Campus Mail

The University at Buffalo recognizes the need to provide campus mail services in a cost effective and environmentally sound way. In order to meet this goal, internal campus mailings should be processed in accordance with the following guidelines:

• Whenever practical and possible, internal communications should be accomplished via electronic mail utilizing computer systems.

• Whenever it is necessary to communicate by hard copy, reusable campus mail envelopes or a self-mailer design should be used.

• Mailers should attempt to send written communications to only those individuals who need the information and not simply make a “GENERAL” announcement.

• Sealable envelopes should only be used for confidential mailings.

• Address lists used should be carefully screened to eliminate redundancies, and should be updated periodically to include address corrections.

• As often as possible, mailings to other State agencies should be accomplished via the Interagency Mail System (Albany Shuttle) provided by the State of New York.

(Signed) Robert J. Wagner 1/12/93

Senior Vice President for University Services