7006. ADMINISTRATIVE REGULATIONS ON
USE OF DISTRICT MAILBOXES

7006.1 The Director of Risk Services is responsible for administering these
regulations.

7006.2 Materials to be distributed must comply with District policies, county and
state laws, the California Education Code, and California and United States
court decisions.

7006.3 Currently registered students, properly identified campus organizations,
District committees, faculty, and staff members of the college may distribute
information in the staff mailboxes. Students must first obtain permission
from the office of the Dean of Student Affairs to make a general distribution
of materials to District staff. Mail to be distributed to staff through the
District mail system must be addressed and organized as specified by
District Mail Services.

7006.4 Materials distributed to the staff shall bear the name of the distributing
organization, its officers, or other individuals responsible for issuing them.

7006.5 Employees or other individuals may not use the District mail system for
distribution of sales literature or to promote their individual enterprises.
Sales literature from employees or others must be sent through the U.S. Mail
addressed to individuals or departments and will be distributed by the Mail
Services staff.

7006.6 Employee organizations shall be permitted the right of access to staff
mailboxes.

A. Employee organizations may distribute items of general interest in the
members’ mailboxes provided there is no interference with or
interruption of District business or the scheduled duties of Mail
Services staff.

B. All communications distributed under an employee organization’s
name must have the approval of the organization(s) concerned.

C. A copy of all materials distributed to the faculty at large shall be
distributed at the same time to the Associate Vice President of Human
Resources; a copy of all materials distributed to the classified staff at
large shall be distributed at the same time to the Director of Human
Resources.
D. Employee organizations and individuals issuing communications shall be responsible for their appropriateness.

7006.7 Libelous, slanderous, or obscene materials or materials which express or advocate racial, ethnic, sexual, or religious prejudice are prohibited.

7006.8 Privacy of staff mailboxes is to be respected. No one may remove items from any mailbox other than the person to whom the box is assigned or his/her authorized representative.

7006.9 The District’s internal mail system shall not be used to distribute literature or other media containing endorsements of political candidates or for other political purposes.

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Long Beach Community College District