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**LAMAR UNIVERSITY**  
**MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES**

**SECTION:** Campus Operations  
**AREA:** Distribution Services

<b>Mail Security</b>	<b>MAPP 02.06.02 (FO)</b>
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**I. POLICY**

- A. The Lamar University (LU) Mail Center is committed to the secure processing and distribution of mail to the University community. This commitment includes mail sent through the United States Postal Service (USPS) as well as the University's inter-office and intra-campus mail.

**II. PURPOSE AND SCOPE**

- A. This policy falls under the authority of the U.S. Code of Federal Regulations (CFR), Title 39, Postal Service; the Texas State University System (TSUS) Rules and Regulations; and other applicable federal and state laws, statutes, rules, and regulations governing postal services.

**III. ROLES AND AUTHORITY**

- A. The LU Office of Campus Operations, under the Chief Operations Officer (COO), has oversight for the LU Mail Center, including security issues related to the Center. LU's oversight is subject to federal rules and regulations governing postal services.

**IV. SECURITY PROCEDURES**

- A. As a federal postal facility, the LU Mail Center follows

**V. REVIEW AND RESPONSIBILITY**