



State of Idaho

Department of Administration

Division of Security Operations – Document Services

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November 6, 2023

Memo: Personal Mail and Package Deliveries

Personal Mail & Package Deliveries Violate Security Protocols and Idaho Code. They Will Be Returned to Sender.

To all Departments and Agencies:

Policy Reminder:

Do not have personal mail or packages sent to your work address. All mail and packages will route through Central Postal, and this violates security protocols and Idaho Code. If personal packages or mail is received by Central Postal, it will be returned to the sender. This policy is in effect year-round.

Do not send your personal mail and packages through Central Postal to bill your department or agency for postage charges. This is a violation of state law and misuse of funds.

We will, as a courtesy, continue to pick up outgoing personal mail that has the correct postage already attached.

If I can help in any way, by describing processes or answering any additional questions, please reach out to me. I am here to help.

Thank you,

Steve Walker

Department of Administration

Administrator, Division of Security Operations



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