

Chapter 2. Establishment and Maintenance of Departmental Mailing lists

2-1 Establishment of Departmental Mailing Lists

Standardized mailing lists have been established for the initial distribution of printed material. Sponsoring offices or their respective Directives Management Officers (DMOs) are to check with the Printing Branch about the availability and suitability of existing lists for distribution before submitting a request for the establishment of a new mailing list.

A. Justification Statement Required from DMO or Sponsor. Program offices requesting a new mailing list must prepare a justification statement and submit it to the Chief, Printing Branch. The statement should include the following:

1. Purpose of the list, including information as to why existing mailing lists are unsuitable;
2. Identification of the specific categories of persons or organizations to be included;
3. Description of the type of printed material to be mailed and the estimated frequency of such mailings; and
4. A list of the addresses that will compose the mailing list, and the date the list was last updated. This list may be submitted in the form of a computer disk or hard copy. The format of the list must be consistent with the format of the present lists that are on the system:

Name 1 field_____

Name 2 field_____

Name 3 field_____

Street field_____

City field_____

State field_____

Zip field_____

- a. The Name1 field should consist of the first and last name of the addressee, or in the case of a no name, the title or department. The field should be limited to 33 characters. If the title or department name is longer than 33 characters, put the rest of the information in the

Name2 and Name3 fields. If any of the fields contains no information, put a period in that field.

b. The Street field should consist of the mailing address such as building number or P.O. Box number, and should be limited to 33 characters.

c. The City field should be limited to 20 characters.

d. The State field should consist of the two digit state code.

e. The Zip field should be limited to 10 characters.

B. Identification of Approved Lists. Mailing lists approved for servicing by the Printing Branch will be assigned a numerical identification code. Offices should use this code when requesting distribution of printed material on form HUD-20, Printing Requisition, and also on all requests for changes to the mailing list. In addition, the mailing code(s) will be shown on all directives and mailing labels for those directives.

2-2 Maintenance of Mailing Lists

All changes, additions, and deletions to a mailing list are to be prepared by the list sponsor. In addition, DMOs and sponsors are responsible for periodically reviewing and updating the mailing lists relevant to their organizations, to assure that they are current and correct. Upon request, the Printing Branch will supply the DMOs or sponsors with plain paper computer printouts of their lists for their use in the review.

2-3 Polling of Mailing Lists

A. External Mailing Lists. At least once a year, the HUD mailing lists will be polled by the Printing Branch as required by the regulations of the Joint Committee on Printing. This polling updates the mailing list by identifying addressees that should be dropped or changed. When requested, sponsors will submit a form HUD-20 to pay for the polling costs incurred. Program Offices are required to send to the Printing Branch updated copies of their mailing lists as a result of the poll. When the

updated mailing lists are received by the Printing Branch, a new computer printout will be sent to the sponsor.

B. Internal Mailing Lists. Internal mailing lists will be polled every 6 months by the Printing Branch to ensure

that lists are current. Program Offices will notify the Printing Branch, in writing, when changes occur within their organizations. Program Offices are required to send to the Printing Branch updated copies of their mailing lists.

2-4 Requests for Use of Mailing Lists

All requests for the distribution of printed material are to be placed on form HUD-20, Printing Requisition. Lists can be used only by the sponsor of the list except when the form HUD-20 is accompanied by a memorandum from the sponsor stating approval of list use or when the form HUD-20 is so annotated by the sponsor. This restriction does not apply to the W and R mail codes.

2-5 Inactive Mailing Lists

Any mailing list that remains unused for one year will be flagged by the Printing Branch as inactive. The Printing Branch will request the sponsor to justify, in writing, the retention of the list. The inactive list will be eliminated if the sponsor fails to justify its retention. If the list remains unused during the 6 months immediately following justification of retention, it will be eliminated.

2-6 Processing of Returned Mailing Lists Materials

Undeliverable mail will be returned to the sponsoring Program Office and to the Printing Branch. These Offices will purge, verify, update and adjust their mailing lists accordingly. They will provide each other with a copy of the new list within 15 days upon completing this process.