

# Rock Valley College

## RVC Board Policy 2:40.050

### Mail Service

Rock Valley College aims to establish central locations for the processing of inter-campus and external mailings related to the College's official business following Federal mailing guidelines. The Mail Distribution Center (MDC) is a restricted service that distributes and processes the College's official mail. The College prohibits the use of MDC for personal or the private gain of employees or non-College groups.

**Implemented:** March 24, 2009

**Revised:** April 8, 2014