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**From:** All Faculty and Staff <ARCHNEWSFACSTAFF@LISTSERV.UGA.EDU> on behalf of ArchNews <archnews@UGA.EDU>  
**Sent:** Tuesday, August 16, 2011 3:59 PM  
**To:** ARCHNEWSFACSTAFF@LISTSERV.UGA.EDU  
**Subject:** Campus Mail delivery change

August 16, 2011

To: Faculty and Staff

From: Campus Mail Services

Effective September 1, 2011, Campus Mail Services will reduce mail deliveries to once each day.

This change is a result of accumulated budget cuts over several years and significant reductions in mail volumes due to increased use of electronic communications. The delivery changes are required for Campus Mail to continue to process mail in a manner that is cost effective and to allow appropriate utilization of its work force to meet current and future needs.

Although the delivery model will change, service standards will not be impacted. Each delivery point will be assigned a daily morning or afternoon delivery time, and mail will be processed as follows:

- Campus Mail retrieves all U.S. mail Monday – Friday from the United States Post Office at 6:00 a.m. and 6:45 a.m.; this mail is sorted by 8:00 a.m. and will be delivered at the designated time for the various delivery points on campus. All outgoing and intra-campus mail will be picked up at this time.
- Outgoing U.S. mail is metered, sorted, and delivered to the Post Office by 4:00 p.m. each day.
- Intra-campus mail is sorted throughout the day and is delivered no later than the following business day.

As always, Campus Mail is committed to providing courteous, responsive, and quality service to its customers. If you have any questions, please do not hesitate to contact one of the Delivery Unit Supervisors, Richard Miller at 706-542-5286 or Susan Baxter at 706-542-7312.

Thank you for your help in assisting Campus Mail as it strives to meet the mail service needs of the University Community.