

CLEMSON UNIVERSITY

ASSISTANT VICE PRESIDENT FOR BUSINESS SERVICES
DIRECTOR OF COMMUNICATIONS AND TRANSPORTATION
SERVICES
DIRECTOR OF UNIVERSITY POST OFFICES

CU 08071 **DAILY POSTAGE REVENUE LOGS**

Description:

Record the amount of money received daily from customers for postal fees. Information includes an itemized account for charges concerning postage, and related mail services.

Retention:

3 years; destroy.

Schedule approved 9/29/94

CU 08072 **MAIL MANAGEMENT REPORTS**

Description:

Document monthly receipts/expenditures for the university's mail services. Information includes charges to university departments, bulk mailing by departments, registered receipts, United Parcel Service receipts, Pitney Bowes meter readings, and daily revenue received.

Retention:

3 years; destroy.

Schedule approved 9/29/94

CU 08073 **MAILING PERMITS**

Description:

Document United States Postal Services mailing permits and assignments. Information includes applications for permit number, and applications to mail at special bulk third class rates.

Retention:

3 years after termination or expiration of permit; destroy.

Schedule approved 9/29/94

CU 08074 **POST OFFICE BOX RENTALS**

Description:

Document the assignment of post office boxes to customers. Information includes name and address of customer, assigned post office box number, and rental fee.

Retention:

4 years; destroy.

Schedule approved 9/29/94

CU 08075 **POST OFFICE BOX RENTAL APPLICATIONS**

Description:

Document customer requests to rent post office boxes. Information includes name of customer, address, identification of applicant and terms of rental agreement.

Retention:

2 years after expiration of agreement; destroy.

Schedule approved 9/29/94

CU 08076 **POSTAGE METER SETTINGS**

Description:

Used to record and reconcile postage meter settings. Information includes postage meter settings, reconciliation, date, amount of setting, reading, meter number, United States Postmaster's signature and location.

Retention:

3 years; destroy.

Schedule approved 9/29/94

CU 08077 **REGISTERED MAIL LOGS**

Description:

Record registered mail received from and delivered to campus personnel. Information includes date, office or zip origin, registered number jacket, lock or seal numbers, name of dispatching clerk or receiving clerk, total number of articles, description, and authorized signature.

Retention:

3 years; destroy.

Schedule approved 9/29/94

CU 08078 UNITED STATES POSTAL REQUESTS

Description:

Document postal materials ordered from local post office. Information includes purchases for stamp orders, plain envelopes, post cards, and other postal materials and supplies.

Retention:

4 years; destroy.

Schedule approved 9/29/94

CU 08079 UNITED PARCEL SERVICE LOGS

Description:

Document United Parcel Service deliveries and receipts. Information includes name, authorized signature, description of parcel, parcel number, time and date delivered.

Retention:

3 years; destroy.

Schedule approved 9/29/94