

Mail Room and Records Management

Office Hours

The mail room is located in room no. 30, ground floor on the right, main CUFA building.

Monday	9 am – 11 am	1 pm – 3 pm
Tuesday	9 am – 11 am	1 pm – 4 pm
Wednesday	9 am – 11 am	1 pm – 4:30 pm
Thursday	9 am – 11 am	1 pm – 4 pm
Friday	9 am – 11 am	1 pm – 2 pm

Contacts

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room	33, ground floor on the right, main CUFA building
agenda	faculty coordinator of records management
	establishing access to the electronic document and record management system (ESS) for employees of the CUFA, technical support and solving technical problems in the ESS, shredding management, management of stamps and electronic signatures, confirmation of clearance certificates
Office hours by previous e-mail or phone appointment.	

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