

# OFFICE OF ADMINISTRATION

## Mail Services

### Inter-Agency Mail Schedule

Inter-agency mail is sorted and delivered at a department level. The mail is then distributed by each department to the appropriate division and section.

Inter-agency mail is delivered and picked up in the A.M. and P.M. at the following locations unless otherwise indicated:

#### ADMINISTRATION, OFFICE OF

- Accounting, Division of, Rm. 579 HST Bldg.
- Budget & Planning, Division of, Rm. 124 & 129, Capitol Bldg.
- Commissioner, Office of the, Rm. 125 Capitol Bldg.
  - Administrative Hearing Commission, Rm. 640 HST Bldg.
  - Board of Fund Commissioner's & Escheats
  - Children's Trust Fund, Rm. 840 HST Bldg.
  - Deputy Commissioner, Office of the, Rm. 840 HST Bldg.
  - Ethics Commission, 3411A Knipp Dr.
  - Equal Employment Opportunity Office, Rm. 840 HST Bldg.
- Data Processing & Telecommunications, Division of  
Rm. 280 HST Bldg.
- Design & Construction, Division of:
  - 709 Mo. Blvd. (A.M. ONLY)
  - Rm. 730 & 780 HST Bldg.
- Facilities Management, Division of:
  - Bldg. Mgr. HST Bldg., Rm. 590 HST Bldg.
  - Leasing, 3225 W. Truman Blvd.
- General Services, Division of:
  - CARO/Risk Management, Rm. 760 HST Bldg.
  - Directors Office, Rm. 760 HST Bldg.
  - Flight Operations, J.C. Memorial Airport (P.M. ONLY)
  - Governor's Council on Physical Fitness and Health  
Rm. 760 HST Bldg.
  - Head Injury, Rm. 760 HST Bldg.
  - Intergovt. Relations, Rm. 840 HST Bldg.
  - MOPERM, 398 Dix Rd. Suite 201 (P.M. ONLY)
  - Personnel (O.A.), Rm. 840 HST Bldg.
  - Quick Copy Center, HST Bldg.
  - State Printing Center, 2733 Merchants Dr.
  - Vehicle Maintenance, 705 Mo. Blvd. (A.M. ONLY)
- Personnel, Division of, Rm. 430 HST Bldg.
- Purchasing, Division of:
  - Rm. 630 HST Bldg.
  - Materials Management, 117 N. Riverside Dr., (A.M. ONLY)

**AGRICULTURE, DEPARTMENT OF**  
1616 Mo. Blvd. (A.M. ONLY)

**ATTORNEY GENERAL, OFFICE OF THE STATE\***  
Attorney General mail room, Supreme Court Bldg. basement

**AUDITOR, OFFICE OF THE STATE**  
Rm. 880 HST Bldg.

**CONSERVATION, DEPARTMENT OF\***

**CORRECTIONS, DEPARTMENT OF\***

**ECONOMIC DEVELOPMENT, DEPARTMENT OF**  
Rm. 680 HST Bldg.

**EDUCATION, DEPARTMENT OF ELEMENTARY & SECONDARY\***  
Elementary & Secondary Education mail room,  
Jefferson Bldg. basement

**FITNESS CENTER**  
Rm. 110 HST Bldg.

**GOVERNOR, OFFICE OF THE\***

**HEALTH, DEPARTMENT OF\***

**HIGHER EDUCATION, DEPARTMENT OF**  
3515 Amazonas Dr. (A.M. ONLY)

**TRANSPORTATION, DEPARTMENT OF (A.M. ONLY)**  
Transportation mail room, 105 W. Capitol\* (P.M)

**HOUSE OF REPRESENTATIVES**  
House mail room, Capitol Bldg.

**INSURANCE, DEPARTMENT OF**  
Rm. 530 HST Bldg.

**LABOR & INDUSTRIAL RELATIONS, DEPARTMENT OF\***

- Labor & Industrial Relations Bldg., 3315 W. Truman Blvd.
- Employment Security, Division of\*

**LEGISLATIVE RESEARCH**  
Rm. 117A Capitol Bldg.

**LT. GOVERNOR, OFFICE OF THE**  
Rm. 121 Capitol Bldg.

**LINCOLN UNIVERSITY\***  
(Tuesday & Thursday Only)

**MENTAL HEALTH, DEPARTMENT OF\***

**MO. CONSOLIDATED HEALTH CARE PLAN**  
311 Ellis Blvd. (P.M. ONLY)

**MO. STATE CREDIT UNION**  
1818 S.W. Blvd. (A.M. ONLY)

**MO. STATE EMPLOYEE RETIREMENT SYSTEM**  
907 Wildwood Dr. (A.M. ONLY)

**NATURAL RESOURCES, DEPARTMENT OF\***  
Natural Resources mail room, 1st floor Jefferson Bldg.

**OVERSIGHT DIVISION**  
Rm. 132 Capitol Bldg.

**PUBLIC SAFETY, DEPARTMENT OF**

- Adjutant General
- Alcohol and Tobacco Control\* (A.M. ONLY)
- Capitol Police, Rm. 216 HST Bldg.
- Director, Office of the, Rm. 870 HST Bldg.
- Fire Safety
- Gaming Commission, 1616 Industrial Dr.\*
- Highway Patrol\*
- Water Patrol\*

**REVENUE, DEPARTMENT OF**  
Revenue mail room, Rm. 104 HST Bldg.

**SECRETARY OF STATE, OFFICE OF THE\***

- Secretary of State mail room, 2nd floor, M.S.I.C.
- Mo. State Library mail room, 2nd floor, M.S.I.C.

**SENATE**  
Senate bill room, Capitol Bldg.

**SOCIAL SERVICES, DEPARTMENT OF\***

**SUPREME COURT\***  
Supreme Court mail room, Supreme Court Bldg. basement

**TREASURER, OFFICE OF THE STATE\***  
Rm. 780 HST Bldg.

\*These Agencies pick up and deliver directly to the OA Mail Room.

## INTER-AGENCY MAIL GUIDELINES

O.A. Mail Services primary purpose is to pick up and deliver inter-agency **mail** between state agencies. In order for inter-agency mail to be handled efficiently and accurately it is necessary for the guidelines listed below to be followed:

1. **The size limit for inter-agency mail that O.A. Mail Services will pick up is 12" x 15½" x 5". The only exceptions are as follows:**
  1. If it is addressed to a division of the Office of Administration
  2. If it is being sent by an Office of Administration division
2. **Agencies may drop off inter-agency mail at the O.A. mail room that exceeds the size limit only under the following conditions:**
  1. If it is addressed to a division of the Office of Administration
  2. If it is addressed to an agency that picks up directly from the O.A. mail room and is willing to accept large packages and boxes
3. **All inter-agency mail must have a complete address including the following:**
  - A. Department name
  - B. Division/Section name
  - C. Street address or Bldg. including room & floor number if applicable
  - D. Recipients **full name**
4. **All inter-agency mail must have a complete return address including the following:**
  - A. Department name
  - B. Division/Section name
  - C. Senders **full name**
5. **When addressing reusable inter-agency envelopes make sure all previous markings have been marked out. Do not address between previous markings.**
6. **Sealing of inter-agency mail is the responsibility of the originator. Packing tape is recommended for sealing large non inter-agency type envelopes. Do not use staples for sealing envelopes.**
7. **All inter-agency mail should be in an inter-agency envelope or have one attached to it. If you did not use an inter-agency envelope, you must clearly mark the letter or package in the upper right hand corner with the words "Inter-Agency". Use red ink or highlight it.**
8. **When sending large mailings please bundle mail together by department**

Revised 1-5-04



## OFFICE OF ADMINISTRATION GENERAL SERVICES

### INTER-AGENCY MAIL SERVICES GUIDE

#### LOCATION

Room 155 Harry S Truman Building

#### HOURS

7:30 a.m. - 4:45 p.m. each working day

#### Phone

751-9333 or 751-2404