

**Policy No.** FAC-102

## Mail Opening and Sorting

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**Applies to:** All employees of the Eastern Washington State Historical Society (EWSHS)

**References that apply to this policy:** Listed below are some, but not all, applicable governing requirements. Note: Laws and rules may change over time and such changes may take precedence over this policy.

- State Administrative & Accounting Manual (SAAM) Section 20.24, Control Activities

**Effective date:** September 4, 2024

**History:** This policy updates FAC-102, dated October 5, 2022, which replaced and renumbered BP#145 dated February 1, 2017. BP#145 replaced HR # 209.

**Approved by:** EWSHS Board of Trustees

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### Purpose

EWSHS receives a significant volume of many types of mail, including but not limited to, correspondence, financial contributions and payments, invoices, banking documents, and legal mail. Many types of mail require EWSHS to provide a prompt response or acknowledgment. Ensuring mail received is processed appropriately and in a timely manner is critical for EWSHS' efficient functioning. Further, EWSHS is subject to and has a duty to comply with laws, rules, and regulations applicable to state agencies, including those that address the handling and maintenance of records, such as RCW 42.56 (the Public Records Act) and RCW 40.14 (Preservation and Destruction of Public Records). This policy describes the required process for those who sort and open mail for the EWSHS.

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### Process

- A. All incoming General Mail is to be opened, reviewed, and date stamped, maintaining two-person integrity by using segregation of duties. General Mail is then delivered to the mailbox of the appropriate Department or staff member. General Mail includes mail not defined in Section B.
- B. Exceptions to General Mail processing are listed below:

- Special Mail: Mail originating from any state agency, bank, or attorney's office should be date stamped and placed un-opened in the mailbox of the Chief Financial Officer (CFO), or in their absence, the Chief Operating Officer (COO). The receiving official should be notified of the Special Mail by email.
  - Payroll: If the envelope is addressed to payroll, it should be placed in the CFO's mailbox to be opened.
  - Invoices: All invoices addressed to accounts payable or from vendors should be placed in the Fiscal Analyst's mailbox after being opened and processed.
- C. Any uncertainty regarding the opening of a piece of mail should be determined by the CFO. In the absence of the CFO, the COO will provide direction. Ensure the piece of mail in question has been date stamped on the envelope. After reviewing the mail, the CFO or COO will give guidance regarding how it is to be processed.
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