

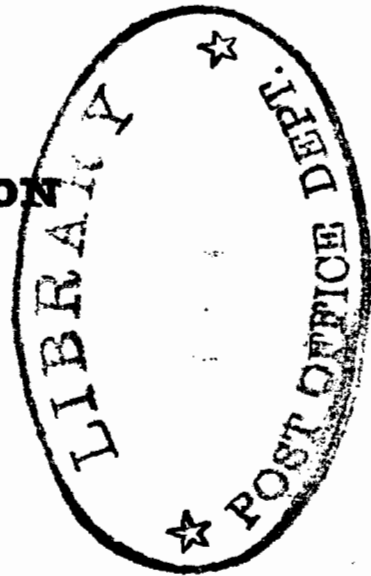
**POST-OFFICE LAWS,
INSTRUCTIONS AND FORMS,**

PUBLISHED FOR

THE REGULATION

OF

THE POST-OFFICE.



PRINTED FOR THE POST-OFFICE DEPARTMENT.

Washington:

PRINTED BY WAY & GIDEON.

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1828.



AN ACT

TO REDUCE INTO ONE THE SEVERAL ACTS ESTABLISHING AND REGULATING THE

POST-OFFICE DEPARTMENT.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That there be established, at the seat of the government of the United States, a General Post Office, under the direction of a Postmaster General. The Postmaster General shall appoint two assistants, and such clerks as may be necessary for the performance of the business of his office, and as are authorized by law; and shall procure, and cause to be kept, a seal for the said office, which shall be affixed to commissions of Postmasters, and used to authenticate all transcripts and copies which may be required from the department. He shall establish Post-offices, and appoint Postmasters, at all such places as shall appear to him expedient, on the post roads that are, or may be established by law. He shall give his assistants, the Postmasters, and all other persons whom he shall employ, or who may be employed, in any of the departments of the General Post-office, instructions relative to their duty. He shall provide for the carriage of the mail on all post-roads that are, or may be established by law, and as often as he, having regard to the productiveness thereof, and other circumstances, shall think proper. He may direct the route or road, where there are more than one, between places designated by law for a post-road, which route shall be considered the post-road. He shall obtain, from the Postmasters, their accounts and vouchers for their receipts and expenditures, once in three months, or oftener, with the balances thereon arising, in favour of the General Post-office. He shall pay all expenses which may arise in conducting the Post-office, and in the convey-

General Post office.

Power and duties of the Postmaster General.

ance of the mail, and all other necessary expenses arising on the collection of the revenue, and management of the General Post-office. He shall prosecute offences against the Post-office establishment. He shall, once in three months, render, to the Secretary of the Treasury, a quarterly account of all the receipts and expenditures in the said department, to be adjusted and settled as other public accounts. He shall, also, superintend the business of the department, in all the duties that are, or may be, assigned to it: *Provided*, That, in case of the death, resignation, or removal from office, of the Postmaster General, all his duties shall be performed by his senior assistant, until a successor shall be appointed, and arrive at the General Post-office, to perform the business.

Senior assistant to perform duties in case of death of Post-Master General.

Sec. 2. *And be it further enacted*, That the Postmaster General, and all other persons employed in the General Post-office, or in the care, custody, or conveyance of the mail, shall, previous to entering upon the duties assigned to them, or the execution of their trusts, and before they shall be entitled to receive any emolument therefor, respectively take and subscribe the following oath, or affirmation, before some magistrate, and cause a certificate thereof to be filed in the General Post-office: "I, A B, do swear or affirm, (as the case may be) that I will faithfully perform all the duties required of me, and abstain from every thing forbidden by the laws in relation to the establishment of the Post-office and Post-roads within the United States." Every person who shall be, in any manner employed in the care, custody, conveyance, or management of the mail, shall be subject to all pains, penalties and forfeitures, for violating the injunctions, or neglecting the duties, required of him by the laws relating to the establishment of the Post-office and Post-roads, whether such person shall have taken the oath or affirmation, above prescribed, or not.

Oath to be taken.

Sec. 3. *And be it further enacted*, That it shall be the duty of the Postmaster General, upon the appointment of any Postmaster, to require, and take, of such Postmaster, bond, with good and approved security, in such penalty as he may judge sufficient, conditioned for the faithful discharge of all the duties of such Postmaster, required by law, or which may be required by

Bonds to be taken from Postmasters.

any instruction, or general rule, for the government of the department: *Provided however*, That, if default shall be made by the Postmaster aforesaid, at any time, and the Postmaster General shall fail to institute suit against such Postmaster, and said sureties, for two years from and after such default shall be made, then, and in that case, the said sureties shall not be held liable to the United States, nor shall suit be instituted against them. Suits within two years.

Sec. 4. *And be it further enacted*, That the Postmaster General shall cause a mail to be carried from the nearest Post-office, on any established post-road, to the Court House of any county which is now, or may hereafter be, established in any of the states or territories of the United States, and which is without a mail; and the road, on which such mail shall be transported, shall become a post-road, and so continue, until the transportation thereon shall cease. It shall, also, be lawful for the Postmaster General to enter into contracts, for a term not exceeding four years, for extending the line of posts, and to authorize the persons, so contracting, as a compensation for their expenses, to receive, during the continuance of such contracts, at rates not exceeding those for like distances, established by this act, all the postage which shall arise on letters, newspapers, magazines, pamphlets, and packets conveyed by any such posts; and the roads, designated in such contracts, shall, during the continuance thereof, be deemed and considered as post roads, within the provision of this act: and a duplicate of every such contract shall, within sixty days after the execution thereof, be lodged in the office of the Comptroller of the Treasury of the United States. Post-Master General authorized to contract for carrying the mail.
Postmaster general authorized to establish private post roads.

Sec. 5. *And be it further enacted*, That the Postmaster General be authorized to have the mail carried in any steam-boat, or other vessel, which shall be used as a packet, in any of the waters of the United States, on such terms and conditions as shall be considered expedient: *Provided*, That he does not pay more than three cents for each letter, and more than one-half cent for each newspaper, conveyed in such mail. To carry in steam-boats.

Sec. 6. *And be it further enacted*, That it shall be the duty of every master or manager of any steam-boat, which shall pass from one port or place to another Steam-boat letters.

port or place in the United States, where a Post-office is established, to deliver, within three hours after his arrival, if in the day time, and within two hours after the next sunrise, if the arrival be in the night, all letters and packets addressed to, or destined for, such port or place, to the Postmaster there, for which he shall be entitled to receive, of such Postmaster, two cents for every letter or packet so delivered, unless the same shall be carried or conveyed under a contract with the Postmaster General; and, if any master or manager of a steam-boat shall fail so to deliver any letter or packet, which shall have been brought by him, or shall have been in his care, or within his power, he shall incur a penalty of thirty dollars for every such failure. And every person, employed on board any steam-boat, shall deliver every letter, and packet of letters, entrusted to such person, to the master or manager of such steam-boat, and before the said vessel shall touch at any other port or place; and, for every failure or neglect so to deliver, a penalty of ten dollars shall be incurred for each letter or packet.

Free white persons only to be employed in carrying the mail.

Sec. 7. *And be it further enacted*, That no other than a free white person shall be employed in conveying the mail; and any contractor who shall employ, or permit any other than a free white person to convey the mail, shall, for every such offence, incur a penalty of twenty dollars.

Postmaster General to report obstructions on the post routes.

Sec. 8. *And be it further enacted*, That, whenever it shall be made appear, to the satisfaction of the Postmaster General, that any road established, or which may hereafter be established as a post-road, is obstructed by fences, gates, or bars, or other than those lawfully used on turnpike roads to collect their toll, and not kept in good repair, with proper bridges and ferries, where the same may be necessary, it shall be the duty of the Postmaster General to report the same to Congress, with such information as can be obtained, to enable Congress to establish some other road instead of it, in the same main direction.

Obstructing the mail.

Sec. 9. *And be it further enacted*, That, if any person shall, knowingly and wilfully, obstruct or retard the passage of the mail, or of any driver or carrier, or of any horse or carriage, carrying the same, he shall, upon conviction, for every such offence, pay a

fine not exceeding one hundred dollars; and if any ferryman shall, by wilful negligence, or refusal to transport the mail across any ferry, delay the same, he shall forfeit and pay, for every ten minutes that the same shall be so delayed, a sum not exceeding ten dollars.

Sec. 10. *And be it further enacted*, That it shall be the duty of the Postmaster General to give public notice, in one newspaper published at the seat of government of the United States, and in one or more of the newspapers published in the state or states or territory, where the contract is to be performed, for at least twelve weeks before entering into any contract for carrying the mail, that such contract is intended to be made, and the day on which it is to be concluded, describing the places from and to which such mail is to be conveyed, the time at which it is to be made up, and the day and hour at which it is to be delivered. He shall moreover, within ninety days after the making of any contract, lodge a duplicate thereof, together with the proposals which he shall have received respecting it, in the office of the Comptroller of the Treasury of the United States: *Provided*, That no contract shall be entered into for a longer term than four years.

Contracts for carrying the mail.

Sec. 11. *And be it further enacted*, That every postmaster shall keep an office, in which one or more persons shall attend on every day on which a mail shall arrive, by land or water, as well as on other days, at such hours as the Postmaster General shall direct, for the purpose of performing the duties thereof, and it shall be the duty of the postmaster, at all reasonable hours, on every day of the week, to deliver, on demand, any letter, paper, or packet, to the person entitled to, or authorized to receive the same; and all letters, brought to any post-office half an hour before the time of making up the mail at such office, shall be forwarded therein, except at such post-offices where, in the opinion of the Postmaster General, it requires more time for making up the mail, and which he shall accordingly prescribe; but this shall, in no case, exceed one hour.

Hours of attendance at post offices.

Sec. 12. *And be it further enacted*, That no fees or perquisites shall be received by any person employ-

No fees, &c. to be received by

persons in the G. Post-office ed in the General Post-office, on account of the duties to be performed by virtue of his appointment.

Rates of postage. Sec. 13. *And be it further enacted*, That the following rates of postage be charged upon all letters and packets, (excepting such as are excepted by law,) conveyed in the mail of the United States, viz. For every letter composed of a single sheet of paper, conveyed not exceeding thirty miles, six cents; Over thirty, and not exceeding eighty, ten cents; Over eighty, and not exceeding one hundred and fifty, twelve and a half cents; Over one hundred and fifty, and not exceeding four hundred, eighteen and three quarters of a cent; Over four hundred, twenty-five cents.

Packets not to exceed three pounds. And for every double letter, or letter composed of two pieces of paper, double those rates; and for every triple letter, or letter composed of three pieces of paper, triple those rates; and for every packet composed of four or more pieces of paper, or one or more other articles, and weighing one ounce avoirdupois, quadruple those rates; and in that proportion for all greater weight: *Provided*, That no packet of letters, conveyed by the water mails, shall be charged with more than quadruple postage, unless the same shall contain more than four distinct letters. No postmaster shall receive, to be conveyed by the mail, any packet which shall weigh more than three pounds, and the postage marked on any letter or packet, and charged in the post bill which may accompany the same, shall be conclusive evidence in favor of the postmaster who delivers the same, of the lawful postage thereon; unless such letter or packet shall be opened in the presence of the postmaster or his clerk. Every four folio pages, or eight quarto pages, or sixteen octavo, or twenty-four duodecimo pages, or pages of less size of a pamphlet or magazine, whatever be the size of the paper of which it is formed, shall be considered a sheet, and the surplus pages of any pamphlet or magazine, shall also be considered a sheet; and the journals of the legislatures of the several states, not being bound, shall be liable to the same postage as pamphlets.

Magazines, &c.

Memorandum on newspapers. Any memorandum, which shall be written on a newspaper, or other printed paper, pamphlet, or magazine, and transmitted by mail, shall be charged with letter postage: *Provided*, The publisher of a newspa-

per may send a printed or written notice to a subscriber, stating the amount due on his subscription; which notice shall be attached to the margin of the newspaper, and the postmaster who delivers the paper shall charge for such notice the same postage as for a newspaper.

Sec. 14. *And be it further enacted*, That the Postmaster General be, and he is hereby, authorized to allow to each postmaster, such commission on the postages by him collected, as shall be adequate to his services and expenses: *Provided*, That his commission shall not exceed the following several rates on the amount received in one quarter, viz:

Postmasters
commission
on letter
postage.

On a sum not exceeding one hundred dollars, thirty per cent.

On any sum over and above the first hundred dollars, and not exceeding four hundred dollars, twenty-five per cent.

On any sum over and above the first four hundred, and not exceeding two thousand four hundred dollars, twenty per cent.

On any sum over and above the first two thousand four hundred dollars, eight per cent.

Except to the postmasters who may be employed in receiving and despatching foreign mails, whose compensation may be augmented, not exceeding twenty-five dollars in one quarter; and excepting to the postmasters at offices where the mail is regularly to arrive between the hours of nine o'clock at night and five o'clock in the morning, whose commission on the first hundred dollars collected in one quarter, may be increased to a sum not exceeding fifty per cent. The

Who rise in
the night.

Postmaster General may allow to the postmasters, respectively, a commission of fifty per cent. on the moneys arising from the postage of newspapers, magazines, and pamphlets; and to the postmasters whose compensation shall not exceed five hundred dollars in one quarter, two cents for every free letter delivered out of the office, excepting such as are for the postmaster himself; and each postmaster, who shall be required to keep a register of the arrival and departure of the mails, shall be allowed ten cents for each monthly return which he makes thereof to the General Post-office. The Postmaster General may allow to the postmaster

On newspaper
postage.

On free letters.

Mail Register.

Postmaster
New Orleans.

Postmaster
Washington

at New Orleans, at the rate of eight hundred dollars a year in addition to his ordinary commissions. The Postmaster General is hereby authorized to allow to the postmaster of the city of Washington, in addition to the allowance made by this act, for postage collected, and for free letters received by him for delivery, a commission of five per cent. on the amount of mails distributed at his office: *Provided, nevertheless,* That the whole annual emolument of the said postmaster, including the extra compensation of eight hundred dollars which is hereby allowed him, shall be subject to the restrictions imposed by the forty-first section of this act.

Ship Letters.

Sec. 15. *And be it further enacted,* That every letter or packet, brought into the United States, or carried from one port therein to another, in any private ship or vessel, shall be charged with six cents, if delivered at the post office where the same shall arrive; and if destined to be conveyed, by post, to any place, with two cents added to the ordinary rates of postage.

Receiving
illegal postage.

Sec. 16. *And be it further enacted,* That, if any postmaster, or other person, authorized by the Postmaster General to receive the postage of letters, shall fraudulently demand, or receive, any rate of postage or gratuity, or reward, other than is provided by this act, for the postage of letters, or packets, on conviction thereof, he shall forfeit, for every such offence, one hundred dollars.

Masters of
vessels to de-
posit letters.

Sec. 17. *And be it further enacted,* That no ship or vessel, arriving at any port within the United States where a post-office is established, shall be permitted to report, make entry, or break bulk, until the master or commander shall have delivered to the postmaster all letters directed to any person or persons within the United States, or the territories thereof, which under his care, or within his power, shall be brought in such ship or vessel, except such as are directed to the owner or consignee of the ship or vessel. And it shall be the duty of the collector, or other officer of the port empowered to receive entries of ships or vessels, to require, from every master or commander of such ship or vessel, an oath or affirmation, purporting that he has delivered all such letters, except as aforesaid; and if any commander or master of any such ship or vessel

shall break bulk before he shall have complied with the requirements of this act, every such offender shall, on conviction thereof, forfeit for every such offence, a sum not exceeding one hundred dollars.

Sec. 18. *And be it further enacted*, That the postmaster to whom such letters may be delivered, shall pay the master or commander, or other person delivering the same, except the commanders of foreign packets, two cents for each letter or packet; and shall obtain from the person delivering the same, a certificate, specifying the number of letters and packets, with the name of the ship or vessel, and the place from whence she last sailed; which certificate, together with a receipt for the money, shall be, with his quarterly accounts, transmitted to the Postmaster General, who shall credit him with the amount.

Two cents to be paid for ship letters.

Sec. 19. *And be it further enacted*, That no stage or other vehicle, which regularly performs trips on a post-road, or on a road parallel to it, shall convey letters; nor shall any packet boat or other vessel, which regularly plies on a water declared to be a post-road, except such as relate to some part of the cargo. For the violation of this provision, the owner of the carriage, or other vehicle, or vessel, shall incur the penalty of fifty dollars. And the person who has charge of such carriage or other vehicle, or vessel, may be prosecuted under this section, and the property in his charge may be levied on and sold, in satisfaction of the penalty, and costs of suit: *Provided*, That it shall be lawful for any one to send letters by special messenger.

Letters not to be carried on post-roads.

Sec. 20. *And be it further enacted*, That the deputy postmasters, and other agents of the Postmaster General, shall duly account, and answer to him for all way letters which shall come to their hands; and for this purpose, the post riders, and other carriers of the mail, receiving any way letter or letters, (and it shall be their duty to receive them, if presented more than one mile from a post-office) shall deliver the same, together with the postage, if paid, at the first post-office to which they shall afterwards arrive; where the postmaster shall duly enter the same, and specify the number and rate or rates, in the post bill, adding to the rate of each way letter, one cent, which shall be paid by the postmaster to the mail carrier from whom such way letters shall be received.

Way letters

One cent to be paid the carrier.

Persons in
post-office
employ who
violate the
law.

Sec. 21. *And be it further enacted,* That if any person employed in any of the departments of the Post-office establishment, shall unlawfully detain, delay, or open, any letter, packet, bag, or mail of letters, with which he shall be entrusted, or which shall have come to his possession, and which are intended to be conveyed by post; or, if any such person shall secrete, embezzle, or destroy, any letter or packet entrusted to such person as aforesaid, and which shall not contain any security for, or assurance relating to money, as hereinafter described, every such offender, being thereof duly convicted, shall, for every such offence, be fined, not exceeding three hundred dollars, or imprisoned, not exceeding six months, or both, according to the circumstances and aggravations of the offence. And if any person, employed as aforesaid, shall secrete, embezzle, or destroy, any letter, packet, bag, or mail of letters, with which he or she shall be entrusted, or which shall have come to his or her possession, and are intended to be conveyed by post, containing any bank note or bank post bill, bill of exchange, warrant of the Treasury of the United States, note of assignment of stock in the funds, letters of attorney for receiving annuities or dividends, or for selling stock in the funds, or for receiving the interest thereof, or any letter of credit, or note for, or relating to, payment of moneys, or any bond, or warrant, draft, bill, or promissory note, covenant, contract or agreement, whatsoever, for, or relating to, the payment of money, or the delivery of any article of value, or the performance of any act, matter, or thing, or any receipt, release, acquittance, or discharge of, or from, any debt, covenant, or demand, or any part thereof; or any copy of any record of any judgment, or decree, in any court of law, or chancery; or any execution which may have issued thereon, or any copy of any other record, or any other article of value, or any writing representing the same; or if any such person, employed as aforesaid, shall steal, or take, any of the same out of any letter, packet, bag, or mail of letters, that shall come to his or her possession, such person shall, on conviction for any such offence, be imprisoned not less than ten years, nor exceeding twenty-one years; and if any person who shall have taken charge of the mails of

the United States, shall quit or desert the same before such person delivers it into the post-office kept at the termination of the route, or some known mail-carrier, or agent of the General Post-office, authorized to receive the same, every such person, so offending, shall forfeit and pay a sum not exceeding five hundred dollars for every such offence; and if any person concerned in carrying the mail of the United States, shall collect, receive, or carry any letter, or packet, or shall cause or procure the same to be done, contrary to this act, every such offender shall forfeit, and pay, for every such offence, a sum not exceeding fifty dollars.

Deserting the mail.

Mail carriers penalty for carrying letters.

Sec. 22. *And be it further enacted,* That if any person shall rob any carrier of the mail of the United States, or other person entrusted therewith, of such mail, or of part thereof, such offender or offenders shall, on conviction, be imprisoned not less than five years, nor exceeding ten years; and, if convicted a second time of a like offence, he or they shall suffer death; or, if, in effecting such robbery of the mail, the first time, the offender shall wound the person having custody thereof, or put his life in jeopardy, by the use of dangerous weapons, such offender or offenders shall suffer death. And if any person shall attempt to rob the mail of the United States, by assaulting the person having custody thereof, shooting at him, or his horse or mule, or threatening him with dangerous weapons, and the robbery is not effected, every such offender, on conviction thereof, shall be punished by imprisonment, not less than two years, nor exceeding ten years. And, if any person shall steal the mail, or shall steal or take from, or out of, any mail, or from, or out of, any post-office, any letter or packet; or, if any person shall take the mail, or any letter or packet therefrom, or from any post-office, whether with or without the consent of the person having custody thereof, and shall open, embezzle, or destroy, any such mail, letter, or packet, the same containing any article of value, or evidence of any debt, due, demand, right, or claim, or any release, receipt, acquittance, or discharge, or any other article, paper, or thing, mentioned and described in the twenty-first section of this act, or, if any person shall, by fraud or deception, obtain from any person having custody thereof, any mail,

Persons not in post-office employ who rob.

Attempt to rob.

Steal.

Opening or
destroying
letters.

letter or packet, containing any article of value, or evidence thereof, or either of the writings referred to, or next abovementioned, such offender or offenders, on conviction thereof, shall be imprisoned, not less than two, nor exceeding ten years. And, if any person shall take any letter or packet, not containing any article of value, or evidence thereof, out of a post-office, or shall open any letter, or packet, which shall have been in a post-office, or in custody of a mail carrier, before it shall have been delivered to the person to whom it is directed, with a design to obstruct the correspondence, to pry into another's business, or secrets; or shall secrete, embezzle, or destroy, any such mail, letter, or packet, such offender, upon conviction, shall pay, for every such offence, a sum not exceeding five hundred dollars, and be imprisoned, not exceeding twelve months.

Cutting or de-
stroying port-
manteaus.

Sec. 23. *And be it further enacted*, That, if any person shall rip, cut, tear, burn, or otherwise injure, any valise, portmanteau, or other bag, used, or designed to be used, by any person acting under the authority of the Postmaster General, or any person in whom his powers are vested, in a conveyance of any mail, letter, packet, or newspaper, or pamphlet, or shall draw or break any staple, or loosen any part of any lock, chain, or strap, attached to, or belonging to any such valise, portmanteau, or bag, with an intent to rob, or steal any mail, letter, packet, newspaper, or pamphlet, or to render either of the same insecure, every such offender, upon conviction, shall, for every such offence, pay a sum not less than one hundred dollars, nor exceeding five hundred dollars, or be imprisoned, not less than one year, nor exceeding three years, at the discretion of the court before whom such conviction is had.

Aiders and
abettors.

Sec. 24. *And be it further enacted*, That every person, who, from and after the passage of this act, shall procure, and advise, or assist, in the doing or perpetration of any of the acts or crimes by this act forbidden, shall be subject to the same penalties and punishments as the persons are subject to, who shall actually do or perpetrate any of the said acts or crimes, according to the provisions of this act.

Sec. 25. *And be it further enacted*, That every person who shall be imprisoned by a judgment of

court, under and by virtue of the twenty-first, twenty-second, twenty-third, or twenty-fourth sections of this act, shall be kept at hard labor during the period of such imprisonment.

Sec. 26. *And be it further enacted,* That the postmasters shall, respectively, publish, at the expiration of every three months, or oftener, when the Postmaster General shall so direct, in one of the newspapers published at or nearest the place of his residence, for three successive weeks, a list of all the letters remaining in their respective offices, or instead thereof, shall make out a number of such lists, and cause them to be posted at such public places in their vicinity, as shall appear to them best adapted for the information of the parties concerned; and, at the expiration of the next three months, shall send such of the said letters as then remain on hand, as dead letters to the General Post-office, where the same shall be opened and inspected; and if any valuable papers or matters of consequence, shall be found therein, it shall be the duty of the Postmaster General to return such letter to the writer thereof, or cause a descriptive list thereof to be inserted in one of the newspapers published at the place most convenient to the supposed residence of the owner, if within the United States; and such letter, and the contents shall be preserved, to be delivered to the person to whom the same shall be addressed, upon payment of the postage, and the expense of publication. And if such letter contain money, the Postmaster General may appropriate it to the use of the department, keeping an account thereof, and the amount shall be paid by the department to the rightful claimant as soon as he shall be found.

Sec. 27. *And be it further enacted,* That letters and packets to and from the following officers of the United States, shall be received and conveyed by post, free of postage. Each postmaster, provided each of his letters or packets shall not exceed half an ounce in weight. Each member of the Senate, and each member and delegate of the House of Representatives of the Congress of the United States; the Secretary of the Senate, and Clerk of the House of Representatives, provided each letter or packet, (except documents printed by the order of either house of Congress) shall

Letters on hand to be advertised.

Dead letters,

Free letters.

Officers entitled to frank.

not exceed two ounces in weight, and during their actual attendance in any session of congress, and sixty days before and after such session; and in case of excess of weight, that excess alone shall be paid for; the President of the United States, Vice President, the Secretaries of State, of the Treasury, of War, of the Navy, Attorney General, Postmaster General, and the Assistants Postmaster General, the Comptrollers of the Treasury, Auditors, Register, Treasurer, and Commissioner of the General Land Office, and such individual who shall have been, or may hereafter be, President of the United States, and each may receive newspapers by post, free of postage: *Provided*, That postmasters shall not receive, free of postage, more than one daily newspaper each, or what is equivalent thereto; nor shall members of the Senate, or of the House of Representatives, the Clerk of the House, or Secretary of the Senate, receive newspapers, free of postage, after their privilege of franking shall cease.

Newspapers
free.

Persons entitled to frank,
not to frank
or others.

Sec. 28. *And be it further enacted*, That if any person shall frank any letter or letters, other than those written by himself, or by his order, on the business of his office, he shall, on conviction thereof, pay a fine of ten dollars, and it shall be the especial duty of postmasters to prosecute for said offence: *Provided*, That the Secretary of the Treasury, Secretary of State, Secretary of War, Secretary of the Navy, and Postmaster General, may frank letters or packets on official business, prepared in any other public office, in the absence of the principal thereof. And if any person, having the right to receive his letters free of postage, shall receive, enclosed to him, any letter or packet addressed to a person not having that right, it shall be his duty to return the same to the post-office, marking thereon the place from whence it came, that it may be charged with postage. And if any person shall counterfeit the hand-writing or frank of any person, or cause the same to be done, in order to avoid the payment of postage, each person, so offending, shall pay for every such offence, five hundred dollars.

Letters enclosed in free
letters.

Counterfeiting
franks.

Printers may
exchange papers
free.

Sec. 29. *And be it further enacted*, That every printer of newspapers may send one paper to each and every other printer of newspapers within the United States, free of postage, under such regulations as the Postmaster General shall provide.

Sec. 30. *And be it further enacted,* That all ^{Newspapers.} newspapers conveyed in the mail, shall be under cover, open at one end, and charged with a postage of ^{Postage on.} one cent each, for any distance not more than one hundred miles; and one and a half cents for any greater distance: *Provided,* That the postage of a single newspaper from any one place to another, in the same state, shall not exceed one cent, and the Postmaster General shall require those who receive ^{Paid in ad-} newspapers by post, to pay always the amount of one ^{vance.} quarter's postage in advance; and should the publisher of any newspaper, after being three months previously notified that his paper is not taken out of the office, to which it is sent for delivery, continue to ^{When sold for} forward such paper in the mail, the postmaster to ^{postage.} whose office such paper is sent, may dispose of the same, for the postage, unless the publisher shall pay it. If any person employed in any department of the post- ^{Intercepting} office shall improperly detain, delay, embezzle, or de- ^{by post-offices.} stroy, any newspaper, or shall permit any other person to do the like, or shall open, or permit any other to open, any mail, or packet of newspapers, not directed to the office where he is employed, such offender shall, on conviction thereof, forfeit a sum not ex- ^{Penalty.} ceeding fifty dollars, for every such offence. And if any other person shall open any mail or packet of ^{By others.} newspapers, or shall embezzle or destroy the same, not being directed to such person, or not being authorized to receive or open the same, such offender shall, on conviction thereof, pay a sum not exceeding twenty dollars, for every such offence. And if any ^{Stealing} person shall take, or steal, any packet, bag or mail of ^{newspapers.} newspapers, from, or out of any post-office, or from any person having custody thereof, such person shall, on conviction, be imprisoned, not exceeding three months, for every such offence, to be kept at hard labor during the period of such imprisonment. If any ^{Concealing} person shall enclose or conceal a letter, or other thing, ^{letters or me-} or any memorandum in writing, in a newspaper, pam- ^{morandums in} phlet, or magazine, or in any package of newspapers, pamphlets, or magazine, or make any writing or memorandum thereon, which he shall have delivered into any post-office, or to any person for that purpose, in order that the same may be carried by post, free of

letter postage, he shall forfeit the sum of five dollars for every such offence; and the letter, newspaper, package, memorandum, or other thing, shall not be delivered to the person to whom it is directed, until the amount of single letter postage is paid for each article of which the package is composed. No newspapers shall be received by the postmasters, to be conveyed by post, unless they are sufficiently dried, and enclosed in proper wrappers, on which, besides the direction, shall be noted the number of papers which are enclosed for subscribers, and the number for printers: *Provided*, That the number need not be endorsed, if the publisher shall agree to furnish the postmaster, at the close of each quarter, a certified statement of the number of papers sent in the mail, chargeable with postage.

To be dried.

Mail carriers may carry.

Periodical magazines and pamphlets.

Postage.

Irregular postage on.

Postmasters not accounting.

To be sued.

The Postmaster General, in any contract he may enter into for the conveyance of the mail, may authorize the person with whom such contract is to be made, to carry newspapers, magazines, and pamphlets, other than those conveyed in the mail: *Provided*, That no preference shall be given to the publisher of one newspaper over that of another, in the same place. When the mode of conveyance, and the size of the mail will admit of it, such magazines and pamphlets as are published periodically, may be transported in the mail, to subscribers, at one and a half cents a sheet, for any distance not exceeding one hundred miles, and two and a half cents for any greater distance. And such magazines and pamphlets as are not published periodically, if sent in the mail, shall be charged with a postage of four cents on each sheet, for any distance not exceeding one hundred miles, and six cents for any greater distance.

Sec. 31. *And be it further enacted*, That, if any postmaster, or other person authorized to receive the postage of letters and packets, shall neglect or refuse to render his accounts, and pay over to the Postmaster General the balance by him due, at the end of every three months, it shall be the duty of the Postmaster General to cause a suit to be commenced against the person or persons so neglecting or refusing. That all suits, which shall be hereafter commenced, for the recovery of debts or balances due to the General

Post-office, whether they appear by bond or obligations, made in the name of the existing, or any preceding Postmaster General, or otherwise, shall be instituted in the name of the "Postmaster General of the United States." That certified statements, under the seal of the General Post-office, of the accounts of the several postmasters and contractors, after the same shall have been examined and adjusted at that office, shall be admitted as evidence in all suits brought by the Postmaster General for the recovery of balances or debts due from postmasters or contractors; and also certified copies of the quarterly accounts of postmasters; or, if lodged in the treasury, copies, certified by the register, under the seal of his office, shall be admitted as evidence.

How suits to be brought.

Certified copies of accounts.

Sec. 32. *And be it further enacted*, That, if any postmaster shall neglect to render his accounts for one month after the time, and in the form and manner prescribed by law, and by the Postmaster General's instructions, conformable therewith, he shall forfeit double the value of the postages which shall have arisen at the same office in any equal portion of time previous or subsequent thereto; or, in case no account shall have been rendered at the time of trial of such case, then such sum as the court and jury shall estimate, equivalent thereto, to be recovered by the Postmaster General, in an action of debt, on the bond against the postmaster and his securities, and for which the securities shall be liable.

Penalty for not accounting.

Sec. 33. *And be it further enacted*, That all pecuniary penalties and forfeitures, incurred under this act, shall be one half for the use of the person or persons informing and prosecuting for the same, and the other half to the use of the United States, and shall be paid over to the Postmaster General, and accounted for by him as other moneys of the department.

Penalties, half to prosecutor.

Sec. 34. *And be it further enacted*, That it shall be lawful for the Postmaster General to make provision, where it may be necessary, for the receipt of all letters and packets intended to be conveyed by any ship or vessel beyond sea, or from any port in the United States to another port therein; and the letters so received shall be formed into a mail, sealed up, and directed to the postmaster of the port to which such

Letters sent beyond sea.

ship or vessel shall be bound; and for every letter or packet so received, there shall be paid, at the time of its reception, a postage of one cent, which shall be for the use of the postmasters respectively receiving the same. And the Postmaster General may make arrangements with the postmasters in any foreign country, for the reciprocal receipt and delivery of letters and packets through the post-office.

Exemption
from militia
and jury.

Sec. 35. *And be it further enacted,* That the postmasters, postriders, and drivers of the mail stages, shall be exempt from militia duties, and serving on juries, or any fine or penalty for neglect thereof.

Letter carri-
ers.

Sec. 36. *And be it further enacted,* That letter carriers shall be employed at such post-offices as the Postmaster General shall direct, for the delivery of letters in the places respectively, where such post-offices are established; and, for the delivery of each such letter, the letter carrier may receive of the person to whom the delivery is made, two cents: *Provided,* That no letter shall be delivered to such letter carrier for delivery, addressed to any person who shall have lodged at the post-office a written request that the letter shall be detained in the office. And, for every letter lodged at any post-office, not to be carried by post, but to be delivered at the place where it is so lodged, the postmaster shall receive one cent of the person to whom it shall be delivered.

Suits and pro-
secutions be-
fore state
courts.

Sec. 37. *And be it further enacted,* That all causes of action arising under this act, may be sued, and all offenders against this act, may be prosecuted, before the justices of the peace, magistrates, or other judicial courts of the several states, and of the several territories of the United States, they having competent jurisdiction, by the laws of such states or territories, to the trial of claims and demands of as great value, and of the prosecutions, where the punishments are of as great extent; and such justices, magistrates, or judiciary, shall take cognizance thereof, and proceed to judgment and execution, as in other cases.

Judgment
first term.

Sec. 38. *And be it further enacted,* That, in all suits or causes arising under this act, the court shall proceed to trial, and render judgment the first term after such suit shall be commenced: *Provided, always,* That, whenever service of the process shall not have

been made twenty days at least previous to the return day of such term, the defendant shall be entitled to one continuance, if the court, on the statement of such defendant, shall judge it expedient: *Provided, also,* That, if the defendant in such suits shall make affidavit that he has a claim against the General Post-office, not allowed by the Postmaster General, although submitted to him conformably to the regulations of the post-office, and shall specify such claim in the affidavit, and that he could not be prepared for the trial at such term, for want of evidence, the court, in such case, being satisfied in those respects, may grant a continuance until the next succeeding term; and the Postmaster General shall be authorized to discharge from imprisonment any person confined in jail, on any judgment in a civil case, obtained in behalf of the department: *Provided,* it be made to appear that the defendant has no property of any description: *And provided,* That such release shall not bar a subsequent execution against the property of the defendant.

Postmaster
General may
discharge
from prison

Sec. 39. *And be it further enacted,* That it shall be the duty of the Postmaster General to report, annually, to Congress, every post road which shall not, after the second year from its establishment, have produced one third of the expense of carrying the mail on the same.

Post roads not
producing one
third.

Sec. 40. *And be it further enacted,* That the adjutant general of the militia of each state and territory shall have right to receive, by mail, free of postage, from any major general or brigadier general thereof, and to transmit to said generals, any letter or packet, relating solely to the militia of such state or territory: *Provided, always,* That every such officer, before he delivers any such letter or package for transmission, shall, in his own proper hand writing, on the outside thereof, endorse the nature of the papers enclosed, and thereto subscribe his name and office, and shall previously furnish the postmaster of the office where he shall deposite the same, with a specimen of his signature. And, if any such officer shall frank any letter or package, in which shall be contained any thing relative to any subject, other than of the militia of such state or territory, every offender shall, on conviction of

Adjutant gen.
of militia may
frank.

every such offence, forfeit and pay a fine of fifty dollars.

Postmasters
emoluments
over \$2000.

Sec. 41. *And be it further enacted*, That, whenever the annual emoluments of any postmaster, after deducting therefrom the necessary expenditures incident to his office, shall amount to more than two thousand dollars, the surplus shall be accounted for, and paid to the Postmaster General, and by him to be accounted for in the same manner as other moneys accruing from the post-office establishment.

Postmasters
Sec. not to con-
tract.

Sec. 42. *And be it further enacted*, That no postmaster, assistant postmaster, or clerk employed in any post-office, shall be a contractor, or concerned in a contract for carrying the mail: *Provided*, That this section shall not interfere with contracts heretofore made.

Pay of con-
tractors not to
be increased.

Sec. 43. *And be it further enacted*, That no additional allowance shall be made, by the Postmaster General, to the contractor or carrier of any mail, on any route, over or beyond the amount stipulated in the contract entered into for the transportation of the mail on such route, unless additional service shall be required; and then no additional compensation shall be allowed to exceed the exact proportion of the original amount to the additional duties required; and the Postmaster General shall, in all such cases, within thirty days thereafter, transmit to the first comptroller of the treasury an account of such additional services, and the compensation to be allowed therefor.

Proposers who
do not comply.

Sec. 44. *And be it further enacted*, That any person or persons, who shall hereafter make any proposal, in writing, to carry or transport the mail upon any route or routes, which may be advertised to be let, and such person or persons shall be determined by the Postmaster General to be entitled to the contract, by virtue of such proposition, and such person or persons shall fail or refuse to enter into an obligation, with good and sufficient security, to perform such contract within the time required by the Postmaster General, in such advertisement, such person or persons shall forfeit and pay so much money as shall be the difference between the amount contained in such proposal, and the amount the Postmaster General shall have to pay for the same transportation of the

mail on such route or routes; which sum may be recovered by the Postmaster General in an action on the case.

Sec. 45. *And be it further enacted*, That if any person shall buy, receive, or conceal, or aid in buying, receiving, or concealing, any article mentioned in the twenty-first section of this act, knowing the same to have been stolen or embezzled from the mail of the United States, or out of any post-office, or from any person having the custody of the said mail, or the letters sent or to be sent therein; or if any person shall be accessory after the fact to any robbery of the carrier of the mail of the United States, or other person entrusted therewith, of such mail, or of part thereof, every person, so offending, shall, on conviction thereof, pay a fine not exceeding two thousand dollars, and be imprisoned and confined to hard labour for any time not exceeding ten years. *And* such person or persons so offending may be tried and convicted without the principal offender being first tried, provided such principal offender has fled from justice, or cannot be found to be put on his trial. Aiders and abettors.

Sec. 46. *And be it further enacted*, That all acts and parts of acts which have been passed for the establishment and regulation of the General Post-office, shall be, and the same are hereby, repealed: *Provided*, That the act, entitled "An act concerning public contracts," approved on the twenty-first of April, one thousand eight hundred and eight, shall not be affected hereby, but shall remain in full force and virtue: *And provided, also*, That nothing herein contained shall be construed to affect, or extend to, any offence committed against the laws, now in force, intended by this act to be repealed; but the same shall be prosecuted, and determined, and punished, according to the said laws; nor to affect any existing contract, or debt, or demand, due to or from the Department; but all such offences, crimes, debts, duties, demands, and contracts, shall be held in force, and adjudged, determined, and executed, according to the present laws in force, as though this act had not passed; nor shall it affect any appoint- Repeal of former acts.

ments to office made under the laws hereby repealed.

H. CLAY,
Speaker of the House of Representatives.

JOHN GAILLARD,
President of the Senate, pro tempore.

Washington, March 3d, 1825.

APPROVED,

JAMES MONROE.

AN ACT

AMENDATORY OF THE ACT REGULATING THE POST-OFFICE DEPARTMENT.

Allowance to
postmasters.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the Postmaster General be authorized to allow to the postmasters at the several distributing offices, a commission, not to exceed five per cent. on the amount of postage on letters and packets received for distribution. The allowance to commence on the third of March, eighteen hundred and twenty-five: *Provided,* That if the number of mails received at, and despatched from, any such office, is not increased by the distributing system, then no allowance shall be made therefor, except where special provision is made.

Proviso.

Allowance to
postmasters
for ship let-
ters.

Proviso.

Sec. 2. *And be it further enacted,* That the Postmaster General be authorized to allow to each postmaster, one cent for every letter received from any ship or vessel, and mailed by him: *Provided,* his usual commission, together with the allowance aforesaid, shall not exceed the sum of two hundred dollars a year; and the letter-carriers employed at post-offices, shall be authorized to receive, for each newspaper delivered by them, an half cent, and no more.

Sec. 3. *And be it further enacted*, That no person, other than the Postmaster General, or his authorized agents, shall set up any foot or horse post, for the conveyance of letters and packets, upon any post-road, which is or may be established as such by law; and every person who shall offend herein, shall incur a penalty of not exceeding fifty dollars for each letter or packet so carried.

No foot or horse post to be established except, &c.

Penalty.

Sec. 4. *And be it further enacted*, That the Commissioners of the Navy Board, the Adjutant General, Commissary General, Inspectors General, Quarter-master General, Paymaster General, the Secretary of the Senate, Clerk of the House of Representatives, and the Superintendent of the Patent Office, be authorized to frank, and to receive letters and packets by post, free of postage, and that no other persons or officers, excepting those enumerated herein, and in the act to "reduce into one the several acts establishing and regulating the Post-office Department," passed on the third of March, eighteen hundred and twenty-five, shall be authorized to frank or to receive letters through the mail free of postage.

Franking privilege extended to certain officers.

Sec. 5. *And be it further enacted*, That one or more pieces of paper, mailed as a letter, and weighing one ounce, shall be charged with quadruple postage, and at the same rate, should the weight be greater; and quadruple postage shall be charged on all packets containing four pieces of paper. Every printed pamphlet or magazine which contains more than twenty-four pages on a royal sheet, or any sheet of less dimensions, shall be charged by the sheet, and small pamphlets printed on a half or quarter sheet of royal, or less size, shall be charged with half the amount of postage charged on a full sheet; and there shall be printed or written, on one of the outer pages of all pamphlets and magazines to be sent by mail, the number of sheets they contain; and if such number shall not be truly stated, double postage shall be charged.

Rates of postage.

Postage on printed pamphlets, &c.

Sec. 6. *And be it further enacted*, That no postmaster, or assistant postmaster, shall act as agent for lottery offices, or, under any colour of purchase, or otherwise, vend lottery tickets; nor shall any post-

Postmasters not to act as agents for lottery venders.

Penalty, master receive free of postage, or frank lottery schemes, circulars, or tickets. For a violation of this provision, the person offending shall suffer a penalty of fifty dollars.

JOHN W. TAYLOR,

Speaker of the House of Representatives.

JOHN C. CALHOUN,

Vice-President of the U. S. and President of the Senate.

APPROVED, 2D MARCH, 1827.

JOHN QUINCY ADAMS.

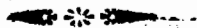
INSTRUCTIONS

TO THE

POSTMASTERS IN THE UNITED STATES,

RELATIVE TO

THEIR DUTY.



INSTRUCTION I.

Oath of Office.

1. EVERY postmaster, before he enters upon his office, is to take and subscribe, before some magistrate, the following oaths:

“ I, _____ do swear (or affirm as the case may be) that I will faithfully perform all the duties required of me, and abstain from franking all letters except those written by myself or bearing my signature; and from receiving, free of postage, the letters of others, and from every thing else forbidden by the law in relation to the establishment of post-offices and postroads within the United States.

“ I do solemnly swear (or affirm as the case may be) that I will support the Constitution of the United States.”

2. These oaths having been so taken and subscribed, and certified by the magistrate who administered them, are to be transmitted to the General Post-office.

3. Every person employed as an assistant or clerk, or having any agency in the business of the office, is to take and subscribe the same oaths, omitting the part which relates to the privilege of franking, which is not given to an assistant post-master, and, in like manner, must be certified and sent to the General Post-office.

4. For the care and attention of every person so employed, the postmaster is responsible to the Postmaster General.

5. He will not suffer any person, unless employed by him, and under oath as above required, to inspect or handle letters, newspapers, or other articles constituting a part of the mail.

6. If the mail be robbed, or stolen, immediate measures should be taken for its recovery, and for apprehending and prosecuting

the offender. All necessary expenses, which may be incurred in recovering a stolen mail, or in apprehending and prosecuting the offender, will be reimbursed. In some cases it may be proper to offer a small reward, not exceeding fifty or a hundred dollars, to insure the apprehension and conviction of the criminal.

When an arrest is made, the accused should be taken before a judge of the United States for examination, however remote, if a state officer refuse to act.

INSTRUCTION II.

Opening the Mail.

1. You are not to open, or suffer to be opened, any mail that is not addressed to your office; nor admit any person into the room where you are opening or making up a mail, who has not taken the oaths prescribed by law.—Act, sect. 2.

2. Upon the arrival of a mail, select all the packets of mails addressed to your office, and return the residue into the bag.

3. Open the several mails or packets, you will find on the top of the bundle a bill of the contents, called a *post-bill*; this bill is to be compared with the contents, and if they do not agree, note upon the bill the amount of the difference, and whether *under-charged* or *over-charged*.

4. You will then run over the letters thus received, to see if the postages are properly charged or marked on the letters, and correct the charge on the letters if you see any mistake, noting the amount corrected on the bill, as under or over-charged. Or if you observe any letters which are not within your delivery, and are *missent* to your office, you will put them in their proper place to be forwarded, noting on the bill the amount forwarded.—*See Ins. VIII.*

As newspapers are not rated on the post-bill, you will be careful to take an account of them, so as at the expiration of the quarter, you can return an accurate statement of the postage.

5. These examinations having been made, you are then in order for delivering the letters and newspapers. No credit is to be given for postage unless at your own risk.

6. At post-offices where the mail arrives on Sunday, the office is to be kept open for the delivery of letters, &c. for one hour or more after the arrival and assorting of the mail; but in case that would interfere with the hours of public worship, then the office is to be kept open for one hour after the usual time of dissolving the meeting, for that purpose.

7. Having carefully examined the post-bills and found them right, or discovered and corrected their errors as well in casting

as in the articles above mentioned, you are to enter their contents in the *Account of Mails received*, of which a form No. 1, is annexed.

8. You are to enter the amount of unpaid letters as it is charged in the bill, whether the charge be correct or erroneous. If the amount charged is erroneous, it falls either under the denomination of under-charged or over-charged, and by an entry of the sum under-charged or over-charged in the proper column, that error is balanced.

9. Letters arriving by steam-boats are to be charged at the same rate for distance, as those conveyed by land; the amount of postage of such as are for your delivery, should be entered in your account of ship-letters.

10. Nothing but specie, or its equivalent, should be received for postage.

INSTRUCTION III.

Way-Letters.—Act. sec. 20.

1. Way-letters are such letters as a mail carrier receives on his way between two post-offices, and which he is to deliver at the first post-office at which he arrives. You are to inquire of the carrier at what places he received them, and rate them with postage from those places to the offices to which they are directed, writing against the rate the word *way*.

2. If such way-letters are within your delivery, you are to note the amount of their postage on one of the bills received by the same post, and when you enter the bills in your *Account of Mails received*, enter also such amount of way-letters in the column headed *way-letters*.

3. If any of these way-letters are not for your delivery, their postage is not to be entered in that column, but their amount is to be entered in the post-bill, with that of other letters for the office to which it is addressed.

4. You are to pay the post-rider one cent for each way-letter which he delivers to you, and add that cent to the ordinary postage on the letter.

5. When you receive a letter for a person residing between your office and the next post-office, and the mail is not carried with great expedition, or in the night, you may send such letter by the carrier, who is to account with you for the postage, and may receive two cents beyond the rate of postage, of the person to whom he delivers the letter, for his trouble.

INSTRUCTION IV.

Rating and Marking of Letters.—Sect. 13.

1. Letters which are received to be sent by post, should be marked with the name of the post-office at which they are received, day of the month, and the rate of postage chargeable thereon; or, if the letter is free, with the word *free*. The name, date, and *free*, may be either written or stamped upon each; if there are but few letters, it will be less trouble to write than to stamp.

2. At offices where there is much business, the work of rating and marking should be performed as fast as the letters are received, and not left to the time of closing the mail, when in the hurry of business many errors might be committed.

3. It may sometimes be difficult to discover whether a letter is single, double, or treble; but after a little experience you will generally be able to decide by the feeling, or by holding the letter to the light.

4. The following are the rates of postage on single letters :

| | | <i>Miles.</i> |
|------------------|--------------------------------|---------------|
| 6 | cents if carried not exceeding | 50 |
| 10 | do. if over 50 and not over | 80 |
| 12 $\frac{1}{2}$ | do. 80 do. | 150 |
| 18 $\frac{3}{4}$ | do. 150 do. | 400 |
| 25 | do. 400 | |

Letters composed of two pieces of paper should be charged with double postage; three pieces with triple, and four pieces with quadruple.

Packets composed of one or more pieces of paper, or one or more other articles, and weighing one ounce avoirdupois, quadruple those rates, and in that proportion for all greater weight.

5. *Ship-letters* received for delivery, are chargeable with six cents postage, and if forwarded by post, with the addition of two cents to the ordinary rates of postage. The letters *Sh* are to be written, or the word *Ship*, stamped upon each ship-letter.—Sec. 17, 18.

6. Letters by steam-boats are to be accounted for the same as ship-letters; but postages are to be rated according to distance, as if carried by land.

7. *Rates of Postage on Newspapers.*—Sect. 50.

Newspapers carried not over 100 miles, or for any distance within the same state where they are printed, are to be charged with one cent each.

If carried over 100 miles, and out of the state where printed, with one and a half cents each.

Every article sent in the mail, which is not either a newspaper, magazine, pamphlet, or legislative journal, is subject to letter postage, whether it be a printed or written communication, except a written or printed notice from a publisher of a newspaper to his subscriber, stating the subscription due, which must be attached to the margin of a newspaper, and postage charged for it as for a newspaper.

The words newspaper, magazine, and pamphlet, are to be taken in their common acceptation; that is, a newspaper is a printed paper, giving an account of political and other occurrences, published in numbers, once a week, or oftener, and regularly. If a paper of that description is not published at regular successive times, it must be considered as a handbill, and subject to letter postage. But an extra sheet published by a regular printer of a newspaper, which purports to be a supplement, is to be considered as a newspaper.

8. *Magazines, Pamphlets, and Legislative Journals.*—Sect. 13, 30.

These words are to be taken in their common meaning; that is, a magazine is a monthly pamphlet containing articles on science, politics, news, &c.; a pamphlet is a small unbound book, consisting of one or more sheets. All kinds of advertisements, printed or written, and all articles sent by mail which do not come within the description of a newspaper, magazine, pamphlet, or legislative journal, are to be charged with letter postage.

Magazines and pamphlets, published annually, or more frequently, at regular periods, are rated by the sheet, as periodical.—Sect. 30.

Carried not over 100 miles, a sheet,
Do. over 100 miles,

Cents.
 $1\frac{1}{2}$
 $2\frac{1}{2}$

Every printed pamphlet or magazine which contains more than twenty-four pages, on a royal sheet, or any sheet of less dimensions, must be charged by the sheet, and small pamphlets printed on a half or quarter sheet of royal or less size, shall be subject to half the amount of postage charged on a full sheet.—See 5th sect. law of 1827. Any additional pages over a sheet are to be charged as a full sheet.

9. Magazines and pamphlets which are not published periodically, are to be charged for 100 miles or less, 4 cents on each sheet; over 100 miles 6 cents.

10. The distance on which the rates of postage are chargeable, are those on the road or route by which the mail actually passes; that is, the post-road and not the shortest cut by which a traveller could pass from one place to another.

Some roads form a circuit; that is, the mail starts from one office, and after passing by several offices, arrives at the place

from whence it started, without returning by the same route. In this case, the postage is to be rated according to the shortest distance on the post-road between the two places. Thus, in New Jersey, there is a circuitous route from Trenton, by Allentown, Shrewsbury, &c. to New Brunswick, and thence by Somerset c. h. and Flemington to Trenton: from Trenton by the route on which the mail is carried to Flemington, is 131 miles, and the postage by that distance would be $12\frac{1}{2}$ cents; but the actual distance from Flemington to Trenton, is only 23 miles, and the postage of a letter sent either way would be only 6 cents.

11. No provision is made in any of the forms for magazines or pamphlets. They may be specially entered and their amount added to the amount of newspaper postage in the column for newspapers, as stated in Instruction XII, art. 15.

12. You will be careful to notify any publisher when his pamphlet is not taken out of the office.

INSTRUCTION V.

Paid Letters and Newspapers.

1. You are to permit any person who desires it, to pay the postage of any letter or newspaper which he deposits with you to be sent by post; marking upon it the rate of postage and against the rate the word *paid* at full length. And such paid letters, &c. are to be entered in the post-bill, and when the mail is made up, in the proper column in the *Account of Mails sent*. *Form No. 3.*

2. If the writer of a paid letter wishes the postmaster at the nearest office to forward the letter by a private opportunity to a place which is not a post-town, it is to be duly forwarded in that manner when a proper opportunity occurs.

INSTRUCTION VI.

Re-delivery of Letters.

To prevent fraudulent practices, you are not to deliver back any letter put into your office, unless you are sure it be from the same person who wrote or brought it; and if the person who brought the letter be not the writer thereof, and should afterwards come back and demand it again, you are not to deliver it unless he shall bring the same superscription, written with the same hand, and the impression of the same seal, wherewith such letter was superscribed and sealed; and the paper containing such superscription you are to preserve on file, and take a receipt on the same paper from the person to whom you shall deliver back the letter.

INSTRUCTION VII.

Making up the Mail.

1. Nothing is to be admitted into the mail portmanteaus which hazards the security of the mails, or exposes them to be worn or defaced; nor any packet weighing more than three pounds.— Sect. 15.

2. The great Northern and Southern, or main mails, are to be closed at all distributing offices, one hour before the time fixed for their departure, and all other mails at those offices, and all mails at all other offices, half an hour before that time, unless the time of departure is between 9 P. M. and 5 A. M. in this case the mail is to be closed at 9 P. M.

3. At post-offices, (other than the distributing offices,) carefully assort the letters, putting those for each post-office in the state in which you reside, into a separate parcel; and those addressed to places out of the state in which you reside, into four parcels, if there be occasion; that is, all that are to pass from your office to a state northward of you, are to be put into one parcel, and in like manner, such as are to pass from your office to a state southward, eastward, or westward. There are some post-offices so situated, that they will have to make up but one mail for all letters, &c. addressed to places out of the state. Jamaica, N. Y. for instance, corresponds with other states only by way of New York city, which is a distributing office, and lies westward of Jamaica: here all letters, &c. for other states should be made up into one mail, addressed *Western*. Tuckerton, N. J. will have to make up two mails for places out of the state; one for the nearest distributing office, Philadelphia, and one containing all letters to be superscribed *Western*. When there is a more direct route from your office to a post-office in another state, than the one through a distributing office, a special mail should be made for such office.

4. Separate each parcel first into such as are *paid, unpaid, ship* and *free* letters.

Separate each of these parcels again in such as are single, double, triple and packets.

5. Enter their numbers and amounts in that order in the *post-bill* to be sent with them, and date and sign it. *See the form of the post-bill, No. 2, which is annexed.*

6. Having completed the post-bill, enter its contents in the *Account of Mails sent. Form No. 3, annexed.*

7. Make up the letters into a bundle, and putting the post-bill at the top, wrap them up in a paper of proper strength, and tie the bundle with a string. If there are more letters for one place than can be conveniently contained in one bundle, they should be made

into two or more bundles and numbered; the post-bill to be put into the last number.

8. Superscribe the bundle, (now called the mail,) with the name of the office to which it is to be sent, if in the state in which you reside, or in any other state, provided the route to it through a distributing office, be circuitous, otherwise, with one of these words: *Northern, Southern, Eastern, or Western*, according to the direction in which the mails are to pass from your office, in very strong and legible characters. The state should always be marked, and the county, where there are two places of the same name in the state.

9. The mails for all the offices to which you have any letters addressed, being in this manner completed, they are to be put into the linen bag or bags destined to receive them. And these bags being securely tied, are to be put into the proper mail-portmanteau, which is to be locked and delivered to the carrier.

10. *Distributing Offices.*

The following post-offices are, for distinction, called *Distributing Offices*, where the postmasters open the mails addressed *Northern, Southern, &c.* and distribute the letters into proper mails, for which they have special instructions. They are to observe the same rules relating to making up the mails, excepting that the mails for other states are to be addressed to the states. These are not to be opened by any postmaster who is not particularly instructed to that effect.

Abingdon, Va.
 Albany, N. Y.
 Ashville, N. C.
 Augusta, G.
 Baltimore, Md.
 Bennington, Vt.
 Boston, Ms.
 Brattleborough, Vt.
 Buffalo, N. Y.
 Chambersburg, Pa.
 Cumberland Gap, T.
 Easton, Pa.
 Erie, Pa.
 Fayetteville, N. C.
 Gallipolis, O.
 Hagerstown, Md.
 Hanover, N. H.
 Hartford, Ct.
 Huntsville, Al.

Louisville, K.
 Marietta, O.
 Maysville, K.
 Montgomery, A.
 Nashville, T.
 Natchez, Mi.
 New York city, N. Y.
 Norfolk, Va.
 Northampton, Ms.
 Owego, N. Y.
 Petersburg, Va.
 Philadelphia, Pa.
 Pittsburgh, Pa.
 Portland, Me.
 Portsmouth, N. H.
 Providence, R. I.
 Salem, N. C.
 Savannah, Ga.
 Sharon, Ct.

Shawnee Town, Il.
 Stamford, Ct.
 Vincennes, In.
 Walpole, N. H.
 Washington, Al.

Washington city, Ca.
 Wheeling, Va.
 Wilmington, Del.
 Windsor, Vt.
 Zanesville, O.

11. Where it would occasion much delay to send letters addressed to a post-office in another state, to the distributing office in such state, a distinct mail should be made of such letters, to be superscribed with the name of the office.

12. It is intended that every postmaster who sends a mail to a distributing office for distribution, shall send a distinct mail of letters for delivery at such office, addressed to the office itself. Thus, the post-master at York, Pa. will send all southern letters, except such as are for delivery at Baltimore, in one mail, addressed *Southern*, and his letters for delivery at Baltimore, in a distinct mail, addressed to that office.

13. Mails of letters and newspapers, before being put into the mail portmanteau, are to be placed in separate linen bags, and whenever these bags are worn out or lost, the postmaster at the end of a route is to procure new ones.

14. The postmasters at distributing offices, are to distribute and re-mail all letters and packets before the departure of the mail, and on no account delay them a single post.

15. *Making up the Ship or Steam-Boat Mail.*—Sect. 34.

1. Whenever letters are lodged in a post-office at a seaport, or are received there by post to be conveyed beyond sea, they are to be marked or stamped with the name of the office and time of reception. As soon as the postmaster finds that a vessel is ready to sail, which will be convenient to carry them to the place of their destination, he is carefully to examine all such letters, and see that there are none among them destined to another place. He is then to count them, and enter their number in a bill, made out in the form No. 5. If the letters are few, and no bags for them are furnished by the master of the vessel, they may be made into a bundle like a common mail, taking care to enclose the certificate with them, sealing the wrapper with the office seal. If a bag is furnished, the string is to be sealed with the office seal. And if there are many letters, and no bag furnished by the master of the vessel, the postmaster is to furnish one, and charge it to the General Post-office.

2. Letters are not to be sent by steam-boats, excepting they are marked *by steam-boat*, or there are special instructions on the subject.

INSTRUCTION VIII.

Missent Letters.

1. In instruction II, article 4, directions are given concerning letters missent through the mistake of the postmaster. If a letter is sent according to its direction in the superscription, although not according to the writer's intention, a new postage is to be added when it is forwarded again. Thus, if a letter is sent from Baltimore, for J. S. at Philadelphia, it is to be charged at $12\frac{1}{2}$ cents postage; if, when the letter arrives at the latter, J. S. should have gone to New York, and the letter is forwarded from Philadelphia, the postmaster is to add a new postage, that is, $12\frac{1}{2}$ cents, the rate of a single letter from Philadelphia to New York.

2. When a letter is missent through the mistake of a postmaster, a new postage is not to be charged, but so much is to be added, if necessary, as to make the full rate of postage, from the place where it was first put into the mail, to the place where it is to be delivered. Thus, if a letter was directed to J. B. at New York, and the postmaster at Baltimore should mail it for Philadelphia, and rate it at $12\frac{1}{2}$ cents, the postmaster should add $6\frac{1}{4}$ cents more when he forwards it, which would make $18\frac{3}{4}$ cents, the rate of a single letter from Baltimore to New York.

3. Letters are sometimes found to be missent, some time after they are received. When forwarded, the amount should be noted on the proper bill, which can, in most cases, be ascertained by the date of the post-mark; when that cannot be done, it may be noted on some other post-bill.

INSTRUCTION IX.

Advertising Letters on Hand.—Sect. 26.

1. At the end of every quarter, all letters then on hand, and which have not been already advertised, are to be entered alphabetically in a list, and advertised. If there is a newspaper published near the office, and the editor will insert the advertisement three times, at the rate of two cents for each letter mentioned in the advertisement, they are then to be published in such newspaper. If there is no newspaper which has much circulation in the neighbourhood of the office, or if the editor will not advertise them for the price abovementioned, then manuscript lists of the letters on hand are to be made out, and posted at such public places in the town and neighbourhood as shall appear best adapted for the information of the parties concerned.

2. The newspaper having the most extensive circulation in the vicinity of the office must always have the preference, in publishing this notice, and the printer's receipt must specify the number of letters.

3. The postmasters at offices where the net balances average 500 dollars a quarter, are to advertise at the end of every month the letters then on hand, excepting such as have been already advertised.

INSTRUCTION X.

Dead Letters.—Sect. 26.

1. Such letters as have remained on hand, for three months or longer, are, at the end of every quarter, to be sent to the General Post-office with the *Quarterly Accounts*. These are called *Dead Letters*. A bill of them should be forwarded, and the amount of their postage entered to your credit in the account.— See the form of the bill No. 7, and *Observations on Account Current*, No. 8.

2. When any letter from the *Post-office Department* is not called for, or when the person to whom it is addressed is known to have removed, such letter should be then immediately returned to the Department.

INSTRUCTION XI.

Accounts.—Sect. 32.

Directions have already been given in the sections II. and VI. for keeping *Accounts of Mails Received*, and of *Mails Sent*.

You are furnished with blank forms for keeping accounts, and for keeping the *Account Current*.

At the end of every quarter, which is on the last day of March, June, September and December, you are to make up your accounts, and forward them to the General Post-office. This is a duty which must be punctually performed, and the accounts should be always in such readiness, that they can be forwarded by the first, or at all events, by the second post, after the quarter expires.

The balance is to be retained to meet drafts from the office, or to be deposited or remitted, according to special instructions heretofore given. Every one who remits his quarterly balance without particular directions, must sustain the loss if the remittance shall not be received.

The papers to be rendered, are :

1. A transcript of the *Account of Mails* received at your office for the quarter. At all large offices, the entries in this account should be made daily, and it should also be transcribed daily, so as to prevent any delay, which would be unavoidable in making it out after the close of the quarter. *See the form annexed, No. 1.*

2. A transcript of the *Account of Mails Sent* from your office for the quarter.

The entries in this account must, of course, be made every post day before the mail is sent from your office, and at all large offices, it should also be transcribed daily. *See form No. 3.*

3. From the post-offices at *Seaports*, a transcript of the *Account of Ship and Steam-Boat Letters Received* the same quarter, and the moneys paid for them. *See form No. 4.*

4. A transcript of the *Account of Letters sent by Sea* from the same offices.

Blanks for keeping this account are now furnished, and the account must be regularly kept at every office where letters are put on ship-board.

5. All the *Post-bills* received from other offices during the quarter.

6. *Accounts and Receipts for contingent expenses.*

Besides the printer's account and receipt for advertising letters on hand, the newspaper containing the advertisement should be transmitted.

No charge of any contingent expenses will be admitted unless accompanied by a bill of particulars and a receipt. Where the articles are furnished by the postmaster himself, a bill of particulars must be made out, and its payment acknowledged, otherwise the charge will not be admitted.

7. The *Dead Letters* and a bill of them. *See form No. 7.*

8. From distributing offices, a transcript of the *Account of Mails received for Distribution.*

9. The *Account Current.*

See Inst. XVI. article 12.

INSTRUCTION XII.

Account Current.

The *Account Current* consists of 20 articles, viz:

1. You are to make yourself debtor for the whole amount of postages of letters which remained on hand the preceding quarter. *See after No. 9.*

2. You are to make yourself debtor for the whole amount of unpaid letters as they are stated in the bills from other offices. This article you will find in the column of *Unpaid Letters* in your *Account of Mails received* from other offices. *Form No. 1.* See article 7, *Instruction II.*

3. You are to make yourself debtor for the amount of way-letters received at your office for your delivery; these you will find in the 2d column of your *Account of Mails Received.* See *form No. 1,* and *Instruction III.*

4. You are next to debit yourself with the amount of letters under-charged. This article you will find in the 3d column of your *Account of Mails received.* See *form No. 1,* and articles 4 and 7, *Instruction II.*

5. You are next to debit yourself with the number and amount of ship and steam-boat letters received for your delivery. This article you will find in the 1st column of your *Account of Ship and Steam-boat Letters.* See *form No. 4* and observations, *Instruction XIII.*

6. You are next to debit yourself with the amount of *Paid Letters* sent. This amount you will find in the 2d column of your *Account of Mails Sent* from your office.

7. You will next credit yourself with the amount of postage on letters which have been over-charged and misseut to your office. This amount you will find in the 4th column of your *Account of Mails Received.* *Form No. 1.* You will find further observations on this subject in *Instruction II,* articles 4 and 7, and *Instruction VII.*

8. The amount of *Dead Letters* is next to be entered to your credit. Those letters are to be made up into mails, and forwarded with your accounts. The form of the bill you will find annexed, No. 7. See also *Instruction IX.*

9. The amount of postage of letters on hand at the close of the quarter, is now to be entered to your credit.

This should always be ascertained on the last day of the quarter. You have already been charged with the amount of postage on all unpaid letters received from other offices; but as you have not yet received the postages of such as are on hand, and as they cannot yet be returned as dead letters, you are to take a temporary credit. The whole sum now entered to your credit, must be entered to your debit in the 1st article of your next account, whether any of the letters are taken up, or are returned as dead letters, or otherwise.

10. Having added together the sums of the first six mentioned articles, and placed the amount in the same line opposite, you are then to deduct the amount of articles No. 7, 8 and 9; from that amount, which leaves the balance, being the amount of postage collected by you this quarter, which is to be set down opposite No. 10.

11. The balance which has been placed on the credit side of the Account No. 10, is now to be entered to your debit, which is done under article No. 11.

12. You are next to debit yourself with the whole amount of postage on the newspapers which you have actually received from other offices this quarter, carrying it short. The amount you will find in the 7th column of the *Account of Mails Received. Form No. 1.*

You have already observed that when letters were over-charged, under-charged, or missent, the amounts incorrectly charged were to be noted on the post-bill; the actual amount of the postages of newspapers is to be entered in the 7th column of the account as mentioned above. This is to be ascertained by counting the papers when received for those who are not regular subscribers; the amount paid by regular subscribers can always be known without difficulty, as they pay by the quarter.

13. By the 30th section of the act, you are required to notify a publisher of a newspaper if any subscriber fails to take his paper out of the office, and if the printer or publisher shall fail, for three months, to pay the postage, you are authorized to sell the paper for the postage, and continue to dispose of it in the same way, so long as it shall be sent, and no provision made to pay the postage by the publisher or subscriber. If after giving this notice to the publisher (three months,) no provision shall be made for the postage, and you are unable to sell the paper for the postage, you will credit yourself in the account current, for the postage. But no such credit is to be given until due notice shall have been given to the publisher.

The newspaper postage you will insert in the proper column, and pamphlet postage in the same, designating it as postage on pamphlets.

You are next to add the amount of postages collected on letters, and the amount collected on newspapers and pamphlets together, and to place the same sum also in the line opposite.

14. You are next to cast your commission on the amount of postages on letters collected this quarter, which is the balance No. 11, of the *Account Current.*

The rates of commission are particularized in the 14th section:

Supposing the amount of postage collected on letters by you to be 3,000 dollars, your commission would stand thus:

| | | | | | |
|------------------|-------|-------------|----|-----------|-----|
| By commission on | 100 | dollars, at | 30 | per cent. | 30 |
| By do. | 300 | | 25 | do. | 75 |
| By do. | 2,000 | | 20 | do. | 400 |
| By do. | 600 | | 8 | do. | 48 |

Dolls. 3,000

Dolls. 553

15. You are next to cast your commission on the amount of postage collected on newspapers and pamphlets at 50 per cent. and enter it in its place. The sum on which you are to cast your commission, is the balance, after deducting the amount of *Newspapers* which remain in the office from the whole amount of newspaper postage.

16. If your commission on letters, and newspapers, and pamphlets, does not exceed \$500 dollars in one quarter, you are then to set down the number of free letters received by mail for delivery at your office, other than such as are for yourself, and carry the amount at two cents each to your credit. This number you will find in the 6th column of your *Account of Mails Received. Form No. 1.*

17. You are next to set down the number of *Ship Letters* which you have paid for this quarter, and carry in their amount at two cents. These sums you will find in the second and third columns of your *Account of Ship Letters Received. Form No. 4.*

18. You will next state the number, and credit yourself with the amount paid the mail carrier for way-letters. No form is prescribed for keeping that account. *See Instruction III.*

19. It now remains for you to make out your account of *Contingent Expenses*, and to enter the amount here. The articles of contingent expenses which you are allowed to charge, are, wrapping paper, twine, wax, plain pine boxes for the safe keeping of letters and papers; advertising letters on hand, and advertisements relative to closing the mails, repairs of portmanteaus, and for new ones. Rent, fuel, &c. are not to be charged as contingent expenses.

No charges for contingent expenses can be admitted without a bill, showing the particulars, and a receipt for the payment, nor for any article which is not here enumerated, unless special instruction be given to that effect.

20. You are now to strike the balance of the account, which shows how much you are indebted for postages this quarter.

As this account current is intended to show the net proceeds of the office for the quarter, no balance due on a former quarter, or for any payment to the Postmaster General, is to be inserted.

21. You are to keep a distinct account, in which you charge the Postmaster General with all payments made to him, and credit him with the quarterly balances.

INSTRUCTION XIII.

Mails, Portmanteaus, Keys, Cases, &c.

1. It sometimes happens that *mails are damaged* or broken in their carriage, especially in rainy weather. The postmaster who

observes this, should put the damaged mails in new wrappers, and write upon each its original direction.

2. Portmanteaus are furnished by the public. Whenever a postmaster at the end of a route discovers them to be out of repair, he is to have them immediately repaired, or if they become too old to do much further service, he is to inform the Postmaster General thereof; or if he lives too far to be supplied in that manner, the postmaster is himself to procure a new portmanteau, and charge the expense to the General Post-office, in his quarterly account, as a contingent expense. Other postmasters should attend to having repairs made when necessary.

To this matter, so essential to the safety of the mail, the postmasters are desired to be particularly attentive.

3. Every portmanteau is to be locked with the proper lock—the locks are furnished from the General Post-office. Whenever a lock is broken or begins to fail, the postmaster, on observing it, should write for another.

4. Keys for unlocking the portmanteau are also furnished from the General Post-office; and whenever one gets lost, or is broken, another key will be forwarded on notice. When a key is lost or mislaid, the chain of the portmanteau ought not to be cut, but the postmaster should acquaint the next postmaster, that his mails may be taken out and forwarded, out of the mail, until another key can be procured.

The portmanteau-key should be kept with great care, and never be carried out of the office, but kept there in a secure place, accessible only to the postmaster, his assistant or clerk.

5. Whenever a deficiency in the portmanteau, chain, or lock occurs, the postmaster who observes it should give immediate information thereof to the postmaster at the end of the route.

6. For the safe keeping of letters at a post-office, where the business is not so extensive as to require the appropriation of a room to that use, which of course may be locked up, a convenient, but plain case or desk, of pine or other cheap wood, should be provided, with a good lock and key. The cost will constitute a proper article in the bill of contingent expenses. *See Instruction IX, article 19.*

7. You are not to detain a mail beyond the time fixed for its departure, except for the arrival of a depending mail, and in that case it should be despatched, in time to connect with other important mails at the place of arrival.

When the mail is to remain but a few minutes at your office, your mail should be made up and ready to put into the portmanteau, before the time it usually arrives, so that you would only have, after its arrival, to take out the mails addressed to your office, and put in those which are to be forwarded.

8. *Blanks* of all kinds are furnished on application at the General Post-office, or at the post-offices in Portland, Me. Boston,

Ms. New York city, Newbern, N. C. Charleston, S. C. New Orleans, L. Lexington, Ky. and Cincinnati, Ohio, and they are not to be procured at any other place at the public expense.

INSTRUCTION XIV.

Ship Letters.—Act, Sect. 17, 18.

See Instruction IV. article 2.

1. By the 17th section of the post-office act, every master of a vessel from a foreign port is bound immediately on his arrival at a seaport, and before he is permitted to report, make entry, or break bulk, under a penalty of not exceeding one hundred dollars, to deliver all letters directed to any person within the United States, or the territories thereof, which are under his care and within his power, and brought in his vessel; except such letters as are for the owner or consignee of his vessel.

2. It is the special duty of every postmaster to see that this law is faithfully executed, and to institute prosecutions for every violation of it.

3. If the cargo is not chiefly consigned to one person, no person is considered to be a consignee, and all letters must be delivered excepting such as are for the owner.

4. Only letters for one person or firm are to be retained, as directed to the consignee, and not the letters to each individual who may have a small consignment.

5. You are to pay the master two cents for each letter or packet so delivered.

6. You are to obtain from the master a certificate, specifying the number of letters and packets, with the name of the ship or vessel, and the place from whence she last sailed, with a receipt for the money paid.

7. You are to mark the number forwarded to other offices, and the number for delivery at your office, on each certificate.

8. You are then to enter the same in your *Account of Ship letters.* See form No. 4.

9. When letters are conveyed by packets employed by the General Post-office, on waters established as mail routes, viz. on which steam-boats regularly ply from port to port, they are to be rated in the same manner as if conveyed by land, except that no packet can be charged with more than quadruple postage. All letters conveyed by any vessel on a mail route which relate to any part of the cargo, are not chargeable with postage, though they, with all others, should be delivered into the post-office. On all other letters, thus transported, inland postage should be charged.

10. Masters of foreign vessels are not allowed to receive any thing for letters delivered into the post-office. Such letters are notwithstanding to be charged with ship-postage.

11. All ship letters and packets conveyed over a water not established as a mail route, which are to be delivered into a post-office (unless they are carried in the public packet-boats of the United States, under the direction of the Post-master General) are to be charged with a postage of six cents, if to be delivered at the office where first received; or if they are to be forwarded to some other office, with two cents in addition to the ordinary land postage; and are to be marked *Ship* at the time of their receipt.

12. If the letters are delivered into the post-office by a passenger or sailor, and not by the master, or in his behalf, nothing is to be paid for the letters; they are nevertheless to be charged with ship-postage, and the number entered into the account of ship-letters, naming also the vessel in which they were brought.

13. Postmasters at sea-ports are always to receive letters when offered, for all places without the United States, and are to make them up into a mail, and forward such letters by the first vessel which is destined to the place to which the letters are directed. For each letter they are entitled to receive one cent. For further instructions, see *Instruction VI. Article 13.*

14. If any letters are placed in a post-office to be sent to a sea-port by post, and thence by ship to some foreign place, the postage of such letter for such distance as it is to be conveyed by post must be paid at the place of its reception, otherwise the letter is not to be forwarded; and the postage of letters destined to any place in the British or other foreign provinces, must be paid in like manner.

INSTRUCTION XV.

Free Letters and Newspapers.—Sec. 27, 28.

1. The following public officers of the United States have the privilege of franking their own letters, or those on the business of their offices, and of receiving those addressed to them, free of postage:

President of the United States.
Vice President of the United States.
Secretary of State.
Secretary of the Treasury.
Secretary of War.
Secretary of the Navy.
Attorney General.
Postmaster General.
Assistants Postmaster General.
Comptrollers of the Treasury.
Auditors.
Register.
Treasurer.

Commissioner of the General Land Office.

Any individual who has been President of the United States, members of Congress while attending the session, and sixty days before and after the session.

Commissioners of the Navy Board.

The Adjutant General.

Commissary General.

Inspectors General.

Quarter Master General.

Paymaster General.

Secretary of the Senate.

Clerk of the House of Representatives.

Superintendent of the Patent Office.

Postmasters—not to exceed half an ounce in weight, and a daily Newspaper.

1. No member of Congress can frank a greater weight than two ounces, except the Speaker of the House of Representatives, unless the packet consist of public documents, which should always be endorsed. During the privilege, members receive their newspapers free.

2. If a member frank a letter, and deposit it in the post-office on the sixtieth day after the end of a session of Congress, such letter is to be conveyed free, although it should not leave such post-office until after the member's privilege cease.

3. So, if a letter be put into a post-office addressed to a member of Congress while his privilege is in force, it is to be conveyed to him free, although he do not receive it until after the privilege cease. If the letter be in the first instance duly marked *free*, it is not to be afterwards charged with postage. And if a letter be mailed before the privilege commence, but is not taken out of the office, until after the privilege commence, the postage should not be charged.

4. No member can frank or receive his letters free during the session of Congress, unless he actually attend. His privilege to frank extends to sixty days before and after the session.

5. Every printer of a newspaper has a right to receive one newspaper from any other printer of a newspaper in the United States free of postage.

6. If any letter exceed the proper weight, the surplus only is to be charged with postage.

7. No letter shall be admitted as franked unless the officer writes his name and office on the outside of the letter or packet. *See the Act, Section 24.* If a postmaster would frank, it should be done in the following form, viz:

Free, A—— B——,

Postmaster, Philada.

8. When a letter directed to a person not having the privilege of receiving his letters free is enclosed to a person having that privilege, the latter is to mark upon the letter enclosed the place from whence it came, and return it to the post-office, where it is to be charged with postage, and the amount entered in the *Account of Mails Received* as undercharged.

9. If any memorandum is enclosed or made upon a printer's exchange newspaper other than the direction, except as stated in the 7th section of Instruction IV, the newspaper is to be charged with letter postage, and each article enclosed with it. The printer or other person who makes such enclosure should be prosecuted before some magistrate for the penalty. See Section 27 and 28 of the Act.

INSTRUCTION XVI.

Compensation of Postmasters.—Sect. 14.

It will be convenient to collect in one view the allowance made by law to postmasters: these have already been noticed in part, in *Instruction XII. Articles 14, 15, 16.*

1. A commission of 30 per cent. on not exceeding one hundred dollars of letter postage collected in one quarter. See Act, Sect. 14. and 38.

2. A commission of 25 per cent. on letter postages over one hundred dollars, and on a sum not exceeding 300 dollars collected in one quarter.

3. If more postages on letters than 400 dollars are collected in one quarter, a commission of 20 per cent. on such surplus; the 20 per cent. is not however to be cast on a greater sum than 2000 dollars.

4. A commission of 8 per cent. on such amount of postage collected on letters in one quarter as exceeds 2,400.

5. Two cents for every free letter (those addressed to yourself excepted) which you receive by post and deliver; unless your commission otherwise amounts to 500 dollars the same quarter.

6. A commission of 50 per cent. on the postages collected on newspapers, magazines and pamphlets.

7. To the postmasters who regularly receive and despatch foreign mails, such allowance as may be fixed by the Postmaster General.

8. The postmasters who regularly receive the mail between nine o'clock at night and five o'clock in the morning, are allowed to charge fifty per cent. on not exceeding one hundred dollars collected in one quarter, instead of thirty, as mentioned in the first article. The average time of arrival must be specially noted by the postmaster on every account current, otherwise it will not be allowed.

9. For every letter lodged in your office merely for delivery, and not conveyed or to be conveyed by post, one cent is to be paid by the person who receives the letter. *See Act, Section 36.*

10. One cent for every letter received to be conveyed by any private ship or vessel beyond sea. This applies only to post-masters at sea ports. *See Act, Section 24.*

11. Certain contingent expenses enumerated in *Instruction XII. Article 19.*

12. One cent for every letter received from any ship or vessel and mailed, provided the commission, including this allowance, does not exceed two hundred dollars a year.

INSTRUCTION XVII.

Newspapers.—Sect. 30.

1. Newspapers carried by the mail are subject to a postage of one cent only if not carried out of the state in which they are printed, and to one cent and a half if carried more than 100 miles, and out of the state where they are printed.

2. The printers are to make up all such newspapers as are intended for one post-office into one packet, if the number do not exceed twenty, and if more than that number, into packets of nearly that number. If there be a greater number than twenty tied up together, they will be apt to break and suffer in the conveyance. If only a single paper be sent to one office, the cover should be left open at one end.

3. The newspapers are to be well dried by the printers, and then enclosed in proper wrappers, and tied, if intended for a distant office.

4. The printers are to write on the outside of the bundle, the name of the place and state for which the papers are intended, with the number of subscribers, and the number for printers, distinguishing them by the letters S. and P. unless they shall furnish, at the close of each quarter, the number of papers chargeable with postage, which they have sent for the quarter, to each post-office.

5. If the 2d, 3d, and 4th articles abovementioned, are not complied with by the printers, the newspapers should be returned to them.

6. Experience has proved how inattentive many people are to the payment of such small debts as arise from trusting the post-ages of newspapers; you are therefore not to give credit. Some post-masters write that they have scarcely collected 50 per cent. of this postage. To save in future any trouble or inconvenience on that account, it will be proper for you to require the subscribers who receive papers through your office, at the commencement of every quarter, to pay the amount of one quarter's subscription

in advance, and without such payment in advance, not to deliver them any newspapers, even though they tender you the money for them singly. *See sect. 30.*

7. Complaints of the failures of newspapers are very common; many of them arise from the carelessness of the editors, who too often leave the work of assorting, packing, and directing, to boys, who are incapable of doing the business correctly. Papers are often placed in packets, while damp, and only secured by a flimsy wrapper and paste. The friction in carrying such packets a few miles will destroy the envelopes, and materially injure the papers. If the direction be only written on the envelope, it is not astonishing that the papers should never be received by the subscribers. Every packet should be secured by a strong wrapper and twine, and the direction should always be written on one of the newspapers as well as on the envelope.

8. You are not to open or suffer to be opened any packet of newspapers which is not addressed to your office, under a penalty of fifty dollars. The law imposes a penalty of twenty dollars on any person not authorized to open mails, who shall open any packet of newspapers not directed to himself—*See Act, sect. 30.*

9. If any letter or memorandum is enclosed in a newspaper, or in a packet of newspapers, addressed to any person, single letter postage is to be charged upon each article of which the packet is composed. If the packet be addressed to the office, and contain papers for several persons, only the newspaper in which the letter or memorandum is enclosed, should be charged with letter postage, and not the newspapers addressed to others. *Sect. 13.*

10. Sometimes large packets of newspapers, magazines, pamphlets, and books, chiefly from abroad, made up in the form of letters, or packets, are delivered at the post-office to be conveyed by post. Made up in this form they are to be rated with letter postage, according to their weight; when they arrive at the office of delivery, if the party to whom they are addressed would claim an abatement of the letter postage, he should open them in the presence of the post-master. If they contain only the articles abovementioned, he may receive them on the payment of the postage legally chargeable on those articles. Books, as distinct from pamphlets, are not mentioned in the law, but as they are not likely to be sent by post, unless by mistake, or because they have come from abroad, and have been lodged at a post-office by a shipmaster among his ship letters, they may well enough be rated with postage, like pamphlets, by the sheet. Other bulky articles, and frequently of small value, are sometimes conveyed by the mail; but as the law furnishes no rule by which any indulgence can be shown, they must be the subjects of special representations to the General Post-office.

11. When any abatements of letter postage take place in the cases above mentioned, they should be speedily noted on the post bill received with them.

12. It frequently happens that newspapers are sent by mail, addressed to persons who do not take them out of the office. In every instance of this kind the postmaster should give immediate notice of it to the editor of the paper; adding the reason, if known, why they are not taken, that is, whether the person is dead, has removed to some other place, or merely refused. If the papers be sent for three months after such notice, the postmaster may sell them for the postage.—*Sect. 30.*

INSTRUCTION XVIII.

1. You are to see that every carrier of the mail has been duly sworn, and to report every failure of the mail, and every instance when it is not conveyed under cover of a bear-skin or oil-cloth on horse-back, or within the body of a stage, or a boot which perfectly secures it from rain. All irregularities of drivers and riders should be reported, with the causes, if known, which produced them.

2. No duty enjoined by the law and these instructions, should be omitted by postmasters and contractors. Unless their faithful and energetic co-operation be given, public expectation will be disappointed. An untiring diligence in every agent of the Department, will not only ensure general confidence, but a high degree of public approbation. Any who are unwilling to use such exertions, and cannot be excited by the reward which awaits them, had better retire from the Department, and give place to more faithful agents.

3. All drafts must be paid when presented, unless drawn for a larger amount than is in the hands of the postmaster. This is never done except by an erroneous estimate.

4. Quarterly returns must be punctually made. A failure to pay drafts, or to deposit the sum due, when directed, or to make the quarterly returns, will be followed by a removal of the delinquent.

5. Postmasters need be under no apprehension of injury from charges made against them without notice. Until they shall have been notified of the same, and had ample time for their vindication, no step to their prejudice shall be taken. A failure to pay or deposit as directed, cannot require notice.

6. In making an appointment of postmaster, either to fill a vacancy, or on the establishment of a new office, it is desirable to have the favorable expression of the citizens of the neighbourhood. Every applicant should consider such an expression as necessary to his success.

7. All mail bags not in use, should be immediately returned to the offices from which they were sent, and the postmasters who send extra bags should always see that they are returned. This they can do by writing to the offices at the ends of the routes on which the bags were sent. A want of vigilance in this respect has lost to the department several thousand dollars per annum. Many postmasters seem to think it cannot be necessary to return mail bags empty, although in many instances, at certain seasons of the year, the mail they receive on some routes is nearly twice as large as that which they return. A sufficient number of bags should be retained at the distributing offices, and at those offices where the packets of a large mail are divided and forwarded on different routes, so that there should always be a sufficient number of bags to send *all* the packets.

8. If a failure of the mail take place, all the packets should be forwarded by the next trip. Every contractor is bound to transport the whole of the mail, and this should be done on horse routes, if it should take one or more led horses. Any failure of a contractor on a horse or stage route, to take the entire mail, should be immediately reported to the Department.

9. It is the practice of many to address their hand-bills to postmasters, by which means they give them an extensive circulation free of postage. This is an abuse which must be corrected. In every instance where you receive a communication, addressed to you as postmaster, which is of a private character and designed to promote private interests, with an evident intention of giving circulation to it, without paying postage, you will return the same to the person who sent it under a new envelope, with the charge of letter postage endorsed.

10. Some carriers are in the practice of carrying unsealed letters out of the mail, under an impression that the law does not prohibit it. The law provides the same penalty for carrying, out of the mail, an unsealed, as a sealed letter, and it is the duty of every postmaster to prosecute the offender.

11. By sec. 6 of the act of 1827, it is made penal for any postmaster, or assistant postmaster, to act as agent for lottery offices, or, under colour of purchase, or otherwise, to vend lottery tickets—also, for a postmaster to receive free of postage, or frank, lottery schemes, circulars or tickets.

The strict attention of postmasters is invited to the following duties.

12. Repair mail bags that are unsound, though it should detain the mail.

13. When packets are miss-sent from a distributing office, first, inform the postmaster of such office, and if the error be not corrected, report him to the Postmaster General.

14. When a loss of a letter mailed which contains money, occurs, report it without delay, with all the circumstances connected with the loss, none of which, or the loss, should be published. A publication is sure to prevent a detection of the perpetrator.

15. Care should be taken that the name of an office at which a letter is mailed, should be plainly written or stamped on it.

16. Although instructions have repeatedly been given not to inclose any communications in quarterly returns, except such as relate to the returns, yet, resignations, application for blanks, and letters of importance, are often so inclosed, and the consequence is, that they are not opened until weeks, and sometimes months, after they are received at the General Post-office. As all returns are directed to be made at the close of each quarter, if postmasters would reflect, they would see that to open and examine more than six thousand returns, require many weeks. How then, can they expect a speedy answer to any communication inclosed in a quarterly return?

17. All applications for blanks at this office should be directed, *General Post-Office*, care of Joseph Burrows.

18. Personal attention to the duties of his office, by every postmaster, is indispensable.

19. Printers often complain of the miscarriage of their papers when they have never been deposited in a post-office, were badly put up, or misdirected. Postmasters are held responsible for such failures, unless they show the fault is with the printers. This may be easily done by any postmaster, at whose office the papers are mailed.

Procure from the printer a list of the packets he sends—arrange this list alphabetically, and compare the packets deposited with it.

If the packets are insecurely put up, they should be returned to the printing office—if not deposited or misdirected, a comparison with the list will detect the error.

20. Where an individual places his frank upon a packet of greater weight than the law authorizes, the excess should be charged. This is often omitted. Many articles, such as the cuttings of grape vines, fruit trees, &c. are sent in the mail, which should be excluded from it. All such abuses must be corrected, or they will increase to the injury of the public.

21. Every carrier of the mail who becomes intoxicated, having the mail in charge, should be dismissed by any postmaster at whose office he calls, and another one employed, at the expense of the contractor, of which he should be immediately advised.

Postmasters at the ends of routes should see that the carriers are sworn, and that they be specially charged not to carry, out of the mail, letters, open or sealed, in violation of the law.

NEWSPAPER RETURNS.

Formerly it was the practice to enter the newspapers at the offices where they were mailed, on post bills. This was found impracticable at the large offices, and at those offices was dispensed with. The post-bills received were still looked to at the offices where newspapers were delivered, in stating to the General Post-office, the amount received for newspaper postage. As many of the large offices did not enter the newspapers on the post-bills, and as entries of such postage were made from these bills, of course, no postage was returned for all the papers sent in the mail, and not charged in the post-bills.

This evil has been remedied, by omitting to enter any newspapers on the post-bills, and making a return to the General Post-office, of all newspapers mailed at each office.

The 30th section of the law requires a printer to endorse on each packet of newspapers, the number of papers contained in it chargeable with postage, unless he agree to make return at the close of each quarter, of the number of papers sent by him in the mail, chargeable with postage, to each post-office in the Union.

At the close of every quarter, you will call for this return, from each printer whose papers are mailed at your office, and who has signified his willingness to make it. It is to be made out in the following manner: A blank is furnished by the General Post office, which contains the name of each post-office in the Union, and two blank columns—in one of which, is stated *under a hundred miles*, in the other, *over a hundred miles*.

The printer will state in one of these columns, and opposite to each office, the number of papers he has sent to it in the mail, chargeable with postage, the quarter that has just closed. All papers not sent out of the state, or if sent out of the state, sent to an office within 100 miles distance, are to be set down in the column designated “under one hundred miles.” The gross number of all papers sent out of the state, and over a hundred miles, are to be set down in the column designated “over one hundred miles.”

The gross number is to be set down, as for instance, the printer sends from the city of New York to Baltimore, ten daily papers. Baltimore being out of the state of New York, and over a hundred miles, he will set down the number in the column designated “over one hundred miles.” He sends ten papers daily—but ten will not be the gross number for the quarter. In a quarter there are thirteen weeks, and six days in each week, in which the paper is printed, making in the quarter 78 days. This number multiplied by the number of papers sent daily, will make 780. This is the gross number to be set down in the column.

If the number of subscribers at Baltimore, increased or decreased during the quarter, there can be no difficulty in making the proper calculation, to ascertain the gross number to be set down.

This return should be signed by the printer, and the name of your office, and of the paper, stated in it.

To make the return, will take much less time than to endorse on each packet the number of papers which it contains, chargeable with postage. But, should any printer refuse to make the return, you are not to forward his papers in the mail, unless the number be endorsed on each packet, as the law requires. In such case, you will, once or twice a month, take an account from the endorsements on the packets, of the number of papers sent to each post-office in the Union; and you will not fail to take this account, though it should delay the transmission of the papers one mail. The account which you thus take, you will send, as also all returns made to you by the printers, with your quarterly returns.

You will observe that these returns do not excuse you from returning the amount received at your office for newspaper postage.

You can take an account of newspapers occasionally sent in the mail, by printers and others, to persons who are not regular subscribers. This may be attended with some difficulty, and will require strict attention. If the necessary attention be given, it is believed the number of papers thus sent, which are chargeable with postage, may be ascertained with considerable accuracy. The endorsement will enable you to state the number of papers, and the post-offices to which they are directed.

You will return these, with the other newspaper returns.

Where the circulation of any paper is limited, it will be more convenient to make the return in manuscript, than to use the printed blanks. The offices must always be stated alphabetically, and the name of the county and state inserted.

PAMPHLET RETURNS.

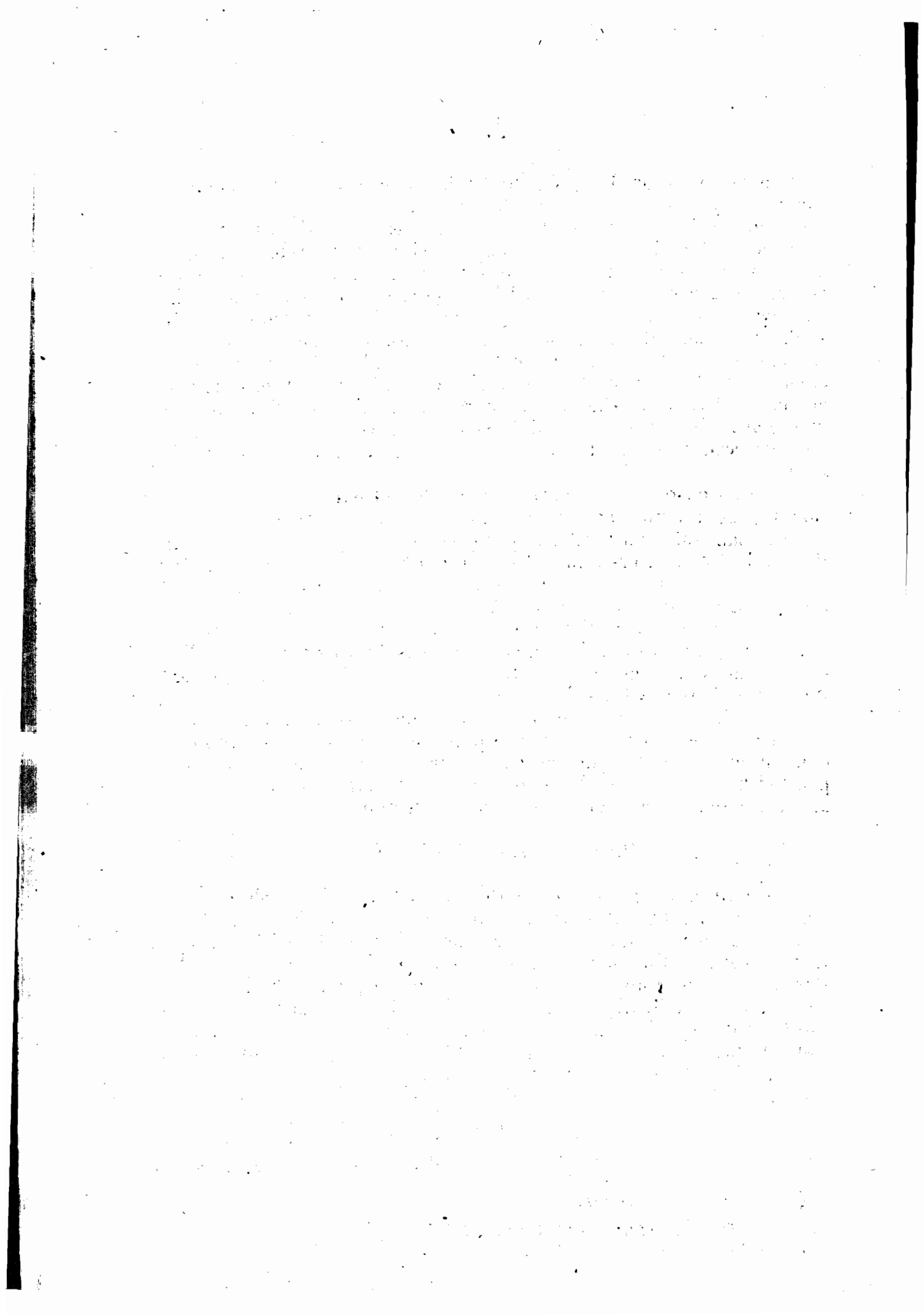
You will also procure from the publishers of pamphlets and magazines, at the close of each quarter, the number they have forwarded in the mail from your office, chargeable with postage. In this return, the name of the pamphlet or magazine must be stated, and the number of sheets it contains, and whether it is published periodically or not, also the office to which it was forwarded, designating all offices under a hundred miles distance, and all offices over that distance. The name of your office must be stated in the return, and it must be signed by you or the publisher.

JOHN M·LEAN,

POST-MASTER GENERAL.

Post-office Department,

Washington, March 11, 1828.



No. 1. Account of Mails Received at the Post-Office at Philadelphia.

| Time of receiving. | Names of the Offices from whence received. | Date of the bills received. | Unpaid Letters. | | Way Letters. | | Under-charged from other offices. | | Overcharged and mis-sent from other offices. | | Paid letters from other offices. | | Free Letters. | Newspapers. | | | |
|--------------------|--|-----------------------------|-----------------|------|--------------|------|-----------------------------------|------|--|------|----------------------------------|------|---------------|-------------|------------|------|-------|
| | | | Dols. | Cts. | Dols. | Cts. | Dols. | Cts. | Dols. | Cts. | Dols. | Cts. | | N. | Chargeable | | Free. |
| | | | | | | | | | | | | | | | Dols. | Cts. | |
| 1794 | | | | | | | | | | | | | | | | | |
| Jan. 2 | Salem, Mass. | Dec. 28 | - | - | - | - | - | - | - | - | - | 15 | 1 | - | - | - | - |
| | Boston, | 30 | - | 30 | - | - | - | 15 | - | - | - | 45 | - | - | 6 | 6 | - |
| 6 | Hartford, Ct. | Jan. 2 | 14 | 40 | - | - | - | - | - | 30 | 2 | 55 | 9 | - | 64½ | 12 | - |
| 13 | Hartford, | 12 | - | 48 | - | 8 | - | - | - | - | - | - | - | - | - | 6 | - |
| Feb. 3 | New London, | Feb. 1 | - | 30 | - | - | - | 10 | - | - | - | - | - | - | 7 | - | - |
| 8 | Hartford, | 5 | - | 45 | - | - | - | 15 | - | - | - | 45 | 3 | - | 46 | 6 | - |
| - | New York, | 6 | - | 90 | - | - | - | - | - | - | - | - | - | - | 40 | 3 | - |
| - | Norfolk, | Jan. 20 | - | 29 | - | - | - | 25 | - | - | - | - | - | - | - | - | - |
| Mar 3 | Boston, | Feb. 27 | - | 15 | - | 8 | - | - | - | - | - | 15 | - | - | 7½ | 4 | - |
| - | Springfield, | Mar. 1 | - | 10 | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 13 | Hartford, | 12 | 1 | 12 | - | 24 | - | - | - | 16 | - | 24 | - | - | 1 | 3 | - |
| 31 | Norwalk, | 28 | - | 24 | - | 6 | - | - | - | 8 | - | 8 | - | - | - | - | - |
| | | | 18 | 73 | — | 46 | — | 65 | — | 54 | 4 | 07 | 13 | 1 | 72 | 40 | |

55

ROBERT PATTON, POST-MASTER.

No. 2.

LETTERS { From *Hartford, Ct. January 2, 1794,*
to *Philadelphia.*

| RATES. | | UNPAID. | | | PAID. | | | F |
|--------|----|---------|----|------|-------|-------|------|-----|
| Cents. | | No. | s. | cts. | No. | dois. | cts. | No. |
| | 15 | 40 | 6 | — | 1 | 1 | 50 | — |
| Ship | 49 | 12 | 2 | 28 | — | — | — | — |
| | 30 | 7 | 2 | 10 | — | — | 60 | 9 |
| Ship | 34 | 2 | — | 68 | — | — | — | — |
| * | 45 | 5 | 2 | 25 | — | — | 45 | — |
| Ship | 49 | 1 | — | 49 | — | — | — | — |
| | 60 | 1 | — | 60 | — | — | — | — |
| | | | 14 | 40 | | 2 | 55 | 9 |

JOHN DODD, P. M.

* Overcharged 30 .

No. 3.

ACCOUNT of Mails sent from the Post-office at Philadelphia.

| Date of bills sent. 1794. | To what office the letters were sent. | Unpaid letters. | | Paid letters. | | Free letters. |
|------------------------------|---------------------------------------|-----------------|------------------|---------------|------------------|---------------|
| | | dols. | cts. | dols. | cts. | No. |
| Jan. 2 | New Haven, Ct. | — | 30 | — | 15 | 7 |
| — | Elizabethtown, N.J. | — | 62 | — | 75 | — |
| 10 | Stratford, Ct. | — | 12 $\frac{1}{2}$ | — | — | — |
| 16 | New York, N. Y. | 2 | 38 | — | 20 | — |
| 23 | Trenton, N. J. | — | 15 | — | 15 | — |
| 30 | Stratford, Ct. | — | 6 | — | — | — |
| Feb. 3 | Boston, Mass. | — | 36 | — | 45 | — |
| 10 | Washington, N. C. | — | 25 | — | — | — |
| 17 | New Haven, Ct. | — | 79 | — | — | 4 |
| — | Fairfield, Ct. | — | 18 | — | — | — |
| — | Princeton, N. J. | — | 75 | — | 12 $\frac{1}{2}$ | — |
| — | Salem, Mass. | — | 15 | — | — | 1 |
| Mar. 3 | New York, N. Y. | — | 60 | — | 20 | — |
| 4 | Bennington, Vt. | — | — | — | 20 | — |
| — | Albany, N. Y. | — | 20 | — | — | 1 |
| 21 | Stratford, Ct. | — | 12 | — | — | — |
| — | Hartford, Ct. | — | 64 | — | 16 | — |
| | | 7 | 67 $\frac{1}{2}$ | 2 | 38 $\frac{1}{2}$ | 13 |

ROBERT PATTON, P. M.

No. 4.

ACCOUNT of Ship and Steam Boat Letters, received at the Post-office at Philadelphia, from Jan. 1, to April 1, '94.

| Certificates Numbered. | Of whom the letters were received. | For what vessel. | For this deli- very. | Forwarded. | Whole num- ber. | Sums Paid. | |
|---------------------------|---------------------------------------|----------------------|-------------------------|------------|--------------------|------------|--------|
| | | | Amount postage. | | | dollars. | cents. |
| 1 | John Hemmenway, | Schooner Nancy, | 1 68 | 9 | 37 | — | 74 |
| 2 | Benjamin Bright, | Sloop Harriot, | 90 | 6 | 21 | — | 42 |
| 3 | Joseph Crane, | Schooner Delight, | 1 20 | 5 | 25 | — | 50 |
| 4 | John Thompson, | Steam Boat Delaware, | 2 50 | 5 | 30 | — | 90 |
| | | | 628 | 25 | 113 | 2 | 56 |

58

No. 5.

UNITED STATES OF AMERICA,

*To the Post-master at the Port of Charleston, South Carolina.**

This bag (or mail) sent by the *schooner Nancy*, whereof *John Hemmenway* is master, bound from the port of Philadelphia to Charleston, contains twenty-three letters.

ROBERT PATTON, P. M.

*Post-office at Philadelphia,
the 12th of March, 1794.*

* Note. If the vessel is bound to a foreign port, for instance, to Hamburg, then the certificate may be thus directed.
"To the Post-master at the port of Hamburg, or whom it may concern."

No. 6.

ACCOUNT of Letters sent by Sea from the Post-office at Philadelphia.

| Date of the bills sent. 1794. | To what ports. | Number of letters sent. | By what vessels. | Masters' Names. |
|-------------------------------|-------------------|-------------------------|------------------|------------------|
| Feb. 12. | Charleston, S. C. | 23 | Schooner Nancy, | John Hemmenway. |
| March 11. | Savannah, | 19 | Sloop Harriot, | Benjamin Bright. |
| March 20. | Wilmington, N. C. | 15 | Brig Fame, | Daniel Johnson. |
| | | 57 | | |

ROBERT PATTON, POST-MASTER.

No. 7.

DEAD LETTERS { From *Philadelphia*, April 1, 1794,
to the *General Post-office*.

| RATES. | UNPAID. | | | PAID. | | | FREE. |
|--------------|---------|-----|------------|-------|------------|-----|-------|
| | Cents. | No. | dols. cts. | No. | dols. cts. | No. | |
| 10 | 6 | - | 60 | | | | |
| 12½ | 2 | - | 25 | | | | |
| 15 | 1 | - | 15 | | | | |
| 14 | 1 | - | 14 | | | | |
| | | 1 | 14 | | | | |
| NEWS-PAPERS. | | | | | | | |
| | | | | | | | |

ROBERT PATTON, P. M.

1918

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No.

Dr. *The Post-office at Philadelphia, P. in account current with the*

| | dols. | cts. |
|--|-----------|------------|
| 1. To postage of letters which remain in the office last quarter, - - - - - | 2 | 40 |
| 2. To postage of unpaid letters received from other offices this quarter, - - - - - | 18 | 73 |
| 3. To postage of way letters received at this office do. - - - - - | — | 46 |
| 4. To postage of letters undercharged from other offices do. - - - - - | — | 65 |
| 5. To postage of 63 ship letters, at 6 cents each, originally received at this office for this delivery, - - - - - | 6 | 28 |
| 6. To postage of paid letters sent from this office do. - - - - - | 2 | 58½ |
| | <u>31</u> | <u>10½</u> |

| | dols. | cts. |
|---|-----------|-----------|
| 11. To balance as above, being the amount of postage collected on letters this quarter, - | 28 | 27 |
| 12. To amount of postage on newspapers and pamphlets this quarter, - - - - - 1 72 | | |
| 13. Deduct postage of dead newspapers and pamphlets, - - - - - 0 26 | 1 | 46 |
| | <u>29</u> | <u>73</u> |
| <i>Dollars,</i> | 29 | 73 |

8.

General Post-office, from January 1, to March 31, 1794—Cr.

| | dols. | cts. |
|--|-------|------|
| 7. By postage of letters overcharged and missent this quarter, - - - - - | — | 54 |
| 8. By postage of dead letters sent to the General Post-office, do. - - - - - | 1 | 14 |
| 9. By postage of letters now remaining in this office, - - - - - | 1 | 15 |
| 10. Balance carried down, - - - - - | 28 | 27½ |
| ----- | 31 | 10½ |

| | dols. | cts. |
|---|-------|------|
| 14. By commission on \$28 27, letter postage at 30 per cent, - - - - - | | 8 48 |
| 15. By commission on \$1 46, newspaper postage, at 50 per cent. - - - - - | | 75 |
| 16. By 13 letters delivered out this quarter, at two cents each, - - - - - | | 26 |
| | 9 | 47 |
| 17. By 113 ship and steam-boat letters paid for this quarter as by receipts herewith, - - - - - | 2 | 56 |
| 18. By cash paid the mail carrier for 15 way letters at one cent each, - - - - - | — | 15 |
| 19. By contingent expenses, as by receipts herewith, - - - - - | — | 75 |
| 20. Balance due to the General Post-office, | 16 | 80 |
| <i>Dollars,</i> | 29 | 73 |

Errors excepted.

ROBERT PATTON, P. M.

April 1, 1794.