

§ 102-192.10

§ 102-192.10 What authority governs this part?

This part is governed by Section 2 of Public Law 94-575, the Federal Records Management Amendments of 1976 (44 U.S.C. 2901-2904), as amended, which requires the Administrator of General Services to provide guidance and assistance to Federal agencies on records management and defines the processing of mail by Federal agencies as a records management activity.

§ 102-192.15 How are “I”, “you”, “me”, “we”, and “us” used in this part?

In this part, “I”, “me”, and “you” (in its singular sense) refer to agency mail managers and/or facility mail managers; the context makes it clear which usage is intended in each case. “We”, “us”, and “you” (in its plural sense) refer to your Federal agency.

§ 102-192.20 How are “must” and “should” used in this part?

In this part:

- (a) “Must” identifies steps that Federal agencies are required to take; and
- (b) “Should” identifies steps that GSA recommends.

§ 102-192.25 Does this part apply to me?

Yes, this part applies to you if you work in a Federal agency, as defined in § 102-192.35.

§ 102-192.30 What types of mail does this part apply to?

This part applies to all materials that might pass through a Federal mail processing center, including:

- (a) All internal, incoming, and outgoing materials such as envelopes, bulk mail, expedited mail, individual packages up to 70 pounds, publications, and postal cards, regardless of whether or not they currently pass through a particular mail center;
- (b) Similar materials carried by agency personnel, contractors, the United States Postal Service (USPS), and all other carriers of such items; and
- (c) Electronic mail only if it is printed out and mailed as described in paragraphs (a) and (b) of this section; however, this part encourages agencies to maximize use of electronic mail in lieu

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of printed media, so long as it is cost-effective.

§ 102-192.35 What definitions apply to this part?

The following definitions apply to this part:

Agency mail manager means the person who manages the overall mail communications program of a Federal agency. The *agency mail manager* also represents the agency in its relations with mail service providers, other agency mail managers, and the GSA Office of Governmentwide Policy.

Class of mail means the 5 categories of domestic mail as defined by the United States Postal Service (USPS) in the Domestic Mail Manual, (C100 through C600.1.z). These are:

- (1) Express Mail and Priority Mail.
- (2) First Class.
- (3) Standard Mail (e.g., bulk marketing mail).
- (4) Package Services.
- (5) Periodicals.

Commingling means the merging of outgoing mail from one facility or agency with outgoing mail from at least one other source.

Expedited mail is a generic term that means mail designated for delivery more quickly than the USPS’s normal delivery times (which vary by class of mail). Examples of *expedited mail* include USPS Express Mail and overnight and two-day delivery by other service providers.

Facility mail manager means the person responsible for mail in a specific Federal facility. There may be many *facility mail managers* within a Federal agency. See subpart G of this part for additional information about facility mail managers.

Federal agency (or agency) means:

- (1) Any executive department as defined in 5 U.S.C. 101;
- (2) Any wholly owned Government corporation as defined in 31 U.S.C. 9101;
- (3) Any independent establishment in the executive branch as defined in 5 U.S.C. 104; and
- (4) Any establishment in the legislative branch, except the Senate, the House of Representatives, the Architect of the Capitol, and all activities under the direction of the Architect of the Capitol (44 U.S.C. 2901(14)).