail Log can then be shredded.

IV. RESERVATION OF AUTHORITY:

The authority to issue and/or revise this procedure shall be reserved for the Executive Director.

