

**EXECUTIVE ORDER NO. 35**

**TO:** All Agencies Under the Mayor  
**FROM:** Wellington E. Webb, Mayor  
**DATE:** November 14, 2001  
**SUBJECT:** DELIVERY/CONVEYANCE OF DOCUMENTS

**PURPOSE:** This Executive Order establishes the policy of the City and County of Denver for the processing of Mail and Intra/Inter Agency Communication. Executive Order No. 35, dated October 13, 1998, Executive Order No.75, dated July 30, 1956, Use of Registered and Certified Mail and the Memorandum Attachments thereto are hereby canceled, and superseded by this Executive Order No. 35.

1.0 For the Purposes of this Executive Order the following definitions apply:

**U.S. Mail** – Hardcopy documents or other items/materials that are enveloped/packaged and are intended to be transported by the U.S. Postal Service. Some documents may require special handling. (see paragraph 4.0 for when to use certified/registered mail).

**Hardcopy Documents** - Data, notices, information, correspondence, agreements, contracts or other written instruments when electronic transmission is not appropriate.

**Electronic Transmission** - Facsimile, E-Mail, Internet or any other electronic or technological means of transmitting documents from one point to another.

**Documents** - Data, notices, information, correspondence, agreements, contracts or other written or electronic instruments.

**Expedited Mail** – Hardcopy documents, which require special handling and an accelerated delivery, and cannot be accomplished by U.S. Postal Service "first class" delivery. These cost significantly more than routine first class.

**Intra/Interoffice Documents** – Documents that are intended to be conveyed within a Department/Agency of the City or between Departments/Agencies of the City.

**Courier Services** - Conveyance of hardcopy documents by persons other than City employees for which payment is made by the City.

2.0 Hardcopy documents and the electronic transmission of documents must be conveyed in the most cost-effective manner possible, consistent with current standard business practices, and applicable law. The nature and time sensitivity of the correspondence should be considered when choosing the method of conveyance. Use the following chart (arranged from least costly to most expensive) when selecting the means of conveyance.

### Methods

E-Mail	(see note 1)
Facsimile Transmission	(see note 2)
Intra/Inter Department/Agency Documents	
U.S. Mail	
Priority Mail	
Courier Services	(see note 3)

**Note 1** The use of email is not recommended for sending sensitive and confidential documents. However there are times where urgency of delivery prevails. In these cases, it is recommended that the email contain the following:

*"This message is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure. If the reader of this message is not the intended recipient, employee or agent responsible for delivering the message to the intended recipient, you are hereby notified that any dissemination or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us immediately and return the original message to us."*


**Note 2** Unless the facsimile would take too long because of the size of the document, or excessive long distance phone charges.

**Note 3** Use the courier on City bid. (see XO 33 for exceptions)

- 3.0 Departments/Agencies of the City are encouraged to utilize the Central Services Division for all US Mail requirements including folding, inserting, tabbing, addressing, address verification Presorted First Class, Presorted Standard, Book Rate, Certified, Registered, Priority, International and Express mail. The Director of Central Services Division may provide written authorization to any Department /Agency of the City to provide for U.S. Mail requirements by other means. Use the most economical class and mail rate commensurate with the type of mailing. When U.S. Postal facilities are located within or in close proximity to a Department or Agency, those facilities may be used when in the best interests of the City.
- 4.0 Departments/Agencies of the City are encouraged to use the services provided by the Central Services Division for the conveyance of intra/interoffice hardcopy documents. First Class mail between Department/Agencies within the City is generally not economical. Use of Certified, Registered, or Priority mail from one Department/Agency to another Department/Agency within the City is authorized when the contents demand such delivery accountability for a Department or Agency's records.

- 4.1 Certified Return Receipt Mail is used in all instances where a receipt of delivery is required for documents or articles that have no monetary value.
  - 4.2 Certified Mail is used in instances when proof is necessary that a document or article was delivered to the U.S. Post Office.
  - 4.3 Priority Insured mail shall be used to transmit documents or articles with monetary value when in the opinion of the Department/Agency Manager, such methods are necessary to protect the City from potential financial loss.
  - 4.4 Standard rate mail shall be used for materials that are informational but absolute delivery to recipient is not critical
  - 4.5 Registered mail shall be used when it is necessary to have a tracking number in case a document or article is lost during delivery.
- 5.0 The use of expedited mail, special handling documents or Courier Services are limited to unique circumstances where no other means of conveyance meets the needs of the Department/Agency.
- 6.0 The procedure(s) for implementing this Executive Order, shall be defined by Memorandum Attachments to the Executive Order which shall become a part of the Executive Order. Further the Department of General Services which is responsible for the content of this Executive Order shall have the authority to issue, from time to time, policy and procedure Memorandum attachments relative to this Executive Order.

Approved for Legality:

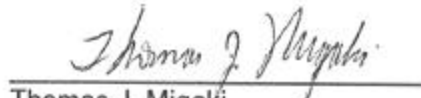
  
Wallace Wortham, Jr.  
Attorney for the City and County  
of Denver

Approved:


  
Wellington E. Webb  
MAYOR

  
Bruce Baumgartner  
Manager of Aviation


  
Theresa M. Donahue  
Manager of Environmental  
Health

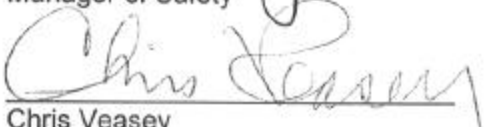
  
Thomas J. Migaki  
Manager of General Services

  
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Stephanie A. Foote  
Manager of Public Works

  
Cheryl D. Cohen-Vader  
Manager of Revenue

  
Aristedes Zavaras  
Manager of Safety

  
Chris Veasey  
Manager of Human Services

**MEMORANDUM NO. 35A**

**TO:** All Agencies Under the Mayor

**FROM:** Wellington E. Webb  
Mayor

**DATE:** November 14, 2001

**SUBJECT:** General U.S. Mail Procedures and Conveyance of Documents.

This Memorandum shall be attached to and become a part of Executive Order 35, dated, November 14, 2001, Delivery/Conveyance of Documents.

- 1.0 The Central Services Division shall require that Department/Agencies comply with the following when documents for U.S. Mail are forwarded to the Central Services Division for handling:
  - 1.1 Departments/agencies shall provide a complete mailing address, which shall include the U. S. Postal Service ZIP Code. Department Agencies are strongly encouraged to also include the +4 affix to the U.S. Postal Service ZIP Code.
  - 1.2 All packages and large envelopes must be taped and or packaged securely.
  - 1.3 All U.S. Mail shall be separated as follows:
    - Mail to be metered
    - International Mail
    - Previously stamped mail