

**Board of County Commissioners**  
Leon County, Florida

**Policy No. 93-16**

Title: Mail

Date Adopted: January 12, 1993

Effective Date: January 12, 1993

Reference: N/A

Policy Superseded: Policy No. 75-5, "County Mail" adopted March 1, 1975

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It shall be the policy of the Board of County Commissioners of Leon County, Florida, that Policy No. 75-5, adopted by the Board of County Commissioners on March 1, 1975, is hereby repealed and superseded, and a new policy is hereby adopted in its place, to wit:

A central mail room shall be provided in the Courthouse. The hours of operation shall be from 8 a.m. to 5 p.m., Monday through Friday, except holidays.

Personal mail shall not be picked up, delivered or otherwise processed by the County mail clerk. All County business mail shall be delivered and picked up from County offices each work day.