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Sorting and Routing Incoming Correspondence

I. Purpose:

The purpose of this procedure is to provide guidelines for sorting and routing incoming correspondence.

II. Cautions and Hazards:

None.

III. Requirements:

None.

IV. Sorting and Routing Incoming Faxes:

A. Identifying Faxes

1. Before routing incoming faxes to the addressee, all faxes must be identified as official or non-official. Use the following guidelines to identify fax:

OFFICIAL FAXES

- From anywhere outside of the U.S.A.
- From financial institutions and vendors regarding account information, order status, etc.
- From LANL, DOE or TWPO management

NON-OFFICIAL FAXES

- Advertisements
- General announcements

B. Routing Official Faxes

1. If the fax is identified as official, a copy of it must be filed for further reference. Use the following guidelines:
 - Make a copy of all official faxes and place the copy in the "incoming correspondence" box to be logged. Give the original fax to the addressee.

C. Routing Non-Official Documents

1. Non-official faxes labeled "confidential" must be hand-carried to the addressee immediately.

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2. All other non-official faxes can be hand-carried to the addressee or placed in mailbox.

V. Sorting and Routing Mail

A. Regular Mail

1. Regular domestic mail must be placed in the addressee's mailbox.
2. Announcements and bulletins must be posted on the bulletin board for all to see.
3. Paychecks and travel checks should be hand-carried to addressee immediately. If the person is not in the office, give the check to the office administrator to put in a safe place until the addressee is available.

B. Foreign Mail

1. Mail from foreign countries must be placed in the addressee's mail box. If he/she is not in the office, do the following:
 - Open the letter/package and if it appears urgent, give it to the next appropriate person to handle it.
 - If the contents of the letter/package are not urgent, place the correspondence in the addressee's mailbox.

VI. References:

None

VII. Attachments:

None.