



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Nevada State Library, Archives and Public Records
100 N. Stewart Street, Suite 100 | Carson City, Nevada 89701
Phone: (775) 684-3339 | www.nsla.nv.gov | Fax: (775) 684-3311

M E M O R A N D U M

November 16, 2020

TO: All Agencies
FROM: Tammy Westergard, Administrator
SUBJECT: Mail Room Closure at the Grant Sawyer Office Building

Due to a COVID-19 exposure, currently no staff are working from the State Mail Service Center within the Grant Sawyer Office Building. Delays in mail will occur at a minimum Monday through Wednesday of this week. Pending test results for Mail Services staff, staff may be permitted to return to work on Thursday. If staff do return on Thursday, it is anticipated that delayed mail can be caught up within two to three business days.

Important Information:

- The Grant Sawyer Building is closed to the public. All incoming USPS Mail, Fed Ex Express, Fed Ex Ground, UPS, and Staples are going directly to our secure loading dock. Capitol Police are monitoring deliveries and permitting agencies to retrieve parcels.
- Suite #1200 (Mail Services) within the Grant Sawyer Building has been cleaned. Mail currently sitting in the mail room in the agency mail slots is available through access granted from Capitol Police.
- Agencies with individual FedEx accounts may ship mail to the Carson City Mail Services building for processing at the address below OR directly to the intended agency.
720 E. 5th Street, Carson City, NV, 89701
ATTENTION: James Gast
- The Carson City mail room has suspended all outbound to Las Vegas interoffice mailing.
- B2B air service has been cancelled at a minimum through Wednesday.
- **Accountable mail (all the certified, registered) must be sent from the individual agency; there is no contingency at this time for time sensitive, accountable mail.**

For questions or concerns, please contact:

- Vic Johnson, vjohnson@admin.nv.gov, (702) 461-2549
- James Gast, jgast@admin.nv.gov, (775) 544-7774
- April Sellers, asellers@admin.nv.gov, (775) 684-1864
- Sue Conn, sconn@admin.nv.gov, (775) 781-7552

We appreciate your understanding and cooperation in helping us manage state mail services in this difficult time. We will update this notice by noon Thursday, November 19.