

**Date:** December 3, 2008

**Audience:** DHS employees in offices along DAS mail shuttle route

**Subject:** New money-saving secure mail delivery and tracking service

The Department of Administrative Services (DAS) has a new web-based mail delivery and tracking system, called PacTrac available to state offices on the shuttle route. PacTrac can be used instead of other more expensive services such as UPS, FedEx, or the US Postal Service and provides the same tracking capability as the private companies.

PacTrac allows you to:

- Assign a security level to packages and require a signature or secure delivery;
- Address and print your own mailing label;
- Track items via the web in real time;
- Save money.

### **Who can use PacTrac?**

Any state office that is on the DAS shuttle mail route. Visit the DAS Publishing and Distribution website to view the list of shuttle stops:

<http://oregon.gov/DAS/SSD/PD/docs/shuttle/routes.xls>.

### **When should I use PacTrac?**

Use PacTrac when you need to send and track mail addressed to another office along the DAS shuttle route. Use PacTrac in lieu of private shipping services who provide tracking and receipting of parcels.

Keeping DHS information safe and secure while in transit is required per DHS policy [090-010](#) which states:

“Information assets can be vulnerable to unauthorized access, misuse, or corruption during physical transport. Safeguards must be implemented to protect sensitive information from accidental or intentional unauthorized access, modification, destruction, disclosure or temporary or permanent loss during physical transport.”

### **How much does it cost?**

Delivery costs depend on the security level of the item. It will be either \$ .25 or \$3.00 per piece. Using PacTrac could save up to 95% compared to private shipping companies.

### **Getting Started**

Contact the DAS Publishing and Distribution center to obtain a PacTrac user ID and password for your office. Phone (503) 373-1715, (503) 373-1327, or e-mail

[pts.admin@state.or.us](mailto:pts.admin@state.or.us).

Thank you,  
DHS Information Security Office (ISO)

Visit the **DHS Security Office** website: <http://www.oregon.gov/DHS/admin/infosec>.  
Here you will find more mailing and privacy tools, information, and links to help you secure all  
DHS mail. Click on the "DHS mail processing and privacy" link. We can also be reached via:  
Phone-503.945.6812; Fax-503.947.5396; or [email-dhsinfo.security@state.or.us](mailto:email-dhsinfo.security@state.or.us)