

A Incoming Mail

Treat items delivered to the office by any of the following as incoming mail:

- Post Office
- United Parcel Service (UPS)
- Courier
- Applicant or participant
- FAX

Route mail that is documented PERSONAL or CONFIDENTIAL to the staff to whom it is addressed without opening it.

When mail has been returned to the office as UNDELIVERABLE or UNCLAIMED, see [Returned Mail](#).

Date Stamp all mail including the envelope. Date stamp the mail in the upper right hand corner, when possible.

EXCEPTION

Do not date stamp original legal documents.

Staple or clip together contents and envelope.