OSP Interagency Mail Service

We Deliver.

The Interagency Mail & Messenger Service (IMS) provides daily mail service between State offices in the greater Sacramento area, including Elk Grove and Rancho Cordova. The IMS unit provides messenger service on a prescheduled or as-needed basis. The IMS unit also provides delivery service of boxed documents to and from the State Records Center & Document Destruction Center.

Services Provided

- Interagency mail pick-up and delivery
- Messenger services
- State Records Center & Document Destruction Center pick-up and delivery
- Mail delivered within 24 hours
- Dedicated courier
- USPS mail pickup and delivery to OSP mail room for processing for postal mail

How to Schedule Services

INTERAGENCY MAIL SERVICES

- Interagency Agreement Required (IAA)
- Billing Code is required

  Your agency will be billed monthly

SPECIAL DELIVERY SERVICES

- Scheduled as needed via email

  Email imms@dgs.ca.gov for a service request form and instructions on how to request special delivery service

Pricing

For current prices, visit www.dgs.ca.gov/osp/Programs/InteragencyMail

Monthly Fees

Contact Us!

Interagency Mail & Messenger Service
Office of State Publishing
1700 National Drive
Sacramento, CA 95834

(916) 928-5977 | OFFICE
IMMS@dgs.ca.gov | EMAIL
David Paulsen | SUPERVISOR
Steven Edwards | MANAGER

Office of State Publishing
CALIFORNIA DEPARTMENT OF GENERAL SERVICES