



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Nevada State Library, Archives, and Public Records
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MEMORANDUM

April 22, 2021

TO: All Agencies
FROM: JoVon Sotak, Interim Administrator
SUBJECT: Carson City Mail Room Closure

Due to a possible COVID-19 exposure, the State Mail Services building in Carson City will be closed on Thursday, April 22 for cleaning. Delays in mail will occur at a minimum on Thursday. Vaccinated staff will be permitted to return to work on Friday; pending test results confirming exposure, other staff will be required to quarantine. Staffing levels will determine if delayed mail can be caught up within two to three business days.

Important Information:

- Interdepartmental mail will not be delivered or picked up on Thursday, April 22. Staffing levels will determine when interdepartmental mail resumes.
- The Carson City mail room has suspended outbound to Las Vegas interoffice mailing.
- Agencies with individual FedEx accounts may ship mail directly to the intended agency OR to the Grant Sawyer Office building for processing at the address below:
555 E Washington Ave, Las Vegas, NV, 89101
ATTENTION: Vic Johnson, Mail Services
- 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 that must be sent prior to Friday, April 23.

For questions or concerns, please contact MailServices@admin.nv.gov.

We appreciate your understanding and cooperation during these difficult times. We will provide more information on anticipated mail delays when it is available.