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POLICY MEMORANDUM NO. 01-95

To: All Employees	Subject: Guidance on the Handling of Mail and Other Internal/External Correspondence
Effective Date: July 3, 1995	Revision Date:
APPROVED BY: E.C. BERMUDES, General Manager	
ALL REVISIONS ARE MARKED WITH AN ASTERISK (*)	

I. POLICY: To establish policy guidelines to ensure that all incoming, outgoing and internal mail or other printed and written materials for the Port Authority are properly received and distributed.

II. BACKGROUND: Currently, a uniform system for receiving, logging and distributing mail and other correspondence is not in existence. Unfortunately, two major incidents have resulted in misplaced documents and unaccounted for checks which has resulted in unnecessary financial expenditures.

The establishment of this system will ensure that mail and correspondence are: (1) properly received and distributed, (2) not misplaced or lost, and (3) timely acted upon. Furthermore, the system will prevent productivity and financial losses to the Port.

III. PROCESSING PROCEDURES:

A. External Mail/Correspondence (Incoming)

1. All incoming mail addressed to the Port Authority of Guam, picked up by the courier from the post office or mailbox, central files and/or other organizations, must be delivered to the Clerical Office. The Clerical Office shall screen, log and stamped received all correspondence prior to internal distribution via division-identified mail trays. These mail trays located in the Clerical Office are provided to ensure that the mail is routed accurately and efficiently.

Any mail marked "Personal or Confidential" shall not be opened by the clerical staff. However, the envelope should be stamped with date received and delivered to the addressee via the appropriate mail tray.

Please take note of the following:

a. Only mail addressed to the General Manager shall be placed in the General Manager's mail tray.

b. All checks, invoices and financial statements shall be routed to the General Accounting Section.

2. All hand-delivered mail/correspondence must be logged and stamp received by the Clerical Office. Delivery of the correspondence shall be done in accordance with the procedures outlined in A. 1. above.

3. All correspondence received via the facsimile machine shall be logged and placed in its proper mail tray.

B. External Mail/Correspondence (Outgoing)

Unless special instructions are provided, all outgoing correspondence will be processed at the Clerical Office and dropped off by the courier at central files (for Government of Guam Departments or Agencies) or the post office.

C. Internal Correspondence

1. All documents or correspondence prepared in-house that require the signature or approval of the General Manager must be presented to the Manager's Secretary. A routing slip must accompany each document or correspondence. Refer to Attachment A for sample routing slip.

2. It shall be the responsibility of the Manager's Secretary to ensure that the document/correspondence is properly logged and numbered, if applicable.

3. Upon approval of the General Manager, the Manager's Secretary shall send the signed document to the Clerical Office for final processing.

4. Exceptions to Item 3 above are those documents that are marked confidential, such as employee disciplinary letters. Processing of these documents shall be in accordance with the instructions as provided by the originator of the correspondence.

IV. RESPONSIBILITY: It shall be the responsibility of the Clerical Services Supervisor to ensure that all procedures outlined in this policy are adhered to.