

Section/Number: General Administration - 005	Approval Date: (DD/MM/YY)
Subject: Mail Handling	Amendment Dates:
<p>Policy</p> <p>The Administrative Assistant is responsible for administering all incoming and outgoing mail on behalf of the Community Government.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> 1. The Administrative Assistant is responsible for receiving, entering and distributing all mail received including mail for Council, Committees and Administration. 2. The Administrative Assistant will receive, open, date stamp and log in all incoming mail including mail for Council, Committees and Administration. 3. Items marked personal and confidential will not be opened <ol style="list-style-type: none"> 3.1. The Secretary will date stamp the envelope and forward the item to the individual. 4. Each item will be forwarded to the appropriate individual 5. A copy of specified items will be maintained on file as appropriate. 6. Copies of all outgoing mail must be provided to the Secretary for filing. 	
<p>Attachments</p> <p>N/A</p>	
<p>References</p> <p>N/A</p>	