

Secure Destruction Mail Service - How it Works!

Secure Destruction Mail Service is available for 1st class letter and flat mail only. First class mail, by postal definition, is a protected class of mail because it contains personal identifiable information that is subject to federal and state privacy protection laws. The primary objectives for providing this mail service are:

- 1) to protect and destroy the contents of UAA first class letter and flat mail with an SD service type identifier, and
- 2) to provide a record of proof to the client that it was done.

For this to be accomplished, an Intelligent Mail® barcode is REQUIRED to receive ACS with Secure Destruction. Within that intelligent mail barcode, the mailer must include one of the available SD service type identifiers (STIDs).

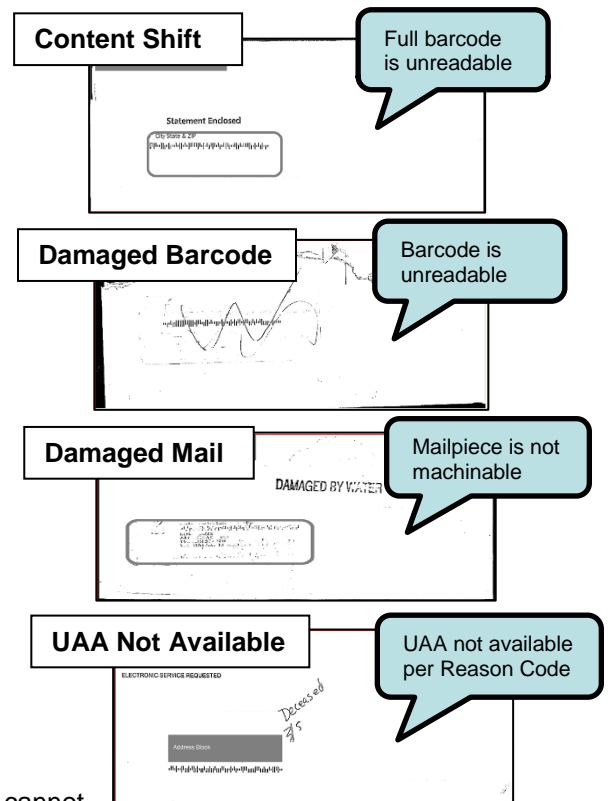
Secure Destruction service is provided and data is generated when the letter is sorted to the SD Bin on postal letter and flat automation equipment. When circumstances arise that do not allow the IMb to be read or the mail to be sorted properly, then SD mail service is not and cannot be provided.

Below is a list of the circumstances that would prevent SD mail service from being provided due to an unreadable or invalid IMb.

- 1) Unreadable Barcode
 - Contents shift & impedes barcode
 - Damaged barcode (e.g. marks, blurs, etc.)
 - Invalid barcode
 - Misprinted barcode
- 2) Damaged or non-machinable mailpiece
- 3) Incorrect STID in IMb
- 4) Wrong Mail Class
- 5) UAA not Available with ACS

Reasons:

- Deceased
 - False Representation and/or Lottery Law
 - Delivery Suspended to CMRA
 - Not Deliverable at CMRA
 - No Such Post Office
 - Returned for Better Address
 - Returned for Postage
 - Non-mailable
- 6) Information required is not available – PARS or FPARS cannot capture an image of the mail piece or critical information from the image cannot be interpreted (For example: Postage (Mail Class) cannot be determined).



If the IMb is not read, the piece is handled based on the printed endorsement, if any. For example, if the endorsement is for....

- Electronic Service Requested (ESR) – the piece is treated as unendorsed and forwarded or returned to sender
- Change Service Requested (CSR) – the piece is treated as Return Service Request (RSR) and returned to sender

If the mail is rejected by PARS it may be sent to the nearest Computer Forwarding Service (CFS) unit and processed manually. From CFS the piece will either be forwarded if possible or returned to sender. Secure Destruction service is not available in CFS.