

# Mail Room and Records Management

## Office Hours

**From 27th of December until 29th of December are changed office hours:**

**9 am – 11 am and 12 am – 1 pm**

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

Mgr. Tereza Konečná, head of department	
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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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