

UCLA Procedure 310.1:	Mail Services
Issuing Officer:	Vice Chancellor and CFO
Responsible Dept:	Mail, Document, and Distribution Services
Last Revision Date:	August 14, 2009
Status:	Rescinded as of November 15, 2022

This procedure has been rescinded effective as of the date above. The subject matter covered in this procedure has been superseded by information contained in [UCLA Policy 310, UCLA Mail Services](#).

For more information, contact the Responsible Department identified above.

Issuing Officer

/s/ Allison Baird-James

**Interim Vice Chancellor and Chief Financial
Officer**