

Secure Destruction

Checklist for Interested Mailers

This checklist has been developed to assist mailers interested in taking advantage of the new USPS® Secure Destruction Mail Service offering. The checklist can be used as a guide for the steps interested mailers should take prior to registering for the SD Service.



General

The United States Postal Service® has developed a number of resources for its new Secure Destruction (SD) Mail Service to inform mailers interested in knowing more about the Secure Destruction opt-in service and how it can benefit their organization. The items below serve as a guide to; 1) **evaluate** what SD Service is and how it can benefit your business and, 2) understand the basic **preparation** tasks to confirm and/or complete to obtain SD Service.

SD Service Evaluation and Preparation Tasks

General

1. Have you read the following SD Service informational resources and shared them with the appropriate stakeholders?
 - a. SD Primer for Mailers (PowerPoint Presentation)
 - b. SD Fact Sheet
 - c. SD Pamphlet for Mailers
 - d. SD Frequently Asked Questions (FAQs)
 - e. SD eNotification Requirements Guide
 - f. SD Information Security Cross Comparison Table

Target Eligible Mail

2. Now that you know what Secure Destruction is, has the letter-sized First-Class Mail® that would benefit from this service at your organization been identified?
3. Does the targeted First-Class Mail® meet the following requirements?
 - a. Letter-sized
 - b. Would otherwise be RTS if undeliverable-as-addressed (UAA)
 - c. Compatible with Intelligent Mail® barcodes (IMb)

Registration

4. Do you have a Mailer ID (MID)?
5. Have you registered for ACS™ with the USPS National Customer Support Center?
6. Have you completed and submitted the *Secure Destruction Enrollment Form* to the ACS Department at the National Customer Support Center?
7. Have you completed and submitted the Electronic Product Fulfillment Web Access Request form and included a valid email address as the login ID to access your daily SD eNotifications?

Organizational Mail Preparation

8. Have you determined how long it will take to prepare the mailings with a Secure Destruction Service Type Identifier (STID)?
9. Have you received buy-in from the appropriate stakeholders?



(Note - documents listed above can be found using the following link to the RIBBS website [RIBBS Secure Destruction Page](#))