THE

POSTAL LAWS AND REGULATIONS

OF THE

UNITED STATES OF AMERICA

1902 Edition

ORDER, No. 40.] OFFICE OF THE POSTMASTER-GENERAL,
Washington, D. C., January 14, 1902.

The accompanying revision of the regulations for the government of the Post-Office Department and postal service, and the compilation of the acts of Congress relating to said Department and service, which have been prepared in accordance with the acts of Congress approved June 2, 1900, and March 3, 1901, shall take effect on April 1, 1902; and all previous regulations and rulings in conflict therewith are hereby superseded and abrogated from and after that date.

This new edition of the Postal Laws and Regulations shall be known as the "Edition of 1902," and all references to the postal laws (small type) or regulations (large type) in communications or otherwise must be to the sections of this edition.

CH. EMORY SMITH,
Postmaster-General.

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ABBREVIATIONS.

NOTE.—The abbreviations in margin and notes refer to—
"R. S.," Revised Statutes of the United States, Edition 1878.
1 Supp. / 2 Supp. or / 1 Supp. R. S. / 2 Supp. R. S. — Vol. 1 and Vol. 2, Supplement to the Revised Statutes of the United States.
St. L. or / Stat. L. — Statutes at Large of the United States.

TITLE ONE.

POST-OFFICE DEPARTMENT AND POSTAL SERVICE.

CHAPTER 1.

ESTABLISHMENT AND ORGANIZATION OF THE POST-OFFICE DEPARTMENT.

I.—Establishment—The Postmaster-General.

Post-offices and post-roads. Constitution, art. 1, § 8.

Sec. 1. The Congress shall have power * * * to establish post-offices and post-roads.

Post-Office Department. R. S., § 388. The Postmaster-General. —term of office of.

Sec. 2. There shall be at the seat of government an Executive Department to be known as the Post-Office Department, and a Postmaster-General, who shall be the head thereof, and who shall be appointed by the President, by and with the advice and consent of the Senate, and who may be removed in the same manner; and the term of the Postmaster-General shall be for and during the term of the President by whom he is appointed, and for one month thereafter, unless sooner removed.

Note. Note.—The salary of the Postmaster-General is $8,000 a year.

II.—Officers of, and Connected with, the Post-Office Department.

Assistant Postmasters-General. R. S., § 389. —term of office of.

Sec. 3. There shall be in the Post-Office Department three Assistant Postmasters-General, who shall be appointed by the President, by and with the advice and consent of the Senate, and who may be removed in the same manner, and who shall be entitled to a salary of four thousand dollars a year each.

Fourth Assistant Postmaster-General. 1891, Mar. 3, ch. 541, 1 Supp., 927.

2. The appointment of a Fourth Assistant Postmaster-General was first authorized by the following appropriation in the act of March 3, 1891:

For Fourth Assistant Postmaster-General, four thousand dollars.

Note. Note.—The appropriation for the salary of a Fourth Assistant Postmaster-General has been repeated in every subsequent appropriation act.

Assistant Attorney-General for the Post-Office Department.
R. S., § 390.

Sec. 4. There shall be employed in the Post-Office Department one Assistant Attorney-General, who shall be appointed by the Postmaster-General, and shall be entitled to a salary of four thousand dollars a year.

Note.

NOTE.—Under recent appropriation acts the Assistant Attorney-General receives a salary of $4,500 per annum.

Auditor for the Post-Office Department.
R. S., § 276.
—appointment of.

Sec. 5. There shall be connected with the Department of the Treasury six auditors of accounts, who shall be appointed by the President, by and with the advice and consent of the Senate, and shall be known as the First, Second, Third, Fourth, Fifth, and Sixth Auditors, respectively. Each Auditor is entitled to a salary of four thousand dollars a year.

—title of.
1894, July 31, ch. 174, § 3, 2 Supp., 212.

2. The Auditors of the Treasury shall hereafter be designated as follows: * * * the Sixth Auditor as Auditor for the Post-Office Department.

Other officers of the Post Office Department.
See R. S., §§ 393, 394, 400; 1901, Mar. 3, chs. 830, 851, 31 St. L., 1003, 1103.

Sec. 6. The act of March 3, 1901, making appropriations for the legislative, executive, and judicial expenses of the Government, and the act of March 3, 1901, making appropriations for the service of the Post-Office Department, provide for the following officers in the Post-Office Department:

Office of the Postmaster-General.

In the Office of the Postmaster-General:
Chief Clerk.
Private secretary to the Postmaster-General.
Appointment Clerk.
Disbursing Clerk and Superintendent of Buildings.
Topographer.

Office of Assistant Attorney-General for Post-Office Department.

In the Office of the Assistant Attorney-General for the Post-Office Department:
Assistant Attorney.

Office of First Assistant Postmaster-General.

In the Office of the First Assistant Postmaster-General:
Chief Clerk.
Superintendent of the Money-Order System.
Chief clerk of the Money-Order System.
General Superintendent of Free Delivery.
Superintendent City Delivery Service.
Three assistant superintendents City Delivery Service.
Superintendent of the Dead-Letter Office.
Chief clerk of the Dead-Letter Office.
General Superintendent of Salaries and Allowances.
Assistant Superintendent of Salaries and Allowances.
Five Assistant Superintendents Salary and Allowance Division.
Superintendent of Post-Office Supplies.
Assistant Superintendent of Post-Office Supplies.
Chief of Correspondence Division.

Office of Second Assistant Postmaster-General.

In the Office of the Second Assistant Postmaster-General:
Chief Clerk.
Superintendent of Railway Adjustment.
Chief of Contract Division.
Chief of Division of Inspection.

Chief of Mail Equipment Division.
General Superintendent Railway Mail Service.
Assistant General Superintendent Railway Mail Service.
Chief clerk, Office of General Superintendent.
Superintendent of Foreign Mails.
Chief Clerk of Foreign Mails.

Office of Third Assistant Postmaster-General.

In the Office of the Third Assistant Postmaster-General:
Chief Clerk.
Superintendent of System of Postal Finance.
Superintendent of Postage Stamp Supplies and Postmasters' Accounts.
Superintendent of the Registry System.
Six Assistant Superintendents of the Registry System.
Chief of Classification Division.
Chief of Redemption Division.
Chief of Files and Records Division.

Office of Fourth Assistant Postmaster-General.

In the Office of the Fourth Assistant Postmaster-General:
Chief Clerk.
Chief Post-Office Inspector.
Chief clerk of (Divison of Post-Office Inspectors and) Mail Depredations.
Chief of Appointment Division.
Chief of Bond Division.

See Secs. 1396 to 1399 as to General Superintendent and officers of the Railway Mail Service; Title one, ch. 3, as to post-office inspectors; sec. 8 as to per diem allowances to assistant superintendents Free Delivery; sec. 9 as to per diem allowances to assistant superintendents of Salaries and Allowances; and sec. 10 as to per diem allowances to assistant superintendents of the Registry System.

Acting officers.
—of Department.
R. S., § 177.

Sec. 7. In case of the death, resignation, absence, or sickness of the head of any Department, the first or sole assistant thereof shall, unless otherwise directed by the President, as provided by section one hundred and seventy-nine (see paragraph 3 below), perform the duties of such head until a successor is appointed, or such absence or sickness shall cease.

—of Bureaus.
R. S., § 178.

2. In case of the death, resignation, absence, or sickness of the chief of any Bureau, or of any officer thereof, whose appointment is not vested in the head of the Department, the assistant or deputy of such chief or of such officer, or if there be none, then the chief clerk of such Bureau, shall, unless otherwise directed by the President, as provided by section one hundred and seventy-nine, perform the duties of such chief or of such officer until a successor is appointed or such absence or sickness shall cease.

—may be named by President, when.
R. S., § 179.

3. In any of the cases mentioned in the two preceding sections * * * the President may, in his discretion, authorize and direct the head of any other Department or any other officer in either Department, whose appointment is vested in the President, by and with the advice and consent of the Senate, to perform the duties of the vacant office until a successor is appointed, or the sickness or absence of the incumbent shall cease.

—who may be in Post Office Dept.
Executive Order January 6, 1893.

4. Pursuant to the authority conferred by section 179 of the Revised Statutes: The Second Assistant Postmaster-General is authorized and directed to perform the duties of the Postmaster-General,

whenever and so long as he and the First Assistant Postmaster-General shall both be absent or sick; and the Third Assistant Postmaster-General is authorized and directed to perform the duties of Postmaster-General whenever and so long as he and the First and Second Assistant Postmasters-General shall be absent or sick. And the Fourth Assistant Postmaster-General is authorized and directed to perform the duties of Postmaster-General whenever and so long as he and the First, Second, and Third Assistant Postmasters-General shall all be absent or sick.

Assistant superintendents of free delivery.
1899, Feb. 24, ch. 187, 2 Supp., 946.
—expenses of.

Sec. 8. The assistant superintendents of free delivery shall hereafter be allowed a per diem of four dollars in lieu of all expenses when traveling on business of the Department.

Note.

NOTE.—The expenses of the assistant superintendents of free delivery are paid out of the appropriation for incidental expenses, free delivery service, included in the act making appropriations for the postal service. (See sec. 6 as to assistant superintendents of free delivery.)

Assistant superintendents salary and allowance division.
—expenses of.

Sec. 9. The assistant superintendents salary and allowance division will be allowed a per diem, to be fixed by the Postmaster-General, but not exceeding four dollars per day when actually traveling on business of the Post-Office Department.

Note.

NOTE.—This section is substantially in the form in which the appropriation for this purpose was made in the act of March 3, 1901, ch. 851 (31 Stat. L., 1103), making appropriations for the postal service. The authority to allow a per diem to assistant superintendents salary and allowance division is not permanent, but dependent on subsequent appropriations. See sec. 6 as to assistant superintendents salary and allowance division.

Assistant superintendents of registry system.
—expenses of.

Sec. 10. The assistant superintendents of the registry system will be allowed a per diem, to be fixed by the Postmaster-General, but not exceeding four dollars per day, when actually traveling on business of the Post-Office Department.

Note.

NOTE.—This section is substantially in the form in which the appropriation for this purpose was made in the act of March 3, 1901, ch. 830 (31 Stat. L., 1004), making appropriations for the legislative, executive, and judicial expenses of the Government. The authority to allow a per diem to assistant superintendents of the Registry System is not permanent, but dependent on subsequent appropriations. See sec. 6 as to assistant superintendents of registry system.

Expenses of officers and clerks of Post-Office Department traveling on business of the Department.

Sec. 11. Any officer, clerk, or employee of the Post-Office Department traveling on the business of the Department, upon the order or direction of the Postmaster-General, will be allowed his actual and necessary expenses, which will be paid out of the appropriation for the service for which said travel is incurred.

Note.

NOTE.—There is no specific authority of law for the payment of expenses as above, but under the rulings of the accounting officers any officer of the Government or clerk who travels on public business by direction of the head of the Department or proper officer, is entitled to reimbursement for actual expenses, to be paid out of the appropriation for the service for which the travel is incurred.

III.—Duties of the Postmaster-General.

General duties of the Postmaster-General. R. S., § 396. Post-offices. Employees.

Sec. 12. It shall be the duty of the Postmaster-General:

First. To establish and discontinue post-offices.

Second. To instruct all persons in the postal service with reference to their duties.

Third. To decide on the forms of all official papers. Official papers.

Fourth. To prescribe the manner of keeping and stating accounts. Finances.

Fifth. To enforce the prompt rendition of returns relative to accounts.

Sixth. To control, according to law, and subject to the settlement of the Auditor for the Post-Office Department, all expenses incident to the service of the Department.

Seventh. To superintend the disposal of the moneys of the Department.

Eighth. To direct the manner in which balances shall be paid over; issue warrants to cover money into the Treasury; and to pay out the same.

Ninth. To superintend generally the business of the Department, and execute all laws relative to the postal service. General supervision of Department and postal service.

Note: Miscellaneous duties not connected with postal service.

NOTE.—As to certain duties of the Postmaster-General not directly connected with the postal service, see Title One, ch. 15 (Government telegrams); R. S., § 3734 (approval of plans for public buildings); R. S., §§ 5579 and 5585 (as member of Smithsonian Institution).

Official seal. R. S., § 395. —custody of. —use of.

Sec. 13. The Postmaster-General shall keep the seal heretofore adopted for his Department, which shall be affixed to all commissions of postmasters and others, and used to authenticate all transcripts and copies which may be required from his Department.

IV.—Rules and Regulations.

Regulations. R. S., § 161. —Postmaster-General may prescribe.

Sec. 14. The head of each Department is authorized to prescribe regulations, not inconsistent with law, for the government of his Department, the conduct of its officers and clerks, the distribution and performance of its business, and the custody, use, and preservation of the records, papers, and property appertaining to it.

2. All regulations or amendments thereof shall be promulgated by the Postmaster-General and duly entered of record in the Journal. No regulation shall be in any wise altered or varied except by amendment. —promulgation of. —record of.

3. The regulations shall be published in the "Postal Laws and Regulations," and all amendments or new regulations will be printed in the Annual and Monthly Postal Guides in such form that they can readily be cut out and pasted in their proper places in the current edition of Postal Laws and Regulations. All officers and employees of the Post-Office Department and the postal service are required, as amendments or new regulations are issued, to correct in this manner the volumes furnished them. —publication of. —new, amendments. —printed in Postal Guides. —to be noted in current issue P. L. and R.

V.—Organization.

Distribution of business of Department.

Sec. 15. That the business of the Department may be properly transacted and conveniently arranged and prepared for the final action of the Postmaster-General when necessary, it is distributed among its several officers as hereinafter provided.

POSTMASTER-GENERAL.

Office of the Postmaster-General. —matters assigned to. Superintendence of Department.

Sec. 16. The Postmaster-General assigns to his office: The superintendence and government of the Department, and appointment of the officers, clerks, and

—of postal service.

employees; the general direction of the postal service in all its branches, the management of its finances and disbursement of appropriations; the submission of cases

Appointments.

to the President relating to appointments to be made by him; the determination of appeals from the action of the several assistant postmasters-general; the pro-

Regulations, orders.

mulgation of rules and regulations; the consideration of claims of postmasters for credit or reimbursement for losses by fire, burglary, or other unavoidable casualty; the issuance of all orders requiring the formal

Seal.

approval of the Postmaster-General; the custody of the

Special duties.

official seal; and the performance of all special duties enjoined by law upon the Postmaster-General. (See sec. 12. Note.)

Officers attached to office of Postmaster-General.

2. The chief clerk of the Post-Office Department, the appointment clerk, the disbursing clerk and superintendent of buildings, the topographer, and the Assistant Attorney-General will be attached to the office of the Postmaster-General.

Chief clerk of Post-Office Department. —duties of. Supervision of clerical force.

3. The chief clerk of the Post-Office Department is charged with the general superintendence of the clerical force of the Department; the assignment of clerks to offices and divisions; the consideration of applications for leaves of absence by clerks and Department employees, the supervision of the preparation of estimates for

Custody of journals and records.

the departmental and postal service; the keeping of the journals and order books; the supervision of the

Supervision of expenditures.

advertising; the supervision of requisitions upon the Treasury and the expenditure of the appropriations for the departmental service; the consideration of requisitions upon the Public Printer for printing and binding; the preparation of contracts for the publica-

Preparation of Postal Guide.

tion of the Official Guide, compilation of the matter therefor, and supervision of its publication and distri-

bution; the consideration of applications for post-route maps and supervision of their issue and sale; the furnishing of information for settlement of Government telegraph accounts; the miscellaneous business correspondence of the Postmaster-General's office; and the performance of such other duties as may be required by the Postmaster-General.

Post-route maps.

Accounts for Government telegrams.

4. The appointment clerk is charged with keeping a roster of all officers, clerks, and employees of the Department, including those employed at the postage stamp, stamped envelope, and postal card agencies, post-office inspectors, and superintendents and assistant superintendents of the Railway Mail Service, and all papers, applications, recommendations, and files relating thereto; the preparation of all orders for appointments, promotions, removals, or acceptance of resignations and of all communications for the Postmaster-General to the officers of the Department and to the Civil Service Commission relating thereto.

Appointment clerk. —duties of.

Roster of officers and employees.

Orders for appointments, etc.

5. The disbursing clerk and superintendent of buildings is charged with the care of the department and other buildings rented in connection therewith, and of the furniture and public property therein; the direction of the force of laborers and charwomen, and general superintendence of the watchmen, through the captain of the watch; the preparation of the annual contracts for, and the purchase of, all supplies for the departmental buildings; the preparation of the pay rolls and payment of all salaries to all officers, clerks, and employees of the Department; the making of all expenditures for rent of departmental buildings, contingent expenses, the topographer's office, publication of the Official Guide, and for postage on the Department's foreign correspondence; the sale of waste paper and unserviceable property; and the keeping of accounts of expenditures.

Disbursing clerk and superintendent of buildings. —duties of.

Captain of the watch.

Supplies for departmental buildings.

Payment of salaries, etc.

Miscellaneous payments.

Sale of waste paper.

6. The superintendent and disbursing clerk shall give bond in the sum of $40,000, for the safe-keeping, proper disbursement of, and accounting for, all public moneys coming into his possession, and for the faithful discharge of the duties of his office, according to law.

Bond of superintendent and disbursing clerk.

See R. S., § 3614.

7. The topographer is charged with the preparation and revision of post-route maps, the superintendence of their printing, issue, and distribution according to orders and regulations; the preparation of specifica-

Topographer. —duties of.

Post-route maps.

tions, advertisements, and contracts for their manufacture; and the general care of the stones and property in the Department and in the possession of the contractors.

See sec. 111 as to post-route maps.

FIRST ASSISTANT POSTMASTER-GENERAL.

Office of the First Assistant Postmaster-General.
—duties of.
Management of post-offices.

Sec. 17. To the First Assistant Postmaster-General is assigned the general management of post-offices and the instruction of postmasters, except as otherwise provided in these regulations; the adjustment of salaries of postmasters at Presidential offices; the authorization of allowances for rent, clerk hire, and other expenditures connected with post-offices; the furnishing of general supplies for post-offices and the postal service, and stationery supplies for the Post-Office Department; the Free Delivery, Rural Free Delivery, and Special Delivery Services, the Money-Order System and the Dead-Letter Office; the correspondence of the Department with postmasters and the public not assigned to other offices; the giving of general information concerning the postal service, and the performance of certain other miscellaneous duties.

Allowances.

Supplies.

Free Delivery.
Money-Order System.
Dead-Letter Office.
—general correspondence.

Chief Clerk.

2. The Chief Clerk to the First Assistant Postmaster-General is charged with the review of the official correspondence of all the divisions of the First Assistant Postmaster-General's office and shall perform such other duties as the First Assistant Postmaster-General shall direct.

Divisions of office.

3. For the performance of the duties of this office the clerical force is organized into six divisions:

Division of Salaries and Allowances.
General superintendent—duties of.
Management of post-offices.

4. The Division of Salaries and Allowances, under the supervision of the General Superintendent of Salaries and Allowances, is charged with making the computations for the annual adjustment of the salaries of postmasters at first, second, and third class post-offices; the granting of leaves of absence to them; the consideration of all matters pertaining to the clerical force of first and second class offices, including the appointment, upon the nomination of postmasters, and bonding of clerks, their salaries, and preparation of cases for charges preferred against them, the allowances for clerk hire at third and fourth class (separating) offices, rent, fuel, and light at first, second, and third class offices, for canceling machines and motive power for operating them, for advertising unclaimed letters, for

Allowances for clerk hire, etc.
Rent, etc.

miscellaneous and incidental items, including furniture at first and second class offices; the consideration of questions affecting the consolidation of post-offices, and the establishment of stations and substations, the location of offices of the first, second, and third classes and stations connected therewith, and the arranging for leases therefor; the regulation of box-rent rates and deposits for keys of lock boxes in post-offices, and the time of opening and closing Presidential offices. The assistant superintendents of this division make personal investigations and report upon all matters assigned to the division, which may be referred to them for that purpose.

Stations and substations.

Leases.

Lock boxes.
Key deposits.
Opening of offices.

Assistant superintendents.

5. The Division of Free Delivery, under the supervision of the General Superintendent of the Free Delivery System, is charged with the general direction of the consideration and preparation of regulations for the government of the Free Delivery Service, which includes the city, rural free delivery, and special delivery services, and prepares cases for the appointment of letter carriers and rural carriers, for allowances for carrier delivery furniture, letter and package boxes, collection wagon service, carriers' equipments, and incidental expenses; the preparation of cases for the establishment of new service and the extension of existing service. The assistant superintendents of free delivery service make personal investigations and reports upon matters assigned to the division, which may be referred to them for that purpose.

Division of Free Delivery.
General superintendent.
—duties of.
—city, rural, and special delivery services.

Assistant superintendent.

6. The Division of Money Orders, under the supervision of the Superintendent of the Money-Order System, is charged with the general direction of the Postal Money-Order System, both domestic and international, and the preparation of conventions for the exchange of money orders with foreign countries, and the furnishing of blanks, books and supplies used in that service.

Division of Money Orders.
Superintendent.
—duties of.

Conventions.

7. The Division of Dead Letters, under the supervision of the Superintendent of the Dead Letter Office, is charged with the treatment of all unmailable and undelivered mail matter which is sent to it for disposal; the enforcement of the prompt return of such matter according to regulations; the verification and allowance of claims for credit by postmasters for postage-due stamps affixed to undelivered matter; the examination and forwarding or return of all letters which

Division of Dead Letters.
Superintendent.
—duties of.

Unmailable and undelivered matter.
—treatment of.

—return of.

have failed of delivery; the inspection and return to the country of origin of undelivered foreign matter; the recording and restoration to the owners of letters

Custody of valuable inclosures.

and parcels which contain valuable inclosures; the account and disposal of all money, negotiable paper, and other valuable articles found in undelivered matter; and the correspondence, both foreign and domestic,

Branches of office.

relating to these subjects. The clerical force of the Dead Letter Office will be distributed among the Inquiry, Opening, Property, Money, Minor, Returning, Foreign, and Unmailable Branches.

Division of Post-Office Supplies.
Superintendent.
—duties of.
Preparing contracts, etc.
Ordering supplies.

8. The Division of Post-Office Supplies, under the supervision of the Superintendent of Post-Office Supplies, is charged with the preparation of specifications, advertisements, and contracts for supplies; with ordering and receiving from contractors, and carefully inspecting the articles required to be furnished to post-offices, and postal service, and stationary supplies for the use of the Department, including twine and facing slips for the Railway Mail Service; the purchase

Exigency purchases.

in the open market, when the exigency of the service requires it, of all supplies not otherwise provided for

Requisitions for supplies.

by contract, or which a contractor fails to furnish; the examination of requisitions of postmasters and Department officials for supplies, making proper allowances and issuing the same; the preparation of requisitions on the Public Printer for, and receiving and inspecting

Blanks.

on receipt, all blanks required in the postal service and the Department; and the keeping of accounts of

Accounts.

all expenditures, with the several contractors, postmasters, and others.

Division of Correspondence.
—chief of.
—duties of.

9. The Division of Correspondence, under the supervision of a chief of division of correspondence, is charged with the preparation of answers to inquiries from other divisions or offices concerning the construction to be placed upon postal regulations; instructions to

Instructing postmasters.

postmasters and other postal employees upon miscellaneous questions not specially assigned to other divisions, and information to the public upon such questions;

General correspondence with the public.

the consideration, in the first instance, of questions in regard to the mailability of obscene, scurrilous, or

Obscene, etc., matter.

defamatory matter; the enforcement of the statute

Limit of weight.

relative to the limit of weight of mail matter; the preparation of decisions as to the delivery of ordinary mail,

Delivery of mail.

the ownership of which is in dispute; the general super-

vision of the rulings for the Postal Guide, and receives, records, and files copies of all correspondence between the Post-Office Department and the Philippine Islands. Rulings.

SECOND ASSISTANT POSTMASTER-GENERAL.

Sec. 18. To the Second Assistant Postmaster-General is assigned the authorization and the management of the transportation of the domestic and foreign mails by means of railroad, electric and cable car, steamship, steamboat, star route, mail messenger, wagon service in cities and other service, and the making and execution of all contracts or agreements therefor; the appointment of mail weighers; the direction of the weighing of the mails and the adjustments of compensation thereon; the authorization of and allowance for full railway postal cars; the authorization of the transportation of postal cards, stamped envelopes, and supplies and equipment by freight; the preparation of advertisements for mail lettings, the reception of proposals therefor, the preparation of the orders of award thereon by the Postmaster-General, and the execution of contracts accordingly; the authorization of changes in schedules where the same are fixed by orders; the making of reports respecting this service, which are required by law, to the Auditor for the Post-Office Department; the receipt and examination of postmasters' reports as to performance of the service and the preparation of orders for the Postmaster-General, making deductions for nonperformance and imposing fines for delinquencies; the authorization of payments to railway postal clerks; the general supervision of the Mail Bag and Mail Lock Repair Shops; the furnishing, repair, and distribution of mail equipment used in the transportation of the mails; the direction of mail distribution and the course of the mails; the supervision of the Railway Mail Service, Foreign Mail Service, and all other classes of transportation service.

Office of the Second Assistant Postmaster-General.
—duties of.
Transportation of mails.
—contracts for.
Appointment of weighers, and weighing of mails.
R. P. O. cars.
Transportation of supplies, etc.
Mail lettings.
Reports to Auditor.
Deductions and fines.
Mail equipment.
Railway Mail Service.
Foreign Mail Service.

2. The Chief Clerk to the Second Assistant Postmaster-General shall perform such duties as the latter may direct. *Chief Clerk.*

3. For the performance of the duties of this office the clerical force is organized into divisions. Divisions of office.

4. The Division of Railway Adjustment, under the supervision of the Superintendent of Railway Adjustment, is charged with the preparation of cases author- *Division of Railway Adjustment.* Superintendent. —duties of.

Railroad, cable and electric car, wagon, and pneumatic tube service.

izing the transportation of mails by railroads, cable and electric roads, wagons and pneumatic tubes in cities, and by mail messengers, the establishment of railway

Postal cars.

postal-car service and changes in existing service; the

Weighing of mails.

preparation of orders and instructions for the weighing of mails on railroads; the receipt of returns and the computation of the basis of pay therefrom; the

Adjustment of pay.

preparation of cases for the adjustment of allowances to railroads for carrying the mails and for postal cars,

Authorization of certain miscellaneous expenditures.

the authorization of miscellaneous expenditures and of credits therefor for the weighing of the mails, and for the transportation by freight of postal cards, stamped envelopes, mail equipment, and such supplies and official matter as may be transported in this manner; and the preparation of all advertisements

Wagon and mail messenger service.

inviting proposals for wagon and for mail-messenger service, the consideration of proposals received in response thereto; and the preparation of all correspondence and the drafting of all orders relating to these matters.

Division of Contracts.
—chief of.
—duties of.

5. The Division of Contracts, under the supervision of a chief of division, is charged with the preparation of all

Star route and steamboat service.

advertisements inviting proposals for star and steamboat service, the indorsement and recording of all proposals received, and the drafting of orders for the award of contracts; the preparation of cases for the establishment of new service, change of existing serv-

Schedules of departures, etc.

ice, including number of trips and schedules of departures and arrivals, keeping the records pertaining to the same, and drafting such orders relating thereto as are to be entered on the Journal; the preparation of daily

Reports to Auditor.

reports to the Auditor for the Post-Office Department of all contracts and orders affecting the accounts for mail transportation; the preparation of the statistics and reports of mail service required by law; and the preparation of all correspondence relating thereto.

Division of Inspection.
—chief of.
—duties of.

6. The Division of Inspection, under the supervision of a chief of division, is charged with the examination

Examination of reports of service.

of the monthly and special reports of postmasters as to the performance of service by contractors; the prepara-

Deductions, fines.

tion of cases and orders for deductions for nonperformance of service, and for the imposition of fines for delinquencies of contractors and carriers; the prepara-

Pay of postal clerks.

tion of orders authorizing payments to railway postal clerks; the preparation of certifications of service to

Reports to Auditor.

the Auditor; and the preparation of correspondence

relative to the nonperformance of contract requirements for carrying the mail.

Division of Mail Equipment.
—chief of.
—duties of.
Repair shops.

7. The Division of Mail Equipment, under the supervision of a chief of division, is charged with the general management of the Mail Bag and Mail Lock Repair Shops; the preparation of advertisements and specifications inviting proposals for furnishing mail bags and all material entering into the construction of mail locks, keys, label cases, and cord fasteners, as well as canvas, leather, etc., for the repair of mail bags, and when awards are made the drafting of contracts in accordance therewith, and the preparation of orders for the purchase in open market, when the exigency of the service requires it, of materials for this purpose; the inspection and examination of articles furnished under contract; the issuing of mail pouches, sacks, locks, keys, key chains, etc., to postmasters and other officials entitled thereto, keeping records of the receipt and issue of all articles furnished; and the examination of all accounts pertaining to the purchase or repair of mail equipment.

Purchase of mail bags, etc.

Issue of mail bags and supplies.

Records.

Accounts.

Railway Mail Service.
General Superintendent.
—duties of.

8. The Division of Railway Mail, under the supervision of the General Superintendent Railway Mail Service, is charged with the preparation and recommendation of all regulations for the government of the Railway Mail Service, and of cases for appointment, removal, transfer, promotion, and reduction of all officers of the service and railway postal clerks, and for the appointment of mail weighers; the general conduct of the mail service on railroad and inland steamboat routes; the investigation and report of the necessity for the establishment of service on new railroads; the conduct of mail weighings; the report as to necessary additional car space; the instruction of postmasters relative to the distribution and dispatch of mails at post offices; the preparation of cases for the authorization of miscellaneous expenditures and credits for the incidental needs of the Railway Mail Service; and the issue of the Official Daily Bulletin, showing all changes affecting the postal service.

Rules, etc.

Appointments, etc.

Conduct of service.

New service.

Mail weighings.

Car space.

Distribution and dispatch of mails.

Miscellaneous expenditures.

Bulletin.

See Title Eight for laws and regulations relative to the organization and conduct of the Railway Mail Service; Secs. 493 to 496 as to preparation of certain matter for mailing under direction of General Superintendent.

Division of Foreign Mails.
Superintendent.
—duties of.

9. The Division of Foreign Mails, under the supervision of the Superintendent of Foreign Mails, is charged with the duty of arranging all details connected with

the exchange of mails with foreign countries, including arrangements for the ocean transportation of all mails from the United States; the preparation of postal treaties and conventions, except those relating to international money orders; the preparation of special instructions to postmasters at the United States exchange post-offices in regard to foreign mails; the preliminary consideration and preparation of all cases arising relative to foreign mail matter and for the remission of erroneous or excessive postage charges on matter for, or from, foreign countries; the adjustment of the rates to be paid by foreign countries for the transportation of their mails in transit across the territory of the United States; the preparation of the general correspondence with foreign countries, except that relating to the money-order system and that conducted by the Fourth Assistant Postmaster-General, Division of Post-Office Inspectors and Mail Depredations; the translation of letters and documents in foreign languages received by the Department; the consideration of inquiries relating to the international postal service and the charges for United States customs duties on articles received in the mails (whether from foreign postal officials or from private citizens at home or abroad), of applications for the return to senders of, or change of address on, articles contained in the mails exchanged with foreign countries, and of complaints relating to the use of alleged fraudulent postage stamps on articles from foreign countries; the preparation of the blank forms for use in the exchange of mails and their issue to postmasters on requisition; the preparation of the monthly schedule of the sailings of mail steamers; the supervision of the Sea Post Service and the Parcels Post Service; and the examination of the accounts of each vessel or line carrying mails from the United States, and preparations of recognitions by the Second Assistant Postmaster-General for payment of the amounts due for such service.

Transportation foreign mail.
Postal conventions.
—except.
Dispatch of mails.
Transit rates.
Correspondence.
—except.
Translations.
Inquiries.
Return of mail.
Fraudulent foreign stamps.
Blanks.
Sailings.
Sea Post.
Parcels post.
Payments for service.

THIRD ASSISTANT POSTMASTER-GENERAL.

Sec. 19. To the Third Assistant Postmaster-General is assigned the general supervision of the collection and deposit of the revenues of the postal service, and of its financial operations; the keeping of accounts of postal receipts, and of payments from the Treasury and the

Office of the Third Assistant Postmaster-General.
—duties of.
Collection and deposit of revenue.

several subtreasuries and depositories; the drawing of warrants for the payment of any indebtedness of the Department, and for covering into the Treasury moneys derived from the service; the supervision and management of the Registry System in all its parts, both foreign and domestic, the collection and recording of statistics relating thereto, the preparation of instructions to postmasters and other officers, and of all correspondence relating to the subject; provided that all correspondence with foreign offices relating to the foreign registry system shall be conducted through the Second Assistant Postmaster-General (Division of Foreign Mails); but all changes from existing methods of dispatching foreign registered mails shall be promptly reported to the Third Assistant Postmaster-General; the classification of mail matter; the use of penalty envelopes and the franking privilege; and the supervision, through the Government agencies, of the manufacture of all postage stamps, postal cards, stamped envelopes, newspaper wrappers, and official envelopes for the postal service, and their distribution, and the making and execution of all contracts or agreements therefor, as well as the contract for furnishing envelopes to the several Executive Departments.

Payments by warrants.

Registry System.

Classification of mail matter.

Penalty envelopes.

Franking privilege.

Stamps, postal cards, etc.

—manufacture of.

—distribution of.

2. The chief clerk to the Third Assistant Postmaster-General shall perform such duties as the latter may direct.

Chief clerk.

3. For the performances of the duties of this office the clerical force is organized into six divisions:

4. The Division of Postal Finance, under the supervision of the Superintendent of System of Postal Finance, is charged with the receipt and prompt deposit or other disposal of all moneys coming directly to the Department; the collection and deposit of the postal revenue, and of all checks, drafts, and bills of exchange covering amounts due to the Department; the preparation, upon reports from the Auditor for the Post-Office Department, and after proper examination and comparison, of all drafts and warrants for the payment of such indebtedness as is not settled through postmasters, and of all warrants for covering postal moneys into the Treasury, keeping records of all such drafts and warrants; the keeping of accounts of expenditures under the several appropriations for the postal service, and with the Treasury and several subtreasuries and

Division of Postal Finance.

Superintendent. —duties of.

Revenues.

Collections.

Warrants.

Record of accounts.

designated depositories; and the consideration of alleged irregularities and false returns of business by postmasters, the preparation of cases for investigations concerning such false returns, and other delinquencies affecting the postal revenue, the examination of the reports of post-office inspectors in all such matters, and preparation of all necessary orders relating thereto for the consideration and action of the Postmaster-General.

False returns by postmasters.

Bond of superintendent. 1901, Mar. 3, ch. 830, 31 St. L., 1004.

5. The Superintendent of System of Postal Finance shall give bond in such amount as the Postmaster-General may determine for the faithful discharge of his duties.

The amount of the bond required is $10,000.

Division of Postage Stamp Supplies. Superintendent. —duties of.

6. The Division of Postage Stamp Supplies, under the supervision of the Superintendent of Postage Stamp Supplies and Postmasters' Accounts, is charged with the consideration of all requisitions from postmasters for supplies of postage stamps, special delivery stamps, stamped envelopes, newspaper wrappers, postal cards, registered package and other official envelopes—examining such requisitions and determining whether or not they are drawn in proper amounts; the keeping of accounts of all stamp supplies and official envelopes furnished postmasters; the preparation of orders on the various contractors; the preparation for investigation of all cases involving the loss, miscarriage, or detention of stamp supplies; the consideration of cases relating to use of alleged fraudulent United States postage stamps and the legitimacy of postmasters' sales of stamped paper; the general supervision of the three agencies established at the places where postage stamps, stamped envelopes, newspaper wrappers, and official envelopes, and postal cards are made by the contractors; the examination, adjustment, and verification of the accounts of contractors for furnishing stamped paper and official envelopes; the preparation of estimates, for the consideration of the Assistant Attorney-General for the Post-Office Department, in postmasters' claims for losses incurred by fire, burglary, or other unavoidable casualty.

Postage stamps, etc.

—accounts of.

Fraudulent U. S. postage stamps.

Government agencies.

Manufacture of stamped paper, etc.

Claim for losses.

Division of Registered Mails. Superintendent. registry system. —duties of.

7. The Division of Registered Mails, under the supervision of the Superintendent of the Registry System, is charged with the management of the Registry System and all correspondence in relation thereto; provided,

Management of Registry System.

that all correspondence with foreign offices relating to the foreign registry system shall be conducted through the Second Assistant Postmaster-General (Division of Foreign Mails), but all changes from existing methods of dispatching foreign registered mails shall be promptly reported to the Third Assistant Postmaster-General; the instruction of postmasters and the furnishing of information relative to the registry service; the keeping of records and statistics of the registry business at all post-offices; the establishment and control of all through exchanges of registered mail; and the consideration of, and report upon, all claims for indemnity for lost registered matter, and the notification of applicants if claims are rejected.

Records.

Claims for indemnity.

8. The Division of Classification of Mail Matter, under the supervision of a chief of division, is charged with the consideration of all questions relating to the classification of matter admissible to the mails, intended or deposited for mailing, including the determination of the admissibility of publications to the second-class of mail matter and their right to continue therein; the use of penalty envelopes and the franking privilege; the supervision of the collection of postage; the examination of postmasters' statements of second-class postage collected, and keeping the necessary records connected therewith.

Division of Classification of Mail Matter.
—chief of.
—duties of.
Classification of mail matter.
Second-class matter.
Penalty envelopes.
Franking privilege.
Collection of postage.

9. The Division of Redemption of Stamped Paper, under the supervision of a chief of division, is charged with the receipt, examination, and destruction of damaged and unsalable stamps, stamped envelopes, and postal cards sent by postmasters to the Department for redemption, making report of the amount thereof to the Auditor for the Post-Office Department for proper credit.

Division of Redemption of Stamped Paper.
—chief of.
—duties of.
Damaged and unsalable stamps, etc.
Report to the Auditor.

10. The Division of Files, Mails, and Records, under the supervision of a chief of division, is charged with the receipt and opening of all mails coming into the office, distributing them among the several divisions; the copying and mailing of all letters and packages sent from the office; and the keeping of files and indexes of correspondence.

Division of Files, Mails, and Records,
—chief of.
—duties of.
Records of correspondence.

FOURTH ASSISTANT POSTMASTER-GENERAL.

SEC. 20. To the Fourth Assistant Postmaster-General is assigned the duty of preparing all cases for the establishment, discontinuance, and change of name or

Office of the Fourth Assistant Postmaster-General.
—duties of.

Appointment of postmasters.

site of post-offices, and for the appointment of all postmasters, together with the safe-keeping of all papers and files and the conduct of correspondence incident thereto; the notifying of appointees and directing their qualification, instruction, and taking possession of their offices; of recording their appointment, examining and approving, in the name of the Postmaster-General, pursuant to the statutes, and keeping their bonds, preparing and issuing their commissions. This office is charged also with the supervision of the Division of

Supervision of P. O. inspectors.

Post-Office Inspectors and Mail Depredations, the government and assignment to duty of all post-office inspectors employed in the service, and general supervision of the business of that force, and in general to supervise all of the work in this division, as more minutely set forth in the duties of the Chief Post-Office Inspector.

Chief Clerk.

2. The Chief Clerk to the Fourth Assistant Postmaster-General shall perform such duties as the latter may direct.

Divisions of office.

3. For the performance of the duties of this office the clerical force is organized into three divisions:

Division of Appointments.
—chief of.
—duties of.
Establishment of post-offices.
Appointment of postmasters.

4. The Division of Appointments, under the superintendence of a chief of division, has the custody of all papers and files, and prepares all cases for the establishment, discontinuance, change of name or site of post-offices, and appointment of postmasters, and prepares such correspondence relating thereto as may be required. It is the duty of each of the section clerks to properly indorse, file, and brief for consideration all papers relating to any office within the section of national territory assigned to him, and promptly bring to the notice of the Fourth Assistant Postmaster-General, through the division chief, any information of deaths, resignations, or other changes, or of other facts apparently requiring attention in relation to such offices.

Section clerks.
—duties of.

Divisions of Bonds and Commissions.
—chief of.
—duties of.
Record of appointees, post-offices, etc.

5. The Division of Bonds and Commissions, under the superintendence of a chief of division, is required to record, in proper form and books, the appointment of all postmasters and the establishment, discontinuance, and change of name and site of post-offices; to prepare and transmit letters of appointment and instructions with blank bonds and oaths for execution by newly appointed postmasters; to carefully examine oaths and

Bonds.

bonds when returned, and if found correct to submit the bonds to the Postmaster-General or the Fourth Assistant Postmaster-General for approval; after approval to record the names of the sureties; to file in proper order approved oaths and bonds; to prepare postmasters' commissions for signature and sealing, and when complete transmit the same to the appointees; to keep correct statistics of all transactions of the division, and to prepare and cause to be transmitted to the Auditor for the Post-Office Department reports of transactions and changes required by law and regulation to be made to him, and also to make a daily report to the Division of Postage Stamp Supplies of the office of the Third Assistant Postmaster-General of all changes in post-offices and postmasters.

—examination of.

—records of.

Commissions.

Reports to Auditor.

—to Third Assistant Postmaster-General.

6. The Division of Post-Office Inspectors and Mail Depredations, under direction of the Chief Post-Office Inspector and the supervision of a chief clerk of division, is charged with the government and assignment to duty of all the post-office inspectors employed in the service, and the supervision of the business of that force; with the preparation and issue of all cases for investigation, and with all matters relating to depredations upon the mails and losses therein, including complaints and inquiries relating to mail matter passing between the United States and foreign countries and across the territory of the United States from one foreign country to another, and the correspondence, foreign and domestic, connected with the same. This correspondence shall include the treatment of all inquiries addressed to the United States Post-Office Department by foreign postal administrations, or by persons interested, or reported by postal officials and others under sections 505 and 547, concerning losses and irregularities in the domestic and international mails, and the prosecution of all inquiries for the purpose of determining whether articles of mail matter have been delivered or not, and also all cases where some form of return receipt is required which has not been received. This division is also charged with the keeping of the records and preparing statistics of the inspector's force; with the examination for allowance of the accounts of inspectors and the keeping of the Department accounts of expenditures in this service; with the safe custody of money and property collected or received by inspectors, and the preparation

Division of P. O. Inspectors and Mail Depredations.

Chief Inspector.

Duties of chief clerk.

P. O. inspectors.

Investigations.

Depredations.

Complaints and inquiries concerning mail.

—correspondence relating to.

—records of.

—accounts of.

of cases for submission to the Postmaster-General for orders for the restoration thereof to the proper parties or owners; and with the performance of such other duties as may, from time to time, be required by the Postmaster-General.

ASSISTANT ATTORNEY-GENERAL FOR THE POST-OFFICE DEPARTMENT.

Assistant Attorney-General for the Post-Office Department. —duties of.

Sec. 21. The Assistant Attorney-General is charged with the duty of giving opinions to the Postmaster-General or the heads of the several offices of the Department upon questions of law arising upon the construction of the postal laws and regulations, or otherwise, in the course of business in the postal service; with the consideration and submission (with advice) to the Postmaster-General of all claims of postmasters for losses by fire, burglary, or other unavoidable casualty, and of all certifications by the Auditor for the Post-Office Department of cases of proposed compromise of liabilities to the United States, and of the remission of fines, penalties, and forfeitures under the statutes; the keeping and preparation of all correspondence with the Department of Justice relating to prosecutions and suits affecting or arising out of the postal service; and with the consideration of applications for pardon for crimes committed against the postal laws, which may be referred to this Department; with the preparation and submission (with advice) to the Postmaster-General of all appeals to him from the heads of the offices of the Department depending upon questions of law; with the hearing and preparation of cases relating to lotteries and the misuse of the mails in furtherance of schemes to defraud the public; with the examining and, when necessary, drafting all contracts of the Department; and with such other like duties as may from time to time be required by the Postmaster-General.

Opinions on questions of law.

Claims of postmasters for losses.

Compromises, remissions.

Prosecutions, suits.

Pardons.

Appeals to Postmaster-General.

Frauds, lotteries.

Contracts.

Assistant Attorney for Post-Office Department. —duties of.

2. The Assistant Attorney for the Post-Office Department is assigned to the office of the Assistant Attorney-General for the performance of such duties as the latter may direct. During the absence of the Assistant Attorney-General the Assistant Attorney will perform the duties devolving upon that officer.

AUDITOR FOR THE POST-OFFICE DEPARTMENT.

Office of the Auditor for the Post-Office Department.
—duties of.

Sec. 22. The Auditor for the Post-Office Department is an officer of the Treasury Department, and is charged with the auditing and preservation of all accounts of the Post-Office Department, including the settlement of the postal and money order accounts of postmasters, the accounts of post-office inspectors and special agents, and of the Disbursing Clerk and Superintendent of the Post-Office Department; the adjustment of the quarterly compensation of contractors for carrying the mail; the settlement of the accounts for all supplies for the postal service, and all other accounts properly arising under the law, contracts, regulations, or orders of the Department; the supervision of the collection of all balances due the Post-Office Department, and all penalties and forfeitures imposed for violation of the postal laws; the preparation of all cases for presentation to the Department of Justice for the institution of suits on account of any alleged indebtedness or liability to the Post-Office Department; and the certification to the Post-Office Department of all balances arising upon the settlement of accounts, and countersigning all warrants upon the Treasury for all receipts and payments authorized by law.

Auditing of accounts.
—postal, money-order, P. O. inspectors'.
—of Disbursing Clerk, P. O. Dept.
—for transportation of mail.
—for supplies.
—miscellaneous.
Collections.
Suits.
Certification of balances.
Warrants.

2. The Deputy Auditors for the Post-Office Department are charged with the examination, and signing in the name of the Auditor, of Post-Office Department warrants, collection and transfer drafts, and certificates of settlement of accounts to the Postmaster-General, and the control of the appropriations for furniture and miscellaneous items. During the absence of the Auditor one of the Deputy Auditors acts in his stead.

Deputy Auditors.
—duties of:
—to sign certain papers.
See 1891, Mar. 3, ch. 541, 1 Supp., 926.
Appropriations for supplies.
Acting Auditor.

3. The Chief Clerk is charged with the assignment of all correspondence to the proper divisions; the keeping of the time record of the employees of the Bureau, and the consideration of all requisitions for supplies upon the departmental appropriations.

Chief Clerk.
—duties of:
Correspondence.
Employees.
Supplies.

4. The Law Clerk is charged with the duty of rendering opinions when so requested on questions of law arising in the settlement of accounts; the preparation of cases for the institution of civil suits in the United States courts for the collection of debts due the Department, and of penalties and forfeitures imposed for

Law Clerk.
—duties of:
Legal opinions.
Cases for suit.

Offers of compromise. Cases for revision. violations of the postal laws; the examination of offers of compromise; the preparation for submission to the Comptroller of the Treasury of cases requiring his action; and the certification under seal of official papers.

Seal of office.

Disbursing Clerk. —duties of: Payment of salaries. 5. The Disbursing Clerk is charged with the disbursement of appropriations for salaries of officers and employees of the Auditor's office; and the disposition of moneys erroneously sent to the office by, or on behalf of, parties indebted to the Department.

Moneys erroneously sent to Auditor.

Divisions of office. 6. The auditing of accounts is assigned to seven divisions as follows.

Postal System.

Bookkeeping Division. —chief of. —duties of Receipts and expenditures. Postal accounts. 7. The Bookkeeping Division, under the supervision of a chief of division, is charged with the preparation of the quarterly and annual reports of receipts and expenditures; the receipt and settlement of the postal accounts of postmasters, reporting those who are delinquent to the Postmaster-General, and postal depositories, including those of the Treasurer and Assistant Treasurers of the United States, and the accounts of the Disbursing Clerk and Superintendent of the Post-Office Department; the keeping of the ledger accounts of the postal service, including settlements with foreign countries, and an account with each postmaster and mail contractor; the registering of the Postmaster-General's transfer drafts, and all warrants drawn upon reports made by the Pay Division; and the keeping of a record of the appointment and salaries of railway postal clerks, letter carriers, and clerks in first and second class post-offices.

Accounts Disbursing Clerk P. O. Dept.

Ledger accounts.

Register of drafts, warrants.

Postal clerks, letter carriers, clerks, etc.

Collecting Divison. —chief of. —duties of. Collection and payment of balances. 8. The Collecting Division, under the supervision of a chief of division, is charged with the collection of balances due from postmasters and late postmasters; and the adjustment and final settlement of postal accounts.

Final settlement.

Pay Division. —chief of. —duties of. 9. The Pay Division, under the supervision of a chief of division, is charged with the adjustment and preparation for payment of accounts for the transportation of the mails, for mail depredations and post-office inspectors and special agents, and all accounts for supplies for the postal service, advertising, expenses of postage stamp, stamped envelope and postal card agencies, and for expenditures under miscellaneous items of appropriation.

Transportation of mails. Mail depredations.

Supplies.

Miscellaneous items.

Money Order System.

10. The Inspecting Division, under the supervision of a chief of division, is charged with the receipt and examination of the money order statements of postmasters, calling for all additional information and vouchers and directing all necessary corrections, and the keeping of a record of the reserve funds allowed each money order office, directing the remittance of all surplus funds improperly withheld from deposit.

Inspecting Division.
—chief of.
—duties of.
Examination money order statements.
Record of reserves.

11. The Assorting and Checking Division, under the supervision of a chief of division, is charged with the comparison of all money orders received from the Inspecting Division with the issuing side of the money order statement, and the consideration of all applications for duplicate money orders, and for warrants for the payment of money orders more than one year old.

Assorting and Checking Division.
—chief of.
—duties of.
Comparison money orders and statements.

12. The Recording Division, under the supervision of a chief of division, is charged with auditing and adjusting the money order accounts, keeping a ledger account with each postmaster, which is adjusted quarterly; the settlement of accounts of late postmasters by payment, transfer or collection; and the preparation of statements for the quarterly and annual reports of the money order transactions of the United States, both domestic and international, and the revenue derived therefrom.

Recording Division.
—chief of.
—duties of.
Audit of accounts.
Ledger accounts.
Accounts of late postmasters.
Quarterly and annual reports.

13. The Foreign Division, under the supervision of a chief of division, is charged with the adjustment of all money order and postal accounts with foreign administrations; and the keeping of the accounts with steamship companies for the transportation of foreign mails.

Foreign Division.
—chief of.
—duties of.
Foreign money order and postal accounts.
Transportation of mails.

CHAPTER 2.

CLERICAL ORGANIZATION OF THE POST-OFFICE DEPARTMENT.

I.—Classification.

Sec. 23. The clerks in the Departments shall be arranged in four classes, distinguished as the first, second, third, and fourth classes.

Classification of clerks.
R. S., § 163.

—to be revised, when. 1883, Jan. 16, ch. 27, § 6, 1 Supp., 395.

2. From time to time * * * the Postmaster-General * * shall, on the direction of the President, and for facilitating the execution of this act, respectively revise any then existing classification or arrangement of those in their respective departments and offices, and shall, for the purposes of the examination herein provided for, include in one or more of such classes, so far as practicable, subordinate places, clerks, and officers in the public service pertaining to their respective departments not before classified for examination. (See sec. 24.)

Classes

3. The clerical departmental service of the Post-Office Department shall be classified as follows:

—A. Class A. All persons receiving an annual salary of less than $720, or a compensation at the rate of less than $720 per annum.

—B. Class B. All persons receiving an annual salary of $720 or more, or a compensation at the rate of $720 or more, but less than $840 per annum.

—C. Class C. All persons receiving an annual salary of $840 or more, or a compensation at the rate of $840 or more, but less than $900 per annum.

—D Class D. All persons receiving an annual salary of $900 or more, or a compensation at the rate of $900 or more, but less than $1,000 per annum.

—E. Class E. All persons receiving an annual salary of $1,000 or more, or a compensation at the rate of $1,000 or more, but less than $1,200 per annum.

—1. Class 1. All persons receiving an annual salary of $1,200 or more, or a compensation at the rate of $1,200 or more, but less than $1,400 per annum.

—2. Class 2. All persons receiving an annual salary of $1,400 or more, or a compensation at the rate of $1,400 or more, but less than $1,600 per annum.

—3. Class 3. All persons receiving an annual salary of $1,600 or more, or a compensation at the rate of $1,600 or more, but less than $1,800 per annum.

—4. Class 4. All persons receiving an annual salary of $1,800 or more, or a compensation at the rate of $1,800 or more, but less than $2,000 per annum.

—5. Class 5. All persons receiving an annual salary of $2,000 or more, or a compensation at the rate of $2,000 or more, but less than $2,500 per annum.

—6. Class 6. All persons receiving an annual salary of $2,500 or more, or a compensation at the rate of $2,500 or more per annum.

(See sec. 289 as to classification of employees in post-office under civil-service rules.)

II.—APPOINTMENTS—ASSIGNMENTS—TRANSFERS.

Appointments. 1883, Jan. 16, ch. 27, § 7, 1 Supp., 395.

Sec. 24. * * * No officer or clerk shall be appointed, and no person shall be employed to enter or be promoted in either of the said classes now existing, or that may be arranged hereunder pursuant to said rules, until he has passed an examination, or is shown to be specially exempted from such examination in conformity herewith. But nothing herein contained shall be construed to take from those honorably discharged from the military or naval service any preference conferred by the seventeen hundred and fifty-fourth section of the Revised Statutes, nor to take from the President any authority not inconsistent with this act conferred by the seventeen hundred and fifty-third section of said statutes; nor shall any officer not in the executive branch of the Government, or any person merely employed as a laborer or workman, be required to be classified hereunder; nor, unless by direction of the Senate, shall any person who has been nominated for confirmation by the Senate be required to be classified or to pass an examination.

—civil-service examination for.

—exceptions.

2. No person who is appointed as a laborer or workman without examination under the civil-service rules, shall be assigned to work of the same grade as that performed by classified employees.

Laborers not to do same work as classified employees. See Civil Service Rule XIII.

NOTE.—This section applies to the postal service.

Note.

Employment in Departmental service. 1882, Aug. 5, ch. 389, § 4, 1 Supp., 374.

Sec. 25. No civil officer, clerk, draughtsman, copyist, messenger, assistant messenger, mechanic, watchman, laborer, or other employee shall * * * be employed in any of the executive departments, or subordinate bureaus or offices thereof at the seat of government, except only at such rates and in such numbers, respectively, as may be specifically appropriated for by Congress for such clerical and other personal services for each fiscal year; and no civil officer, clerk, draughtsman, copyist, messenger, assistant messenger, mechanic, watchman, laborer, or other employee shall hereafter be employed at the seat of government in any executive department or subordinate bureau or office thereof or be paid from any appropriation made for contingent expenses or for any specific or general purpose, unless such employment is authorized and payment therefor specifically provided in the law granting the appropriation, and then only for services actually rendered in connection with and for the purposes of the appropriation from which payment is made, and at the rate of compensation usual and proper for such services.

—only as appropriated for.

—contingent fund not to be used for, except.

Soldiers and sailors. R. S., § 1754.

Sec. 26. Persons honorably discharged from the military and naval service by reason of disability resulting from wounds or sickness incurred in the line of duty, shall be preferred for appointments to civil offices, provided they are found to possess the business capacity satisfactory for the proper discharge of the duties of such offices.

—preferred for appointment, when.

2. In making any reduction of force in any of the executive departments, the head of such department shall retain those persons who may be equally qualified who have been honorably discharged from the military or naval service of the United States, and the widows and orphans of deceased soldiers and sailors.

—and widows and orphans of, to be retained in service, when. 1876, Aug. 15, ch. 287, § 3, 1 Supp., 120.

NOTE.—The first clause of this section relates to the postal service.

Note.

Civil pension roll prohibited.
1899, Feb. 24, ch. 187, § 4, 2 Supp., 946.

Sec. 27. The establishment of a civil pension roll or an honorable service roll, or the exemption of any of the officers, clerks, and persons in the public service from the existing laws respecting employment in such service, is hereby prohibited.

(See sec. 153 as to provision similar to this relating to postal service; sec. 107 as to payment of incapacitated employees.)

Assignment of clerks.
R. S., § 166.
1896, May 28, ch. 252, § 3, 2 Supp., 477.
Details.

Sec. 28. Each head of a Department may, from time to time, alter the distribution among the various bureaus and offices of his Department, of the clerks and other employees allowed by law, except such clerks or employees as may be required by law to be exclusively engaged upon some specific work, as he may find it necessary and proper to do, but all details hereunder shall be made by written order of the head of the Department, and in no case be for a period of time exceeding one hundred and twenty days: *Provided*, That details so made may, on expiration, be renewed from time to time by written order of the head of the Department, in each particular case, for periods of not exceeding one hundred and twenty days. All details heretofore made are hereby revoked, but may be renewed as provided herein.

—renewal of.

Detail of clerks, etc., from postal to Departmental service forbidden.
1898, Mar. 15, ch. 68 § 9, 2 Supp., 788.

Sec. 29. It shall not be lawful to detail clerks or other employees paid from general appropriations for the postal service, from any branch of said postal service, whether located at the seat of Government or elsewhere, to any of the offices or bureaus of the Post-Office Department at Washington.

Transfers of clerks.

Sec. 30. Vacancies in the classified service of the Post-Office Department at Washington, to which promotions from lower grades can not be made, may be filled by transfer from the Railway Mail Service, or classified post-offices, within the limits of the rules fixing the quota of each State.

—from Railway Mail Service.
—from post-offices.

2. The General Superintendent of the Railway Mail Service shall give notice of this regulation to the superintendent of each division of the Railway Mail Service to be by him promulgated throughout his division.

Records in Railway Mail Service.

Proper records shall be kept in each division, and on the first day of each quarter the names of all persons who deserve and desire transfer to the departmental service at Washington, with a detailed record in each case, shall be reported to the Postmaster-General.

Records in post-offices.

3. Postmasters at all post-offices having fifty or more officers and employees shall give similar notice, and make like reports on the first day of each quarter to the Postmaster-General.

What records to include.

4. The office records above mentioned shall embrace the following subjects: Regularity and promptness of attendance, ability, application and industry, habits, adaptability, health, and such others as may be approved by the Postmaster-General.

(See sec. 1319 as to transfer of clerks in Railway Mail Service and classified post-offices to sea post-office service.)

III.—Performance of Service.

Hours of service in Department.
1898, Mar. 15, ch. 68, § 7, 2 Supp., 736.

Sec. 31. It shall be the duty of the heads of the several Executive Departments, in the interest of the public service, to require of all clerks and other employees, of whatever grade or class, in their respective Departments, not less than seven hours of labor each day, except Sundays and days declared public holidays by law or Executive order: *Provided,* That the heads of the Departments may, by special order, stating the reason, further extend the hours of any clerk or employee in their Departments, respectively; but in case of an extension it shall be without additional compensation: * * *

—extension of.

Reports of condition of business.
Id.

2. It shall be the duty of the head of each Executive Department to require monthly reports to be made to him as to the condition of the public business in the several bureaus or offices of his Department at Washington; and in each case where such reports disclose that the public business is in arrears, the head of the Department in which such arrears exist shall require, as provided herein, an extension of the hours of service to such clerks or employees as may be necessary to bring up such arrears of public business.

Daily hours.

3. The daily hours of labor in the Post-Office Department shall begin at 9 a. m. and terminate at 4 p. m., except Sundays and legal holidays, unless otherwise specially ordered.

Chief clerks to report absences.

4. The chief clerk of each Bureau or office will report each day to the chief clerk of the Department all absences from his office during the preceding day.

Leaves of absence.
1898, Mar. 15, ch. 68, § 7, 2 Supp., 737.

Sec. 32. The head of any Department may grant thirty days' annual leave with pay in any one year to each clerk or employee: * * * (and) where some member of the immediate family of a clerk or employee is afflicted with a contagious disease and requires the care and attendance of such employee, or where his or her presence in the Department would jeopardize the health of fellow-clerks, and in exceptional and meritorious cases, where a clerk or employee is personally ill, and where to limit the annual leave to thirty days in any one calendar year would work peculiar hardship, it may be extended, in the discretion of the head of the Department, with pay, not exceeding thirty days in any one case or in any one calendar year. This section shall not be construed to mean that so long as a clerk or employee is borne upon the rolls of the Department in excess of the time herein provided for or granted that he or she shall be entitled to pay during the period of such excessive absence, but that the pay shall stop upon the expiration of the granted leave.

—additional on account of sickness.

—absence in excess of, without pay.

—sick, not to affect regular.
1898, July 7, ch. 571, 2 Supp., 882.

2. Nothing contained in * * * (this section) shall be construed to prevent the head of any Executive Department from granting thirty days' annual leave with pay in any one year to a clerk or employee, notwithstanding such clerk or employee may have had during such year not exceeding thirty days' leave with pay on account of sickness as provided in said section. * * *

—exclusive of Sundays and holidays.
1899, Feb. 24, ch. 187, § 4, 2 Supp., 946.

3. The thirty days' annual leave of absence with pay in any one year to clerks and employees in the several Executive Departments authorized by existing law shall be exclusive of Sundays and legal holidays.

Applications for leave. —regular.

Sec. 33. Applications for leaves of absence must be addressed to the Postmaster-General, approved by the chief of the division and chief clerk of the Bureau in which the applicant is employed, and transmitted to the chief clerk of the Department for final action.

—sick.

2. Applications for leave on account of sickness or illness in the family must be made in the same manner, accompanied by a full statement of the facts upon which such application is based and the certificate of the attending physician.

—for less than day.

3. Chiefs of division may, without formal application, give permission for absence during a portion of a day, such time to be charged against the regular leave.

When leave to be taken.

4. Leaves of absence must be taken within the calendar year, and any unused portion of such leave can not be allowed during a subsequent year.

Pro rata for part of year.

5. A clerk or employee entering the service during the year will be allowed pro rata leave of absence.

Not to interfere with work of divisions.

6. Recommendations for leaves of absence will be made so as to interfere as little as possible with the performance of the duties of the several divisions.

CHAPTER 3.

POST-OFFICE INSPECTORS.

I.—Appointment and Compensation of Post-Office Inspectors.

Inspectors in charge and inspectors. 1901, Mar. 3, ch. 851, 31 Stat. L., 1107. —number of, and compensation.

Sec. 34. (The Postmaster-General may appoint) fifteen (post-office) inspectors in charge of divisions at (a salary of) two thousand five hundred dollars per annum (each) without per diem; fifteen inspectors at two thousand two hundred and fifty dollars per annum (each) without per diem; and fifteen inspectors at two thousand dollars per annum (each) without per diem.

Note. Chief Post-Office Inspector.

Note.—The Chief Post-Office Inspector is an officer of the Post-Office Department, and his appointment and compensation are provided for in the regular departmental organization. (Sec. 6; see sec. 38 as to expenses of chief inspector when traveling.)

—inspectors in charge.

The appointment of post-office inspectors in charge was first authorized by the act of June 17, 1878, ch. 259, 1 Supp. R. S., 186, which provided that such inspectors (called special agents at that time), "not exceeding ten in number, as are appointed by the Postmaster-General to duty at such important points as he may designate * * * shall each receive a salary of $2,500 per annum and no more." The number of inspectors in charge was increased to twelve by the act of March 3, 1891, ch. 547, 1 Supp. R. S., 932, and to fifteen by the act of June 2, 1900, ch. 613, 31 Stat. L., 260. (See sec. 39 as to expenses.)

—inspectors without per diem.

Post-office inspectors, at $2,000 per annum without per diem, were first provided for in the appropriation act of March 1, 1899,

ch. 327, 30 Stat. L., 965; and the appointment of inspectors at $2,250 per annum without per diem was first authorized by the act of June 2, 1900, supra. These inspectors are intended especially for local service in the large cities.

The continued appointment of inspectors in charge in excess of twelve, and of inspectors at $2,000 and $2,250 per annum, is subject to subsequent appropriation acts, which see, as the authority for their appointment is not permanent.

Post-office inspectors.
R. S., § 4017.
1880, June 11, ch. 206, 1 Supp., 296.
—authority to appoint.

Sec. 35. The Postmaster-General may employ * * * such number of post-office inspectors as the good of the service and the safety of the mails may require. Such post-office inspectors shall be entitled to a salary at the rate of not more than one thousand six hundred dollars a year each * * * .

Note.

NOTE.—Post-office inspectors were originally known as "special agents." This designation was changed by the act of June 11, 1880.

Post-office inspectors.

Post-office inspectors appointed under this statute are designated as "inspectors in the field." Any number of such inspectors may be appointed within the limit of the annual appropriations "for mail depredations and post-office inspectors."

Sec. 4020, R. S., as amended by act of March 3, 1897, ch. 385, 2 Supp. R. S., 598, provides that "the salary and per diem of the special agent (post-office inspector) detailed" for the free-delivery service shall be charged to the appropriation for that service. This statute is no longer of any effect, as no inspector has been specially detailed for the free-delivery service for some time (see secs. 6 and 8), and for years past a special appropriation has been provided for the payment of inspectors. The only change made by the amendment of March 3, 1897, was to omit a provision relative to payment of inspectors detailed for the money-order service out of the proceeds of that service. (See note, sec. 1397 as to this statute in connection with the Railway Mail Service; sec. 40 as to allowances for per diem and expenses.)

Appointment of inspectors.

Sec. 36. Post-office inspectors are originally appointed for a probationary term of six months, with a salary at the rate of $1,200 per year; and when appointed after such probation as inspectors in the field, with a salary at the rate of not more than $1,600 per year, and are allowed for personal expenses $4 per day when they are actually engaged in traveling on the business of the Department. Personal expenses in the sense here intended include cost of food, lodging, sleeping-car fares, omnibus or hack fares, and other incidentals of a personal character. Expenditures for the inspector's conveyance where his commission is not operative, for transportation and maintenance of a prisoner while being taken to appear before a proper officer, for official telegrams, for advertising when required, and such other necessary items, will be limited to reasonable cost, and charges therefor must be accompanied by receipts or proper vouchers. Payment of salaries, per diem and expenditures, is made by warrant, upon monthly accounts to be submitted to the Chief Post-Office Inspector and allowed at the Department. Inspectors in the field are not allowed remuneration by the United States marshals for attendance at court in cases for the violation of the postal laws.

Salary of.
Per diem.
Expenses.

Attendance a court, no fees for.

Clerks in offices of inspectors.
—appointment of.
—payment of.

Sec. 37. The Postmaster-General will appoint such number of clerks for duty in offices of post-office inspectors as he may deem necessary, to be paid out of the appropriation for "mail depredations and post-office inspectors."

Note.
—clerks in offices of inspectors.

NOTE.—Clerks have always been employed and paid for out of the appropriation for mail depredations and post-office inspectors, but in recent appropriation acts specific authority has been given to employ such clerks out of this appropriation. (See act Mar. 3, 1901, ch. 851, 31 Stat. L., 1106.)

Expenses of chief inspector.
1881, Mar. 1, ch. 96, 1 Supp., 319.

Sec. 38. The chief of post-office inspectors shall be paid (his) actual expenses while traveling on the business of the Department.

Expenses of inspectors in charge and inspectors.

Sec. 39. Post-office inspectors in charge, and local inspectors without per diem, will be allowed their actual and necessary expenses when traveling on the business of the Department.

Note.

NOTE.—While there is no direct provision of law as in the case of the chief inspector for the payment of the actual expenses of inspectors in charge and local inspectors without per diem, such payment can be made out of the appropriation for mail depredations and post-office inspectors.

Per diem allowance to inspectors in the field.
1901, Mar. 3 ch. 851, 31 Stat. L., 1107.
—when made.
Proviso.
—while temporarily located at one place.
—regulations as to.

Sec. 40. (Post-office inspectors in the field shall be allowed a per diem) while actually traveling on business for the Department: *Provided*, That the Postmaster-General may, in his discretion, allow post-office inspectors per diem while temporarily located at any place on duty away from home, or their designated domicile, for a period not exceeding twenty consecutive days at any one place, and may make rules and regulations governing the foregoing provisions relating to per diem.

Note.
Allowances to inspectors for expenses.

NOTE.—Sec. 4017, R. S., provided that inspectors (then special agents) should be allowed "for traveling and incidental expenses, while actually employed in the service, a sum not exceeding five dollars a day." Under the act of June 17, 1878, ch. 259, 1 Supp. R. S., 186, this amount was to be allowed to inspectors "when they are actually engaged in traveling on the business of the Department." The act of July 5, 1884, ch. 234, 1 Supp. R. S., 467, provided that inspectors "shall be allowed four dollars per day in lieu of the charges now permitted for personal expenses." Subsequently the annual appropriation acts merely contained an appropriation for "mail depredations and post-office inspectors" until the act of June 13, 1898, ch. 446, 30 Stat. L., 444, which provided for "per diem allowance to inspectors in the field while actually traveling on business of the Department." This clause was repeated in the act of March 1, 1899, ch. 327, 30 Stat. L., 965, 2 Supp. R. S., 958, and the proviso as contained in the act of Mar. 3, 1901, was added, the entire clause as it now stands being repeated in the act of June 2, 1900, ch. 613, 31 Stat. L., 260.

Department officers may be inspectors.
R. S., § 4019.
—expenses of.

Sec. 41. The Postmaster-General may employ, when the service requires it, the Assistant Postmasters-General and superintendents in his Department as special agents (post-office inspectors); and he may allow them therefor not exceeding the amount expended by them as necessary traveling expenses while so employed.

Bonds of inspectors.
R. S., § 4018.
—when must be given.

Sec. 42. Whenever a special agent (post-office inspector) is required to collect or disburse any public money, he shall, before entering upon such duty, give bond in such sum and form, and with such security as the Postmaster-General may approve.

—amount of.

2. A bond of $5,000, with sureties justifying to double that amount, and conditioned for the faithful discharge of duty as an inspector, and for properly accounting for and disposing of all moneys and property which may come to his hands by virtue of his office at any time while in the service of the United States, is required of each inspector before becoming entitled to pay.

II.—Organization of Post-Office Inspectors.

Organization of P. O. inspectors. —under supervision of Fourth Assistant Postmaster-General and Chief Inspector.

Sec. 43. Post-office inspectors are under the direction of the Fourth Assistant Postmaster-General, and subject to the immediate control of the Chief Post-Office Inspector (see sec. 20), who is charged with the assignment to duty and general direction of the force and the supervision of all matters pertaining to this branch of the service.

Inspectors in charge. —to supervise work of division. —orders to be sent through. Exceptions.

2. The service is organized into sixteen divisions, each in charge of an inspector in charge, who will direct the work of the inspectors assigned to his division. All communications must be addressed and sent to the inspector in charge, and through him all orders will be given, unless, to save time in special cases, they are communicated directly from the Department by the Postmaster-General, Fourth Assistant Postmaster-General, or Chief Inspector, in which event the inspector in charge will be notified.

Divisions. —territory comprising.

3. The headquarters of the several divisions of post-office inspectors are as follows:

Boston.

a. For the division embracing the States of Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, and Connecticut: Boston, Mass.

New York.

b. For the division embracing the State of New York: New York, N. Y.

Philadelphia.

c. For the division embracing the States of Pennsylvania and New Jersey: Philadelphia, Pa.

Washington, D. C.

d. For the division embracing the States of Delaware, Maryland, Virginia, West Virginia, and North Carolina, and the District of Columbia: Washington, D. C.

Cincinnati.

e. For the division embracing the States of Ohio, Indiana, and Kentucky: Cincinnati, Ohio.

Chicago.

f. For the division embracing the States of Illinois, Michigan, and Wisconsin: Chicago, Ill.

St. Louis.

g. For the division embracing the States of Missouri (except the city of Kansas City), Iowa, and Arkansas: St. Louis, Mo.

Kansas City.

h. For the division embracing the States of Kansas, Nebraska, and Oklahoma and Indian Territories, and the city of Kansas City, Missouri: Kansas City, Mo.

Chattanooga.

i. For the division embracing the States of Tennessee, Alabama, Florida, Georgia, and South Carolina: Chattanooga, Tenn.

New Orleans.

j. For the division embracing the States of Texas, Louisiana, and Mississippi: New Orleans, La.

Denver. *k.* For the division embracing the States of Wyoming, Colorado, and Utah, and the Territory of New Mexico: Denver, Colo.

San Francisco. *l.* For the division embracing the States of California and Nevada and the Territory of Arizona: San Francisco, Cal.

Spokane. *m.* For the division embracing the States of Idaho, Montana, Oregon, and Washington, and the Territory of Alaska: Spokane, Wash.

St. Paul. *n.* For the division embracing the States of Minnesota, North Dakota, and South Dakota: St. Paul, Minn.

Honolulu. *o.* For the division embracing the Territory of Hawaii: Honolulu, Hawaii.

San Juan. *p.* For the division embracing Porto Rico: San Juan, Porto Rico.

Duties of Post-Office inspectors. —to make investigations. —report needs of service. **SEC. 44.** Post-office inspectors are the special representatives of the Postmaster-General. They are charged with the investigation of post-offices and all matters connected with the postal service, and with keeping the Department advised as to the condition and needs of the service.

—enforce laws. Alleged violations of law are to be investigated and reported upon by them, and they will,

—aid in prosecutions when necessary, aid in the prosecution of all criminal offenses.

Employees of service subordinate to inspectors, when. 2. Postmasters, clerks, employees, contractors, and others connected with the postal service are subordinate to post-office inspectors when acting within the scope of their duty and employment. But no arbitrary power is hereby conferred upon them. They are not to interfere with any officer or employee who is in the proper discharge of his duty further than to examine his methods, system, and accounts, or any complaints which may be made against him. Nor are they to interfere with the mails or the transportation thereof, except as expressly authorized by law, and as permitted by the regulations.

Inspectors may open and examine mails. 3. Inspectors are intrusted with keys to the several mail locks in use, and are empowered to open and examine mails whenever and wherever they may find it

—may enter post-offices. necessary. They are authorized to enter and inspect post-offices at all times and to make such other inquiries and investigations as the interest of the service may demand.

Commissions of inspectors; to exhibit them. 4. Commissions are issued by the Postmaster-General to all inspectors, and they are required to exhibit them as evidence of their authority.

Book of instructions.

Sec. 45. Special regulations for the instruction and government of inspectors are prescribed in the book of instructions, which is confidentially furnished to each inspector. Obedience and conformity to these regulations and the strict preservation of their secrecy are enjoined.

CHAPTER 4.

DIVISION OF DEAD LETTERS.

I.—Establishment of Dead-Letter Office.

Division of Dead Letters.

Sec. 46. There shall be maintained in the Post-Office Department as a part of the office of the First Assistant Postmaster-General, a Division of Dead Letters, to be known as the Dead-Letter Office, to which all undeliverable and unmailable matter, domestic and foreign, shall be forwarded by postmasters and other employees of the postal service, unless otherwise provided by regulations.

—undeliverable and unmailable matter to be forwarded to.

Note.

Note.—The Dead-Letter Office has been organized for many years, though without any specific statutory authorization. It has been, however, recognized by law, by directing that certain mail matter be forwarded thereto, and providing for its return in certain cases to the writers, and for the keeping of certain records of valuable matter (R. S., §§ 3936–3938, 5480, as amended by act March 2, 1889; ch. 393, 1 Suppl. R. S., 694, sections 48, 53, 502, 569, and 1617), and in appropriation acts, until within recent years, by providing separate appropriations for the clerks, etc., of the "Dead-Letter Office;" and the appointment of a superintendent and chief clerk of the Dead-Letter Office has been for some time and is still authorized by law. (See sec. 6.) The Dead-Letter Office was formerly an independent bureau, but is now attached to the office of the First Assistant Postmaster-General. (See sec. 17.)

Dead-letter service in Hawaii, Porto Rico, and the Philippines.

Sec. 47. A dead-letter service for the Territory of Hawaii shall be conducted in connection with the post-office at Honolulu; and for Porto Rico in connection with the post-office at San Juan; and for the Philippine Islands in connection with the post-office at Manila, for the disposition of unclaimed and unmailable matter originating in or reaching the several post-offices in the Territory and island possessions named. The regulations as to the conduct of the Dead-Letter Office shall, so far as practicable, govern the conduct of the service. (See sec. 682 as to instructions to postmasters in Hawaii, Porto Rico, and the Philippine Islands.)

—to be conducted by and in connection with the post-offices at Honolulu, San Juan, and Manila.

—rules as to.

II.—Treatment of Mail Matter in the Dead-Letter Office.

Return of undelivered letters to writers. R. S., § 3936

Sec. 48. * * * (The Postmaster-General) may make regulations for (the) * * * return (of undelivered letters) from the Dead-Letter Office to the writers, when they can not be delivered to the parties addressed.

(For balance of statute see sec. 669.)

Matter reaching Dead-Letter Office. —return of, to senders.

Sec. 49. All matter unclaimed by the addressee reaching the Dead-Letter Office shall, as far as practicable, be returned to the sender.

2. Undeliverable matter of every character shall in like manner be returned to the senders, if practicable, except such as is obviously of no value or is unmailable under any provision of law, which shall be disposed of as the First Assistant Postmaster-General may direct; but all registered matter shall be returned to the senders upon payment of any postage due thereon required to be paid before transmission.

—when not to be returned.

—registered, to be returned, etc.

Examination of returns received at Dead-Letter Office.

Sec. 50. On receipt at the Dead-Letter Office of returns of unmailable, misdirected, and unclaimed mail matter from the various post-offices they will be treated as follows:

Unmailable matter.

a. Unmailable matter will be examined and compared with the entries on the accompanying list.

Misdirected letters.

b. Misdirected letters will as far as practicable be corrected and forwarded to destination; and such as can not be so forwarded, but can be returned to the sender, will be so treated.

Hotel, fictitious matter, etc.

c. Hotel, fictitious, and other matter not forming part of the regular returns of unclaimed matter will be treated in the same manner as unmailable matter.

Unclaimed matter. —from free-delivery offices.

d. Unclaimed matter from free-delivery offices will be compared with the accompanying dead-letter bills. If errors are discovered the bill will be corrected and the postmaster notified thereof. A record will be kept showing the number of pieces and character of matter sent in each return, the amount of credit allowed for postage-due stamps affixed to the matter comprising the return, and properly claimed for matter forwarded to other offices under the requirements of section 397. (See secs. 623 and 684.)

—record of.

—credit for postage-due stamps affixed, etc.

—from other than free delivery offices.

e. Returns of unclaimed matter from other than free-delivery post-offices must be examined and compared with the bills accompanying the same, and such account kept of the character of the matter and number of pieces sent as may be necessary for statistical reports.

f. The dead-letter bills from other than free-delivery offices, with the advertised lists accompanying the return, will be filed and preserved for reference for six months.

Dead-letter bills, except from free-delivery offices, to be preserved.

g. All errors in treatment of undelivered mail matter by postmasters must be noted and the officer in fault duly admonished, or such other action taken as the case may require.

Attention of postmasters to be called to errors.

Sec. 51. Applications for the recovery of mail matter sent to the Dead-Letter Office, or money or other valuable or important inclosures therein, or the proceeds from the sale of such inclosures, should be addressed to the First Assistant Postmaster-General (Division of Dead Letters) on Form 1521.

Application for recovery of mail matter, or inclosures therein, etc., sent to Dead-Letter Office.

—to whom addressed.

Sec. 52. Where letters have to be opened to obtain the necessary information to make proper disposition thereof, it must be done only by clerks or employees designated for that purpose, and under the direction of the Superintendent of the Dead-Letter Office. Every letter containing a valuable inclosure must be indorsed with the name of the person opening it, and a brief memorandum of the character of the inclosure. Where a letter is found to contain money, a record of the address thereon and the amount must be immediately made by the clerk who opens it, and the record and all such letters, together with all other letters containing inclosures of value, will be delivered at the close of each day to the clerk in charge of the opening branch.

Opening dead letters to effect delivery or return.

—under direction of Superintendent.

Memorandum of letters with valuable inclosures containing money.

III.—Disposition of Matter Containing Valuable Inclosures.

Sec. 53. Dead letters containing valuable inclosures shall be registered (recorded) in the Dead-Letter Office; and when they can not be delivered to the party addressed nor to the writer, the contents thereof shall be disposed of, and a careful account shall be kept of the amount realized in each case, which shall be subject to reclamation by either the party addressed or the sender, for four years from the registry (recording) thereof; and all other letters of value or of importance to the party addressed or to the writer, and which can not be returned to either, shall be disposed of as the Postmaster-General may direct.

Dead letters containing valuable inclosures.

R. S. § 3938.

—record of.

—disposition of.

—proceeds may be reclaimed in 4 years.

Letters of importance to writer to be disposed of as directed.

Sec. 54. Dead matter of all classes containing valuable inclosures shall be recorded in the Dead-Letter Office, and will be treated in the same manner as dead letters.

Dead matter containing valuable inclosures.

—to be treated same as letters.

Dead matter containing money.
—record of.

Sec. 55. A record shall be kept of all letters and other matter containing money, showing the name of the person and post-office of address, the name of the writer, the amount and description of the inclosure, and the disposition thereof. Such mail matter must be receipted and accounted for by each employee of the Dead-Letter Office through whose hands it passes until finally disposed of.

—where undeliverable to be held three months.

2. Where matter containing money can not be delivered to the person addressed or returned to the writer, it shall be held three months; at the end of which time the money will be separated therefrom and the amount entered upon the letter or other matter and the record. The money shall then be delivered to the Third Assistant Postmaster-General, whose receipt therefor will be filed. The Third Assistant Postmaster-General will deposit all such moneys in the Treasury to the credit of the postal revenues.

Money to be delivered to Third Asst. P. M. G. and deposited in Treasury.

—subject to reclamation for 4 years.

3. All money found in dead letters or other matter shall be subject to reclamation within four years from the recording thereof. (See sec. 51.)

Matter containing important inclosures of no money value, drafts, deeds, etc.
—record of.

Sec. 56. A record shall be kept of all letters or other matter found to contain negotiable paper, notes, drafts, money orders, wills, deeds, or other valuable or important papers, and of all personal photographs or pictures. Such matter as can not be delivered or returned to the sender will be properly filed for reclamation.

Stamps in letters.

2. Letters containing postage stamps of more than one letter-rate value will also be recorded, and such as can not be delivered or restored to the owner shall be held for reclamation; and if unclaimed after a reasonable time, the postage stamps will be destroyed, under proper supervision, and an account kept of the value thereof, which may be reclaimed at any time within four years. (See sec. 51.)

—destruction of.

—reclamation of value of.

Third and fourth class matter containing articles of value and letters containing merchandise.
—record of.

Sec. 57. A record shall be kept of the address and contents of parcels of third-class matter of apparent value, and of fourth-class matter and letters containing articles of merchandise; but when several articles posted by one person or firm are received they may be made the subject of one entry under the address of the sender. Where such articles can not be delivered or restored to the sender they will be filed for a period of one year from the date of recording, except such as are unaddressed, which will be held not less than six months.

—to be held one year, except.

Sale of unclaimed matter.

2. All articles that remain unclaimed at the expiration of the time prescribed will be prepared for sale, in such a manner as not to destroy their identity, and sold at public auction under such conditions as the Postmaster-General may from time to time direct.

Account of proceeds.

3. An account must be kept of the proceeds of sales of dead matter and the net amount realized delivered to the Third Assistant Postmaster-General for deposit in the Treasury to the credit of the postal revenues.

Packages containing liquids or injurious matter to be destroyed, when.

4. Packages reaching the Dead-Letter Office containing medicine, perishable articles, liquids, or articles of a like character liable to injure other matter with which they come in contact shall be destroyed as soon as it is ascertained that they can not be restored to the owners; but a suitable record shall be kept of all articles thus destroyed.

IV.—Disposition of Letters without Valuable Inclosures, Printed and Unmailable Matter.

Letters without valuable inclosures.
—to be returned to writers.
—no record of.

Sec. 58. Letters which do not contain valuable inclosures shall be returned to the writers when the address can be ascertained, and no record will be kept thereof except the number so returned. Letters which do not disclose the address of the writers, so that they can be returned, must be delivered daily to the Disbursing Clerk and Superintendent of the Department, to be sold as waste paper.

—sold as waste paper, when.

Printed matter of no value to be sold as waste paper.

Sec. 59. Printed matter, obviously without value, sent to the Dead Letter Office, will be delivered to the Disbursing Clerk and Superintendent for disposal as waste paper.

Magazines, etc., to be sent to hospitals, etc.

2. Magazines and other periodicals, illustrated papers, and picture cards, which are suitable for that purpose, and not properly classed as merchandise, will be distributed to the various hospitals, asylums, and other charitable and reformatory institutions in the District of Columbia, as the First Assistant Postmaster-General may direct.

Seized or detained matter.
R. S., § 3895.

Sec. 60. All letters, packets, or other matter which may be seized or detained for violation of law shall be returned to the owner or sender of the same, or otherwise disposed of as the Postmaster-General may direct.

—treatment of.

2. All matter of the third or fourth class sent to the Dead Letter Office, which is unmailable under Sections 497, 498, 499, and 500, will, under the direction of the Superintendent, be destroyed, except it can be ascertained therefrom by whom the same was deposited in

—destruction of, unless.

the mails, in which case the matter will be held and the fact reported to the Chief Post-Office Inspector; or, unless on submission to the Postmaster-General, he shall direct that it be preserved as evidence or otherwise disposed of.

Sealed matter which is nonmailable.

3. Sealed matter declared nonmailable by law and sent to the Dead Letter Office shall be disposed of in accordance with the order of the Postmaster-General.

Matter forbidden delivery under "fraud orders."

4. All mail matter the delivery of which is forbidden by order of the Postmaster-General under Sections 503 and 504 and sent to the Dead Letter Office shall be treated in accordance with such order.

V.—Disposition of Foreign Dead Matter.

Foreign dead matter. R. S., § 401. —treatment subject to conventions.

Sec. 61. The action of the Post-Office Department respecting foreign dead letters shall be subject to conventional stipulations with the respective foreign Administrations.

Disposal of foreign dead matter.

Sec. 62. Under the provisions of the Universal Postal Union Convention of Washington (Article XXVI, Regulations of Detail and Order), and also under the postal arrangements with countries not included in the Postal Union, undeliverable matter originating in foreign countries must be returned to the country of origin at the expiration of the period, not exceeding six months, during which it is required to be held by the laws of the country of destination.

—to be held before return.

—to be delivered if possible.

2. Undelivered foreign matter, when received at the Dead Letter Office, will be carefully examined for the purpose of correcting, if possible, any error or deficiency in address and forwarding the same to its proper destination.

—return to country of origin.

3. All undeliverable foreign matter will be promptly returned to the country of origin at the expiration of the period required by the Postal Convention, a record being kept of the addresses of all registered articles and valuable parcels and the number of pieces so returned.

Record of valuable letters, etc.

CHAPTER 5.

CONTRACTS, BONDS, AND REPORTS.

I.—Bonds—Contracts.

Bonds and contracts to be in name of United States. R. S., § 403.

Sec. 63. All bonds taken and contracts entered into by the Post-Office Department shall be made to and with the United States of America.

Contracts to contain clause that members of Congress shall not be interested. R. S., § 3741.

2. In every such contract or agreement to be made or entered into, or accepted by or on behalf of the United States, there shall be inserted an express condition that no member of (or delegate to) Congress shall be admitted to any share or part of such contract or agreement, or to any benefit to arise thereupon.

Note.

NOTE.—See R. S., § 3739, which provides that members of Congress shall not be interested in contracts. See secs. 1596 and 1597 as to penalty where members of Congress or officers act as agents or otherwise in securing contracts, etc.

Orders, contracts, etc., to bear true date. R. S., § 402.

Sec. 64. Every order, entry, or memorandum whatever, on which any action is to be based, allowance made, or money paid, and every contract, paper, or obligation made by or with the Post-Office Department, shall have its true date affixed to it; and every paper relating to contracts or allowances filed in the Department shall have the date when it was filed indorsed upon it.

Date of filing papers relating to contracts, etc., to be affixed.

Contracts not assignable. R. S., § 3737.

—if assigned, causes annulment.

—right of action reserved.

Sec. 65. No contract or order, or any interest therein, shall be transferred by the party to whom such contract or order is given to any other party, and any such transfer shall cause the annulment of the contract or order transferred, so far as the United States are concerned. All rights of action, however, for any breach of such contract by the contracting parties, are reserved to the United States.

Bona fide dealers only to bid.

2. The bids of bona fide dealers only will be considered in awarding contracts for supplies.

See secs. 1297 to 1300 as to subletting of contracts for carrying the mail.

Contracts not to exceed one year. R. S., § 3735.

Sec. 66. It shall not be lawful for any of the Executive Departments to make contracts for stationery or other supplies for a longer term than one year from the time the contract is made.

—except for mail bags, stamps, etc. Res. 1868, Jan. 31, 15 St. L., 246; Res. 1874, Mar. 24, 18 St. L., 286.

2. (The foregoing) shall not be construed to apply to or include mail bags, mail locks, keys, postal cards, postage stamps, newspaper wrappers, or stamped envelopes.

—money-order supplies. 1883, Mar. 3, ch. 123, § 2, 1 Supp., 405.

3. All blanks, blank books, and printed or engraved matter * * * for the transaction of money-order business shall be obtained from the lowest responsible bidders * * * for a period of four years. (See sec. 77.)

—supplies for free-delivery. 1889, Mar. 2, ch. 374, 1 Supp., 682.

4. The Postmaster-General may, when if in his judgment the good of the service so requires make contract for necessary supplies for the free-delivery service for a period not exceeding four years.

—printing post-route maps. 1895, Mar. 2, ch. 177, 2 Supp., 417.

5. The Postmaster-General may, in his discretion, cause the contract for printing post-route maps to be let for a term of four years.

—Postal Guide. 1896, May 28, ch. 252, 2 Supp., 477.

6. The Postmaster-General may, in his discretion, cause the contract for furnishing the official Postal Guide to be let for a term of four years.

—contracts not to be made unless authorized by law. R. S., § 3732.

7. No contract or purchase on behalf of the United States shall be made unless the same is authorized by law or is under an appropriation adequate to its fulfillment, * * * .

See sec. 104, forbidding contracts for future payments in excess of appropriations.

II.—Officers Authorized to Sign and Approve Bonds and Contracts.

Signing of contracts.
1877, Mar. 3, ch. 103, § § 2-4; 1 Supp., 135.
First Asst. P. M. G.
—for supplies.
—street letter boxes.

Sec. 67. All contracts for stationery, wrapping paper, letter balances, scales, and street letter boxes, for the use of the postal service may be signed * * * by the First Assistant Postmaster-General in the place and stead of the Postmaster-General, and his signature shall be attested by the seal of the Post-Office Department.

Second Asst. P. M. G.
—for mail transportation.
—mail bags, keys, etc.

2. The Second Assistant Postmaster-General on the order of the Postmaster-General may sign with his name, in the place and stead of the Postmaster-General, and attest his signature by the seal of the Post-Office Department, all contracts made in the said Department for mail transportation and for supplies of mail bags, mail catchers, mail locks, and keys and all other articles necessary and incidental to mail transportation.

Third Asst. P. M. G.
—for stamps, stamped paper, etc.
—official envelopes, etc.

3. The Third Assistant Postmaster-General, when directed by the Postmaster-General, may also sign, in his name, in the place and stead of the Postmaster-General, and attest his signature by the seal of the Post-Office Department, all contracts for supplies of postage stamps, stamped envelopes, newspaper wrappers, postal cards, registered-package envelopes, locks, seals, and official envelopes for the use of postmasters, and return of dead letters, that may be required for the postal service.

Fourth Asst. P. M. G.
—to approve postmasters' bonds.
1893, Dec. 21, ch. 6; 2 Supp., 165.

4. * * * The bonds of all postmasters, by the direction of the Postmaster-General, may be approved and accepted and the approval and acceptance signed by the Fourth Assistant Postmaster-General in the name of the Postmaster-General.

III.—Purchases, and Contracts for Supplies and Services, for the Post-Office Department and Postal Service.—Sale of Useless Supplies.

Advertisements for proposals.
R. S., § 3709.

Sec. 68. All purchases and contracts for supplies or services, in any of the Departments of the Government, except for personal services, shall be made by advertising a sufficient time previously for proposals respecting the same, when the public exigencies do not require the immediate delivery of the articles, or performance of the service. When immediate delivery or performance is required by the public exigency, the articles or service required may be procured by open purchase or contract, at the places and in the manner in which such articles are usually bought and sold, or such services engaged, between individuals.

In exigencies, etc., purchases in open market.

Note.

NOTE.—R. S., § 3709, has been amended, but the above is the original section; see sec. 72 for amendment, which makes specific provisions in regard to advertisements for certain supplies.

Bidders to be notified of opening of bids.
R. S., § 3710.
—may be present.

Sec. 69. Whenever proposals for supplies have been solicited, the parties responding to such solicitation shall be duly notified of the time and place of opening the bids, and be permitted to be present either in person or by attorney, and a record of each bid shall then and there be made.

Committees to examine bids and contracts.
—who not to be members of.

Sec. 70. The head of a bureau, the Chief Clerk of the Post-Office Department, the chief of a division who certifies to the correctness of any bill or account contracted for, or through, his division, or a clerk below

the grade of class two shall not be a member of any board or committee to open bids or proposals or to pass upon any contract. The officers named above may be called upon to advise with the committee or board, and render it such assistance as may be deemed advisable.

(*a*) *Supplies for the Post-Office Department and sales of useless supplies.*

Sec. 71. Advertisements shall be prepared and published before the expiration of an existing contract, inviting proposals for printing post-route maps and the Official Postal Guide.

Advertisements for proposals for post-route maps and Postal Guide.

2. Chief Clerk of the Post-Office Department will supervise the printing of the Official Postal Guide.

Supervision of performance of contracts.

See sec. 111 as to post-route maps and printing thereof.

Sec. 72. The advertisement for * * * proposals (for fuel, ice, stationery, and other miscellaneous supplies, to be purchased at Washington for the use of the Executive Departments and other Government establishments) shall be made by all the Executive Departments, including the Department of Labor, the United States Fish Commission, the Interstate Commerce Commission, the Smithsonian Institution, the Government Printing Office, the government of the District of Columbia, and the superintendent of the State, War, and Navy building, except for paper and materials for use of the Government Printing Office, and materials used in the work of the Bureau of Engraving and Printing, which shall continue to be advertised for and purchased as now provided by law, on the same days and shall each designate two o'clock post meridian of such days for the opening of all such proposals in each department and other Government establishment in the city of Washington; and the Secretary of the Treasury shall designate the day or days in each year for the opening of such proposals and give due notice thereof to the other departments and Government establishments. Such proposals shall be opened in the usual way and schedules thereof duly prepared and, together with the statement of the proposed action of each department and Government establishment thereon, shall be submitted to a board, consisting of one of the Assistant Secretaries of the Treasury and Interior departments and one of the Assistant Postmasters-General, who shall be designated by the heads of said departments and the Postmaster-General, respectively, at a meeting to be called by the official of the Treasury Department, who shall be chairman thereof, and said board shall carefully examine and compare all the proposals so submitted and recommend the acceptance or rejection of any or all of said proposals. And if any or all of such proposals shall be rejected, advertisements for proposals shall again be invited and proceeded with in the same manner.

Proposals for certain supplies to be called for at same time by all departments. R. S., § 3709. 1894, Jan. 27, ch. 22, 2 Supp., 169; 1894, Apr. 21, ch. 61, 2 Supp., 180.

—Secretary of Treasury to designate time of opening.

—board to consider.

NOTE.—See sec. 68 for first part of R. S., § 3709. The stationery supplies for the Post-Office Department, and envelopes for all other departments, are purchased under the same contract as similar supplies for the postal service. (See sec. 79.)

Note.

Contracts for supplies and work for Post-Office Department.
—when to be made.

Sec. 73. Advertisements shall be prepared and published prior to the beginning of each fiscal year, as provided in the preceding section, inviting proposals for furnishing articles and materials, and the performance of work of all kinds, needed for the Post-Office Department, whenever the same can be more advantageously obtained by contract. Orders upon contractors for such supplies or work shall be made in pursuance of requisitions therefor, approved by the Chief Clerk of the Post-Office Department, and allowed by the Postmaster-General.

Orders upon contractors.

Exigency purchases not covered by contract.
—how made.

2. Whenever the public exigency requires the purchase of any supplies, or the performance of any work not covered by contract, requisitions must be made therefor, approved by the Chief Clerk and allowed by the Postmaster-General.

Disbursing clerk and superintendent to inspect supplies.
—to examine work.

3. The disbursing clerk and superintendent of the Post-Office Department shall inspect and examine all supplies, and require the proper performance of all work furnished or done under contract or order.

Accounts.
—how certified.

4. Accounts for supplies furnished, or work done under contract or otherwise, shall be certified by the superintendent and disbursing clerk, approved by the Chief Clerk, and allowed by the Postmaster-General.

Waste paper and material.

Sec. 74. Proposals will be invited by advertisement prior to the beginning of each fiscal year for the purchase of all waste paper and waste material from the mail-bag-repair shop which the Post-Office Department may have for sale during the ensuing fiscal year, and a contract will be made therefor.

—contract for sale of.

—Disbursing Clerk to superintend sale of.

2. The Disbursing Clerk and Superintendent of the Post-Office Department will provide for the daily collection of the waste paper and its disposal to the contractor from time to time.

Useless property and material.

3. All sales of other property and unserviceable material of the Post-Office Department shall be made by the Disbursing Clerk and Superintendent as may be specially directed by the Postmaster-General.

Payments for waste paper, etc., how collected and deposited.

4. All money from the sale of waste paper or other useless property or materials will be collected by the Disbursing Clerk and Superintendent, deposited in the Treasury, and an account thereof presented to the Postmaster-General for submission to the Auditor for the Post-Office Department for settlement.

—accounts thereof.

Sec. 75. The Postmaster-General shall make out and keep, in proper books, full and complete inventories and accounts of all the property belonging to the United States in the buildings, rooms, offices, and grounds occupied by him and under his charge; and shall add thereto, from time to time, an account of such property as may be procured subsequently to the taking of the same, and also an account of the sale or disposal of any such property, and to report the same to Congress during the first week of each annual session. But this section shall not apply to the supplies of stationery and fuel.

Record and report of property.

Property in Department, R. S., § 397.

—record of

—sale of useless.

—report of.

2. Whenever there shall be in any one of the Executive Departments of the Government an accumulation of files of papers, which are not needed or useful in the transaction of the current business of such Department and have no permanent value or historical interest, it shall be the duty of the head of such Department to submit to Congress a report of that fact, accompanied by a concise statement of the condition and character of such papers. And upon the submission of such report, it shall be the duty of the presiding officer of the Senate to appoint two Senators, and of the Speaker of the House of Representatives to appoint two Representatives, and the Senators and Representatives so appointed shall constitute a joint committee, to which shall be referred such report, with the accompanying statement of the condition and character of such papers, and such joint committee shall meet and examine such report and statement and the papers therein described, and submit to the Senate and House, respectively, a report of such examination and their recommendation. And if they report that such files of papers, or any part thereof, are not needed or useful in the transaction of the current business of such Department, and have no permanent value or historical interest, then it shall be the duty of such head of the Department to sell as waste paper, or otherwise dispose of such files of papers upon the best obtainable terms after due publication of notice inviting proposals therefor, and receive and pay the proceeds thereof into the Treasury of the United States, and make report thereof to Congress.

Useless papers. 1889, Feb. 16, ch. 171, 1 Supp., 644; 1891, Mar. 3, ch. 130, 1 Supp., 820.

—report thereof to Congress.

—sale of, etc., how authorized.

(See sec. 1323 as to disposition as waste paper of certain reports of arrivals and departures of mails, and certificates of oath of mail carriers.)

(*b*) *Supplies for the postal service.*

Sec. 76. Advertisements shall be prepared and published prior to the beginning of each fiscal year, or before the expiration of an existing contract, inviting proposals for furnishing supplies for the use of the postal service.

Advertisements for proposals.

2. Whenever the public exigency requires the immediate purchase of any supplies, or the performance of any work, not covered by contract, such supplies or work shall be obtained in the open market after first inviting several bids, provided there is sufficient opportunity.

Exigency purchases

—bids therefor.

Blank forms, etc., for the money-order service.
1883, Mar. 3, ch. 123, § 2, 1 Supp., 405.
See R. S., § 4048.

—proposals for furnishing.
—contracts for.

—estimates for furnishing by Public Printer and Bureau of Engraving and Printing.

Sec. 77. All blanks, blank books, and printed or engraved matter supplied to postmasters by the Postmaster-General or used in his Department for the transaction of money-order business shall be obtained from the lowest responsible bidders for furnishing printed and engraved matter, respectively, under separate advertisements calling for proposals to furnish the same * * * upon such conditions as the Postmaster-General may prescribe: *Provided*, That the Public Printer and the Chief (Director) of the Bureau of Engraving and Printing of the Treasury Department shall submit, respectively, estimates of the cost of furnishing such printed and engraved matter as may be required for use in the money-order business, and they shall furnish such printed and engraved matter whenever upon their estimates of cost the expenditure therefor will be less than upon proposals made as above provided for.

NOTE.—The omitted part shown by stars refers to length of contract, and is included in sec. 66.
See sec. 66 as to term of contracts for supplies.

Preparation of advertisements and supervision of contracts for supplies.

Sec. 78. The preparation of advertisements, the opening of proposals, awarding of contracts, ordering, inspection, and distribution of supplies, or the performance of work for the postal service, shall be under the supervision of the following officers:

—by First Asst. P. M. Genl.

a. First Assistant Postmaster-General: Supplies for post-offices, blanks, wrapping paper, twine, facing slips, letter balances and scales, and supplies for the free-delivery and money-order services.

—by Second Asst. P.M. Genl.

b. Second Assistant Postmaster-General: Mail bags, mail locks and keys.

—by Third Asst. P. M. Genl.

c. Third Assistant Postmaster-General: Postage stamps, stamped envelopes, newspaper wrappers, postal cards, and official envelopes for the use of the postal service and envelopes for all the executive departments of the Government.

Note.

NOTE.—The stationery supplies for the departmental service are purchased under the same contract as those for the postal service.
See sec. 132 as to preparation and issue of postage stamps; secs. 321, 322, and 323 as to allowances for advertising and miscellaneous supplies at post-offices; secs. 324, 325, 331, and 332 as to requisitions for supplies; sec. 357 as to sale of waste paper, etc., at post-offices.

Official envelopes.
1895, Jan. 12, ch. 12, § 96, 2 Supp., 364.

Postmaster-General to contract for, for use of Post-Office and other departments.

Sec. 79. The Postmaster-General shall contract for all envelopes * * * for use by his own or other departments, and may contract for them to be plain or with such printed matter as may be prescribed by the Department making requisition therefor. * * *

Note.

NOTE.—Special envelopes for the Post-Office Department are included in the contract for envelopes for the postal service. See sec. 72 and note. The omitted parts of the above statute refer to stamped envelopes. There seems to be no reason for reference thereto, for the subject was fully covered by existing legislation to the same effect. See sec. 136.

Sec. 80. The Postmaster-General * * * is hereby authorized to adopt a uniform canceling ink or other appliance for canceling stamps which experiments and tests have proved or may prove to be the most practicable and the best calculated to protect the revenues of the Department from the frauds practiced upon it, to be used in all the post-offices where stamps are canceled, and he is hereby authorized to distribute said canceling ink or other appliance in the same manner as other supplies are now distributed to the different post-offices in the United States. * * *

Uniform canceling ink.
1878, June 20, ch. 359, 1 Supp., 203.
—may be adopted, when.
—distribution of.

NOTE.—The remaining portion of the statute relates to funds made available for the purchase of ink, but as the annual appropriation acts contain an item for this purpose it is omitted.

Note.

Sec. 81. The Postmaster-General shall furnish to the post-offices exchanging mails with foreign countries, and to such other offices as he may deem expedient, postal balances denominated in grams of the metric system, fifteen grams of which shall be the equivalent for postal purposes, of one-half ounce avoirdupois, and so on in progression.

Metric postal balances.
R. S., § 3880.
—to be furnished exchange offices.

Sec. 82. * * * In making contracts for postal cards, stamped envelopes, stamped paper, and all other supplies, the Postmaster-General is authorized to require the contractor, under such regulations as he may prescribe, to make delivery at such points in the United States as he may direct, whenever, in his opinion, any such contract can be made at a saving to the Government.

Delivery of supplies by contractors.
1894, July 16, ch. 137, § 2, 2 Supp., 196.

IV.—PRINTING AND BINDING.

Sec. 83. All printing, binding, and blank books for the * * * Executive * * * Departments shall be done at the Government Printing Office, except in cases otherwise provided by law.

Printing and binding.
R. S., § 3786.
—to be done at Government Printing Office, except.

2. No head of any Executive Department, or of any bureau, branch, or office of the Government, shall cause to be printed, nor shall the Public Printer print, any document or matter except that which is authorized by law and necessary to the public business; and executive officers, before transmitting their annual reports, shall carefully examine the same and all accompanying documents, and exclude therefrom all matter, including engravings, maps, drawings, and illustrations, except such as they shall certify in their letters transmitting such reports are necessary and relate entirely to the transaction of the public business.

—only as authorized by law.
1895, Jan. 12, ch. 23, § 94, 2 Supp., 364.
—of annual reports.

3. No printing or binding shall be done, or blank books furnished, * * * for any of the Executive Departments, except on a written requisition by the head of such Department, or one of his assistants.

—to be done only on requisition.
R. S., § 3789.

4. No printing shall be done for the Executive Departments in any fiscal year in excess of the amount of the appropriation, and none shall be done without a special requisition, signed by the chief of the Department and filed with the Public Printer.

—not to be in excess of appropriation.
1895, Jan. 12, ch. 23, § 89, 2 Supp., 362.

5. The following reports required by law to be made to Congress shall not be printed unless the printing be recommended by the head of the Department making the same, and ordered by concurrent resolution of Congress, namely: Report of contracts for conveying the mails, Report of fines and deductions in the Post-Office Department. * * *

Reports of mail contracts not to be printed.
Id. § 73, 2 Supp., 356.
See R. S., § 3797.

V.—Advertisements.

Advertising.
R. S., § 3828.

—authority for to be in writing.

—bill therefor.

Sec. 84. No advertisement, notice, or proposal for any Executive Department of the Government, or for any Bureau thereof, or for any office therewith connected, shall be published in any newspaper whatever, except in pursuance of a written authority for such publication from the head of such Department; and no bill for any such advertising or publication shall be paid, unless there be presented, with such bill, a copy of such written authority.

Rates for advertising.
1878, June 20, ch. 359, 1 Supp., 202.
See 1876, July 31, ch. 246, 1 Supp., 114.
—not to exceed commercial.

Sec. 85. All advertisements, notices, proposals for contracts, and all other forms of advertising required by law for the several Departments of the Government may be paid for at a price not to exceed the commercial rates charged to private individuals, with the usual discounts; such rates to be ascertained from sworn statements to be furnished by the proprietors or publishers of the newspapers proposing so to advertise: * * * But the heads of the several Departments may secure lower terms at special rates whenever the public interest requires it.

See secs. 1253 to 1256 as to advertisement of mail lettings.

VI.—Official Bonds.

Bonds of persons employed in Department and postal service.

—may be required in addition to persons named in act.

Sec. 86. In addition to the persons employed in the Post-Office Department and the postal service required to give bond under specific provisions of law, the Postmaster-General will, whenever he deems it to the best interests of the Government, require any other persons employed in the Post-Office Department or the postal service to give bond to the United States in such form and with such security as he shall prescribe.

(See sec. 19, as to bond of Superintendent of System of Postal Finance; sec. 16, as to bond of Disbursing Clerk and Superintendent of Post-Office Department; sec. 42, as to bonds of post-office inspectors; sec. 238, as to bonds of postmasters; sec. 312, as to bonds of clerks in post-offices; sec. 735, as to bonds of letter carriers.

Official bonds.
1895, Mar. 2, ch. 177, § 5, 2 Supp., 418.

—to be examined every two years.

Sec. 87. Every officer required by law to take and approve official bonds shall cause the same to be examined at least once every two years for the purpose of ascertaining the sufficiency of the sureties thereon; and every officer having power to fix the amount of an official bond shall examine it to ascertain the sufficiency of the amount thereof and approve or fix said amount at least once in two years and as much oftener as he may deem it necessary.

—to be renewed every four years.

2. Every officer whose duty it is to take and approve official bonds shall cause all such bonds to be renewed every four years after their dates, but he may require such bonds to be renewed or strengthened oftener if he deem such action necessary. In the discretion of such officer the requirement of a new bond may be waived for the period of service of a bonded officer after the expiration of a four-year term of service pending the appointment and qualification of his successor: *Provided*, that the nonperformance of any requirement of this section on the part of any official of

the Government shall not be held to affect in any respect the liability of principal or sureties on any bond made or to be made to the United States: *Provided further*, that the liability of the principal and sureties on all official bonds shall continue and cover the period of service ensuing until the appointment and qualification of the successor of the principal: *And provided further*, that nothing in this section shall be construed to repeal or modify section thirty-eight hundred and thirty-six of the Revised Statutes of the United States. (See sec. 245.)

—liability on, to cover period of service.

Postmasters' bonds not affected.

VII.—Corporate Security on Official Bonds and Contracts.

Surety companies.

Sec. 88. Official bonds (except bonds of postmasters), contracts, and undertakings executed by a company authorized by the Attorney-General to do business under the act of Congress approved August 13, 1894 (ch. 282, 2 Supp. R. S., 237), will be accepted, provided such company is incorporated and has its principal office within the State or Territory, or District of Columbia, or has an agent upon whom process can be served within the United States judicial district wherein the suretyship is to be undertaken.

—execution of bonds and contracts by.
—conditions to be complied with by.

2. Whenever any official bond (except bonds of postmasters) or undertaking is required to be given with two or more sureties, the execution thereof solely by a surety company will be sufficient.

—where two or more sureties required, may qualify as sole surety.

3. Surety companies will not be accepted as sole surety on bonds of postmasters, and will not be accepted as surety on bonds of postmasters at offices of the third and fourth classes. Such companies will, however, be accepted for one-half the penalty of the bond of postmasters at offices of the first and second classes, provided the company is incorporated under the laws of the State in which the post-office is located, and at least one of the other sureties is a resident patron of the post-office in question.

Postmasters' bonds.
—companies as surety on.

4. No officer of the Post-Office Department or Postal Service shall require or exact the execution of any official bond, contract, or undertaking by a surety company, or by any particular surety company.

Corporate surety.
—not to be exacted.

VIII.—Annual reports.

Sec. 89. The Postmaster-General shall make the following annual reports to Congress:

Reports to Congress.
R. S., § 413.
1897, Mar. 3, ch. 335
2 Supp., 598.

First. A report of the finances of the Department for the preceding year, showing the amount of balance due the Department at the beginning of the year, the amount of postage which accrued

—of finances

within the year, the amount of engagements and liabilities and the amount actually paid during the year for carrying the mail, showing how much of the amount was for carrying the mail in preceding years.

—of expenditures.

Second. A report of the amount expended in the Department for the preceding fiscal year, including detailed statements of expenditures made from the contingent fund.

See 1895, Jan. 12, ch. 23, § 73, 2 Supp., 356.

And the Postmaster-General shall cause all of such reports to be printed at the Public Printing Office, either together or separately, and in such numbers as may be required by the exigencies of the service or by law.

Postal-car service.
1879, Mar. 3, ch. 180, 1 Supp., 245.
—report of increase or diminution of.

Sec. 90. In case any increase or diminution of service by postal cars shall be made by (the Postmaster-General), the reasons therefor shall be given in his annual report next succeeding such increase or diminution.

Financial condition to be shown by report of Auditor.
1876, July 12, ch. 179, § 4, 1 Supp., 110.

Sec. 91. The annual reports of the Auditor for the Post-Office Department to the Postmaster-General shall show the financial condition of the Post-Office Department at the close of each fiscal year, and be made a part of the Postmaster-General's annual report to Congress for that fiscal year.

See sec. 161 as to reports of Auditor for Post-Office Department.

Report of contingent fund.
R. S., § 193.
See 1874, June 20, ch. 328, 18 St. L., 96.
—expenditures therefrom to be given in detail.

Sec. 92. The head of each Department shall make an annual report to Congress, giving a detailed statement of the manner in which the contingent fund for his Department, and for the bureaus and offices therein, has been expended, giving the names of every person to whom any portion thereof has been paid; and if for anything furnished, the quantity and price; and if for any service rendered, the nature of such service, and the time employed, and the particular occasion or cause, in brief, that rendered such service necessary; and the amount of all former appropriations in each case on hand, either in the Treasury or in the hands of any disbursing officer or agent. And he shall require of the disbursing officers, acting under his direction and authority, the return of precise and analytical statements and receipts for all the moneys which may have been from time to time during the next preceding year expended by them, and shall communicate the results of such returns and the sums total, annually, to Congress.

Former appropriations.

Disbursing officers to return statements of next preceding year.

Report of employees in the Post-Office Dept.
1890, July 11, ch. 667, § 2, 1 Supp., 773.
—below standard of efficiency.

Sec. 93. It shall be the duty of the heads of the several Executive Departments of the Government to report to Congress each year in the annual estimates the number of employees in each bureau and office, and the salaries of each who are below a fair standard of efficiency.

When reports are to be made.
R. S., § 195.

Sec. 94. Except where a different time is expressly prescribed by law, the various annual reports required to be submitted to Congress by the heads of Departments shall be made at the commencement of each regular session, and shall embrace the transactions of the preceding year.

See sec. 204 as to annual report of action on postmasters' claims for credit on account of losses; sec. 75 as to reports of Department property, etc.

Reports to the President.
—to be made annually.

Sec. 95. The Postmaster-General is required by long-established usage to make an annual report to the President of the transactions of the Post-Office

Department and of the operations and financial affairs of the postal service, with such recommendations as shall appear to him proper, in time for the President's consideration in preparing his annual message, and this report is to be printed in time for delivery to the Congress at the first meeting thereof.

—to be printed.

2. It shall be the duty of the head of each Executive Department, or other Government establishment at the seat of government, not under an Executive Department, to make at the expiration of each quarter of the fiscal year a written report to the President as to the condition of the public business in his Executive Department or Government establishment, and whether any branch thereof is in arrears.

—of condition of business to be made quarterly. 1898, Mar. 15, ch. 68, § 7, 2 Supp., 737.

CHAPTER 6.

DISBURSEMENTS AND ACCOUNTS OF THE POST-OFFICE DEPARTMENT.

I.—Appropriations—Accounts.

Sec. 96. All disbursements out of appropriations for the compensation of the officers and employees, and maintenance of the Post-Office Department; the publication of post-route maps and the Official Postal Guide, and for postage on foreign correspondence not entitled to free transmission under conventions, shall be made by the Disbursing Clerk and Superintendent of the Post-Office Department.

Disbursements.

—how made.

Note.—Annual appropriations are made by Congress for the above expenditures. The amounts thus appropriated, which are distinct from the revenues and expenditures for the postal service, are paid from the Treasury upon requisition of the Postmaster-General. See sec. 101.

Note.

—distinct from postal service.

Sec. 97. Estimates of the appropriations needed for the maintenance of the Post-Office Department during the ensuing fiscal year, including the payment of salaries and compensation of all officers, clerks, and employees of, and the purchase of all supplies for, the Department, and for the rental of departmental buildings, the printing of post-route maps and publication of the Postal Guide, will be prepared annually on or before October fifteenth, to be submitted to Congress through the Secretary of the Treasury.

Annual estimates. See R. S., §§ 3660-3665, 3669; 1875, Mar. 3, ch. 130, § 3; 1 Supp., 72. 1901, Mar. 3, ch. 830, 31 St. L., 1003.

—for salaries.

—supplies.

—rent of buildings.

—post-route maps.

—Postal Guide.

See sec. 145 as to estimate for the postal service.

Sec. 98. The Disbursing Clerk and Superintendent shall prepare his accounts quarterly, and submit the same to the Postmaster-General for examination and

Accounts of Disbursing Clerk.

—to be prepared quarterly.

—examination of.

for transmission to the Auditor for the Post-Office Department.

Proceeds from post-route maps to be deposited, how.

2. The Disbursing Clerk and Superintendent shall deposit monthly all moneys realized from the sale of post-route maps in the Treasury to the credit of the appropriation for "Post-route maps," and render a quarterly account thereof, accompanied by a copy of the duplicate statement furnished him by the Topographer of the Post-Office Department, showing the orders received and filled, the duplicate to be filed in his office. (See sec. 111.)

—accounts thereof to be rendered.

Proceeds from waste paper, etc., part of postal revenue.

3. All moneys derived from sales of waste paper and other unserviceable material of the Post-Office Department, under the supervision of the Disbursing Clerk and Superintendent, will be deposited in the Treasury as a part of the revenues of the postal service. (See sec. 114.)

Accounts to be in duplicate.

4. The accounts of the Disbursing Clerk and Superintendent shall be made in duplicate, and one copy will be filed in the office of the Chief Clerk of the Post-Office Department.

Statutes controlling accounts.

5. The preparation, examination, and certification of the accounts of the Disbursing Clerk and Superintendent shall be in accordance with the provisions of R. S. §§ 3622, 3623; the acts of August 30, 1890, ch. 837, § 4, 1 Supp., R. S. 794, and July 31, 1894, ch. 174, § 12, 2 Supp. R. S., 217.

Verification of money in hands of Disbursing Clerk.

Sec. 99. On Monday of each week a committee of three appointed by the Postmaster-General shall count the cash in the hands of the Disbursing Clerk and Superintendent, verify the amount with the sum reported to his credit with the Treasurer, and certify the result of their examination in writing to the Postmaster-General.

II.—Requisitions—Payments.

Requisitions for money.

Sec. 100. Every requisition on the Treasury presented to the Postmaster-General for approval must be accompanied by a statement of the condition of the account under the specific item of appropriation against which the requisition is drawn, and the Chief Clerk of the Post-Office Department will file and preserve all such statements in his office. Requisitions for salaries will be made at such time, and for such amount only, as

—statement to accompany.

—when to be made.

may be necessary to meet the customary semimonthly payments. Requisitions for all other objects must be made for no greater amount than will be required for disbursement during one month from the date of the requisition.

Disbursements.
—how made.
Pay rolls.
—approval of by Chief Clerk.

Sec. 101. All salaries shall be paid in cash upon monthly pay rolls, which will be first submitted to the Chief Clerk, who, after examination, will certify, before payment is made, that the names and salaries as therein stated are correct as shown by the records in the office of the Appointment Clerk, and that the amounts are severally due to the respective persons named.

Payments except salaries by check.

2. Payments for all sums of $10 and upward (except salaries) shall be made by the check of the Superintendent and Disbursing Clerk on the Treasurer of the United States, and the appropriation from which the payment is made shall be stated on the check.

See sec. 104 as to limitations on expenditures.

III.—Care of Public Funds.

Disbursing officers to deposit.
R. S., § 3620.
—with whom.

Sec. 102. It shall be the duty of every disbursing officer having any public money intrusted to him for disbursement, to deposit the same with the Treasurer or some one of the assistant treasurers of the United States, and to draw for the same only as it may be required for payments to be made by him in pursuance of law (and draw for the same only in favor of the persons to whom payment is made); and all transfers from the Treasurer of the United States to a disbursing officer shall be by draft or warrant on the Treasury or an assistant treasurer of the United States. * * *

Transfers.

Exchange of funds in hands of disbursing agents.
R. S., § 3651.
—forbidden, except.

Sec. 103. No exchange of funds shall be made by any disbursing officer or agent of the Government, of any grade or denomination whatsoever, or connected with any branch of the public service, other than an exchange for gold, silver, United States notes, and national-bank notes; and every such disbursing officer, when the means for his disbursements are furnished to him in gold, silver, United States notes, or national-bank notes, shall make his payments in the moneys so furnished; or when they are furnished to him in drafts, shall cause those drafts to be presented at their place of payment, and properly paid according to law, and shall make his payments in the money so received for the drafts furnished, unless, in either case, he can exchange the means in his hands for gold and silver at par. * * *

Payments.

Drafts.
—to be collected.

IV.—Restrictions on Expenditures.

Appropriations to be expended only for objects specified.
R. S., § 3678. See 1878, June 19, ch. 329, 1 Supp., 201; R. S., §§ 3690, 3691.

Sec. 104. All sums appropriated for the various branches of expenditure in the public service shall be applied solely to the objects for which they are respectively made, and for no others.

Contingent fund. —not to be expended for clerical services. See 1875, Mar. 3, ch. 129, 18 St. L. 367. R. S., § 3682. —written order for expenditures from. R. S., § 3683.

2. No moneys appropriated for contingent, incidental, or miscellaneous purposes shall be expended or paid for official or clerical compensation.

3. No part of the contingent fund appropriated to any Department, Bureau, or office, shall be applied to the purchase of any articles except such as the head of the Department shall deem necessary and proper to carry on the business of the Department, Bureau, or office, and shall, by written order, direct to be procured.

Note.

NOTE.—R. S., §§ 3678, 3682, apply also to the postal service. See sec. 92 as to annual report of expenditures from contingent fund. See restriction as to purchase of books. R. S., 2 Supp., 735.

Expenditures not to exceed appropriations. R. S., § 3679.

Contracts for future payments forbidden.

4. No Department of the Government shall expend, in any one fiscal year, any sum, in excess of appropriations made by Congress for that fiscal year or involve the Government in any contract for the future payment of money in excess of such appropriation.

Note.

NOTE.—This section yields to the special authority conferred upon the Postmaster-General to enter into contracts for carrying the mails. (See Title Seven.)

Voluntary service forbidden. 1884, May 1, ch. 37, 1 Supp., 427.

Sec. 105. No Department or officer of the United States shall accept voluntary service for the Government or employ personal service in excess of that authorized by law except in cases of sudden emergency involving the loss of human life or the destruction of property.

Payments not to be made in advance. R. S., § 3648.

Sec. 106. No advance of public money shall be made in any case whatever. And in all cases of contracts for the performance of any service, or the delivery of articles of any description, for the

—nor to exceed value of articles, etc.

use of the United States, payment shall not exceed the value of the service rendered, or of the articles delivered previously to such payment. It shall, however, be lawful, under the special direc-

Advances may be made to disbursing officers, when.

tion of the President, to make such advances to the disbursing officers of the Government as may be necessary to the faithful and prompt discharge of their respective duties, and to the fulfillment of the public engagements. * * * (See sec. 151.)

Incapacitated employees. 1901, Mar. 3, ch. 830, § 4, 31 Stat. L., 1009. —not to be paid.

Sec. 107. The appropriations * * * made for the officers, clerks, and persons employed in the public service shall not be available for the compensation of any persons permanently incapacitated for performing such service.

Note.

NOTE.—The above clause is taken from the current appropriation act, and merely refers thereto. A similar clause was included in the act of April 17, 1900, ch. 192, 31 Stat. L., 134. See sec. 153 as to similar provision relating to postal service; sec. 27 as to civil pension roll, etc.

Extra compensation. —as acting officer forbidden. R. S., § 1764.

Sec. 108. No allowance or compensation shall be made to any officer or clerk, by reason of the discharge of duties which belong to any other officer or clerk in the same or any other Department;

—for extra services forbidden, unless.

and no allowance or compensation shall be made for any extra services whatever, which any officer or clerk may be required to perform, unless expressly authorized by law.

—for performing duties during vacancy forbidden. R. S., § 182.

2. An officer performing the duties of another office, during a vacancy, as authorized by sections one hundred and seventy-seven, one hundred and seventy-eight, and one hundred and

seventy-nine (Revised Statutes, see sec. 7), is not by reason thereof entitled to any other compensation than that attached to his proper office.

NOTE.—These statutes overlap each other, but are both quoted for reference. R. S., § 170, is identical with part of § 1764, and is not given. See sec. 154 as to similar provisions applicable to the Departmental and postal service alike. The two sets of statutes practically cover the same subject. See sec. 177 as to withholding salary where officer or employee is in arrears and suit therefor. This provision applies to the Post-Office Department as well as the postal service, though there are only a few officers in the Department proper who handle funds or have an account with the Government. Note.

See sec. 213 as to holding two offices.

V.—UNEXPENDED BALANCES OF APPROPRIATIONS.

SEC. 109. All balances of appropriations contained in the annual appropriation bills and made specifically for the service of any fiscal year, and remaining unexpended at the expiration of such fiscal year, shall only be applied to the payment of expenses properly incurred during that year, or to the fulfillment of contracts properly made within that year; and balances not needed for such purposes shall be carried to the surplus fund. This section, however, shall not apply to appropriations known as permanent or indefinite appropriations. **Balances of appropriations.** R. S., § 3690. —to be used for payment of obligations incurred during year. —carried to surplus fund.

SEC. 110. * * * The Secretary of the Treasury shall cause all unexpended balances of appropriations which shall have remained upon the books of the Treasury for two fiscal years to be carried to the surplus fund and covered into the Treasury: * * * **Unexpended balances of appropriations.** 1874, June 20, ch. 328, § 5, 1 Supp., 18.

2. * * * And it shall be the duty of the several accounting officers of the Treasury to continue to receive, examine, and consider the justice and validity of all claims under appropriations the balances of which have been exhausted or carried to the surplus fund under the provisions of said section (act June 20, 1874, supra) that may be brought before them within a period of five years. * * * (The Secretary of the Treasury shall, at the commencement of each session of Congress, report the amount due each claimant whose claim has been allowed in whole or in part to the Speaker of the House of Representatives and the Presiding Officer of the Senate, who shall lay the same before their respective Houses for consideration): *Provided*, That nothing in this act shall be construed to authorize the reexamination and payment of any claim or account which has been once examined and rejected, unless reopened in accordance with existing law. Claims under exhausted and unavailable appropriations. 1878, June 14, ch. 191, § 4, 1 Supp., 180. —when allowed to be reported to Congress. 1884, July 7, ch. 334, 1 Supp., 470. —rejected, not to be reopened, except.

NOTE.—The act of July 7, 1884, shown in parenthesis, is a substitute for the omitted paragraph of the act of June 14, 1878. This and the preceding sections apply also to balances of appropriations for the postal service. See sec. 146. See sec. 155 as to witnesses in connection with claims against the Government. Note.

VI.—POST-ROUTE MAPS.

SEC. 111. Post-route maps will be prepared by and printed under the supervision of the Topographer of the Post-Office Department, and he will issue the same **Post-route maps.** —Topographer to prepare and issue.

—to be issued to officers at request.

to the officers of the service regularly entitled thereto upon their request and to all other persons, except purchasers, only upon the order of the Chief Clerk of the Post-Office Department. Once in two months the Topographer will make a written statement to the Postmaster-General showing the number of post-route maps of each kind on hand at the last statement, the number since published, the number issued and to whom, the number sold, and the number remaining on hand, accompanied by the orders for their issue.

—when sold to be on order Disbursing Clerk.

2. The Topographer will issue all maps sold through the Disbursing Clerk and Superintendent of the Post-Office Department upon his order.

Accounts of sales.

3. The Topographer will at the end of each month make a statement in triplicate of all orders received from the Disbursing Clerk and Superintendent of the Post-Office Department, and filled, one copy to be forwarded to the latter, one to the Auditor for the Post-Office Department, the other to be transmitted to the Chief Clerk accompanied by the original orders.

See sec. 71 as to contract for printing post-route maps.

Sale of post-route maps.
1901, Mar. 3, ch. 830, 31 St. L., 1005.
—proceeds of sales, how used.

Sec. 112. The Postmaster-General may authorize the sale of post-route maps to the public at the cost of printing and ten per centum thereof added, the proceeds of such sales to be used as a further appropriation for the preparation and publication of post-route maps, * * *.

Application for maps, to whom made.

2. Application for the purchase of maps and payment therefor will be made to the Disbursing Clerk and Superintendent, who will draw an order on the Topographer for said maps.

Note.

NOTE.—The provision relating to the sale of post-route maps has been repeated in appropriation acts for several years past, the last one being referred to in the margin. The proceeds of sales are to be used "as a further appropriation" in addition to the regular appropriation made by law.

CHAPTER 7.

REVENUES OF THE POSTAL SERVICE.

I.—SOURCES OF REVENUE.

Revenues to be deposited in Treasury.
—except.

Sec. 113. Revenues from all sources, except so much of the receipts at post-offices as may be needed to pay the authorized expenditures thereof, will be deposited

in the Treasury for the use of the Post-Office Department.

NOTE.—The revenues for the maintenance of the postal service are derived from: Note.

a Postage.
b Box rents.
c Money-order business.
d Dead letters.
e Fines and penalties.
f Balances from foreign countries.
g Miscellaneous.
h Unpaid money orders more than one year old.
i Appropriations by Congress, when necessary, from the Treasury.

Money-order funds are not part of the postal revenues. See sec. 1094, as to money-order funds; sec. 377, as to expenditures by postmasters out of receipts of office; sec. 352, as to key-deposit funds. Money-order funds not part of postal revenues.

Sec. 114. Unclaimed money in dead letters for which no owner can be found; all money taken from the mail by robbery, theft, or otherwise, which may come into the hands of any agent or employee of the United States, or any other person whatever; all fines and penalties imposed for any violation of the postal laws, except such part as may by law belong to the informer or party prosecuting for the same; and all money derived from the sale of waste paper or other public property of the Post-Office Department, shall be deposited in the Treasury, under the direction of the Postmaster-General, as part of the postal revenue. And the Postmaster-General shall cause to be placed to the credit of the Treasurer of the United States, for the service of the Post-Office Department, the net proceeds of the money-order business; and the receipts of the Post-Office Department derived from this source during each quarter shall be entered by the Auditor for the Post-Office Department in the accounts of such Department, under the head of "revenue from money-order business." **Miscellaneous receipts.** R. S., § 4050. —from dead letters. —money stolen from mails recovered. —fines and penalties. —waste paper and material. —proceeds from money-order business. —account thereof.

See sec. 194, as to collection of fines, penalties, and forfeitures, and payment of half to informer; sec. 156, as to money stolen from the mails; sec. 98 as to deposit of proceeds of sales of waste material in Post-Office Department as part postal revenues; sec. 357 as to sale of waste paper and twine by postmasters.

Sec. 115. Receipts from the transportation of mails for foreign countries arising under the Postal Union Convention and other postal conventions, and the balances due the United States upon periodical adjustments which are paid by remittances to the Post-Office Department, will be deposited in the Treasury as "letter postages paid in money." **Receipts from transportation foreign mail.** —how accounted for.

II.—DISPOSITION OF REVENUES—DEPOSITARIES.

Sec. 116. All postmasters and other persons employed in the postal service who collect or receive moneys of any description connected with the business or operations of the postal service shall, as often as provided **Money to be paid to depositaries.**

—as directed by Postmaster-General.

by law or as directed by the Postmaster-General, pay over all such moneys, not otherwise expended as authorized by law or by order of the Postmaster-General, to their respective depositaries as provided by law or as designated by the Postmaster-General, to be safely kept by the respective depositaries until otherwise disposed of according to law.

—disposal of.

Receipts for deposits.
—how treated.

2. Depositaries shall issue two receipts for deposits; the one marked "original" to be sent to the Auditor for the Post-Office Department, to be placed to the credit of the depositor in the audit of his account; the other one, marked "duplicate," to be sent to the depositor to be retained by him as a voucher.

Note.
Use of revenues for expenses of post-offices.

NOTE.—Postal revenues collected by postmasters are to be applied by them to the expenditures of the service, in accordance with law or specific order. All receipts not expended are to be deposited by postmasters with their respective depositaries, as provided in sec. 363. The above section is not a statute. There is no law requiring the depositing of funds by postmasters in depository post-offices; it is a method always followed by the Department to centralize the surplus revenues of post-offices, so as to deposit them more conveniently in the Treasury in large sums. (See secs. 118 to 121.)

Deposits.

See sec. 363 as to deposits of postal funds by postmasters, secs. 122 to 129 as to treatment of deposits by depositaries; sec. 1110 as to remittances of money-order funds; secs. 1117 as to depositaries for money-order funds; secs. 124 as to receipts or certificates of deposit.

Depositaries for postal funds.

Sec. 117. The Treasurer, and assistant treasurers of the United States, such Government depositories as may be specially designated by the Postmaster-General, and postmasters at such post-offices as may be specially designated by the Postmaster-General, are depositaries for postal funds.

See also secs. 1116 to 1121 as to depositories for money-order funds.

Remittance of surplus funds from depository post-offices.

Sec. 118. Postmasters at depository offices will remit surplus postal funds to the Treasurer or such assistant treasurer of the United States or Government depositary as may be designated by the Postmaster-General.

Payment of postal revenues into the Treasury.
R. S., §407.
1894, Jan. 22, ch. 17, 2 Supp., 166.
See 1896, May 28, ch. 252, § 5, 2 Supp., 478.
Duplicate receipts for deposits.

Sec. 119. The postal revenues and all debts due the Post-Office Department shall, when collected, be paid into the Treasury of the United States under the direction of the Postmaster-General, and the Treasurer, assistant treasurer, or designated depository receiving such payment shall give the depositor a duplicate receipt therefor, to be retained by him in his office as a voucher, and shall forward the original to the Auditor for the Post-Office Department, to be placed to the credit of the depositor in audit of his accounts.

Note.
Method of collecting revenue.

NOTE.—The postal revenues are generally collected in depository post-offices, under the provisions of sec. 116; and by such depositaries are remitted to the Treasurer, or an assistant treasurer, or

Government depository (sec. 118), as provided above. Wherever moneys are deposited in Government depositories, they are remitted by such depositories to the assistant treasurer designated by the Postmaster-General. Only one certificate of deposit is issued in case of deposits of money-order funds (see sec. 1119). See sec. 1110 as to deposit of money-order funds.

Transfer of money. R. S., § 3641. —how made. —when.

Sec. 120. The Postmaster-General may transfer money belonging to the postal service between the Treasurer, assistant treasurers, and designated depositaries, at his discretion, and as the safety of the public money and the convenience of the service may require.

Note. Method of transfers.

NOTE.—Transfers of postal funds are made under the above statute between the Treasurer and assistant treasurers in order to meet the payment of warrants for expenditures for the postal service drawn upon any particular assistant treasurer. Whenever the postal revenues are insufficient to meet the current expenses, the Postmaster-General makes a requisition upon the Treasury, pursuant to the appropriations provided to meet such deficiencies, and the amount is placed to the credit of the Post-Office Department and then transferred by the Postmaster-General to such assistant treasurers as may be necessary. All expenditures for the postal service not settled directly by postmasters are made by warrants drawn by the Postmaster-General and countersigned by the Auditor for the Post-Office Department, which are paid by the Treasurer or different assistant treasurers drawn upon, as stated above. (See sec. 148.)

Bringing deposits into Treasury. R. S., § 408. —warrants for.

Sec. 121. All deposits on account of the postal service shall be brought into the Treasury by warrants of the Postmaster-General, countersigned by the Auditor for the Post-Office Department; and no credit shall be allowed for any deposit until such warrant has been issued.

Note.

NOTE.—The revenues of the postal service are used to meet the expenditures, but all such revenues, whether disbursed directly by postmasters (see sec. 152) or deposited with the Treasurer or assistant treasurer and disbursed upon warrants (see sec. 148), are brought into the Treasury by warrant of the Postmaster-General, and all expenditures are charged against the proper appropriations. (See sec. 146 as to appropriations for services.)

III.—TREATMENT OF DEPOSITS BY DEPOSITARIES.

Deposits. —treatment of. —account of. —care of.

Sec. 122. Postmasters at depository post-offices must keep accurate accounts of all remittances received; and the same rules in regard to the care of such funds must be observed as in the case of the regular funds of the office. (See sec. 356.)

—to be used same as regular receipts.

2. All deposits will be treated in the same manner as the regular receipts of the depository post-office, and when such receipts are not sufficient to meet the authorized expenditures of the office so much of such deposits as may be necessary will be utilized for this purpose.

Note. Distinctions between postal and money-order funds.

NOTE.—The regulations concerning depositories for postal funds apply to depositories for money-order funds, except where the regulation applies specifically to postal funds, and as provided in secs. 1116 to 1121, relating to money-order depositories; the distinctions must be carefully observed.

See sec. 118 as to remittances of surplus funds by depository offices; sec. 375 as to entry of deposits in postal account; sec. 131 as to reports of deposits to Auditor.

Keeping of accounts by depositaries. R. S., § 3642.

Sec. 123. Every depositary shall keep his account of the money paid to or deposited with him belonging to the Post-Office Department separate and distinct from the account kept by him of other public moneys so paid or deposited.

Note.

NOTE.—This of course applies only to the Treasurer, assistant treasurers, and Government depositories.

Postal funds. —account of deposits.

Sec. 124. Depositaries and postmasters at depository offices for postal funds must enter every deposit received in the proper account (sec. 375, par. 2, *g*) and make

Duplicate certificates. —how treated.

out two certificates therefor. The duplicate certificate will be sent to the postmaster making the deposit (see sec. 370) and the original will be kept until the end of the week or transcript period in which the deposit is received, when all such certificates will be transmitted to the Auditor for the Post-Office Department for use in the audit of the postmasters' accounts.

Separate certificates for each quarter.

2. Certificates must not include deposits covering different quarters; separate certificates must be issued, specifying the quarter or period within a quarter for which deposit is made.

Deposits for other postmasters. —how treated.

3. Where one postmaster makes a remittance for another, the certificates will be made out in the name of the postmaster for whom the deposit is made. (See sec. 367.)

Certificates. —how numbered.

4. Certificates of deposit will be numbered consecutively, without regard to a change of postmasters, through each fiscal year, beginning with No. 1 from the 1st day of July and ending on the 30th of June following.

—additional, where error.

5. Whenever it is found that a certificate has been issued for a less amount than the deposit, an additional certificate should be issued for the difference.

Note.

NOTE.—In the case of deposits of money-order funds only one certificate of deposit is made out and a "Memorandum of remittances received" is forwarded to the Auditor. (See sec. 1119.)

Record of deposits. —to be entered on date of receipt.

Sec. 125. The amount of all deposits which reach depository post-offices during business hours must appear in the account for that day, and the certificates of deposit must be issued the same day.

Issue of certificates.

2. Where it is impracticable to issue and mail all certificates during the same day in which the remittances are received, they must be issued and mailed on

—to bear date of receipt.

the following day, and will bear the date of the receipt of the remittance.

Errors in remittance letters. —certificate to issue for actual deposit.

Sec. 126. Where a remittance is less or more than the amount stated in the remittance letter, certificates will be issued for the actual amount of the deposit.

Unauthorized drafts. —report of use of.

Sec. 127. The Treasurer, United States, and assistant treasurer, United States, will not accept bank drafts, warrants, or drafts of United States officers or disbursing agents, but arrangements may be made with post-office depositories for their acceptance at the risk and cost of the remitting postmaster. Certificates for such deposits will not be issued until the amount of drafts or warrants has been collected.

Failure to collect drafts. —notice of.

2. Whenever a draft can not be collected notice will be immediately sent to the postmaster making the deposit, and to the Third Assistant Postmaster-General (Division of Postal Finance).

Exchange to be deducted from deposit.

3. Where exchange has to be paid for the collection of any draft, it will be deducted from the amount of the deposit.

Inquiries, to whom to be made.

4. All inquiries concerning drafts should be addressed to the Third Assistant Postmaster-General (Division of Postal Finance), in the case of postal funds. (See sec. 1118 as to money-order funds.)

See secs. 1111 and 1120 as to remittances of money-order funds by means of drafts of other than national banks.

Remittances in currency. —by whom opened.

Sec. 128. Postmasters at depository offices will designate two employees who must be present and take part in opening and counting the contents of each registered package containing a remittance in currency.

—how opened and verified.

2. When the envelope is opened, the contents must be examined and counted by both of these persons simultaneously and compared by them with the remittance letter. If any discrepancy is found in the amounts, it must be carefully noted on the letter over the initials of both witnesses. Where a note is of a smaller denomination than stated in the remittance letter, it should be carefully marked so that it can be positively identified, and retained until any controversy concerning it shall have been settled.

—errors in to be noted, how.

Notes of smaller denomination than stated in letter. —to be marked and held.

Report of deficiencies.

3. In case of any deficiency in a remittance, a report giving a description of the missing money, as entered in the remittance letter, should be made to the Third Assistant Postmaster-General, Division of Postal Finance, in the case of postal funds, and also to the Fourth Assistant Postmaster-General, Division of Post-Office Inspectors and Mail Depredations, and the

inspector in charge of the division in which the post-office is located. (See sec. 1118 as to money-order funds.)

Counterfeits.

—how treated.

4. Where a remittance contains any apparently counterfeit notes or coins, they should be submitted to the nearest assistant treasurer of the United States or to the proper officer of a national bank, for examination, who will, if found to be counterfeit, stamp or brand them in accordance with instructions from the Treasury Department; and they should then be returned, with a certificate for the remainder of the remittance, to the remitting postmaster.

Postmasters to be notified of errors.

5. Postmasters making remittances must in all cases be promptly notified by the depositary of any errors in the same, and such errors must be clearly specified; but no portion of a deposit will be returned.

Errors in remittance.

Sec. 129. Wherever a postmaster fails to forward a remittance on the same day the remittance letter is dated, or it is evident from the registry records or the time in transit that a remittance was not actually made on the date named in the letter; or where a remittance, or the letter accompanying the same, is not prepared in accordance with the instructions in sec. 367, a report giving the office and date of remittance will be made to the Third Assistant Postmaster-General (Division of Postal Finance), in the case of postal funds. (See sec. 1118 as to money-order funds.)

Antedating of remittance letters.

—to be reported.

IV.—Returns of Deposits Received by Depositaries.

Depositaries to make returns of deposits and payments.
R. S., § 3644.
—Postmaster-General to prescribe time and form.

Sec. 130. * * * Each depositary * * * shall make returns to the * * * Post-Office Department of all moneys received and paid by him, at such times and in such forms as shall be directed by the * * * Postmaster-General.

Reports to be made to Auditor.

2. Every assistant treasurer or Government depository of postal funds will forward to the Auditor for the Post-Office Department at the end of each week or transcript period, on forms furnished by the First Assistant Postmaster-General, Division of Post-Office Supplies, a transcript of deposits of postal funds received and transfers or payments made during the period.

Note.

Note.—The omitted parts of R. S., § 3644, refer to the use of general postal funds collected in the Treasury and subtreasuries for meeting regular expenditures of the Government, which are to be paid out upon warrant of the Treasurer and charged against the regular appropriations. (See secs. 148 to 152.) Depositaries of money-order funds are required to make and forward to the Auditor transcripts of all deposits, as provided in sec. 1119.

Sec. 131. Postmasters at depository post-offices will forward to the Auditor for the Post-Office Department at the end of each week or transcript period, on forms furnished by the First Assistant Postmaster-General, Division of Post-Office Supplies, a transcript of deposits of postal funds received during the period.

Postmasters at depository offices to make returns of deposits.

See sec. 1119 as to deposits of money-order funds.

CHAPTER 8.

PREPARATION AND DISTRIBUTION OF POSTAGE STAMPS, STAMPED ENVELOPES, AND POSTAL CARDS.

I.—Postage Stamps.

Sec. 132. The Postmaster-General shall prepare postage stamps of suitable denominations, which, when attached to mail matter, shall be evidence of the payment of the postage thereon.

Postmaster-General to prepare stamps. R. S., § 3914.

2. "Ordinary" postage stamps shall be used for the payment of postage on mail matter of the first, third, and fourth classes, second-class matter mailed by others than publishers and news agents, and for the payment of fees on registered matter.

"Ordinary" stamps. —how used.

Sec. 133. Books containing postage stamps, interleaved with non-adhesive paper, will be issued and supplied to postmasters, for sale to the public. Such books will be charged to postmasters at their postage value, and one cent additional for each book, to cover the cost of the same.

Books of stamps. —how prepared. —how charged to postmasters.

See secs. 331 and 332 as to requisitions for books of stamps; sec. 329, sale of same by postmasters.

Sec. 134. * * * (The Postmaster-General shall * * * prepare stamps) of such special design and denomination as (he) may prescribe (to be known as postage-due stamps, for the collection of postage on insufficiently paid matter), and which shall in no case be sold by any postmaster nor received by him in prepayment of postage.

Special stamps for collection of postage due. 1879, Mar. 3, ch. 180, § 26, 1 Supp., 249.

Note.—The balance of sec. 26 of the act of March 3, 1879, will be found under sec. 616. The words in brackets are to make the text clear, and take the place of the words omitted as shown by stars. See sec. 257 as to commissions on postage-due stamps canceled; secs. 616 to 623 as to use of postage-due stamps; sec. 668 as to use of postage-due stamps in collecting charge on advertised letters; sec. 1580 as to penalty for failure to attach, cancel and account for postage-due stamps.

Note.

Special-delivery stamps.
1885, Mar. 3, ch. 342, § 3, 1 Supp., 484; 1886, Aug. 4, ch. 901, § 1, 1 Supp., 511.

Sec. 135. A special (delivery) stamp of the face valuation of ten cents may be provided and issued, whenever deemed advisable or expedient, in such form and bearing such device as may meet the approval of the Postmaster-General, which, when attached to * * * (mail matter) in addition to the lawful postage thereon, * * * (shall entitle such matter to immediate delivery as provided in secs. 762 to 765.)

—matter bearing, to be entitled to immediate delivery.

Note.

NOTE.—The words in brackets show the amendments to the original statute as indicated in the margin; the parts which are superseded are omitted and shown by stars.

See sec. 769, note, for description of special-delivery stamp; Title Four, chap. 2, "Special-delivery service."

II.—STAMPED ENVELOPES AND WRAPPERS.

Stamped envelopes, etc.
R.S., § 3915.
1876, July 12, ch. 179, § 14, 1 Supp., 110; 1895, Jan. 12, ch. 23, § 96, 2 Supp., 364.

Sec. 136. The Postmaster-General shall provide suitable letter and newspaper envelopes, with such watermarks or other guards against counterfeits as he may deem expedient, and with postage stamps with such device and of such suitable denominations as he may direct impressed thereon; and such envelopes shall be known as "stamped envelopes," and shall be sold as nearly as may be at the cost of procuring them (including all salaries, clerk hire, and other expenses connected therewith), with the addition of the value of the postage stamps impressed thereon; but no stamped envelope furnished by the Government shall contain any lithographing or engraving, nor any printing (or advertisement), except a printed request to return the letter to the writer. Letters and papers inclosed in such stamped envelopes shall, if the postage stamp is of a denomination sufficient to cover the postage properly chargeable thereon, pass in the mail as prepaid matter.

—Postmaster-General to provide.

—to be sold at cost.

—not to contain printing, except.

Note.

NOTE.—The clauses in brackets show the amendments to the original statute as indicated in the margin. The statute has been amended several times, but it is unnecessary to note such amendments, as the last one left it in its original form, except as indicated.

Styles of envelopes.

Sec. 137. The stamped envelopes issued by the Post-Office Department will be known as—

"Ordinary." *a* "Ordinary," of various sizes, qualities of paper, and denominations, and either "plain" or bearing a blank return request and termed "printed;" and,

"Special request." *b* "Special request," bearing a printed return request, with name and post-office address of the writer, which are furnished through postmasters upon special order, without additional charge for the printing thereon,

"Office request." or "office request," with a blank line on which the sender's name may be written, and printed name of post-office and State. (See sec. 337.)

Letter-sheet envelopes.
1879, Mar. 3, ch. 180, § 32, 1 Supp., 250.

Sec. 138. The Postmaster-General is hereby authorized to * * * furnish for public use a letter-sheet envelope, on which postage stamps of the denominations now in use on ordinary (stamped) envelopes shall be placed. * * * and also to * * * furnish

Double-letter envelopes. for public use a double-letter envelope, on which stamps of the denominations now in use may be placed, and with the arrange-

ment for the address (that it may be forwarded and returned). Said letter sheet and * * * double envelope to be issued under such regulations as the Postmaster-General may prescribe; * * * And provided that no money shall be paid for royalty or patent on any of the articles named.

NOTE.—No letter sheet and double envelopes are now issued. Note.

III.—POSTAL CARDS.

Sec. 139. To facilitate letter correspondence, and to provide for the transmission in the mails, at a reduced rate of postage, of messages, orders, notices, and other short communications, either printed or written in pencil or ink, the Postmaster-General is authorized and directed to furnish and issue to the public, with postage stamps impressed upon them, "postal cards," manufactured of good stiff paper, of such quality, form, and size as he shall deem best adapted for general use; which cards shall be used as a means of postal intercourse, under rules and regulations to be prescribed by the Postmaster-General, and when so used shall be transmitted through the mails at a postage charge of one cent each, including the cost of their manufacture.

Postal cards. R. S., § 3916.

Postmaster-General shall furnish.

—to be sold at one cent apiece.

2. The Postmaster-General is * * * authorized to * * * furnish for public use a double postal card, on which shall be placed two one-cent stamps, and said card to be so arranged for the address that it may be forwarded and returned, said cards to be sold for two cents apiece; * * * Said * * * double postal card * * * to be issued under such regulations as the Postmaster-General may prescribe.

Double cards. 1879, Mar. 3, ch. 180, § 32, 1 Supp., 250.

—to be sold at two cents apiece.

Sec. 140. The Postmaster-General is hereby authorized to furnish and issue to the public postal cards with postage stamps impressed upon them, for circulation in the mails exchanged with foreign countries under the provisions of the Universal Postal Union Convention * * * at a postage charge of two cents each, including the cost of their manufacture.

Postal cards for circulation in foreign mails. 1879, Mar. 3, ch. 180, 1 Supp., 245. 1880, June 11, ch. 206, 1 Supp., 296.

—to be sold at two cents apiece.

2. Postal cards with paid reply will be prepared and issued to the public for circulation in the mails exchanged with foreign countries, in accordance with the provisions of the Universal Postal Union Convention, and sold at four cents each, including the cost of their manufacture.

Double foreign cards.

—to be sold at four cents apiece.

NOTE.—The issue of postal cards with paid reply, for the foreign mails, is not specifically authorized by statute, but they have long been issued under regulation. Note.

IV.—MISCELLANEOUS PROVISIONS RELATING TO STAMPS, POSTAL CARDS, ETC.

Sec. 141. The Postmaster-General may, from time to time, adopt such improvements in postage stamps and stamped envelopes as he may deem advisable; and when any such improvement is adopted it shall be subject to all the provisions herein respecting postage stamps or stamped envelopes.

Postmaster-General may adopt improvements in stamps and stamped envelopes. R. S., § 3917.

Portraits of living persons not to be placed on stamps, etc.
R. S., § 3576.
See R. S., § 5413.

Sec. 142. No portrait shall be placed upon any of the securities of the United States while the original of such portrait is living.

NOTE.—Postage stamps, stamped envelopes, and postal cards are securities of the United States. See sec. 1591, as to penalty for issuing or circulating business or professional cards, etc., in likeness of securities of the United States; secs. 1581 to 1587 as to offenses in connection with postage stamps, etc.

V.—STAMP, STAMPED-ENVELOPE, AND POSTAL-CARD AGENCIES.

Agencies for the distribution of postage stamps, stamped envelopes, and postal cards.

Sec. 143. Agencies will be maintained at the places of manufacture of postage stamps, stamped envelopes and newspaper wrappers, and postal cards, to oversee the manufacture and attend to the distribution of these supplies. Sub-agencies for the distribution of stamped envelopes and postal cards will be maintained under the supervision of postmasters at central points to be designated by the Postmaster-General.

Agents.

2. The Postmaster-General will appoint (1) a stamp agent and assistants; (2) a stamped-envelope agent and assistants, who, in addition to the distribution of stamped envelopes, shall, when required, inspect and distribute official envelopes, registered-package envelopes, and tags; and (3) a postal-card agent and assistants.

—salary of.

3. The postage-stamp, stamped-envelope, and postal-card agents will be allowed a salary of $2,500 per annum each. The compensation of the assistants will be fixed in each case.

Expenses at agencies.

4. Such expenditures as may be necessary for the maintenance and conduct of the postage-stamp, stamped-envelope, and postal-card agencies will be allowed by the Postmaster-General, within the limits of the appropriations provided by law.

Note.

NOTE.—There has never been any specific statute authorizing the establishment of these agencies, but the annual appropriation acts for many years past have contained appropriations for the compensation of the agents and their assistants, and the expenses of the agencies. The last act is that of March 3, 1901 (ch. 851, 31 Stat. L., 1106).

Agencies under Third Assistant Postmaster-General.

Sec. 144. The postage-stamp, stamped-envelope, and postal-card agencies shall be under the direct supervision of the Third Assistant Postmaster-General, who shall issue rules for the conduct thereof.

CHAPTER 9.

EXPENDITURES FOR THE POSTAL SERVICE.

I.—ESTIMATES.

Sec. 145. The Postmaster-General shall submit to Congress at each annual session an estimate of the amount that will be required for the ensuing fiscal year, under each of the following heads:

Estimates for appropriations.
R. S., § 3668.
—to be submitted annually.

—classification.

First. Transportation of the mails.
Second. Compensation of postmasters.
Third. Compensation of clerks in post-offices.
Fourth. Compensation of letter-carriers.
Fifth. Compensation of blank-agents and assistants.
Sixth. Mail depredations and special agents.
Seventh. Postage-stamps and envelopes.
Eighth. Ship, steamboat, and way letters.
Ninth. Dead letters.
Tenth. Mail bags.
Eleventh. Mail locks, keys, and stamps.
Twelfth. Wrapping paper.
Thirteenth. Office-furniture.
Fourteenth. Advertising.
Fifteenth. Balances to foreign countries.
Sixteenth. Rent, light, and fuel for post-offices.
Seventeenth. Stationery.
Eighteenth. Miscellaneous.

—to show payments under each head and out of miscellaneous fund.

Such estimates shall show the sums paid under each head, and the names of the persons to whom payments are made out of the miscellaneous fund; but the names of persons employed in detecting depredations on the mail, and of other confidential agents, need not be disclosed.

—for Railway Mail Service.
1879, Mar. 3, ch. 180, 1 Supp., 245.

2. * * * In making his estimates for railway mail service, the Postmaster-General shall separate the estimate for postal-car service from the general estimates.

—for Free Delivery Service, to be in detail.
1897, Mar. 3, ch. 385, 2 Supp., 598.

3. The Postmaster-General shall * * * submit in the annual estimates to Congress estimates in detail as far as practicable for expenses of the Free Delivery Service.

—for Money-Order Service, to be in detail.
1896, June 9, ch. 386, 2 Supp., 510.

4. The Postmaster-General shall * * * submit in the annual estimates to Congress estimates in detail for all expenses of the money-order branch of the postal service.

—through Secretary of Treasury.
R. S., § 414. 1901, Mar. 3, ch. 830, 31 Stat. L., 1009.
See 1875, Mar. 3, ch. 129, § 3, 1 Supp., 72.

5. The Postmaster-General shall furnish a copy of his annual estimates to the Secretary of the Treasury prior to the (fifteenth of October) in each year, which shall be reported to Congress by the latter in his regular printed estimates.

See sec. 89 as to report of receipts and expenditures; sec. 97 as to estimates for departmental service.

II.—APPROPRIATIONS.

Sec. 146. The money required for the postal service in each year shall be appropriated by law out of the revenues of the service.

Appropriations out of revenues.
R. S., § 4054.
Note.

NOTE.—The following sections under chapter 6, this Title, "Disbursements and accounts of the Post-Office Department," apply also to the postal service: Sec. 104, as to use of appropriations for object specified and miscellaneous appropriations; secs. 109 and 110, as to unexpended balances of appropriations and expenditures therefrom.

III.—Disbursements.

Disbursements.

—how made.

Sec. 147. The revenues will be applied to the maintenance of the postal service. Disbursements will be made either,

—by warrant.

(*a*) By warrants drawn upon the Treasurer of the United States, countersigned by the Auditor for the Post-Office Department. (See sec. 148.)

—by postmasters out of receipts.

(*b*) By postmasters retaining out of the receipts of the post-office their salaries, and such amounts as may be allowed by order of the Post-Office Department for clerk hire, the maintenance of the office and other authorized expenses of the postal service. (See sec. 377.)

—by postmasters as disbursing officers.

(*c*) By payments by certain postmasters designated as disbursing officers, of such sums as may be ordered by the Post-Office Department to be paid its creditors and postal employees. (See sec. 383.) Expenditures chargeable to miscellaneous appropriations shall be made only for items directly connected with the post-office through which payment is made.

Payments by warrant.
R. S., § 3674.
—how drawn.

Sec. 148. Payments of money out of the Treasury on account of the postal service shall be in pursuance of appropriations made by law, by warrants of the Postmaster-General, registered and countersigned by the Auditor for the Post-Office Department, and expressing on their face the appropriation to which they should be charged.

—to show appropriation on which drawn.

Designation of officer to sign warrants.
1891, Mar. 3, ch. 547, 1 Supp., 932.

Sec. 149. The Postmaster-General may from time to time designate any officer of the Post-Office Department, above the grade of fourth-class clerk, to sign warrants in his stead, and such warrants when so signed, shall be of the same validity as if they had been signed by the Postmaster-General.

—Third Asst. P. M. G.

2. The Third Assistant Postmaster-General, or whoever is acting in his stead, shall sign all warrants on account of the postal service: *Provided*, That in the discretion of the Third Assistant Postmaster-General such warrants may be signed by the Chief Clerk to the Third Assistant Postmaster-General, or the Superintendent of System of Postal Finance.

—Chief Clerk.

—Supt. System of Postal Finance.

Official title on warrants.

3. The official title shall appear on all warrants after the signature of the proper officer.

Payment of contractors by transfer of balances due from postmasters.
R. S., § 4056.

Sec. 150. The Postmaster-General may transfer debts due to the Department from postmasters and others to such contractors as have given bonds, with security, to refund any money that may come into their hands over and above the amount found due them on the settlement of their accounts; but such transfers shall only be in satisfaction of legal demands for which appropriations have been made.

Note.

Note.—The practice authorized by this section is no longer pursued; contractors being paid directly by warrant. (See sec. 1284.)

Sec. 151. All payments on account of the postal service shall be made to persons to whom the same shall be certified to be due by the Auditor for the Post-Office Department; but advances of necessary sums to defray expenses may be made by the Postmaster-General to agents employed to investigate mail depredations, examine post routes and offices, and on other like services, to be charged to them by the Auditor, and to be accounted for in the settlement of their accounts. (See sec. 106.)

Payments to be on certificate of Auditor. R. S., § 4055.
Advances to post-office inspectors.
—other agents.
—how accounted for.

See sec. 377 as to payments by postmasters for expenses of their offices; sec. 383 as to payments by postmasters as disbursing agents.

Sec. 152. Upon the certified quarterly statement by the Auditor for the Post-Office Department of the payments by postmasters on account of the postal service, the Postmaster-General shall issue his warrant to the Treasurer to carry the amount to the credit of the postal revenues and to the debit of the proper appropriations upon the books of the Auditor. (See sec. 377.)

Payments by postmasters. R. S., § 406.
—to be charged to appropriations.

IV.—Restrictions on Expenditures.

Sec. 153. The appropriations * * * for the officers, clerks, and persons employed in the postal service shall not be available for the compensation of any persons permanently incapacitated for performing such service. The establishment of a civil pension roll or an honorable service roll, or the exemption of any of the officers, clerks, and persons in the postal service from the existing laws respecting employment in such service, is hereby prohibited.

Persons incapacitated not to be employed in postal service. 1901, Mar. 3, ch. 851, § 2, 31 St. L., 1107.

Note.—The above section is temporary, and applies only to the appropriation act in which it is included, except possibly the second provision concerning a civil pension roll, but such acts for several years past have contained similar provisions. See secs. 27 and 107 as to similar provision relating to departmental service.

Note.

Sec. 154. No civil officer of the Government shall hereafter receive any compensation or perquisites, directly or indirectly, from the Treasury or property of the United States beyond his salary or compensation allowed by law.

Extra compensation or perquisites forbidden. 1874, June 20, ch. 328, § 3, 1 Supp., 18.

2. No officer in any branch of the public service, or any other person whose salary, pay, or emoluments are fixed by law or regulations, shall receive any additional pay, extra allowance, or compensation, in any form whatever, for the disbursement of public money, or for any other service or duty whatever, unless the same is authorized by law, and the appropriation therefor explicitly states that it is for such additional pay, extra allowance, or compensation.

—for disbursements and extra services. R. S., § 1765.
—unless.

See sec. 176 relating to withholding payment on judgment or claim against the United States where the person in whose favor the judgment was rendered or claimant is indebted to the Government; sec. 177 as to withholding salary where officer or employee is in arrears to the United States.

Note.—These sections overlap each other somewhat, but they are both quoted for purposes of reference. The statutes are applicable to the Departmental and Postal Service alike; but see sec. 108 for similar provisions applicable solely to the Department. See sec. 213 as to holding two offices.

Note.

The following sections under chapter 6, this Title, "Disbursements and accounts of the Post-Office Department," apply also to

the Postal Service: Sec. 104 as to expenditure of appropriations for objects specified and miscellaneous appropriations; sec. 104 as to expenditures in excess of appropriations; sec. 105 as to voluntary service and employment in excess of appropriations; sec. 106 as to advances of public money, payments on account of contracts, etc.

V.—Claims Against the Government.

Witnesses in claims.
R. S., § 184.
—head of Department may apply for subpœna to judge or clerk of United States court.

Sec. 155. Any head of a Department or Bureau in which a claim against the United States is properly pending may apply to any judge or clerk of any court of the United States, in any State, District, or Territory, to issue a subpœna for a witness being within the jurisdiction of such court, to appear at a time and place in the subpœna stated, before any officer authorized to take depositions to be used in the courts of the United States, there to give full and true answers to such written interrogatories and cross-interrogatories as may be submitted with the application, or to be orally examined and cross-examined upon the subject of such claim.

Note.

NOTE.—See R. S., § 185, as to fees to witnesses; R. S., § 186, as to penalty for witness refusing to attend in response to subpœna; R. S., § 187, as to attendance of counsel upon examination of witnesses; R. S., § 188, as to report to Department upon suits in Court of Claims; R. S., §§ 5438 and 5454, as to penalties for presenting false claims, etc. These provisions apply to claims arising in connection with the Departmental Service.

VI.—Money or Property Stolen from Mails.

Stolen money or property received at Department.
R. S., § 4058.
—may be delivered to owner.

Sec. 156. Whenever the Postmaster-General is satisfied that money or property stolen from the mail, or the proceeds thereof, has been received at the Department, he may, upon satisfactory evidence as to the owner, deliver the same to him.

Money recovered from mail robbers, etc.
—to be sent to Chief Inspector.

Sec. 157. All moneys received from mail robbers, or other offenders against the postal laws, will be forwarded at once to the Chief Post-Officer Inspector, who will, upon satisfactory evidence, restore the same to the proper parties or owners, under the authorization of the Postmaster-General.

See sec. 114 as to deposit of money recovered from mail robbers as part of postal revenues.

CHAPTER 10.

AUDITING OF ACCOUNTS.

I.—Settlement of Accounts.

Settlement of accounts.
R. S., § 236.
—by or against the United States.
—in Treasury Department.

Sec. 158. All claims and demands whatever by the United States or against them, and all accounts whatever in which the United States are concerned, either as debtors or creditors, shall be settled and adjusted in the Department of the Treasury.

Settlement of accounts and on bonds, contracts, etc., in Court of Claims.
1887, Mar. 3, ch. 359, § 3, 1 Supp., 560.

Sec. 159. Whenever any person shall present his petition to the Court of Claims alleging that he is or has been indebted to the United States as an officer or agent thereof, or by virtue of any contract therewith, or that he is the guarantor, or surety, or personal representative of any officer, or agent, or contractor so indebted, or that he, or the person for whom he is such surety, guarantor, or personal representative has held any office or agency under the United States, or entered into any contract therewith, under which it may be or has been claimed that an indebtedness to the United States has arisen and exists, and that he or the person he represents has applied to the proper Department of the Government requesting that the account of such office, agency, or indebtedness may be adjusted and settled, and that three years have elapsed from the date of such application and said account still remains unsettled and unadjusted, and that no suit upon the same has been brought by the United States, said court shall, due notice first being given to the head of said Department and to the Attorney-General of the United States, proceed to hear the parties and to ascertain the amount, if any, due the United States on said account. The Attorney-General shall represent the United States at the hearing of said cause. The court may postpone the same from time to time whenever justice shall require. The judgment of said court or of the Supreme Court of the United States, to which an appeal shall lie, as in other cases, as to the amount due, shall be binding and conclusive upon the parties. The payment of such amount so found due by the court shall discharge such obligation. An action shall accrue to the United States against such principal, or surety, or representative to recover the amount so found due, which may be brought at any time within three years after the final judgment of said court. Unless suit shall be brought within said time, such claim and the claim on the original indebtedness shall be forever barred.

—may be had after three years, where can not be had from proper Department.

—final judgment to be conclusive.

Suit on judgment for amount found due.

Auditing of Post Office Dept. and postal accounts.
1894, July 31, ch. 174, § 7, 2 Supp., 214.
See R. S., § 277.

Sec. 160. * * * The Auditor for the Post-Office Department shall receive and examine all accounts of salaries and incidental expenses of the office of the Postmaster-General and of all bureaus and offices under his direction, all postal and money-order accounts of postmasters, all accounts relating to the transportation of the mails, and to all other business within the jurisdiction of the Post-Office Department, and certify the balances arising thereon to the Postmaster-General for accounts of the postal revenues and expenditures therefrom, and to the Division of Bookkeeping and Warrants for other accounts, and send forthwith copies of the certificates in the latter cases to the Postmaster-General. * * *

Certification of balances.

NOTE.—See note, succeeding section, concerning this statute.

Note.

Auditor for Post Office Dept.
R. S., § 277.

Sec. 161. The Auditor for the Post-Office Department * * * shall keep and preserve all accounts and vouchers after settlement. He shall close the account of the Department quarterly, and transmit to the Secretary of the Treasury quarterly statements of its receipts and expenditures. He shall report to the Postmaster-General, when required to do so, the manner and form of keeping and stating the accounts of the Department, and the official forms of papers to be used in connection with its receipts and expenditures. He shall report to the Postmaster-General all delinquencies of postmasters in rendering their

—duties of.

—to make quarterly settlements.

—to report manner of keeping accounts, when.

—to report delinquent postmasters.

accounts and returns, or in paying over money-order funds and other receipts at their offices. He shall register, charge, and countersign all warrants upon the Treasury for receipts or payments issued by the Postmaster-General, when warranted by law. He shall perform such other duties in relation to the financial concerns of the Department as may be assigned to him by the Secretary of the Treasury, and make to the Secretary or to the Postmaster-General such reports respecting the same as either of them may require.

—to countersign warrants.

Reports.

Note.

NOTE.—The preceding section is an amendment to the above statute. The part of the statute which is omitted as shown by stars is superseded by the preceding section. See sec. 91 as to report of Auditor; sec. 22 as to duties of Auditor's Office.

Quarterly Report to Postmaster-General of money disbursed by postmasters.
R. S., § 294.

Sec. 162. The Auditor for the Post-Office Department shall state and certify quarterly to the Postmaster-General an account of the money paid by postmasters out of the receipts of their offices, and pursuant to appropriations, on account of the expenses of the postal service; designating the heads under which such payments were made.

See sec. 152 as to charging disbursements by postmasters to appropriations.

False returns by postmasters.
1878, June 17, ch. 259, 1 Supp., 186.

Sec. 163. That in any case where the Postmaster-General shall be satisfied that a postmaster has made a false return of business, it shall be within his discretion to withhold commissions on such returns, and to allow any compensation that under the circumstances he may deem reasonable. * * *

Postmaster-General may fix compensation n case of.

Orders to be certified to Auditor.

2. All orders of the Postmaster-General withholding commissions and fixing the compensation of any postmaster will be certified to the Auditor for the Post-Office Department, who will make the proper charge in the account; and, wherever an account has been closed, it will be reopened by the Auditor, and the balance due the Government after making the charges provided in the Postmaster-General's order will be collected in the usual manner.

Collections where accounts are closed.

See secs. 257 and 258; sec. 1578 for balance of statute, which provides a penalty for false returns.

False returns of special-delivery business.
1886, Aug. 4, ch. 901, § 3, 1 Supp., 512.

Sec. 164. * * * whenever, upon evidence deemed satisfactory to him, the Postmaster-General shall determine that any * * * false return (of the receipt or delivery of any article of mailable matter as being stamped with a special-delivery stamp, or of the number of articles specially delivered) has been made, he may, by order, fix absolutely the compensation of the postmaster for such special delivery during any quarter or quarters which he shall deem affected by such false return, and the Auditor shall adjust the postmaster's account accordingly.

—Postmaster-General may fix compensation when made.

—orders, etc., in case of.

2. The provisions of paragraph 2 of the preceding section shall be applicable in case of false returns of special-delivery business.

See sec. 1578 for balance of statute, which provides a penalty for false returns of special-delivery business.

Application of payments after new bond.
R. S., § 3835.
1879, Feb. 4, ch. 45, 1 Sup. p., 214.

Sec. 165. Whenever any postmaster is required to execute a new bond, all payments made by him after the execution of such new bond may, if the Postmaster-General or the Auditor for the Post-Office Department deem it just, be applied first to discharge any balance which may be due from such postmaster under his old bond. (See note, next paragraph.)

—how may be made.

Deficiencies in postmasters' accounts.
R. S., § 3835.
1879, Feb. 4, ch. 45, 1 Supp., 214.

2. When a deficiency shall be discovered in the accounts of any postmaster, who after the adjustment of his accounts fails to make good such deficiency, it shall be the duty of the Auditor for the Post-Office Department to notify the Postmaster-General of such failure, and upon receiving such notice the Postmaster-General shall forthwith deposit a notice in the post-office at Washington, District of Columbia, addressed to the sureties respectively upon the bonds of said postmaster, at the office where he or they may reside, if known. But a failure to give or mail such notice shall not discharge such surety or sureties upon such bonds.

—to be reported to Postmaster-General.

—sureties to be notified.

Note.

NOTE.—Sec. 165 is R. S., § 3835, in its original form, and the act of February 4, 1879, was added as an amendment thereto.

Oaths in settlement of accounts.
R. S., § 297.

Sec. 166. The several Auditors are empowered to administer oaths to witnesses in any case in which they may deem it necessary for the due examination of the accounts with which they shall be charged.

—who may administer.
R. S., § 298.

2. Any mayor of a city, justice of the peace, or judge of any court of record in the United States, may administer oaths, in relation to the examination and settlement of the accounts committed to the charge of the Auditor for the Post-Office Department.

II.—MANNER OF KEEPING ACCOUNTS.

Manner of keeping accounts.
R. S., § 4049.

Sec. 167. The accounts of the postal service shall be kept in such a manner as to exhibit separately the amount of revenue derived from the following sources respectively:

—what to exhibit.

First. Letter postage.
Second. Book, newspaper, and pamphlet postage.
Third. Registered letters.
Fourth. Box rents and branch offices.
Fifth. Postage-stamps and envelopes.
Sixth. Dead letters.
Seventh. Fines and penalties.
Eighth. Revenue from money-order business.
Ninth. Miscellaneous.

—to show expenditures under each appropriation.
1875, Mar. 3, ch. 128, § 4, 1 Supp., 70.
See 1890, Sept. 30, ch. 1126, 1 Supp., 811.

2. The Auditor for the Post-Office Department shall keep the accounts in his office so as to show the expenditures of the Post-Office Department under each item of appropriation provided by law.

Note.

NOTE.—The part of R. S., § 4049, which is omitted is superseded by the act of March 3, 1875, quoted.

Money-order accounts.
R. S., § 293.
—to be kept separately.
—what to show.

Sec. 168. The Auditor for the Post-Office Department shall keep the accounts of money-order business separately, and in such manner as to show the number and amount of money orders issued at each office, the number and amount paid, the amount of fees received, and all the expenses of the money-order business.

/ See sec. 1035 as to permanent appropriation for payment of "unpaid money orders more than one year old;" Title Six, ch. 9, as to money-order funds and accounts.

Accounts of postmasters to be preserved two years.
R. S., § 4060.

Sec. 169. The Postmaster-General may dispose of any quarterly returns of mails sent or received, preserving the accounts current and all accompanying vouchers, and use such portions of the proceeds as may be necessary to defray the cost of separating and disposing of them; but the accounts shall be preserved entire for at least two years.

Note.

NOTE.—This statute evidently refers to the quarterly returns of postmasters, which, while required to be made to the Postmaster-General under sec. 392, are actually transmitted to the Auditor.

III.—ORDERS AND CONTRACTS AFFECTING ACCOUNTS.

Orders and regulations to be certified to Auditor.
R. S., § 405.

Sec. 170. All orders and regulations of the Postmaster-General which may originate a claim, or in any manner affect the accounts of the postal service, shall be certified to the Auditor for the Post-Office Department.

IV.—REVISION OF AUDITOR'S SETTLEMENT.

Balances certified by Auditor.
R. S., § 270.
1894, July 31, ch. 174, § 8, 2 Supp., 215.

Sec. 171. The balances which may from time to time be certified by the Auditors to the Division of Bookkeeping and Warrants, or to the Postmaster-General, upon the settlements of public accounts, shall be final and conclusive upon the executive branch of the Government, except that any person whose accounts may have been settled, the head of the executive department, * * * or the Comptroller of the Treasury, may, within a year, obtain a revision of the said account by the Comptroller of the Treasury, whose decision upon such revision shall be final and conclusive upon the executive branch of the Government: *Provided*, That the Secretary of the Treasury may, when in his judgment the interests of the Government require it, suspend payment and direct the reexamination of any account.

—subject to revision by Comptroller.

Secretary of Treasury may direct reexamination of accounts.

Where payment is accepted, revision can not be had.
1894, July 31, ch. 174, § 8, 2 Supp., 215.

Sec. 172. Any person accepting payment under a settlement by an Auditor shall be thereby precluded from obtaining a revision of such settlement as to any items upon which payment is accepted; but nothing in this act shall prevent an Auditor from suspending items in an account in order to obtain further evidence or explanations necessary to their settlement. When suspended items are finally settled a revision may be had as in the case of the original settlement. Action upon any account or business shall not be delayed awaiting applications for revision: *Provided*, That the Secretary of the Treasury shall make regulations fixing the time which shall expire before a warrant is issued in payment of an account certified as provided in sections seven and eight of this Act.

Separate items may be suspended.

Secretary of Treasury to fix time before warrant issues.

CHAPTER 11.

COLLECTION OF DEBTS, FINES, PENALTIES, AND FORFEITURES.

I.—SUPERVISION OF COLLECTIONS.

Auditor to superintend collections.
R. S., § 292.

Sec. 173. The Auditor for the Post-Office Department shall superintend the collection of all debts due the Post-Office Depart-

ment, and all penalties and forfeitures imposed for any violation of the postal laws, and take all such other measures as may be authorized by law to enforce the payment of such debts and the recovery of such penalties and forfeitures. He shall also superintend the collection of all penalties and forfeitures arising under other statutes, where such penalties and forfeitures are the consequence of unlawful acts affecting the revenues or property of the Post-Office Department.

See 1896, Feb. 26, ch. 33, 2 Supp., 448.
—to enforce payment.

NOTE.—See secs. 114 and 194 as to deposit of fines in criminal cases as part of postal revenue.
See R. S., §§ 3466, 3467, as to priority of debts due United States.

II.—COLLECTION BY DRAFTS AND OTHER MEANS.

Sec. 174. Whenever it shall be deemed advisable by the Auditor for the Post-Office Department, drafts will be issued by the Postmaster-General for the collection of balances due by postmasters, late postmasters, and others.

Collection drafts.
—issue of

2. Immediately upon the receipt of a collection draft by the postmaster in whose favor it is drawn, he must charge himself in his postal account with the amount thereof, and notify the party or parties upon whom such draft is drawn, and demand prompt payment of the amount thereof.

—postmaster in whose favor drawn to demand payment, etc.

3. Upon the receipt of notice and demand, the postmaster, or other person upon whom any collection draft is drawn, should pay the amount thereof to the postmaster in whose favor it is issued without delay and without risk or expense to the United States.

—drawee to make prompt payment.

4. Where a draft is collected, the postmaster shall immediately transmit to the Auditor his receipt for the amount.

—if collected, receipt to be sent Auditor.

5. If, however, the postmaster, late postmaster, or other person upon whom a draft is drawn, fail to respond to the demand within the time named in the Auditor's circular of instructions, notice will be sent to the Auditor, accompanied by any reply received to such demand, and immediate payment must then be demanded of the sureties of the drawee.

—if not collected, report to Auditor.

Demand on sureties.

6. Where a draft can not be collected from the drawee or his sureties, the postmaster will so report to the Auditor, stating the residence and pecuniary circumstances of all the parties; and, if any are deceased, the condition of their estates and the names and addresses of their administrators or executors.

Report where collection can not be made from drawee or sureties.

7. Circulars giving detailed instructions, which should be implicity obeyed, will accompany every draft.

Circulars of instructions.

NOTE.—Collection drafts are not issued for money-order funds. See sec. 177 as to withholding salaries of persons in arrears.

Note.

Neglect of postmaster to use diligence in collection of drafts.

Sec. 175. Where a postmaster shall fail to use due diligence in making collection of a draft drawn in his favor, or, failing to make collection, shall neglect to advise the Auditor for the Post-Office Department or return the draft and proof of demand, or fail to give any information called for in relation thereto, such failure or neglect shall be regarded as a cause for removal and a breach of the conditions of the postmaster's bond, and the draft will be charged to his postal account and he and his sureties held responsible for the amount thereof.

—cause for removal.

—liability on bond.

Claims, etc., against United States.
1875, Mar. 3, ch. 149, 1 Supp., 90.

Sec. 176. When any final judgment recovered against the United States or other claim duly allowed by legal authority, shall be presented to the Secretary of the Treasury for payment, and the plaintiff or claimant therein shall be indebted to the United States in any manner, whether as principal or surety, it shall be the duty of the Secretary to withhold payment of an amount of such judgment or claim equal to the debt thus due to the United States; and if such plaintiff or claimant assents to such set-off, and discharges his judgment or an amount thereof equal to said debt or claim, the Secretary shall execute a discharge of the debt due from the plaintiff to the United States.

—amount to be withheld where claimant indebted to United States.

—proceedings where indebtedness denied.

But if such plaintiff, or claimant, denies his indebtedness to the United States, or refuses to consent to the set-off, then the Secretary shall withhold payment of such further amount of such judgment, or claim, as in his opinion will be sufficient to cover all legal charges and costs in prosecuting the debt of the United States to final judgment.

And if such debt is not already in suit, it shall be the duty of the Secretary to cause legal proceedings to be immediately commenced to enforce the same, and to cause the same to be prosecuted to final judgment with all reasonable dispatch.

Balance, how paid when claimant obtains judgment against United States.

And if in such action judgment shall be rendered against the United States, or the amount recovered for debt and costs shall be less than the amount so withheld as before provided, the balance shall then be paid over to such plaintiff by such Secretary, with six per cent interest thereon for the time it has been withheld from the plaintiff.

Officers, etc., in arrears.
R. S., §1766.

Sec. 177. No money shall be paid to any person for his compensation who is in arrears to the United States, until he has accounted for and paid into the Treasury all sums for which he may be liable. In all cases where the pay or salary of any person is withheld in pursuance of this section, the accounting officers of the Treasury, if required to do so by the party, his agent or attorney, shall report forthwith to the Solicitor of the Treasury the balance due; and the Solicitor shall, within sixty days thereafter, order suit to be commenced against such delinquent and his sureties.

—no salary to.

—suit upon bond of.

Note.

NOTE.—This section applies to officers and employees in the Post-Office Department as well as the Postal Service. See secs. 108 and 154 as to restrictions on payment for extra services, etc.

III.—Legal Proceedings to Collect Debts.

Courts having jurisdiction of suits.
Circuit courts, United States.
R. S., § 629.
See 1888, Aug. 13, ch. 866, 1 Supp., 611.
District courts, United States.
R. S., § 563.

Sec. 178. The circuit courts (of the United States) shall have original jurisdiction as follows: * * * Fourth. * * * of all causes arising under the postal laws.

2. The district courts (of the United States) shall have jurisdiction as follows: * * * Seventh. Of all causes of action arising under the postal laws of the United States.

Suits to be in name of United States.
R. S., § 919.

3. * * * all suits arising under the postal laws, shall be brought in the name of the United States.

State and Territorial courts.
R. S., § 3833

4. All causes of action arising under the postal laws may be sued, * * * before the justices of the peace, magistrates, or other judicial courts of the several States and Territories having competent jurisdiction by the laws thereof, to the trial of claims and demands of as great value, * * * ; and such justices, magistrates, or judiciary shall take cognizance thereof, and proceed to judgment and execution as in other cases.

NOTE.—See sec. 1562 as to jurisdiction of courts in criminal cases unded the postal laws.

Suits to be instituted where collection drafts are unpaid.

Sec. 179. Upon the return of a collection draft drawn upon a late postmaster, or any other person indebted to the Post-Office Department, unpaid, the Auditor for the Post-Office Department will at once prepare and transmit to the Department of Justice certified copies of all the accounts and other papers necessary for the immediate institution of a suit against the principal and sureties for the recovery of the balance due the United States.

See secs. 174 and 175 as to collection of drafts.

Limitations in suits.
—on postmasters' bonds, three years.
R. S., § 3838.

Sec. 180. If on the settlement of the account of any postmaster it shall appear that he is indebted to the United States, and suit therefor shall not be instituted within three years after the close of such account, the sureties on his bond shall not be liable for such indebtedness.

—on bonds of officials of United States, etc., five years.
1888, Aug. 8, ch. 787, § 2, 1 Supp., 605.

2. If, upon the statement of the account of any official of the United States, or of any officer disbursing or chargeable with public money, by the accounting officers of the Treasury, it shall thereby appear that he is indebted to the United States, and suit therefor shall not be instituted within five years after such statement of said account, the sureties on his bond shall not be liable for such indebtedness.

Note.

NOTE.—It is a question whether the first statute is not superseded by the latter, but the matter has not been definitely settled, so both are given. In neither of these statutes does the limitation apply to a principal.

Fraudulent and improper payments.
R. S., § 4057.

Sec. 181. In all cases where money has been paid out of the funds of the Post-Office Department under the pretense that service has been performed therefor, when, in fact, such service has not been performed, or as additional allowance for increased

—for service not performed.

service actually rendered, when the additional allowance exceeds the sum which, according to law, might rightfully have been allowed therefor, and in all other cases where money of the Department has been paid to any person in consequence of fraudulent representations, or by the mistake, collusion, or misconduct of any officer or other employee in the postal service, the Postmaster-General shall cause suit to be brought to recover such wrong or fraudulent payment or excess, with interest thereon.

—made upon fraudulent representations, mistakes, etc.

—Postmaster-General to bring suit to recover.

Interest on balances. R. S. § 964.

Sec. 182. In all suits for balances due to the Post-Office Department, interest thereon shall be recovered, from the time of the default, at the rate of six per centum a year.

—rate of.

Judgment in postal suits. R. S., § 958.

Sec. 183. In suits arising under the postal laws the court shall proceed to trial, and render judgment at the return term; but whenever service of process is not made at least twenty days before the return day of such term, the defendant is entitled to one continuance, if, on his statement, the court deems it expedient; and if he makes affidavit that he has a claim against the Post-Office Department, which has been submitted to and disallowed by the Auditor for the Post-Office Department, specifying such claim in his affidavit, and that he could not be prepared for trial at such term for want of evidence, the court, if satisfied thereof, may grant a continuance until the next term.

—rendered at return term, except.

Continuances.

—where defendant has claim against Post-Office Dept.

Copies of quarterly returns of postmasters and money-order transcripts to be admitted as evidence. R. S., § 889.

Sec. 184. Copies of the quarterly returns of postmasters and of any papers pertaining to the accounts in the office of the Auditor for the Post-Office Department, and transcripts from the money-order account books of the Post-Office Department, when certified by the Auditor for the Post-Office Department under the seal of his office, shall be admitted as evidence in the courts of the United States, in civil suits and criminal prosecutions; and in any civil suit, in case of delinquency of any postmaster or contractor, a statement of the account, certified as aforesaid, shall be admitted in evidence, and the court shall be authorized thereupon to give judgment and award execution, subject to the provisions of law as to proceedings in such civil suits.

—to be certified by Auditor.

—judgment thereon.

Note.

NOTE.—See R. S., § 882, as to admission as evidence of certified copies of any books, records, papers, or documents in any of the Executive Departments.

Certified copies of statement of demands as evidence. R. S., § 890.

Sec. 185. In all suits for the recovery of balances due from postmasters, a copy, duly certified under the seal of the Auditor for the Post-Office Department, of the statement of any postmaster, special agent (post-office inspector), or other person, employed by the Postmaster-General or the Auditor for that purpose, that he has mailed a letter to such delinquent postmaster at the post-office where the indebtedness accrued, or at his last usual place of abode; that a sufficient time has elapsed for said letter to have reached its destination in the ordinary course of the mail; and that payment of such balance has not been received within the time designated in his instructions, shall be received as sufficient evidence in the courts of the United States, or other courts, that a demand has been made upon the delinquent postmaster; but when the account of a late postmaster has been once adjusted and settled, and a demand has been made for the balance appearing to be due, and afterward allowances are made or credits entered, it

What constitutes demand.

shall not be necessary to make a further demand for the new balance found to be due.

No demand to be made on late postmasters, when.

Sec. 186. No claim for a credit shall be allowed upon the trial of any suit for delinquency against a postmaster, contractor, or other officer, agent, or employee of the Post-Office Department, unless the same has been presented to the Auditor for the Post-Office Department and by him disallowed, in whole or in part, or unless it is proved to the satisfaction of the court that the defendant is, at the time of trial, in possession of vouchers not before in his power to procure, and that he was prevented from exhibiting to the said Auditor a claim for such credit by some unavoidable accident.

When claims to be allowed in suits. R. S., § 952.

NOTE.—See R. S. § 951, as to credits on account of claims, etc., in suits against others than postmasters.

Note.

Sec. 187. In all cases where debts are due from defaulting or delinquent postmasters, contractors, or other officers, agents, or employees of the Post-Office Department, a warrant of attachment may issue against all real and personal property and legal and equitable rights belonging to such officer, agent, or employee, and his sureties, or either of them, in the following cases:

Warrant of attachment in postal suits. R. S., § 924.

First. When such officer, agent, or employee, and his sureties, or either of them, is a nonresident of the district where such officer, agent, or employee was appointed, or has departed from such district for the purpose of permanently residing out of the same, or of defrauding the United States, or of avoiding the service of civil process.

—may issue where parties are nonresidents.

Second. When such officer, agent, or employee, and his sureties, or either of them, has conveyed away or is about to convey away his property, or any part thereof, or has removed or is about to remove the same or any part thereof from the district wherein it is situate, with intent to defraud the United States.

—where property is to be removed.

And when any such property has been removed, certified copies of the warrant may be sent to the marshal of the district into which the same has been removed, under which certified copies he may seize said property and convey it to some convenient point within the jurisdiction of the court from which the warrant originally issued. And alias warrants may be issued in such cases upon due application, and the validity of the warrant first issued shall continue until the return day thereof.

—where property has been removed, how executed.

Sec. 188. Application for such warrant of attachment may be made by any district or assistant district attorney, or any other person authorized by the Postmaster-General, before the judge, or, in his absence, before the clerk of any court of the United States having original jurisdiction of the cause of action. And such application shall be made upon an affidavit of the applicant, or of some other credible person, stating the existence of either of the grounds of attachment enumerated in the preceding section, and upon production of legal evidence of the debt.

Application for warrant of attachment. R. S., § 925.

—to whom, and by whom to be made.

—affidavit in support of.

NOTE.—See R. S., §§ 926–933, as to proceedings under warrants of attachment.

Note.

Sec. 189. When proceedings at law for money due the Post-Office Department are fruitless, the Department of Justice may direct the institution of a suit in chancery, in any United States district

Proceedings in equity for money due Post-Office Department. R. S., § 882.

or circuit court, to set aside fraudulent conveyances or trusts, or attach debts due the defendant, or obtain any other proper exercise of the powers of equity to have satisfaction of any judgment against such defendant.

Papers to be furnished Department of Justice in suits against delinquents. R. S., § 296.

Sec. 190. In case of delinquency of any postmaster, contractor, or other officer, agent, or employee of the Post-Office Department, in which suit is brought, the Auditor for the Post-Office Department shall forward to the Department of Justice certified copies of all papers in his office tending to sustain the claim.

Instructions of Department of Justice to be obeyed in postal suits. R. S., § 381.

Sec. 191. In the prosecution of any suit for money due the Post-Office Department, the United States attorney conducting the same shall obey the directions which may be given him by the Department of Justice.

Reports of proceedings in postal suits. R. S., § 775. —district attorneys to make.

Sec. 192. Each district attorney shall, immediately after the end of every term in which any suit for moneys due on account of the Post-Office Department has been pending in his district, forward to the Department of Justice a statement of any judgment or order made, or step taken in the same, during such term, accompanied by a certificate of the clerk, showing the parties to and amount of every such judgment, with such other information as the Department of Justice may require. And the said attorney shall direct speedy and effectual execution upon said judgment, and the United States marshal to whom the same is directed shall make returns of the proceedings thereon to the Department of Justice, at such times as it may direct.

Execution on judgments to be speedy.

Returns of marshal to Auditor of proceedings on executions. R. S., § 792.

Sec. 193. Every marshal to whom any execution upon a judgment in any suit for moneys due on account of the Post-Office Department has been directed, shall make returns to the Auditor for the Post-Office Department, at such times as he may direct, of the proceedings which have taken place upon the said process of execution.

IV.—Collection of Penalties and Forfeitures.

Recovery of penalties and forfeitures. R. S., § 4059. —by action, how disposed of.

Sec. 194. All penalties and forfeitures imposed for any violation of law affecting the Post-Office Department for its revenue or property shall be recoverable, one-half to the use of the person informing and prosecuting for the same, and the other half to be paid into the Treasury for the use of the Post-Office Department, unless a different disposal is expressly prescribed. All fines collected for violations of such laws shall be paid into the Treasury for the use of the Post-Office Department.

Fines, how disposed of.

Note. Statutes which prescribe penalties, etc., where amount is to be divided with informer.

Note.—Penalties and forfeitures are imposed for violations of certain postal laws which are not made crimes or misdemeanors. These penalties and forfeitures are recoverable in a civil action in the United States courts as provided in the statute. The entire amount of all fines for the violation of criminal statutes is to be paid into the Treasury for the use of the postal service as provided in sec. 114.

For the statutes which provide penalties or forfeitures for their violations—

See sec. 223, postal employees interested in contract or acting as agent for contractor;

Sec. 228, setting up or professing to keep an office bearing the sign, name, or title of post-office without authority from the Postmaster-General;

Sec. 275, postmaser acting as agent for a lottery;

Sec. 406, neglect of postmasters to render accounts.
Sec. 484, fraudulent attempt to evade the payment of postage;
Sec. 1136, establishing private express for the conveyance of letters or packets, or aiding or assisting therein;
Sec. 1139, carrying persons on stage coach, railway car, steamboat, vehicle, or vessel who are employed as private express for conveyance of letters and packets;
Sec. 1140 sending letters by private express, or delivering them for transmission thereby;
Sec. 1141, stage coach, railroad, car, steamboat, etc., carrying letters or parcels otherwise than in the mail; penalty on owner and driver, conductor, etc.;
Sec. 1146, failure by master of vessel to deliver all letters at the nearest post-office on arrival within any post or collection district of the United States;
Sec. 1147, carrying letters or packets on board a mail vessel otherwise than in the mail;
Sec. 1152, forfeiture of package seized on mail vessel with concealed letter;
Sec. 1246, failure by master of steamboat passing between ports of the United States to deliver to postmaster letters and packets brought by him;
Sec. 1623, delaying passage of mail at a ferry by ferryman's neglect or refusal to transport it;
See Title Nine as to offenses against the postal service, etc.

Liability of informer in action on penal statute.

Sec. 195. If any informer or plaintiff on a penal statute, to whom the penalty or any part thereof, if recovered, is directed to accrue, discontinues his suit or prosecution, or is nonsuited therein, or if upon trial judgment is rendered in favor of the defendant, the court shall award to the defendant his costs, unless such informer or plaintiff is an officer of the United States specially authorized to commence such prosecution, and the court, at the trial in open court, certifies upon the record that there was reasonable cause for commencing the same; in which case no costs shall be adjudged to the defendant.

—for costs on failure of suit, etc., except. R. S., § 975.

2. If any informer on a penal statute, to whom the penalty or any part thereof, if recovered, is directed to accrue, discontinues his suit or prosecution, or is nonsuited therein, or if upon trial judgment is rendered in favor of the defendant, such informer shall be alone liable to the clerk, marshal, and attorney for the fees of such prosecution, unless he is an officer of the United States whose duty it is to commence such prosecution, and the court certifies that there was reasonable cause for commencing the same; in which case the United States shall be responsible for such fees.

—for fees of officers on failure of suit, except. R. S., § 976.

Money voluntarily paid for violation of penal laws.

Sec. 196. Whenever money is voluntarily turned over to a postmaster, by a person who has rendered himself liable to a penalty or forfeiture for a violation of any of the postal laws, for which no suit has been brought, such amount will be immediately deposited on account of "fines, penalties, and forfeitures" with the regular depository post-office (see secs. 116, 363, and 492).

—how disposed of.

Amount of fine for violation of criminal laws to be collected only through courts.

2. The amount which might be imposed as a fine for a violation of a criminal statute, if tendered by a person who is charged with a violation of such a statute, must not be accepted. Fines for such offenses can only be imposed and collected through the courts.

V.—Compromises, Remissions, and Discharge of Debtors.

Compromise of judgments. R. S., § 295.

Sec. 197. Whenever a judgment is obtained for a debt or damages due the Post-Office Department, and it satisfactorily appears that such judgment, or so much thereof as remains unpaid, can not be collected by due process of law, the Auditor for the Post-Office Department may, with the written consent of the Postmaster-General, compromise such judgment, and accept in satisfaction less than the full amount thereof.

—Auditor may make, with consent of Postmaster-General.

Compromise, remission, etc., of fines, penalties, forfeitures, disabilities, liabilities, etc. R. S., § 409.

Sec. 198. In all cases of fine, penalty, forfeiture, or disability, or alleged liability for any sum of money by way of damages or otherwise, under any provision of law in relation to the officers, employees, operations, or business of the postal service, the Postmaster-General may prescribe such general rules and modes of proceeding as shall appear to be expedient, for the government of the Auditor for the Post-Office Department, in ascertaining the fact in each case in which the Auditor shall certify to him that the interests of the Department probably require the exercise of his powers over fines, penalties, forfeitures, and liabilities; and upon the fact being ascertained, the Auditor may, with the written consent of the Postmaster-General, mitigate or remit such fine, penalty, or forfeiture, remove such disability, or compromise, release, or discharge such claim for such sum of money and damages, and on such terms as the Auditor shall deem just and expedient.

Auditor may make with consent of Postmaster-General.

Deposit to be made before offer of compromise will be entertained.

2. Before the Auditor will entertain any proposition of compromise it must be submitted in writing and the amount thereof deposited with the Treasurer of the United States, Assistant Treasurer, or national bank designated as a United States depository, in Special Account No. 5 of the Secretary of the Treasury. If the offer is rejected the deposit will be returned.

Discharge of imprisoned judgment debtors. R. S., § 410.

Sec. 199. The Postmaster-General may discharge from imprisonment any person confined in jail on any judgment in a civil case, obtained in behalf of the Department, if it be made to appear that the defendant has no property of any description.

—Postmaster-General may order.

—no bar to subsequent execution. R. S., § 411.

2. The release provided for by the preceding section shall not bar a subsequent execution against the property of the defendant on the same judgment.

CHAPTER 12.

LOST WARRANTS AND DRAFTS.

I.—Warrants.

Application for duplicate warrant.

Sec. 200. Application for the issue of a duplicate warrant, on the ground that the original is lost or de-

stroyed, must be made to the Auditor for the Post-Office Department. Such application must be accompanied by the affidavit of the applicant showing the time, place, and all the circumstances attending the loss or destruction of the warrant, its number, date, and amount, in whose favor it was issued, and, if assigned, to whom and how, with any other material particulars within the knowledge of the applicant. The Auditor will thereupon furnish a blank bond of indemnity, with instructions for its execution. Such bond must be returned to the Auditor duly executed, together with a letter or certificate from the officer on whom the warrant was drawn, showing that the original has not been paid, and that payment of it will not thereafter be made to the owner or any other person whomsoever.

—to Auditor.

—affidavit to accompany.

Bond of indemnity to be given.

Certificate of paying officer.

Sec. 201. A duplicate warrant, when issued, shall have the same tenor, force, and effect as the original; except that in case of an assigned warrant the duplicate may, on production of due authority in writing from the payee for its issue, be made payable to the assignee.

Effect of duplicate warrant.

—in case of assignment may be payable to assignee.

II.—Drafts and Collection Drafts.

Sec. 202. Application for a duplicate of a lost draft will be made in the same manner as in case of a lost warrant, except that no bond of indemnity is required.

Application for duplicate draft.

—no indemnity bond required.

Sec. 203. Application for the renewal of a lost collection draft must be accompanied by the affidavit of the postmaster to whom it was sent to the effect that he never received the same, or that payment has been requested and refused, or that the draft has been forwarded or returned by mail, and that neither the whole nor any part of such draft has been paid to him nor to any other person, so far as he knows or is able to ascertain. Forms for this affidavit will be furnished by the Auditor.

Application for renewal of collection draft.

—affidavit to accompany; what to contain.

CHAPTER 13.

LOSSES OF POSTAL AND MONEY-ORDER FUNDS, POSTAGE STAMPS, AND STAMPED PAPER.

Sec. 204. The Postmaster-General * * * is hereby authorized to investigate all claims of postmasters for the loss of money-order funds, postal funds, postage stamps, stamped envelopes, newspaper wrappers, and postal cards, belonging to the United States in the hands of such postmasters, resulting from burglary,

Postmaster-General authorized to allow credit for certain losses.

1888, May 9, ch. 231; 1 Supp., 585.

—not due to negligence of postmasters.

fire, or other unavoidable casualty, and if he shall determine that such loss resulted from no fault or negligence on the part of such postmasters, to pay to such postmasters, or credit them with the amount so ascertained to have been lost or destroyed, and also to credit postmasters with the amount of any remittance of money-order funds or postal funds made by them in compliance with the instructions of the Postmaster-General, which shall have been lost or stolen while in transit by mail from the office of the remitting postmaster to the office designated as his depository, or after arrival at such depository office and before the postmaster at such depository office has become responsible therefor: *Provided*,

—in excess of $10,000 to be reported to Congress.

1896, June 11, ch. 424, 2 Supp., 528.

That no claim exceeding the sum of ten thousand dollars shall be paid or credited until after the facts shall have been ascertained by the Postmaster-General and reported to Congress, together with his recommendation thereon, and an appropriation made therefor: *And provided further*, * * * that no claim for losses * * * shall be allowed unless presented within six months from the time the loss occurred.

Claims to be filed in six months.

Reports.

2. It is hereby made the duty of the Postmaster-General to report his action herein to Congress annually, with his reasons therefor in each particular case. (See sec. 94.)

Note.

NOTE.—No claims whatever, except those presented within six months from the date of the loss, can be considered by the Postmaster-General. The omitted parts of the section refer to claims that arose prior to, or were pending at the time of, the passage of the act of May 9, 1888. The act of May 9, 1888, provided that claims exceeding $2,000 should be reported to Congress; this was increased to $10,000 by act of June 11, 1896.

Stamps, etc., damaged beyond recognition.

Sec. 205. Where stamps or other stamped paper are so damaged by fire, or other unavoidable casualty, that the amount can not be identified from the face thereof, claim for credit will be made under the provisions of the above section, but before filing such claim the damaged supplies must be sent to the Third Assistant Postmaster-General, (Division of Redemption of Stamped Paper) as provided in sec. 341, who will determine whether or not the value thereof can be identified, and notify the postmaster.

—claim for.

—to be first sent to Third Assistant Postmaster-General.

Blanks for and correspondence concerning claims.

—how obtained.

Sec. 206. Blanks for claims for losses by burglary, fire, or other unavoidable casualty, will be furnished by the Assistant Attorney-General for the Post-Office Department, to whom all claims and correspondence concerning the same should be addressed.

CHAPTER 14.

MISCELLANEOUS PROVISIONS RELATING TO THE POST-OFFICE DEPARTMENT AND POSTAL SERVICE.

I.—Oath of Office.

Oath of office.

—general, as employed in Government.

1884, May 13, ch. 46, § 2; 1 Supp., 428.

—special, as employed in postal service.

R. S., § 391.

1874, Mar. 5, ch. 46; 1 Supp., 5.

Sec. 207. The oath to be taken by any person elected or appointed to any office of honor or profit * * * in the civil * * * service * * * shall be as prescribed in section seventeen hundred and fifty-seven of the Revised Statutes.

2. Before entering upon the duties, and before they shall receive any salary, the Postmaster-General, and all persons employed in the postal service, shall respectively take and subscribe before some magistrate or other competent officer authorized to administer oaths by the laws of the United States, or of any State or Territory, the following oath or affirmation.

—form of.

3. The oaths required to be taken under the preceding statutes by the Postmaster-General and all other officers and employees of the Post-Office Department and the postal service will be combined in the following form:

I (name of appointee), having been appointed (designate office or employment), do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely and without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. So help me God. I do further solemnly swear (or affirm) that I will faithfully perform all the duties required of me and abstain from everything forbidden by the laws in relation to the establishment of post-offices and post-roads within the United States; and that I will honestly and truly account for and pay over any money belonging to the said United States which may come into my possession or control; and I also further swear (or affirm) that I will support the Constitution of the United States. So help me God.

——— ———.

Sworn to and subscribed before me, a ———, —— day of ———, A. D. 19—.

——— ———,

——— ———.

Note.

Note.—Mail contractors, subcontractors, carriers, mail messengers, and other persons concerned in the transportation of the mails, except employees of railroads and steamboats, must take the special oath prescribed by the act of March 5, 1874, which is the latter part of the above oath, beginning "I do further solemnly swear," etc. Taken separately this special oath begins "I, A. B., do solemnly swear," etc. Contractors can not receive pay until such oath is taken and filed in the Post-Office Department. (See secs. 1284 and 1327.)

See sec. 1323 as to disposal of oaths of mail carriers filed in Department.

Who may administer oath. —general. R. S., § 1758.

4. The oath of office required by * * * (act of May 13, 1884) may be taken before any officer who is authorized either by the laws of the United States or by the local municipal law to administer oaths in the State, Territory, or District where such oath may be administered.

R. S., § 1778.

5. In all cases in which, under the laws of the United States, oaths or acknowledgments may now be taken or made before any justice of the peace of any State or Territory, or in the District of Columbia, they may hereafter be also taken or made by or before any notary public duly appointed in any State, District, or Territory, or any of the commissioners of the circuit courts, and, when certified under the hand and official seal of such notary or commissioner, shall have the same force and effect as if taken or made by or before such justice of the peace.

Oath. —special. R. S., § 392. 1874, Mar. 5, ch. 46; 1 Supp., 5.

Sec. 208. (The) oath (of office) or affirmation (required by the act of March 5, 1874) may be taken before any officer civil or military holding a commission under the United States, and such officer is hereby authorized to administer and certify such oath or affirmation.

Note. General and combined oath.

NOTE.—The general oath of office prescribed by the act of May 13, 1884, which is combined in sec. 207 with the special oath required by the act of March 5, 1874, may be taken as provided in this section. The special oath is to be taken in practically the same manner; so that the combined oath may be taken before any of the officers named in this section. Postmasters, post-office inspectors, United States judges and district attorneys, United States commissioners, United States marshals, collectors of customs and internal revenue, and all other officers, civil or military, holding commissions under the United States, may administer the oath.

See sec. 392 as to jurat to postal accounts.

Chief clerks of Departments may administer oaths. 1890, Aug. 29, ch. 820, § 1, 1 Supp., 791.

Sec. 209. The Chief Clerks of the several Executive Departments and of the various bureaus and offices thereof in Washington, District of Columbia, are hereby authorized and directed, on application and without compensation therefor, to administer oaths of office to employees required to be taken on their appointment or promotion.

Clerks who are notaries public not to charge for administering oath. 1890, Aug. 29, ch. 820, § 1, 1 Supp., 791.

Sec. 210. * * * No officer, clerk, or employee of any executive department who is also a notary public or other officer authorized to administer oaths, shall charge or receive any fee or compensation for administering oaths of office to employees of such department required to be taken on appointment or promotion therein.

New oath required when female employees marry.

Sec. 211. Whenever any female employed in the postal service, either as postmaster or clerk, marries she must take the oath of office anew.

Failure to take oath. R. S., § 3832.

—not exempt from penalties, etc., by.

Sec. 212. Every person employed in the postal service shall be subject to all penalties and forfeitures for violation of the laws relating to such service whether he has taken the oath of office or not.

II.—RESTRICTIONS ON HOLDING OTHER OFFICES.

Holding two offices forbidden. R. S., § 1763.

Sec. 213. No person who holds an office the salary or annual compensation attached to which amounts to the sum of two thou-

sand five hundred dollars shall be appointed to or hold any other office to which compensation is attached unless specially heretofore or hereafter authorized thereto by law.

1894, July 31, ch. 174, § 2, 2 Supp., 212. —exceptions.

See secs. 108 and 154 as to extra compensation for discharging duties of different offices, etc.

State, Territorial, and municipal offices not to be held by persons employed in postal service.

Sec. 214. No person holding an office under the Post-Office Department, except postmasters at offices of the fourth class, will be permitted to accept or hold any office, under any State, Territorial, or municipal government (including the offices of alderman, councilman, etc.), whether elective or by appointment, even though no compensation may attach thereto; and the acceptance or continued holding of such office will be treated as a resignation of the appointment under the Government.

See Executive orders January 17 and 28, 1873.

—except.

2. The offices of justice of the peace, notary public, commissioner to take acknowledgment of deeds or to administer oaths, commissions in the militia of the States and Territories, positions (which are not regarded as offices) on boards of education, school committees, committees or boards of public libraries, religious or eleemosynary institutions incorporated or established or sustained by State or municipal authority, in local or municipal fire departments where no compensation is received, may be accepted and held by persons employed in the postal service, if it does not interfere with the proper discharge of the duties of the Government office.

—postmasters of the fourth class excepted, unless.

3. Postmasters at offices of the fourth class may accept and hold State, Territorial, and municipal offices, provided it does not interfere with their duties as postmaster.

Postmaster-General to determine whether excepted places interfere with duties.

4. The Postmaster-General will in all cases be the sole judge as to whether the acceptance or holding of any other office or position of any kind by any one in the postal service will interfere with the proper discharge of his duties.

Certain employments not "offices."

5. Employment as mail carrier, mail messenger, day laborer, mechanic, or other similar employment is not regarded as an "office."

III.—Exemption of Certain Employees from Militia Duty—Other Obligations as Citizens.

Postmasters and certain other employees exempt from militia duty.

Sec. 215. * * * All postmasters and persons employed in the transportation of the mail (and) all ferrymen employed at any ferry on post roads * * * shall be exempted from militia duty.

R. S., § 1629.

—not exempt from jury or road duty, etc.

2. Postmasters and other employees of the postal service are not exempt by reason of their employment from jury or road duty, or any other obligation whatever as citizens arising under the laws of any State or municipality.

IV. Political Conduct; Assessments and Contributions.

Officers and employees not to use position for political purposes.
Civil-service Rules, Rule 2, § 2.

Sec. 216. No person in the executive civil service shall use his official authority or official influence for the purpose of interfering with an election or controlling the result thereof.

—but not forbidden to exercise political privileges.

2. Officers and employees of the Post-Office Department and postal service are not precluded from exercising their political privileges, but must not use their official positions to control elections or political movements.

Officers and employees forbidden to solicit or receive contributions from other officers or employees.
1883, Jan. 16, ch. 27, § 11, 1 Supp., 395.

Sec. 217. No Senator, or Representative, or Territorial Delegate of the Congress, or Senator, Representative, or Delegate elect, or any officer or employee of either of said houses, and no executive, judicial, military, or naval officer of the United States, and no clerk or employee of any department, branch, or bureau of the executive, judicial, or military or naval service of the United States, shall, directly or indirectly, solicit or receive, or be in any manner concerned in soliciting or receiving, any assessment, subscription, or contribution for any political purpose whatever, from any officer, clerk, or employee of the United States, or any department, branch, or bureau thereof, or from any person receiving any salary or compensation from moneys derived from the Treasury of the United States.

See sec. 221.

Political contributions not to be solicited in pulic offices, etc.
1883, Jan. 16, ch. 27, § 12, 1 Supp., 396.

Sec. 218. No person shall, in any room or building occupied in the discharge of official duties by any officer or employee of the United States mentioned in this act, or in any navy-yard, fort, or arsenal, solicit in any manner whatever, or receive any contribution of money or any other thing of value for any political purpose whatever.

See sec. 221.

Immunity from official compulsion to make political contributions.
1883, Jan. 16, ch. 27, § 13, 1 Supp., 396.

Sec. 219. No officer or employee of the United States mentioned in this act shall discharge, or promote, or degrade, or in any manner change the official rank or compensation of any other officer or employee, or promise or threaten so to do, for giving or withholding or neglecting to make any contribution of money or other valuable thing for any political purpose.

See sec. 221.

Political contributions to officers or employees forbidden.
1883, Jan. 16, ch. 27, § 14, 1 Supp., 396.

Sec. 220. No officer, clerk, or other person in the service of the United States shall, directly or indirectly, give or hand over to any other officer, clerk, or person in the service of the United States, or to any Senator or Member of the House of Representatives, or Territorial Delegate, any money or other valuable thing

on account of or to be applied to the promotion of any political object whatever.

See sec. 221.

Penalty for violation of four preceding sections.
1883, Jan. 16, ch. 27, § 16, 1 Supp., 396.

Sec. 221. Any person who shall be guilty of violating any provision of the four foregoing sections shall be deemed guilty of a misdemeanor, and shall, on conviction thereof, be punished by a fine not exceeding five thousand dollars, or by imprisonment for a term not exceeding three years, or by such fine and imprisonment both, in the discretion of the court.

See sec. 1562 to 1567 as to prosecutions for offenses.

V.—Gifts to Superiors.

Gifts to superiors.
R. S., § 1784.
—superiors not to receive.
—subordinates not to make.

Sec. 222. No officer, clerk, or employee in the United States Government employ shall at any time solicit contributions from other officers, clerks, or employees in the Government service for a gift or present to those in a superior official position; nor shall any such officials or clerical superiors receive any gift or present offered or presented to them as a contribution from persons in Government employ receiving a less salary than themselves; nor shall any officer or clerk make any donation as a gift or present to any official superior. Every person who violates this section shall be summarily discharged from the Government employ.

VI.—Connection of Employees with Contracts.

Employees of Post-Office Department not to be interested in contracts.
R. S., § 412.
—not to act as agents.
—penalty.

Sec. 223. No person employed in the Post-Office Department shall become interested in any contract for carrying the mail, or act as agent, with or without compensation, for any contractor or person offering to become a contractor, in any business before the Department; and any person so offending shall be immediately dismissed from office, and shall be liable to pay so much money as would have been realized from said contract, to be recovered in an action of debt, for the use of the Post-Office Department.

See sec. 194 as to recovery of penalties; sec. 1161 as to postmasters being interested in mail contracts; sec. 1597 as to penalty for officers being interested in contracts, etc.

VII.—Payment of Fees to Employees of Postal Service.

Employees forbidden to receive fees from public.
R. S., § 3858.

Sec. 224. No person employed in the postal service shall receive any fees or perquisites on account of the duties to be performed by virtue of his appointment.

Note.

Note.—This section is somewhat ambiguous, but it is evidently intended to prohibit persons employed in the postal service from accepting fees or perquisites from the public for the performance of duties required of them by virtue of their appointment, except for the execution of pension vouchers by postmasters at offices of the fourth class as provided in sec. 281.

VIII.—Investigation of Frauds on the Government, Irregularities, and Misconduct.

Oaths to witnesses in investigations.
R. S., § 183.

Sec. 225. Any officer or clerk of any of the departments lawfully detailed to investigate frauds on, or attempts to defraud, the Gov-

1901, Mar. 2, ch. 809, § 3, 31 St. L., 951. —officers and clerks may administer.

ernment, or any irregularity or misconduct of any officer or agent of the United States, * * * shall have authority to administer an oath to any witness attending to testify or depose in the course of such investigation.

Note.

NOTE.—The part omitted, indicated by stars, refers to investigations by army officers.

See sec. 181 as to suits to recover fraudulent payments.

CHAPTER 15.

GOVERNMENT TELEGRAMS.

Rates for Government telegrams over lines given certain privileges. R. S., § 5266. See 1892, July 5, ch. 147, 27, St. L., 82. Postmaster-General to fix.

Sec. 226. Telegrams between the several departments of the Government and their officers and agents, in their transmission over the lines of any telegraph company to which has been given the right of way, timber, or station lands from the public domain, shall have priority over all other business, at such rates as the Postmaster-General shall annually fix. And no part of any appropriation for the several departments of the Government shall be paid to any company which neglects or refuses to transmit such telegrams in accordance with the provisions of this section.

Note.

NOTE.—The rates for official telegrams may be obtained from the annual orders of the Postmaster-General issued in accordance with law.

Companies accepting privileges to file acceptances with Postmaster-General. R. S., § 5268.

Sec. 227. Before any telegraph company shall exercise any of the powers or privileges conferred by law, such company shall file their written acceptance with the Postmaster-General of the restrictions and obligations required by law.

Chief Clerk to file acceptances.

2. The Chief Clerk of the Post-Office Department will file, with the date of filing indorsed thereon, and preserve in the office of the Postmaster-General all acceptances by telegraph companies.

List of companies.

3. A list of the companies which have filed acceptances "of the restrictions and obligations required by law," and are bound to transmit official telegrams at the rates prescribed by the Postmaster-General, will be published in circular form, accompanying the annual order of the Postmaster-General fixing the rates. The Chief Clerk will furnish copies of this circular on application.

Note.

NOTE.—For the privileges granted to telegraph companies accepting "the restrictions and obligations required by law" see R. S., §§ 5263, 5264, 5265; as to penalty for failing to transmit official telegrams, R. S., § 5269; and as to use of lines for military and postal purposes, R. S., § 5267. See act of August 7, 1888, ch. 772, 1 Supp. R. S., 602, which requires all railroad and telegraph companies which have been aided by the United States to construct and operate telegraph lines.

TITLE TWO.

POST-OFFICES AND POSTMASTERS.

CHAPTER 1.

ESTABLISHMENT OF POST-OFFICES AND APPOINTMENT OF POSTMASTERS.

I.—Establishment of Post-Offices.

Post-offices.
R. S., § 3829.
—Postmaster-General to establish.
—penalty for setting up without authority.

Sec. 228. The Postmaster-General shall establish post-offices at all such places on post roads established by law as he may deem expedient, and he shall promptly certify such establishment to the Auditor for the Post-Office Department, and every person who, without authority from the Postmaster-General, sets up or professes to keep any office or place of business bearing the sign, name, or title of post-office, shall, for every such offense, be liable to a penalty of not more than five hundred dollars.

See sec. 194 as to recovery of penalties.

Summer and winter resort post-offices.
—to be continued during year.

Sec. 229. Post-offices at "summer resorts" and "winter resorts" shall be continued as offices, although no mail is received or dispatched during certain seasons.

—property at, how cared for.

2. The post-office property at a "summer resort" or "winter resort" post-office may be retained by the postmaster, or turned over for safe-keeping to the nearest post-office; and at the close of each quarter the postmaster must report "No business done" on the regular postal-account blank, and forward the same to the Auditor for the Post-Office Department, as directed in sec. 392.

—postmaster to report time of closing.

3. Thirty days prior to the close of each season the postmaster at a "winter resort" or "summer resort" post-office must notify the Second Assistant Postmaster-General that the office is to be closed for the season at a certain date, that necessary changes may be made in the mail service, and also advise the Fourth Assistant Postmaster-General, giving his post-office address for the remainder of the year.

—and time of opening.

4. Twenty days prior to the proposed reopening of a "summer resort" or "winter resort" post-office, the

postmaster will notify the Second Assistant Postmaster-General, that arrangements may be made for supplying the office with mail, and also advise the Fourth Assistant Postmaster-General.

Branch post-offices. R. S., § 3871.

—may be established, when.

Sec. 230. The Postmaster-General, when the public convenience requires it, may establish within any post-office delivery one or more branch offices (stations or substations) for the receipt and delivery of mail matter and the sale of stamps and envelopes; and he shall prescribe the rules and regulations for the government thereof. But no letter shall be sent for delivery to any branch office contrary to the request of the party to whom it is addressed.

—limitations upon establishment of. 1896, June 9, ch. 386, 2 Supp., 510.

2. No station, substation, or branch post-office shall be established beyond the corporate limits or boundaries of any city or town in which the principal office to which such station, substation, or branch office is attached is located, except in cases of villages, towns, or cities of fifteen hundred or more inhabitants not distant more than five miles, as near as may be, from the outer boundary or limits of such city or town in which the principal office is located. * * *

Note.

NOTE.—The second paragraph is an amendment of the original act.

Designation of branch offices.

Sec. 231. Branch post-offices shall be known as "stations" or "substations."

Stations.

2. Stations of post-offices will be designated by letters or local names, and shall receive, deliver, and dispatch mail, transact money-order and registry business, and sell postal supplies; substations will be designated by numbers, and shall transact money-order and registry business, but no mail matter shall be delivered therefrom. Stations and substations are part of the post-office with which they are connected, and will be governed by the postal laws and regulations and by such orders as the postmaster may prescribe not inconsistent therewith.

Substations.

—subject to postmaster at office to which attached.

Change of name of post-office.

Sec. 232. Names of post-offices shall only be changed by order of the Postmaster-General.

Discontinuance of post-offices. R. S., § 3864.

Sec. 233. The Postmaster-General may discontinue any post-office where the safety and security of the postal service and revenues are endangered from any cause whatever, or where the efficiency of the service requires such discontinuance, and he shall promptly certify such discontinuance to the Auditor for the Post-Office Department.

—to be certified to Auditor.

—at county seats forbidden for purposes of consolidation. 1896, June 9, ch. 386; 2 Supp., 509.

2. No post-office established at any county seat shall be abolished or discontinued by reason of any consolidation of post-offices made by the Postmaster-General under existing law * * * : *Provided, however*, That this provision shall not apply to the city of Cambridge, Massachusetts, or to Towson, Maryland.

II.—Appointment and Qualification of Postmasters.

Appointment and removal of postmasters.
R. S., § 3830.
1876, July 12, ch. 179, § 6, 1 Supp., 110.
—of first, second, and third classes.
—of fourth class.

Sec. 234. Postmasters of the first, second, and third classes shall be appointed and may be removed by the President, by and with the advice and consent of the Senate, and shall hold their offices for four years unless sooner removed or suspended according to law; and postmasters of the fourth class shall be appointed and may be removed by the Postmaster-General, by whom all appointments and removals shall be notified to the Auditor for the Post-Office Department.

Eligibility for appointment as postmaster.

Sec. 235. A postmaster is required to execute a valid bond and to subscribe to the oath of office. (See secs. 207 and 238.)

Minors and aliens not eligible, except.

2. Minors and aliens are not eligible for appointment to the office of postmaster, but aliens who have duly declared their intention to become citizens of the United States may, however, be appointed.

Women over 18—eligible, when.

3. A woman over eighteen years of age but under twenty-one may be appointed as postmaster in a State where women are declared by statute of full age for all purposes at eighteen.

Married women may be appointed, when.

4. A married woman of full age may be appointed as postmaster. (See sec. 238.)

Persons concerned in carrying mail not eligible.

5. No person concerned in a contract for carrying the mails, either as contractor, subcontractor, or surety, or any member of his immediate family, will be appointed postmaster. (See secs. 223 and 1161.)

Persons prosecuting claims not eligible.

6. No person engaged in the prosecution of claims against the Government will be appointed postmaster.

See sec. 214, as to postmasters holding State or municipal offices except in certain cases; sec. 213, as to holding more than one office under the United States.

Notice of appointment.
—how given.

Sec. 236. Whenever a person is appointed postmaster notice thereof will be sent to him by the Fourth Assistant Postmaster-General.

See sec. 239 as to oath and bond of postmaster.

Postmasters to reside within delivery of office.
R. S., § 3831.

Sec. 237. Every postmaster shall reside within the delivery of the office to which he is appointed.

—delivery not affected by State lines.

2. The delivery of a post-office is not affected by State boundaries, and a postmaster may reside outside the State where his office is located if he is within the delivery thereof.

III.—Bonds and Commissions of Postmasters.

Bonds of postmasters.
R. S., § 3834.

Sec. 238. Every postmaster, before entering upon the duties of his office, shall give bond, with good and approved security, and in such penalty as the Postmaster-General shall deem sufficient,

—conditions of.

conditioned for the faithful discharge of all duties and trusts imposed on him either by law or the rules and regulations of the Department; and where an office is designated as a money-order office, the bond of the postmaster shall contain an additional condition for the faithful performance of all duties and obligations in connection with the money-order business. On the death, resignation, or removal of a postmaster, his bond shall be delivered to the Auditor for the Post-Office Department. The bond of any married woman who may be appointed postmaster shall be binding upon her and her sureties, and she shall be liable for misconduct in office as if she were sole.

—at money-order offices.

Bonds of married women appointed postmasters.

Note.

NOTE.—The salaries allowed to postmasters are full compensation for the risks and liabilities incurred under their bonds as well as for personal services. (Sec. 260.) See sec. 313 as to liability of postmasters notwithstanding bonds are taken from clerks; sec. 966, as to bond where office is designated as a "money-order office."

Bond and oath to accompany notice of appointment.

Sec. 239. A blank bond and official oath will be sent to every person appointed postmaster at the same time that he is notified of the appointment. (See sec. 235.)

Oath.
—how subscribed to.

2. The oath must be filled out and subscribed to as provided in sections 207 and 208.

Seal.

3. Where the oath is taken before an officer who does not use a seal, except an officer of the United States, his official character must be authenticated by the certificate of the clerk of a court of record.

Bond.
—how filled out and executed.

4. The bond must be filled out, including the full christian names of all the parties, and executed by the appointee and at least two sureties, the signatures to be the same as in the body of the bond, and each attested by a witness. The officer who administers the oath of justification to the sureties as to their financial responsibility must certify to the sufficiency of the bond.

Oath and bond, to whom sent.

5. After execution the oath and bond must be transmitted to the Fourth Assistant Postmaster-General.

See sec. 88, as to corporate security on bonds.

Examination and approval of bonds.

Sec. 240. Whenever a person appointed postmaster files a bond and oath of office the same will be examined, and if in due form and the sureties on the bond are sufficient such bond will be approved by the Fourth Assistant Postmaster-General, and the oath and bond filed in his office. (See sec. 20.)

—by Fourth Assistant Postmaster-General.

Commissions of postmasters.
—when issued.

Sec. 241. A commission will be issued to every person appointed postmaster upon the filing and acceptance of his bond and oath of office. The duties of the office must not be assumed until a commission is received.

—duties of office not to be assumed until receipt of.

Former postmaster to continue until successor takes charge.

2. After a postmaster has been commissioned the old postmaster will continue to be recognized as such and his requisitions will be honored until his successor has

actually taken possession of the office. But in every case the postmaster holding over should notify the Third and Fourth Assistant Postmasters-General of the fact that he has not been relieved, with the reasons therefor.

Postmasters holding over to report.

See secs. 360 and 361 as to manner of turning over the office to a successor.

Sec. 242. The commissions of all postmasters appointed by the President, by and with the advice and consent of the Senate, shall be made out and recorded in the Post-Office Department, and shall be under the seal of said Department, and countersigned by the Postmaster-General, any laws to the contrary notwithstanding: *Provided*, That the said seal shall not be affixed to any such commission until after the same shall have been signed by the President of the United States.

Issue of commissions of postmasters.
1874, Mar. 18, ch. 57, 1 Supp., 5.
—appointed by President.

2. The commissions of all postmasters of the fourth class shall be signed by the Postmaster-General, and shall be under the seal of the Post-Office Department.

—appointed by Postmaster-General.

Sec. 243. Whenever any of the sureties of a postmaster notify the Postmaster-General of their desire to be released from their suretyship, or when the Postmaster-General deems a new bond necessary, he shall require the postmaster to execute such new bond, with security. When accepted by the Postmaster-General, the new bond shall be as valid as the bond given upon the original appointment of such postmaster, and the sureties in the prior bond shall be released from responsibility for all acts or defaults of the postmaster which may be done or committed subsequent to the last day of the quarter in which such new bond shall be executed and accepted.

Release of sureties and renewal of postmasters' bonds.
R. S., § 3837.

Sureties released from acceptance of new bonds.

2. Applications of sureties for release should be addressed to the Fourth Assistant Postmaster-General.

Applications for release.

Sec. 244. New bonds will be required from postmasters in the following cases, and also whenever deemed necessary by the Fourth Assistant Postmaster-General:

New bonds by postmasters.
—when required.

a. Upon the death, insolvency, or other disability of one or more of the sureties on the postmaster's bond. Postmasters will promptly report to the Department the occurrence of any such event, and failure to do so will be deemed sufficient cause for removal.

—upon death, insolvency of surety.

b. Whenever any postmaster shall have remained in office for four years from the date of taking effect of his last official bond. The Fourth Assistant Postmaster-General will notify postmasters when renewal is required under this clause. (See sec. 87.)

—every four years.

c. When the name of a post-office is changed.

—when name of post-office is changed.

d. When a single woman who is postmaster is reappointed upon her marriage. (See sec. 211.)

—when single woman marries.

IV.—Acting Postmaster during Vacancy in Office of Postmaster.

Vacancies in post-office to be promptly filled.
R. S., § 3836.
See 1895, Mar. 2, ch. 177, § 5, 2 Supp., 419.
Auditor to be advised of change.
Liability of sureties.

Sec. 245. Whenever the office of any postmaster becomes vacant, the Postmaster-General or the President shall supply such vacancy without delay, and the Postmaster-General shall promptly notify the Auditor for the Post-Office Department of the change; and every postmaster and his sureties shall be responsible under their bond for the safe-keeping of the public property of the post-office, and the due performance of the duties thereof, until the expiration of the commission, or until a successor has been duly appointed and qualified, and has taken possession of the office; except that in cases where there is a delay of sixty days in supplying a vacancy, the sureties may terminate their responsibility by giving notice, in writing, to the Postmaster-General, such termination to take effect ten days after sufficient time shall have elapsed to receive a reply from the Postmaster-General; and the Postmaster-General may, when the exigencies of the service require, place such office in charge of a special agent (post-office inspector) until the vacancy can be regularly filled; and when such special agent shall have taken charge of such post-office, the liability of the sureties of the postmaster shall cease. (See sec. 87.)

—to continue till vacancy is filled, etc.

—may be terminated by notice.

Inspector may be put in charge.

Sureties to take charge of office where vacancy.

Sec. 246. Whenever the office of any postmaster becomes vacant by death, resignation, or removal the sureties will immediately take charge of the office until a successor is appointed and qualifies, unless the Postmaster-General shall place such office in charge of a post-office inspector, as provided in section 247.

Acting postmaster to be designated.

2. The sureties, or a majority of them, will designate one of their number, or some other person, as acting postmaster, who before entering upon the discharge of his duties will take the oath of office as provided in sections 207 and 208.

—to take oath.

Oath and designation of sureties to be sent to Department.

3. The designation of the sureties and the oath will be forwarded to the Fourth Assistant Postmaster-General; and upon the approval of such designation by the Postmaster-General the acting postmaster will be recognized. Should the designation be disapproved, another acting postmaster must be immediately placed in charge by the sureties, and his designation certified to the Postmaster-General as in the first instance.

—if disapproved another designation to be made.

Abandonment treated as resignation.

4. Where a postmaster voluntarily abandons his office such action will be regarded as a resignation of the office.

See sec. 261 as to compensation of acting postmasters.

Post-office inspectors may be placed in charge of post-offices.

Sec. 247. Wherever a vacancy exists in the office of postmaster and there has been a delay of sixty days in filling the same, and the sureties notify the Postmaster-

General of their desire to be released from liability, a post-office inspector will be detailed to take charge of such post-office, as provided in section 245, until a regular postmaster is appointed and qualifies.

—when, on request of sureties.

2. Whenever deemed necessary by the Postmaster-General, a post-office inspector will be detailed as soon as a vacancy occurs at any office to take charge thereof, as provided in section 245.

—when, at discretion of Postmaster-General.

NOTE.—Where a post-office inspector is in charge of a post-office he is liable upon his bond for the due discharge of the duties of the office. See sec. 42.

Note.

Sec. 248. Where, upon the death, resignation, or removal of a postmaster, an acting postmaster is designated by the sureties upon the bond of such postmaster, and takes charge of the post-office, he will sign all papers, returns, accounts, requisitions, money orders, etc., as "acting postmaster."

Signature of acting postmaster.

—form of.

2. The accounts up to and including the day of the death or retirement of the postmaster will, however, unless they have been rendered by the assistant postmaster, be signed by the acting postmaster thus: "A. B., acting postmaster for sureties of ———, postmaster, deceased" (or removed, resigned, as the case may be).

Accounts up to time acting postmaster takes charge.

3. The requisitions of an acting postmaster will not be honored until his designation is approved by the Postmaster-General.

Requisitions of acting postmaster not to be honored till designation approved.

4. A post-office inspector who is temporarily in charge of a post-office under the provisions of section 247 must sign all papers, returns, accounts, requisitions, money orders, etc.: "A. B., post-office inspector in charge of the post-office at ———."

Post-office inspector in charge of office, how to sign.

V.—PERFORMANCE OF DUTIES OF OFFICE DURING ABSENCE OF POSTMASTER.

Sec. 249. The assistant postmaster will in all cases manage the business of a post-office during the absence of the postmaster, unless at money-order offices some other clerk is designated for this purpose, as provided in the following section. At money-order offices a designation as provided in succeeding sections must be made, even though the assistant postmaster is the person designated.

Assistant postmaster to manage office unless at money-order offices other clerk is designated.

See secs. 283 to 285, assistant postmasters and their duties; sec. 626 as to conduct of business of post-office where contageous disease in postmaster's family.

Sec. 250. In case of the sickness or unavoidable absence from his office of the postmaster of any money-order post-office, he may,

Performance of duties during absence of postmaster.

R. S., § 4031. —at money-order offices.

with the approval of the Postmaster-General, authorize the chief clerk, or some other clerk employed therein, to act in his place, and to discharge all the duties required by law of such postmaster; and the official bond given by the principal of the office shall be held to cover and apply to the acts of the person appointed to act in his place in such cases; and such acting officer shall, for the time being, be subject to all the liabilities and penalties prescribed by law for the official misconduct in like cases of the postmaster for whom he shall act.

Liability of postmaster.

Designation of clerk at money-order offices to perform duties during absence of postmaster.

Sec. 251. The postmaster at every money-order post-office shall designate the assistant postmaster or any clerk therein, subject to the approval of the Postmaster-General, to perform the duties of the office during his sickness or unavoidable absence. Such designation must be made in duplicate on form 6834, and forwarded to the First Assistant Postmaster-General.

—how made.

See sec. 154 as to provisions forbidding additional compensation; sec. 626 as to conduct of business of post-office where contagious disease in postmaster's family.

Clerk designated to perform duties of office.

Sec. 252. Whenever at any money-order office, a clerk, who is not assistant postmaster, is authorized, with the approval of Postmaster-General, to take charge of the office during the sickness or absence of the postmaster, as provided in section 251, such clerk shall, whenever the postmaster is absent, assume the duties of the post-office, and the assistant postmaster, and all clerks and employees therein, will observe his instructions the same as those of the postmaster.

—to take charge during absence of postmaster.

—instructions to be obeyed.

Signing of papers, requisitions, etc., while assistant postmaster or clerk is in charge of office.

Sec. 253. Wherever an assistant postmaster is in charge of the post-office during the temporary absence or sickness of the postmaster, he will sign all papers, returns, accounts, requisitions, etc.: A. B., postmaster, by C. D., assistant postmaster. Where the postmaster dies or resigns, or is removed, the assistant postmaster during such time as he conducts the business of the office, before the designation of an acting postmaster, will sign all papers, etc.: A. B., postmaster, deceased (resigned, suspended, etc., as the case may be), by C. D., assistant postmaster.

—during absence of postmaster.

—upon death or suspension of postmaster.

2. Where a clerk, other than the assistant postmaster, performs the duties of the office during the temporary absence or sickness of the postmaster, under the provisions of sec. —, he will sign all papers, returns, accounts, requisitions, etc.: A. B., postmaster, by E. F., clerk.

—by clerk.

3. All money orders will be signed by assistant postmasters or clerks while in charge of the post-office in the usual way with the name of the postmaster, whether he is temporarily absent, deceased, or has been removed, etc., as provided in section 996. Money orders, how signed.

See sec. 248 as to signature of money orders by acting postmasters and post-office inspectors in charge of offices; secs. 392 to 406 as to rendering accounts.

CHAPTER 2.

CLASSIFICATION AND COMPENSATION OF POSTMASTERS.

I.—Classification of Postmasters.

Sec. 254. Postmasters shall be divided into four classes, as follows: **Classification of postmasters.** 1876, July 12, ch. 179, § 5, 1 Supp., 110.

The first class shall embrace all those whose annual salaries are three thousand dollars or more than three thousand dollars; —first class.

The second class shall embrace all those whose annual salaries are less than three thousand dollars, but not less than two thousand dollars; —second class.

The third class shall embrace all those whose annual salaries are less than two thousand dollars, but not less than one thousand dollars; —third class.

The fourth class shall embrace all postmasters whose annual compensation, exclusive of their commissions on the money-order business of their offices, amounts to less than one thousand dollars. —fourth class.

II.—Compensation of Postmasters.

Sec. 255. The respective compensation of postmasters of the first, second, and third classes shall be annual salaries, assigned in even hundreds of dollars, and payable in quarterly payments, to be ascertained and fixed by the Postmaster-General from their respective quarterly returns to the Auditor for the Post-Office Department, or copies or duplicates thereof, to be forwarded to the First Assistant Postmaster-General, for four quarters immediately preceding the adjustment, at the following rates, namely: **Salaries of postmasters at offices of the first, second, and third classes.** 1883, Mar. 3, ch. 142, 1 Supp., 417. See R. S., §§ 3852–3856. —how fixed.

FIRST CLASS.

Gross receipts, forty thousand dollars, and not exceeding forty-five thousand dollars, salary, three thousand dollars. —first class.

Gross receipts, forty-five thousand dollars, and not exceeding sixty thousand dollars, salary, three thousand one hundred dollars.

Gross receipts, sixty thousand dollars, and not exceeding eighty thousand dollars, salary, three thousand two hundred dollars.

Gross receipts, eighty thousand dollars, and not exceeding one hundred and ten thousand dollars, salary, three thousand three hundred dollars.

Gross receipts, one hundred and ten thousand dollars, and not exceeding one hundred and fifty thousand dollars, salary, three thousand four hundred dollars.

Gross receipts, one hundred and fifty thousand dollars, and not exceeding two hundred thousand dollars, salary, three thousand five hundred dollars.

Gross receipts, two hundred thousand dollars, and not exceeding two hundred and sixty thousand dollars, salary, three thousand six hundred dollars.

Gross receipts, two hundred and sixty thousand dollars, and not exceeding three hundred and thirty thousand dollars, salary, three thousand seven hundred dollars.

Gross receipts, three hundred and thirty thousand dollars, and not exceeding four hundred thousand dollars, salary, three thousand eight hundred dollars.

Gross receipts, four hundred thousand dollars, and not exceeding four hundred and fifty thousand dollars, salary, three thousand nine hundred dollars.

Gross receipts, four hundred and fifty thousand dollars, and not exceeding five hundred thousand dollars, salary, four thousand dollars.

Gross receipts, five hundred thousand dollars, and not exceeding six hundred thousand dollars, salary, five thousand dollars.

Gross receipts, six hundred thousand dollars and upwards, salary, six thousand dollars.

Salary at New York. 1875, Mar. 3, ch. 128. 1 Supp., 70. See 1883, Mar. 3, ch, 142, § 4, 1 Supp., 420.

The salary of the postmaster at the city of New York, New York * * * (shall be) eight thousand dollars per annum.

SECOND CLASS.

Second class.

Gross receipts, eight thousand dollars, and not exceeding nine thousand dollars, salary, two thousand dollars.

Gross receipts, nine thousand dollars, and not exceeding ten thousand dollars, salary, two thousand one hundred dollars.

Gross receipts, ten thousand dollars, and not exceeding eleven thousand dollars, salary, two thousand two hundred dollars.

Gross receipts, eleven thousand dollars, and not exceeding thirteen thousand dollars, salary, two thousand three hundred dollars.

Gross receipts, thirteen thousand dollars, and not exceeding sixteen thousand dollars, salary, two thousand four hundred dollars.

Gross receipts, sixteen thousand dollars, and not exceeding twenty thousand dollars, salary, two thousand five hundred dollars.

Gross receipts, twenty thousand dollars, and not exceeding twenty-four thousand dollars, salary, two thousand six hundred dollars.

Gross receipts, twenty-four thousand dollars, and not exceeding thirty thousand dollars, salary, two thousand seven hundred dollars.

Gross receipts, thirty thousand dollars, and not exceeding thirty-five thousand dollars, salary, two thousand eight hundred dollars.

Gross receipts, thirty-five thousand dollars, and not exceeding forty thousand dollars, salary, two thousand nine hundred dollars.

THIRD CLASS.

Third class.

Gross receipts, one thousand nine hundred dollars, and not exceeding two thousand one hundred dollars, salary, one thousand dollars.

Gross receipts, two thousand one hundred dollars, and not exceeding two thousand four hundred dollars, salary, one thousand one hundred dollars.

Gross receipts, two thousand four hundred dollars, and not exceeding two thousand seven hundred dollars, salary, one thousand two hundred dollars.

Gross receipts, two thousand seven hundred dollars, and not exceeding three thousand dollars, salary, one thousand three hundred dollars.

Gross receipts, three thousand dollars, and not exceeding three thousand five hundred dollars, salary, one thousand four hundred dollars.

Gross receipts, three thousand five hundred dollars, and not exceeding four thousand two hundred dollars, salary, one thousand five hundred dollars.

Gross receipts, four thousand two hundred dollars, and not exceeding five thousand dollars, salary, one thousand six hundred dollars.

Gross receipts, five thousand dollars, and not exceeding six thousand dollars, salary, one thousand seven hundred dollars.

Gross receipts, six thousand dollars, and not exceeding seven thousand dollars, salary, one thousand eight hundred dollars.

Gross receipts, seven thousand dollars, and not exceeding eight thousand dollars, salary, one thousand nine hundred dollars.

Note.
Money-order commissions.

Special-delivery business.

NOTE.—Postmasters at first and second class offices are not allowed commissions on the money-order business; but see sec. 967 as to such commissions allowed to postmasters at offices of the third class. Money-order fees are not included as a part of the gross receipts in adjusting salaries under this act. The gross receipts on which the postmaster's salary is based are the legitimate, normal receipts of the office, and any abnormal or illegal increase in the receipts, whether caused by the postmaster or persons interested, will be disallowed in the adjustment of the salary of the postmaster. (See sec. 163.) See secs. 765, 782, and 783 as to compensation for special-delivery business at other than free-delivery offices.

Readjustment of salaries of postmasters of first, second, and third classes.
1883, Mar. 3, ch. 142, § 3; 1 Supp., 419.

Sec. 256. The Postmaster-General shall make all orders relative to the salaries of postmasters; * * * and the Auditor for the Post-Office Department shall be notified of any and all changes of salaries.

—when to be made.
Ib., § 4.

2. The salaries of postmasters of the first, second and third classes shall be readjusted by the Postmaster-General, * * * to take effect * * * at the beginning of each fiscal year.

—period of.

—to take effect July 1.

3. Readjustments will be made annually to take effect at the beginning of the ensuing fiscal year (July 1) upon the basis of returns for the four quarters ending March 31 preceding such adjustment.

—relegation to lower class.

4. Where the receipts at any office go below the minimum required for the class to which it is assigned

it will be relegated to its proper class, but the status of an office of the first, second, or third class shall not be changed except at the regular readjustment period.

Division of salary among different postmasters.

5. Where two or more postmasters serve during the same quarter the salary of the office will be divided pro rata among them.

Note.

NOTE.—The part omitted in the first clause of the above statute provides that "and any change made in such salaries shall not take effect until the first day of the quarter next following the order." This can only refer to offices of the fourth class, as it is contradicted in the succeeding clause as to offices of the first, second, and third classes, and is therefore omitted here (but see sec. 259). The omitted parts in the second clause of the statute merely referred to the first adjustment after the act took effect.

Compensation of postmasters at fourth-class offices.
1883, Mar. 3, ch. 142, § 2, 1 Supp., 419.
See R. S., §§ 3852-3856.
Commissions on cancellations.

SEC. 257. The compensation of postmasters of the fourth class shall be fixed upon the basis of the whole of the box rents collected at their offices and commissions upon the amount of canceled postage-due stamps (secs. 134 and 616), and on postage stamps, * * * stamped envelopes, postal cards, and newspaper and periodical stamps (see note) canceled, on matter actually mailed at their offices, and on amounts received from waste paper, dead newspapers, printed matter, and twine sold, at the following rates, namely:

—rates of.

On the first fifty dollars or less per quarter, one hundred per centum; on the next one hundred dollars or less per quarter, sixty per centum; on the next two hundred dollars or less per quarter, fifty per centum; and on all the balance, forty per centum, the same to be ascertained and allowed by the Auditor for the Post-Office Department in the settlement of the accounts of such postmasters upon their sworn quarterly returns:

Provided, That when the compensation of any postmaster of this class shall reach two hundred and fifty dollars for four consecutive quarters each, exclusive of commissions on money-order business, and when the returns to the Auditor for four consecutive quarters shall show him to be entitled to a compensation in excess of two hundred and fifty dollars per quarter, the Auditor shall report such fact to the Postmaster-General, who shall assign the office to its proper class, and fix the salary of the postmaster as provided by section one of this act (sec. 255):

Assignment of office to higher class.

Excess commissions in any quarter.

Provided further, That in no case shall there be allowed to any postmaster of this class a compensation greater than two hundred and fifty dollars in any one of the first three quarters of any fiscal year, exclusive of money-order commissions, and in the last quarter of each fiscal year there shall be allowed such further sum as he may be entitled to under the provisions of this act, not exceeding for the whole fiscal year the sum of one thousand dollars exclusive of money-order commissions.

Note.
Gross receipts necessary to be assigned to higher class.

NOTE.—Before a post-office of the fourth class is entitled to be assigned to the third class, the gross receipts for the same period during which the compensation has exceeded $250 per quarter for four consecutive quarters must amount to $1,900 or over. (See sec. 255.)

Newspaper and periodical stamps.

The use of newspaper and periodical stamps referred to above was discontinued by act of June 13, 1898 (ch. 446, 2 Supp. R. S., 778), and postage on second-class matter is collected in cash

and duly accounted for. (Sec. 451. See succeeding section, paragraph 3, as to commissions on amount of such postage.)

See sec. 765 as to compensation for special-delivery business; sec. 967 as to commissions on money-order business; sec. 163 as to fixing compensation in case of false returns of cancellations; sec. 1578 as to punishment for making false returns.

Commissions of postmasters of fourth class. —not allowed on official matter. —or special-delivery stamps.

Sec. 258. Commissions must not be claimed by postmasters for the cancellation of the penalty clause on official envelopes.

2. Credit will not be allowed for the cancellation of special-delivery stamps.

—on newspaper postage.

3. Postmasters will be allowed commissions on the amount of newspaper and periodical postage collected in money the same as on cancellations of postage stamps. Such collections must be reported in a separate statement, and not included in the transcript of stamps canceled.

Division of compensation where several postmasters serve during quarter.

4. At offices of the fourth class the combined compensation of two or more postmasters serving the fractional parts of a whole quarter must not exceed the amount that would be due one postmaster serving the entire quarter:

a. Where the combined cancellations for the quarter amount to less than $50, each postmaster will be allowed the entire amount of his individual cancellations at 100 per cent; but in no case will he be allowed commission on an amount in excess of his individual cancellations.

b. Where such cancellations amount to more than $50 and not more than $150, each postmaster will be entitled to his pro rata share of $50 at 100 per cent, and of the balance at 60 per cent.

c. Where such cancellations amount to more than $150 and not more than $350, each postmaster will be entitled to his pro rata share of $50 at 100 per cent, of $100 at 60 per cent, and of the balance at 50 per cent.

d. Where such cancellations amount to more than $350, each postmaster will be entitled to his pro rata share of $50 at 100 per cent; of $100 at 60 per cent; of $200 at 50 per cent, and of the balance at 40 per cent, unless the aggregate compensation for the quarter amounts to more than $250, when each will be entitled to a pro rata of that amount, and the excess will be suspended and considered in adjusting the compensation at the end of the fiscal year. (See last par. sec. 257.)

Box rents, how accounted for.

e. Each postmaster must debit himself with the entire amount of box rents collected by him and credit

himself with a pro rata of the entire amount collected at the office during the whole quarter.

See sec. 377 as to deduction of compensation during quarter.

Deduction of salaries; how made.

5. Postmasters may withdraw their earned compensation at any time during the quarter, but must not withdraw more than their *pro rata* of the quarterly compensation, to be determined in accordance with the provisions of this section, and must have on hand at all times an amount sufficient to meet the demands of the Government, after credit is given for salary and all other authorized expenditures.

Orders assigning fourth class offices to higher class.
1883, Mar. 3, ch. 142, § 3, 1 Supp., 419.
—when to take effect.
Note.

Sec. 259. (Any order advancing an office of the fourth class to a higher class) shall not take effect until the first day of the quarter next following the order.

NOTE.—See Note, sec. 256. The words in parenthesis are to make the statute clear.

Salaries of postmasters to be full compensation for all risks, liabilities, etc.
1894, Jan. 27, ch. 21, § 3, 2 Supp., 167.

Sec. 260. The salaries of postmasters, as fixed by law, shall be deemed and taken to be full compensation for the responsibility and risk incurred and for the personal services rendered by them as custodians of the money-order and other funds of the Post-Office Department.

Note.

NOTE.—Postmasters and their sureties are insurers to the Government for the due conduct of the business of their offices and the safe-keeping of the public funds, and the salaries or commissions allowed them is declared by the above statute to be full compensation for such risk. See sec. 238, as to bonds of postmasters; sec. 204 as to credit for losses in certain cases.

Compensation of acting postmasters.
1879, Mar. 3, ch. 180, § 31, 1 Supp., 250.
—to be regular compensation of office.

Sec. 261. Any person performing the duties of postmaster, by authority of the President, at any post-office where there is a vacancy for any cause, shall receive for the term for which the duty is performed the same compensation to which he would have been entitled if regularly appointed and confirmed as such postmaster * * *

Note.

NOTE.—A person performing the duties of postmaster where there is a vacancy in the office, by designation of the sureties on the bond of the late postmaster, is held to be acting by authority of the President. (See secs. 245 and 246.) The omitted clause relates to the settlement in cases arising prior to the enactment of the statute and no longer has any bearing.

CHAPTER 3.

GENERAL PROVISIONS RELATING TO POST-OFFICES.

I.—LOCATION AND OPENING OF POST-OFFICES.

Post-offices to be open as directed by Postmaster-General.
R. S., § 3839.

Sec. 262. Every postmaster shall keep an office in which one or more persons shall be on duty during such hours of each day as the Postmaster-General may direct, for the purpose of receiving, delivering, making up, and forwarding all mail-matter received thereat.

Sec. 263. Post-offices must be kept open to the public every week day during the usual hours in which the principal business houses are open. Offices must not be closed during meal hours. Postmasters must be at their offices at such times as may be necessary in addition to the regular business hours, to receive and dispatch mails. **Opening of post-offices on week days.** Business hours.

2. The delivery windows in post-offices should only be closed during the opening and distribution of a mail when the clerical force is insufficient to attend to both at the same time. Delivery windows.

3. Post-offices must not be closed, except on Sundays and holidays as hereinafter provided, without special authority is obtained from the First Assistant Postmaster-General. Closing of offices.

4. Postmasters must not maintain night service, either at the main post-office or stations, where such service involves any additional expense, without the authority of the First Assistant Postmaster-General. (Division of Salaries and Allowances.) Night service.

Sec. 264. Where mail arrives on Sundays post-offices must be kept open for an hour or more for the delivery thereof, if the public convenience requires it. If the mail is received during the time of public worship the office need not be opened till after the close of services. Offices need not be opened on Sundays if no mails are received between the hour of closing on Saturday and 6 p. m. Sunday. **Opening of post-offices on Sundays.** —during public worship forbidden. —not necessary where no mail is received.

2. While post-offices are open on Sundays delivery of mail must be made to all who apply, as well as to box holders. Postage stamps may be sold; but money orders need not be issued or paid. The registration of mail matter and the delivery of registered matter on Sundays is left to the option of each postmaster. Special delivery mail must be delivered on Sundays as well as on other days, if post-office is open on Sundays. Delivery of mail. Sale of stamps. Money orders not to be issued. Registration of mail. Special-delivery matter.

3. The carriers' windows at free-delivery offices must be opened on Sundays and holidays during the regular office hours for the delivery of mail matter. Carrier windows at free-delivery offices.

Sec. 265. Postmasters may observe as holidays: New Year's Day (January 1); Washington's Birthday (February 22); Decoration Day (May 30); Independence Day (July 4); the first Monday in September, known as Labor Day; Christmas (December 25); and such other days as the President of the United States or the governors of their respective States may set apart as **Opening of post-offices on holidays.**

fast or thanksgiving days or that may be specially designated as holidays by proclamation of the governors or by the statutes of the States in which their offices are located.

—where holiday falls on Sunday.

2. Where a legal holiday falls upon a Sunday the following Monday may be observed, unless otherwise specially provided by proper authority.

—to be sufficient to accommodate public.

3. Post-offices must be kept open on holidays a sufficient length of time to meet the public convenience. Mails will be made up and dispatched as on other days.

Post-offices not to be located in bar-rooms.

Sec. 266. No post-office shall be located in a bar-room, or in any room directly connected therewith; and mail must not be opened or mail matter delivered in any room in which liquor is sold at retail, except such liquors are sold by a druggist for medicinal purposes only and not to be drunk on the premises. (See sec. 268.)

Change of site of post-office. —application for authority for.

Sec. 267. The site or location of a post-office must not be changed without authority. Application therefor will be made to the First Assistant Postmaster-General, Division of Salaries and Allowances, where the office is of the first, second, or third class, and to the Fourth Assistant Postmaster-General, Appointment Division, in cases of offices of the fourth class.

—what application to show.

2. The postmaster must state in the application the distance and direction of the proposed site from the one occupied; whether such change is satisfactory to the patrons of his office, and whether the cost of transportation of the mails will be increased. Where at post-offices on railroads the mails are delivered into the office by the railroad company, it must be shown whether the change will remove the office beyond 80 rods from the railroad station and necessitate the employment of a mail messenger. (See sec. 1191.)

—notice of, to Second Assistant Postmaster-General, where service increased or decreased.

3. When a change of site is authorized notice should be sent to the Second Assistant Postmaster-General, if the distance traveled by the mail messenger or carrier supplying such office is increased or decreased.

Where site changed without authority extra service to be provided by postmaster.

4. Where the site of an office is changed without authority, the exchange and carrying of the mails must be provided for by the postmaster without additional expense to the Post-Office Department.

II.—Care of Post-Offices.

Care of post-offices. —to be kept free from loungers, etc,

Sec. 268. Post-offices must not be allowed to become resorts for loungers or disorderly persons, or the scene

of disputes or controversies. Smoking may be prohibited in the lobbies. Whenever necessary postmasters should call on the civil authorities to preserve order, and if they refuse to do so, the office should be closed.

—smoking may be forbidden.

2. Post-offices must be kept at all times in a clean and orderly condition, so that they may be visited by anyone without impropriety or embarrassment.

—to be clean and orderly.

Sec. 269. Advertisements, circulars, placards, handbills, cards, or notices relating to any private business, and pictures, cartoons, or other documents of a political character, or concerning any election, or designed to influence an election in favor of any candidate, shall not be placed upon the walls of, or elsewhere for public exhibition, within post-offices or the lobbies thereof, or on any portion of the post-office premises.

Advertisements in post-offices.
—not to be displayed.
Notices designed to influence elections not to be placed in post-offices.

2. Postmasters may, for the convenience of the public, allow bulletin boards to be placed in the post-office, or may set apart some convenient place where notices of public assemblies, political meetings, caucuses, or conventions, judicial sales, and other like announcements, whether printed or written, may be displayed; but these privileges must be afforded without discrimination of party or sect.

Bulletin board for public notices, etc.

See sec. 662, as to posting list of advertised matter; sec. 1322, as to posting notice of arrival and departure of mails.

III.—Regulations, Guides, and Correspondence.

Sec. 270. All regulations, instructions, and orders must be carefully examined and their requirements complied with. Printed circulars from any office of the Post-Office Department or the Auditor for the Post-Office Department must be given the same attention as personal communications.

Regulations, orders, etc.
—to be examined.
Printed circulars.

2. Postmasters must file and preserve in their offices all records, books of regulations, guides, instructions, circulars, and orders received from any officer of the Department or the Auditor.

—to be preserved.

Sec. 271. Whenever postmasters are in doubt as to a provision of law or regulation affecting a matter with which they are to deal, they should, before taking action, ask instructions from the proper office of the Post-Office Department. The Postal Laws and Regulations and the Postal Guide should, however, be thoroughly examined to ascertain whether the neces sary information can not be found therein.

Instructions to be sought of Department in cases of doubt.

Correspondence with Department.

Sec. 272. In all correspondence with the Post-Office Department the name of the post-office, county, and State must be plainly written or printed at the head of each communication, and the letter or indorsement dated and signed. Postmasters at offices of the fourth class should give an impression of the postmarking stamps on all letters. Each letter will be confined to one subject.

Communications to be answered promptly.

2. All communications from the Post-Office Department must be answered promptly, and all letters of inquiry, applications, or complaints which have been addressed to the Department and referred to a postmaster for explanation or information must, as far as possible, be regarded as confidential, and returned in the same inclosure with the report or answer respecting the same, which may be indorsed thereon when convenient.

Telegrams, how sent.

3. Postmasters should make official telegrams as brief as possible. No unnecessary words should be used nor any words omitted that are essential to make the meaning clear. Telegrams to the Department should be addressed to the official designation of the officer, omitting the individual name, and must not be prepaid but will be sent "Official Business, Collect Government rate." Personal telegrams must be prepaid.

IV.—Miscellaneous Provisions.

Demeanor toward patrons.

Sec. 273. Postmasters and their subordinates must treat all the patrons of their office with courtesy and consideration. The use of abusive or uncivil language is strictly prohibited.

Postmasters at offices of the fourth class may transact other business.

Sec. 274. Postmasters at post-offices of the fourth class may transact other business in the same room in which the post-office is located; but such business must be kept separate and distinct from that of the post-office.

Postmasters not to use positions for advertising purposes.

2. Postmasters must not use their official signatures for advertising purposes, or stamp their own or any other advertisement upon mail matter passing through their hands.

Postmasters not to act as lottery agents. R. S., § 3851.

Sec. 275. No postmaster shall act as agent for any lottery office, or under any color of purchase, or otherwise, vend lottery tickets; nor shall he receive or send any lottery scheme, circular, or ticket free of postage. For any violation of this section the offender shall be liable to a penalty of fifty dollars.

—penalty.

See secs. 499 and 503 as to lottery matter in the mails; sec. 194 as to recovery of penalties.

Weather Bureau reports.

—to be posted.

Sec. 276. Postmasters must post in a conspicuous place Weather Bureau reports received at their offices. (See sec. 425.)

Political contributions and assessments.

Sec. 277. Postmasters must carefully observe the provisions of law relating to political assessments and the collection and contribution of funds for political purposes (secs. 217 to 221), and the regulation relating to conduct in connection with political affairs (sec. 216), and will also call the attention of the clerks and employees of their respective offices thereto.

Reports of robberies of post-offices.

—to whom made.

—what to show.

Sec. 278. When a post-office has been robbed the postmaster will immediately report all the facts to the Fourth Assistant Postmaster-General, Division of Post-Office Inspectors and Mail Depredations, and to the post-office inspector in charge of the division in which the post-office is located (see sec. 43). The report must state as fully as possible all the circumstances connected with the robbery, the date, extent of loss, whether of stamps, stamped envelopes, postal cards, newspaper wrappers, letters stolen or rifled, postal or money-order funds or other Government property, and the amount of each class of property. If the loss includes the mail key, the number should be given (sec. 1385); and if registered or ordinary mail matter, it should be stated whether the same was rifled in the office or carried away. As to registered matter lost or rifled, the report should specify the post-office where mailed, date of mailing, number of letter and registered package envelope, by whom written, to whom addressed, and contents, if known. For the value of registered or ordinary mail matter lost by robbery of post-offices, the postmaster will be held responsible, if upon investigation it appears that due care was not taken for the protection of the property. (Sec. 810.)

—as to registered matter.

—postmasters liable when.

Additional facts to be reported.

2. Any facts discovered after the report is made, and material to the investigation, should also be reported to the same officers.

Telegraphic reports of robberies.

Sec. 279. Brief telegraphic report of the robbery of a post-office should also be made to the Chief Post-Office Inspector, and the inspector in charge, when practicable, the telegram to be sent collect, and endorsed, "Official Business, Collect Government rate."

See secs. 505 and 547 as to reports of losses of mail matter, delays, etc.; sec. 1564 as to report of commission of offenses against postal laws; secs. 899 and 900 as to indemnity for lost registered matter; sec. 272 as to manner of sending telegrams.

Credentials of post-office inspectors to be required.

Sec. 280. Postmasters must always require post-office inspectors to exhibit their commissions before being admitted to the post-office, in order to avoid imposture, unless such officers are personally known to them. (See sec. 44.)

Execution of pension vouchers before fourth-class postmasters.
1894, Aug. 23.
Ch. 319. 2, Supp. 264.

Sec. 281. Fourth-class postmasters of the United States are hereby required, empowered and authorized to administer any and all oaths required to be made by pensioners and their witnesses in the execution of their vouchers with like effect and force as officers having a seal, and such postmaster shall affix the stamp of his office to his signature to such vouchers, and he is authorized to charge and receive for each voucher not exceeding twenty-five cents, to be paid by the pensioner.

—must authenticate when fee tendered.

2. A fourth-class postmaster can not refuse to authenticate pension vouchers, provided the lawful fee be tendered, but under the act he can execute pension vouchers only. It does not empower him to administer oaths relating to declarations or affidavits in claims for pensions.

—docs not include declarations or affidavits.

—no report of fees need be made.

3. No report of the money received by postmasters for authenticating pension vouchers by fourth-class postmasters need be made to the Department.

Manner of administering oath.

4. Any one may be sworn by requiring him or her to hold up his or her right hand. Persons having religious scruples against taking an oath may affirm. No particular set of words need be employed in administering the oath or taking the affirmation. It will be sufficient, in substance, to charge the persons swearing or affirming: "You do solemnly swear (or affirm) that the statements contained in the vouchers signed by you are to your knowledge true." But neither the oath nor affirmation should be administered or taken unless there shall have been strict compliance with the following regulations of the Department of the Interior governing the execution of pension vouchers.

Pension certificates to be exhibited.

5. The pension certificates must be exhibited to the postmaster at the execution of each and every voucher for the payment of any pension, and such exhibition of the certificate shall be the first evidence of the pensioner's identity. When the certificate is lost, or can not for any other reason be exhibited to the postmaster, the voucher may only be executed upon the exhibition to the postmaster of a permit duly issued by the Commissioner of Pensions, and, in such event, the postmaster must carefully erase from his jurat the words "has this day exhibited to me his pension certificate," and such permit must be securely attached to the voucher.

When pensioner writes name, no witness necessary.

6. When the pensioner writes his or her name to the voucher, the certificate of the officer before whom the

voucher is executed, and in whose presence it is signed, shall be a sufficient attestation, but when the signature of the pensioner to such voucher is by mark, the same shall be attested by the signatures of two witnesses in their own proper handwriting; but in every case the signature of the pensioner to each receipt attached to the voucher must be attested by at least one witness in his or her proper handwriting. It shall be competent for the officer before whom the voucher is executed to attest the signature of the pensioner to the receipt. These instructions shall apply to all guardians who are authorized under existing laws to receive pensions as such.

Signature by mark required to be witnessed.

Signature to receipt to be witnessed.

Postmaster may witness.

7. In case of a widow, minor children, dependent mother, father, or any person who is under guardianship, the form of deposition of two witnesses, provided for in the vouchers, will be required.

Deposition accompanying voucher for widow, minor, dependent, etc.

8. A fourth-class postmaster can not execute his own voucher, not being competent to administer the oath to himself.

Postmaster not to execute his own voucher.

9. Postmasters should add after their names, when signed to the vouchers, the words "Fourth-class Postmaster."

Title of postmaster to follow signature.

10. Neither *acting* postmasters nor *assistant* postmasters are qualified by the act of August 23, 1894, to execute pension vouchers. Vouchers so executed will not be accepted by the United States pension agent.

Vouchers not to be authenticated by acting or assistant postmasters.

11. Information has been received from the Commissioner of Pensions that in some cases the impression made by the postmarking stamps on pension vouchers are indistinct, illegible, and otherwise unsatisfactory, which necessitates the return of the vouchers for proper authentication, thus causing delay in their payment and reflecting upon the service. Postmasters will be held responsible for carelessness in this respect, and they are informed that the postmarking stamp plainly impressed, showing the date of the execution of the voucher, name of the post-office and State, must in every case appear thereon.

Postmark must appear on voucher.

—to be plainly impressed.

12. Postmasters will be careful, in placing the postmark on pension vouchers, to have the date on which the voucher is executed, with the name of the post-office and State, plainly indicated. Any other date, subsequent to that of the actual execution of the voucher, renders the offender liable to a fine not

—to be correctly dated.

exceeding $500, or to imprisonment not exceeding three years, or both. (See R. S., § 4746, as amended 1898, July 7, ch. 578, 2 Supp. R. S., 886.) (See secs. 1562 to 1567).

—where omitted, voucher not accepted.

13. As many postmasters execute pension vouchers without using a postmarking stamp, they are hereby informed that such vouchers will not be accepted by the pension agent. Postmasters not having postmarking stamps must make immediate application to the Division of Post-Office Supplies therefor.

Vouchers not to be transmitted in penalty envelopes.

14. Penalty envelopes can not be used to transmit executed vouchers to the United States pension agent; they should be fully prepaid with postage stamps affixed.

CHAPTER 4.

ORGANIZATION OF POST-OFFICES.

I.—Supervision by Postmasters.

Postmasters at offices of first, second, and third classes to give personal attention to offices.

Sec. 282. Postmasters at offices of the first, second, and third classes must give their personal attention to the business of their offices, and will not absent themselves therefrom for a longer period than two days without written authority from the Post-Office Department.

—to visit stations.

2. Postmasters at offices where stations and substations are maintained must visit the same from time to time.

Applications for leaves.

3. Applications for leaves of absence should be addressed to the First Assistant Postmaster-General (Division of Salaries and Allowances). Telegrams applying for leave must be prepaid.

II.—Assistant Postmasters.

Assistant postmasters.
—to be appointed at all offices.

Sec. 283. Every postmaster shall appoint an assistant postmaster, so that the post-office may not be left without some one duly sworn and qualified to perform the duties thereof in case of the necessary absence or sickness of the postmaster, or before the sureties or a post-office inspector can take charge of the office in the event of removal, resignation, or death. (See secs. 249 to 253 and 996.)

—at offices of first and second classes, how appointed.

2. At offices of the first and second classes the assistant postmaster will be appointed by the postmaster,

subject to the approval of the First Assistant Postmaster-General (Division of Salaries and Allowances). Any change in the assistant postmaster will be reported to the First Assistant Postmaster-General for his approval. (See secs. 287, 291, and 292.)

—person under twenty-one years of age not eligible at first and second class offices.

3. A person less than twenty-one years of age must not be appointed assistant postmaster at an office of the first or second class.

—at offices of third and fourth classes, how appointed.

4. Postmasters at offices of the third and fourth classes must designate their principal assistant in the space provided for that purpose on the form of official bond before it is returned to the Post-Office Department; and where the office is of the third class notice of such designation must also be given in a separate communication to the First Assistant Postmaster-General (Division of Salaries and Allowances). Whenever any change is made in the assistant postmaster notice thereof must be sent to the First Assistant Postmaster-General where the office is of the third class and to the Fourth Assistant Postmaster-General (Division of Bonds and Commissions) where it is of the fourth class, and a new designation made upon the blank provided for this purpose, and transmitted with the notice referred to. Assistant postmasters at offices of the third and fourth classes may be selected without the approval of the Department, notice of their appointment being given, however, as herein provided. A member of the postmaster's family or a surety on his bond may, if competent, be appointed assistant postmaster.

Persons not eligible as assistant postmaster.

5. Contractors or subcontractors for carrying the mail, mail messengers or assistant mail messengers, or persons concerned in the prosecution of claims against the Government must not be appointed assistant postmaster or clerk in a post-office. At offices of the third and fourth classes the wife, son, daughter, or surety of the postmaster may, if competent, be the assistant.

—at offices of third and fourth class.

See sec. 249, authority of assistant postmaster to perform duties of office during absence of postmaster; sec. 251, designation at money-order offices of some clerk besides the assistant postmaster to perform duties of office during absence of postmaster; sec. 207, as to oath of office; secs. 286 to 306, clerks in offices of the first and second classes; secs. 307 to 311, clerical help at distributing offices for extraordinary business.

Duties of assistant postmasters.

Sec. 284. Assistant postmasters shall perform such duties as may be assigned to them by the postmaster at the offices where they are employed, and during the absence of the postmaster they shall discharge the

—to be prescribed by postmaster.

—to take charge of office when postmaster is absent, except.

duties of the office, as provided in section 249, unless, at money-order offices, some other clerk is designated by the postmaster to take charge of the office during his absence, as provided in section 250.

—to conduct business of office during vacancy, etc., until sureties act.

2. Whenever a postmaster resigns or dies, or is removed, the assistant postmaster at all offices, including money-order offices, will conduct the business thereof until the sureties or a post-office inspector take charge of the office, as provided in sections 246 and 247, or until a successor is appointed and qualifies.

Postmasters may authorize assistants to sign papers.

Sec. 285. Postmasters may authorize their assistants to sign their names to such reports, letters, and papers as are not specially required to be signed by the postmaster himself. The signature should be: John Doe, postmaster, by Richard Roe, assistant postmaster. The name of the postmaster may be either written or stamped, but the signature of the assistant must be in ink.

—except.

Form of signature.

III.—Clerks and Other Employees at Offices of the First and Second Classes.

Clerks at post-offices of the first and second classes.

Sec. 286. The First Assistant Postmaster-General may allow to postmasters at offices of the first and second classes such number of clerks and other employees as he may deem necessary for the proper conduct of the business of their offices, in accordance with the classification provided, and within the limit of the appropriation provided by law.

—employment of to be authorized.

Allowances to include all clerical services.

1894, Jan. 27, ch. 21, § 3, 2 Supp., 167.

2. The allowances for clerk hire made to postmasters of the first and second class post-offices by the First Assistant Postmaster-General, out of the annual appropriation for clerks in post-offices, shall cover the cost of clerical services of all kinds in such post-offices, including the cost of clerical labor in the money-order business.

Note.

Previous statutes relative to allowances for clerks.

Note.—R. S., § 3860, provided that the Postmaster-General might allow to the postmaster at New York, and to postmasters at offices of the first and second classes, out of the surplus revenues of their offices, such sums for clerk hire as he deemed necessary; sec. 4 of the act of March 3, 1883, ch. 123, 1 Supp. R. S., 406, authorized the Postmaster-General to allow postmasters at money-order offices of the first class such number of clerks, and at such rates, as he might deem expedient, such allowances to be fixed as nearly as may be on the basis of three and a half cents on each order issued or paid at the particular office, and to be paid out of the fees received for the issue of money orders, and at money-order exchange offices additional allowances were authorized for the employment of extra help needed by reason of the foreign money-order exchange business. Under said sec. 4 of the act of March 3, 1883, postmasters at offices of the second class received for the employment of clerical help three

and one-half cents for each money order issued or paid. Part of par. 1 of the act of March 3, 1885, ch. 342, 1 Supp. R. S., 483, relative to payment of clerks engaged on money-order work out of money-order receipts, is also repealed by subsequent legislation. The act of June 29, 1886, ch. 569, 1 Supp. R. S., 499, provided that the allowances for clerks in post-offices of the first and second classes should be made out of the annual appropriations for clerks in post-offices, and should cover the cost of all clerical labor, including that necessary in the money-order business, such allowances for money-order business to be based upon the rates prescribed in sec. 4 of the act of March 3, 1883, except that at international money-order exchange offices extra help could be authorized, as provided in sec. 4 of the act of March 3, 1883; and all laws inconsistent with said act were repealed. Sec. 3 of the act of January 27, 1894, repealed the provision relating to extra allowances at exchange offices and provided that allowances for all clerks at offices of the first and second classes should be made out of the annual appropriations for clerk hire, without regard to any of the limitations as to clerks engaged on money-order work, as provided in said act of March 3, 1883. Said act contained certain directory provisions as to money-order clerks at exchange offices which are meaningless in view of the general scope of the act. This is the law as it now stands, and annual appropriations are made for clerk hire at all first and second class offices. (See sec. 967, note.)

See notes, secs. 317, 321, and 324, as to R. S., § 3860, in connection with allowances to postmasters for rent, etc.; sec. 967 as to commission on money orders issued at third and fourth class offices.

Classification and salaries of clerks at offices of the first class.
1889, Mar. 2, ch. 374
1 Supp., 680.

Sec. 287. The Postmaster-General * * * is hereby authorized to classify and fix the salaries of the clerks and employees attached to the first-class post-offices * * * as hereinafter provided.

Assistant postmasters.

Assistant postmaster, salary not exceeding fifty per centum of the salary of the postmaster, as provided by act of March third, eighteen hundred and eighty-three (sec. 255), graded in even hundreds of dollars, from one thousand five hundred dollars to not exceeding three thousand dollars per annum, except New York, New York, where the salary of the assistant postmaster shall be fixed at three thousand five hundred dollars per annum, and that of the second assistant postmaster at two thousand dollars per annum.

Secretaries and stenographers to postmaster.

Secretary and stenographer to postmaster, five classes, salary, graded in even hundreds of dollars, from one thousand two hundred dollars to not exceeding one thousand six hundred dollars per annum.

Cashiers.

Cashier, five classes, salary, graded in even hundreds of dollars, at one thousand eight hundred dollars, two thousand dollars, two thousand two hundred dollars, two thousand four hundred dollars, and not exceeding two thousand six hundred dollars per annum.

Assistant cashiers.

Assistant cashier, three classes, salary, graded in even hundreds of dollars, at one thousand two hundred dollars, one thousand three hundred dollars, and not exceeding one thousand four hundred dollars per annum.

Finance clerks, book-keepers.

Finance clerks, including book-keepers, six classes, salary, graded in even hundreds of dollars, from one thousand two hundred dollars to not exceeding one thousand seven hundred dollars per annum.

Stamp clerks.

Stamp clerks, ten classes, salary, graded in even hundreds of dollars, from eight hundred dollars to not exceeding one thousand seven hundred dollars per annum.

* * * * *

Superintendents of mails. Superintendents of mails, salary not exceeding forty-five per centum of the salary of the postmaster, as provided by the act of March third, eighteen hundred and eighty-three (sec. 255), graded in even hundreds of dollars, from one thousand three hundred dollars to not exceeding two thousand seven hundred dollars per annum, except at New York, New York, where the salary of the superintendent of mails shall be fixed at three thousand two hundred dollars per annum.

Assistant superintendents of mails. Assistant superintendent of mails, three classes, salary, graded in even hundreds of dollars, at one thousand two hundred dollars, one thousand three hundred dollars, and not exceeding one thousand four hundred dollars per annum.

Superintendents of delivery. Superintendents of delivery, salary not exceeding forty-five per centum of the salary of the postmaster, as provided by the act of March third, eighteen hundred and eighty-three (sec. 255), graded in even hundreds of dollars, from one thousand three hundred dollars to not exceeding two thousand seven hundred dollars per annum, except at New York, New York, where the salary of the superintendent of delivery shall be fixed at three thousand two hundred dollars per annum.

Assistant superintendents of delivery. Assistant superintendents of delivery, three classes, salary, graded in even hundreds of dollars, at one thousand two hundred dollars, one thousand three hundred dollars, and not exceeding one thousand four hundred dollars per annum.

Superintendents of registry. Superintendents of registry, salary not exceeding thirty-five per centum of the salary of the postmaster, as provided by the act of March third, eighteen hundred and eighty-three (sec. 255), graded in even hundreds of dollars, from one thousand dollars to not exceeding two thousand one hundred dollars per annum, except

—at New York, Chicago, Washington. at New York, New York, Chicago, Illinois, and Washington, District of Columbia, where the salary of the superintendent of registry shall be fixed at not exceeding forty per centum of the salary of the postmaster, as provided by the act of March third, eighteen hundred and eighty-three (sec. 255).

Assistant superintendents of registry. Assistant superintendents of registry, salary not exceeding twenty-five per centum of the salary of the postmaster, as provided by the act of March third, eighteen hundred and eighty-three (sec. 255), graded in even hundreds of dollars, from one thousand dollars to not exceeding one thousand five hundred dollars per

—New York. annum, except at New York, New York, where the salary of the first and second assistant superintendents of registry shall be fixed at two thousand four hundred dollars and one thousand eight hundred dollars per annum, respectively.

Superintendents money-order division. Superintendent, money-order division, salary not exceeding forty per centum of the salary of the postmaster, as provided by the act of March third, eighteen hundred and eighty-three (sec. 255), graded in even hundreds of dollars, from one thousand dollars to not exceeding two thousand four hundred dollars per annum,

—at New York. except at New York, New York, where the salary of the superintendent of the money-order division shall be fixed at three thousand two hundred dollars per annum.

Assistant superintendents money-order divisons. Assistant superintendent, money-order division, ten (eleven) classes, salary, graded in even hundreds of dollars, from eight hundred dollars to not exceeding one thousand eight hundred

dollars per annum, except at New York, New York, where the salary of the first and second assistant superintendents of money-order division and the chief bookkeeper shall be fixed at two thousand four hundred dollars, one thousand eight hundred dollars, and one thousand eight hundred dollars, respectively. —at New York.

Superintendents of stations, ten (eleven) classes, salary, graded in even hundreds of dollars, from one thousand dollars to not exceeding two thousand dollars per annum, except at New York, New York, where the salaries of the superintendents of Stations "A" and "D" shall be fixed at two thousand five hundred dollars each per annum, and superintendents of Stations "E" and "F" shall be fixed at two thousand two hundred dollars each per annum. Superintendents of stations. —at New York.

Clerks in charge of stations, nine classes, salary, graded in even hundreds of dollars, from one hundred dollars to not exceeding nine hundred dollars per annum. Clerks in charge of stations.

Foremen of crews or working sections, six classes, salary, graded in even hundreds of dollars, from nine hundred dollars to not exceeding one thousand four hundred dollars per annum. Foremen of working sections, etc.

Mailing clerks, letter distributers, dispatchers, registry, money order, directory, and nixie clerks, nine classes, salary, graded in even hundreds of dollars, from six hundred dollars to not exceeding one thousand four hundred dollars per annum. Mailing clerks, etc.

Separators and assorters, paper distributers, record clerks, general-delivery clerks, inquiry clerks, clerks for special-delivery mail, raters of third and fourth class mail matter, weighers of second class mail matter, stock or supply clerks, and timekeepers, seven classes, salary, graded in even hundreds of dollars, from six hundred dollars to not exceeding one thousand two hundred dollars per annum. Separators, etc.

Stampers and mail messengers, five classes, salary, graded in even hundreds of dollars, from four hundred dollars to not exceeding eight hundred dollars per annum. Stampers, etc.

Printers, four classes, salary, graded in even hundreds of dollars, from nine hundred dollars to not exceeding one thousand two hundred dollars per annum. Printers.

Pressmen, messengers, watchmen, laborers, janitors, porters, firemen, carpenters, waste-paper examiners, and general-utility clerks, four classes, salary, graded in even hundreds of dollars, from four hundred dollars to not exceeding seven hundred dollars per annum. Pressmen, messengers, etc.

Auditor and draftsman at New York, New York, three thousand dollars and one thousand two hundred dollars per annum, respectively. (See note.) Auditor and draftsman, New York.

NOTE.—Stamp agents have not been provided for in appropriations for several years and are omitted as shown by stars after stamp clerks. Note.

The act of March 3, 1901 (ch. 851, 31 Stat. L., 1102), provided an appropriation of three thousand dollars for an auditor at Chicago, Ill. Auditor, Chicago.

SEC. 288. The Postmaster-General is hereby authorized to classify and fix the salaries of the clerks attached to second class post-offices, * * * as hereinafter provided. **Classification of clerks in offices of the second class.** 1889, Mar. 2, ch. 374, 1 Supp. R. S., 682.

Chief clerk, (*) nine classes, salary, graded in even hundreds of Chief clerk.

dollars, from seven hundred dollars to not exceeding one thousand five hundred dollars per annum.

Mailing clerks, etc.

Mailing clerks, letter distributers, dispatchers, registry clerks, stamp clerks, and money-order clerks, five classes, salary, graded in even hundreds of dollars, from six hundred dollars to not exceeding one thousand dollars per annum.

Separators, etc.

Separators and assorters, paper distributers, general-delivery clerks, and general-utility clerks, four classes, salary, graded in even hundreds of dollars, from six hundred dollars to not exceeding nine hundred dollars per annum.

Stampers, messengers, etc.

Stampers, messengers, porters, janitors, and watchmen, four classes, salary, graded in even hundreds of dollars, from three hundred dollars to not exceeding six hundred dollars.

Note.
Recent appropriation providing for specific number of clerks.

NOTE.—In the appropriation act of March 3, 1901 (ch. 851, 31 Stat. L., 1099), chief clerks at offices of the second class are designated as assistant postmasters. This change is not permanent. See current appropriation acts. The recent annual appropriation acts have specified the number of clerks of each grade, as provided in the preceding sections of the classification act, that could be appointed at offices of the first and second class. Some grades not covered by the classification have, however, been provided for in recent appropriation acts.

Classified civil service.
1883, Jan. 16, ch. 27, 6, 1 Supp., 395.

SEC. 289. * * * It shall be the duty of the Postmaster-General to separately arrange in classes the several clerks and persons employed, or in the public service, at each post-office, or under any postmaster of the United States, where the whole number of said clerks and persons shall together amount to as many as fifty. And * * * from time to time, on the direction of the President, it shall be the duty of the Postmaster-General to arrange in like classes the clerks and persons so employed in the postal service in connection with any other post-office; and every such arrangement and classification upon being made shall be reported to the President.

—all free delivery offices included in.

2. Under Rule III of the civil-service rules, approved by the President, all post-offices where the regular free delivery service is established will be included in the classified postal service.

Classification of clerks.

3. The classification of clerks in post-offices of the first and second classes shall be as provided in section 23.

Classification of employees on establishment of free delivery.

4. All the employees of a post-office at which the free delivery service is to be established, whose names appear on the roster of said office approved by the Post-Office Department, shall, on the date of the actual establishment of the free delivery service, become employees of the classified service, with all the rights accorded by the civil-service law and rules.

—on consolidation with free delivery office.

5. Whenever, by order of the Postmaster-General, any post-office shall be consolidated with and made a part of another post-office where free delivery is established, all the employees of the office thus consolidated, whose names appear on the roster of said office ap-

proved by the Post-Office Department, shall, from the date of said order, be employees of said free delivery office, and the person holding, on the date of said order, the position of postmaster at the office thus consolidated with said free delivery office, may be assigned to any position therein, and given any appropriate designation under the classification act (secs. 287 and 288), which the Postmaster-General may direct.

Examinations, information concerning.

6. For information concerning examinations, reference is made to the civil-service rules, the local examining boards, or the Civil Service Commission, Washington.

Note.

NOTE.—Examinations are held at all post-offices in the classified service by an examining board appointed by the Civil Service Commission, for the purpose of establishing an eligible register, from which appointments in the several offices will be made.

Correspondence with Civil Service Commission.—postmasters to submit to Department for consideration and transmission.

Sec. 290. Postmasters at all post-offices under the classified civil service will forward all communications received from the Civil Service Commission, together with the replies thereto, with the exception of the monthly report of changes as required by the Commission, to the First Assistant Postmaster-General (Division of Salaries and Allowances) for consideration and transmission to the Civil Service Commission.

Clerks in first and second class post-offices not to be changed without approval of Postmaster-General. 1889, Mar. 2, ch. 374; 1 Supp., 682.

Sec. 291. No clerk or employee (in any post-office of the first or second class) shall be promoted or advanced in grade or salary without the approval of the Postmaster-General, * * * and postmasters at offices of the first and second classes shall submit rosters of the clerks attached to their respective offices to the Postmaster-General, to take effect from the first day of the fiscal year, * * * and no roster shall be considered in effect until approved by the Postmaster-General.

Rosters.

Complete rosters not to be submitted annually, but additions and changes only to be recommended.

2. Postmasters will not submit complete rosters prior to the beginning of each fiscal year; but will recommend to the First Assistant Postmaster-General, on Form A–45, such additional clerks, promotions, and changes as are deemed necessary for the proper conduct of the business of their offices. None of such recommendations shall be of any effect unless approved by the First Assistant Postmaster-General, and an allowance authorized in accordance therewith.

Allowances to continue, except.

3. All allowances for clerks will continue from year to year unless otherwise ordered, or as provided in the preceding paragraph.

Appointment of clerks in post-offices of first and second classes.

Sec. 292. The number, grades, and salaries of clerks and other employees at post-offices of the first and

second classes, where allowance for clerk hire is made, will be fixed by the First Assistant Postmaster-General.

—where classified.

2. At post-offices embraced in the classified postal service under the civil-service act (see sec. 289) appointments will be made under the civil-service rules from the eligible list furnished by the Civil Service Commission.

Temporary appointments.

3. Wherever at any post-office in the classified service there is not a complete list of eligibles, temporary appointments will be made.

—approval of First Assistant Postmaster-General.

4. Postmasters will make no appointments to fill vacancies, or original appointments of clerks or other employees, who are paid from the clerk-hire allowances made by the Post-Office Department without first submitting a nomination to the First Assistant Postmaster-General (Division of Salaries and Allowances), and receiving his approval thereof.

Appointments and changes to be certified to Auditor.

5. All appointments of clerks and changes in grade or compensation will be reported to the Auditor for the Post-Office Department by the First Assistant Postmaster-General; and no payment on account of salaries of clerks will be allowed, except where such payments are made to persons employed by authority of the First Assistant Postmaster-General.

See sec. 26, as to preference to be given to honorably discharged soldiers and sailors, their widows and orphans.

Clerks to be subject to postmaster.

Sec. 293. All clerks and employees in post-offices shall be subject to the direction and control of the postmaster.

Superintendents of mails.

Sec. 294. Whenever it is deemed necessary at any post-office of the first class, the Postmaster-General will appoint from the classified postal service a superintendent of mails who shall be selected by the First Assistant Postmaster-General with the approval of the Second Assistant Postmaster-General; and when necessary, at a post-office of the second class, a clerk therein will be designated by the First Assistant Postmaster-General to act as chief clerk of the mailing division.

—how appointed.

—subject to postmaster.

2. The superintendent of mails is subject to the direction of the postmaster at the office where he is employed, and is charged with the supervision of the distribution and dispatch of all mails from the post-office; the preparation and correction from time to time of all necessary schemes or lists for distributions, subject to the approval of the division superintendent

—duties of.

Dispatch and receipt of mails.

of Railway Mail Service; the conduct of the case examinations prescribed in section 303, making report thereof to the postmaster and division superintendent of Railway Mail Service; the keeping of a record of all errors and irregularities checked by or against each clerk under his charge, making report thereof monthly, or oftener if required, to the postmaster and division superintendent of Railway Mail Service; and the examination of all slips returned to the post-office in which errors are noted, comparing the same with the schemes and orders, making a record thereof, and returning them to the respective clerks by whom the distribution was made, or in case checks were erroneously made, to the division superintendent of Railway Mail Service, in order that proper credit may be given.

Case examinations.

Errors.

Sec. 295. No removal shall be made from the competitive classified service, except for just cause and for reasons given in writing; and the person sought to be removed shall have notice and be furnished a copy of such reasons, and be allowed a reasonable time for personally answering the same in writing. Copy of such reasons, notice, and answer, and of the order of removal shall be made a part of the records of the proper department or office.

Removals from classified service. Civil-service Rule II, § 8.

2. Whenever in the opinion of a postmaster at any classified office any clerk should be removed on account of dereliction of duty, delinquency, misconduct, or inefficiency, he will transmit to the First Assistant Postmaster-General (Division of Salaries and Allowances), written charges and specifications, detailing fully his reasons for recommending removal.

Charges to be preferred against persons sought to be removed.

3. The postmaster will furnish the accused with a copy of the charges and specifications, and advise the First Assistant Postmaster-General thereof when the charges are forwarded. The accused should be informed that such defense as he may desire to make must be returned to the postmaster for transmission to the Post-Office Department within ten days from the receipt of the copy of the charges. Whenever it is impracticable to present the copy to the accused in person it should be sent by registered mail, and the receipt preserved.

Accused to be advised of charges.

—to have opportunity to make defense.

4. The defense must be in writing, and, after due examination by the postmaster, should be promptly transmitted to the First Assistant Postmaster-General, accompanied by an expression of the postmaster's opinion thereon, and such recommendation as he may desire to make.

Defense to be submitted to Department.

Where no defense is filed.

5. If the accused fails to make any defense to the charges preferred within the time specified, the case as presented by the postmaster will be considered by the Department.

Change in grade or compensation, classified service.
Civil-service Rule II, § 8.

Sec. 296. The reasons for any change in rank or compensation within the competitive classified service shall be made a part of the records of the proper department or office.

—approval of, by First Asst. P. M. Genl.

2. Whenever it is deemed advisable to reduce or change the grade or salary of any clerk or employee in any post-office in the classified service, the postmaster will make a report to this effect to the First Assistant Postmaster-General (Division of Salaries and Allowances) for his consideration and approval; and no such change will be made without his authority.

Removals or changes at offices not in classified service.

Sec. 297. Where postmasters at second-class offices not in the classified service deem it to be for the best interests of the postal service to remove, or change the rank or compensation of, any clerk or employee in their offices a full report, giving the reasons therefor, should be submitted to the First Assistant Postmaster-General (Division of Salaries and Allowances) for his approval,

—to be made only with approval of First Asst. P. M. Genl.

and no removal or reduction will be made without his authority.

—notice need not be given.

2. No notice or opportunity to be heard need be given where it is sought to remove or reduce a clerk or employee not in the classified service.

Detail of clerks in post-offices.
1885, Mar. 3, ch. 342; 1 Supp., 483.

Sec. 298. Postmasters (at offices of the first and second classes) are authorized, with the approval of the Postmaster-General, to assign at any time any clerk or employee of their respective post-offices to duty in any branch thereof.

Clerks to perform duties as directed by postmaster without regard to roster designation.

2. Clerks and employees in post-offices appointed under a certain designation may, when in the opinion of the postmaster the business of the office requires the same, be detailed to, and when so detailed shall perform, the duties of any other clerk or employee in the post-office in which they are employed, or the duties attaching to any other position under any classification designation whatever, whether anyone is employed in said office under such classification designation or not.

Suspension and fining of clerks.
—postmasters to obtain authority for, except.

Sec. 299. Postmasters must not suspend clerks without authority from the First Assistant Postmaster-General, except for a criminal act, or any act of such a serious nature as to render an immediate suspension from duty imperative. Such suspension must be immediately reported to the First Assistant Postmaster-General.

—report to First Assistant Postmaster-General, what to contain.

2. Where clerks or employees are guilty of delinquency or misconduct, report should be made to the First Assistant Postmaster-General (Division of Salaries and Allowances), with a statement of all the facts in the case and a recommendation for such action as the postmaster may deem necessary. In minor cases, not sufficient to warrant removal but in which some punishment is necessary, postmasters will recommend a fine in even dollars and not to exceed ten dollars as may be justified by the gravity of the offense, but such fine must not be imposed until authorized by the Department. When a greater penalty is deemed necessary the Department will authorize a reduction in the annual salary.

Leaves of absence for clerks.
1890, Oct. 1, ch. 1260, 1 Supp., 878.

Sec. 300. * * * Clerks and employees attached to first and second class post-offices * * * (shall) be allowed leaves of absence, with full pay, for not exceeding fifteen days in any one fiscal year: *Provided*, That no clerk or employee be granted a leave * * * until he has performed service for one year.

—not till in service a year.

—postmasters to arrange for.

2. Postmasters must require the clerks at their offices to take their leaves at such times, and in such order, as will least interfere with the service, and the business of the office must be so arranged that it can be carried on during the absence of the clerks on leave without the employment of temporary clerks.

At small second-class offices substitutes may be employed, when.

3. Where leaves can not, however, be granted at the smaller offices of the second class without serious embarrassment to the service, authority will be given to employ substitutes.

Note.

NOTE.—The omitted portion of the above statute refers to leaves for employees of the mail-bag repair shop, as to which see sec. 1395.

Substitute clerks.
—may be employed for clerks on leave or attending court.

Sec. 301. The First Assistant Postmaster-General will, when necessary, authorize the employment of substitutes at post-offices of the first and second classes for clerks or employees on leave, or in attendance as witnesses in United States courts in cases arising under the laws of the United States, at a rate of compensation not exceeding the compensation of such absent clerks or employees, to be paid out of the appropriation for substitutes and temporary clerks.

—applications for, in case of clerks on leave.

2. Applications for the employment of substitutes for clerks on leave in the cases referred to in section 300, stating fully the reasons therefor, should be addressed to the First Assistant Postmaster-General (Division of Salaries and Allowances).

—postmasters to employ, where clerks subpœnaed as witnesses, and make report.

3. Whenever clerks are subpœnaed as witnesses in United States courts, postmasters will, if necessary, employ substitute clerks to serve during the time the regular clerks are actually absent attending court. A full report of such employment, including the compensation agreed to be paid, will be made to the First Assistant Postmaster-General (Division of Salaries and Allowances) for his approval.

Note.

NOTE.—The act of March 3, 1901 (ch. 851, 31 Stat. L., 1102), provides an appropriation for substitutes for clerks on vacation and temporary clerks. The act of June 13, 1898, 2 Supp., 778, provided specifically for the employment of substitutes in lieu of clerks subpœnaed as witnesses in United States courts, but such substitutes can be now employed out of the appropriation for temporary clerks, which is not limited in its uses, as in prior appropriation acts.

See sec. 298 as to assignment of clerks to different duties.

Temporary clerks.
—application for.

Sec. 302. Wherever postmasters at offices of the first and second classes can not satisfactorily perform the work of their offices with the regular force at holiday or election periods, or at any other time on account of unusual conditions, they should report such fact to the First Assistant Postmaster-General (Division of Salaries and Allowances), with a statement as to what temporary clerks are needed to meet such emergency;

—may be authorized when regular force can not do work at particular times.

and if the facts justify the same the First Assistant Postmaster-General will authorize the employment of temporary clerks.

—only allowed when necessary.

2. Temporary clerks must not be asked for and will not be allowed except where absolutely necessary.

Note.

NOTE.—Annual appropriations have been provided in the recent appropriation acts for the employment of temporary clerks when necessary.

Examination of distributing clerks.

Sec. 303. Postmasters at offices of the first and second class will require distributing clerks to be examined from time to time on schemes of such States as are to be distributed at their offices. Such examinations, which will be conducted by the Superintendent

—what examination to consist of.

of Mails at offices of the first class, will consist in the distribution from memory of cards representing post-offices, towns, or counties of any State for which distribution is made in the office. After such distribution the cards will be examined, tested by the schemes, and a record kept of the number of errors noted. Clerks should also be frequently questioned as to the proper routes on which mails are dispatched from their offices, and as to the orders given them for making up the mail. Incompetent distributing clerks will be removed.

Clerks serving on civil service boards.

Sec. 304. The appointment of clerks in post-offices as secretaries or as members of boards of civil service examiners does not in any way affect their relations to the Post-Office Department. They are still subordinate to the postmaster, and must not absent themselves from their duties as post-office clerks to attend meetings of the board or to transact the business of the Civil Service Commission without special authority from him.

—not to affect relations to post-office.

—to apply to postmaster for permission to attend meetings.

2. Clerks who are members of boards of civil service examiners are, in the performance of their duties as such, under the direction of the Civil Service Commission. They must, however, render faithful and efficient service as post-office clerks, and must not neglect their duties under the pretext of performing service for the Civil Service Commission.

—to be under direction of Civil Service Commission, when.

—not to neglect duties as clerks.

Postmasters to facilitate work of civil service boards.

3. Postmasters will allow clerks who are members of the local board of civil service examiners ample time to attend to their duties as members of such boards during the regular office hours, upon proper notice and application, and will in every way facilitate the work of the Civil Service Commission.

Soliciting of gifts from public by clerks forbidden.

Sec. 305. Clerks in post-offices must not borrow money or contract debts which they have no reasonable prospect of being able to pay; nor solicit, in person or through others, contributions of money, gifts, or presents; or issue addresses, complimentary cards, prints, publications, or any substitute therefor intended or calculated to induce the public to make them gifts or presents; or sell tickets for theaters, concerts, balls, fairs, picnics, excursions, or places of amusement or entertainment of any kind.

—not to sell tickets or issue addresses.

Time recorders.

Sec. 306. In all post-offices where time recorders have been or may be furnished, the record taken from the time recorder shall constitute the official time record, and all other methods of time-keeping (except carriers' trip reports) shall be discontinued.

—all employees to use.

2. The time recorder must be used by the assistant postmaster, superintendents, clerks, carriers, and all other employees in reporting for duty, on leaving for or returning from trips or meals, and at the close of the day's work. This record must be taken at least once daily, the aggregate time (total number of working hours and minutes served by each employee) entered in a time book, and the tapes with the original

—record of time from.

record securely pasted in a time book furnished by the First Assistant Postmaster-General, Division of Post-office Supplies. The failure of an employee to register will be treated as a violation of the regulations, and must be reported to the Department by the postmaster for action.

Failure of employees to register.

See sec. 748, as to use of time recorders by letter-carriers.

IV.—Clerical Assistance at Offices of the Third and Fourth Classes.

Allowances for clerical assistance at third and fourth class offices, only in certain cases.

Sec. 307. The Postmaster-General is not authorized, except in certain cases (see secs. 308 and 309), to make allowances for the employment of clerical assistance at offices of the third and fourth classes. Postmasters must, therefore, arrange for the compensation of their assistants (see sec. 283) or any clerks employed by them unless allowances are made therefor as hereafter provided.

—postmasters must pay assistants.

Commissions on money orders to cover clerical assistance.

2. The commissions allowed to postmasters at offices of the third and fourth classes on all money orders issued are intended to cover the cost of all clerical assistance necessary in the conduct of the money-order business. (See sec. 967.)

Allowances for clerk hire at distributing offices of third and fourth classes.
R. S., § 3859.

Sec. 308. The Postmaster-General may designate offices at the intersection of mail routes as distributing or separating offices; and where any such office is of the third (or) fourth * * * class he may make a reasonable allowance to the postmaster for the necessary cost of clerical services arising from such duties.

—applications for, what to contain.

2. Applications for allowances for clerical assistance at separating offices of the third and fourth classes must be made to the First Assistant Postmaster-General (Division of Salaries and Allowances), stating the amount of mail handled for other offices and the reasons why help is necessary in order to properly attend to such distribution.

Note.

Note.—At the time the above statute was enacted there were five classes of offices. The fifth is omitted, as shown by stars.

Allowances for clerical assistance where unusual business accrues.
R. S., § 3863.

Sec. 309. Whenever unusual business accrues at any post-office, the Postmaster-General shall make a special order allowing reasonable compensation for clerical service. * * *

Note.

Note.—The omitted clause refers to the allowance of an increase in salary to the postmaster where unusual business accrues, but this is repealed by the act of March 3, 1883, fixing the salary and compensation of postmasters. (See secs. 255 and 257.)

This statute is inapplicable to offices of the first and second classes, as the allowances for clerk hire at such offices are now made out of regular appropriations at the discretion of the Postmaster-General (sec. 286), and the cost of all clerical assistance at such offices must be paid out of these appropriations.

Employment under allowances for separating mails, etc.

Sec. 310. Whenever an allowance is made for clerical assistance at any post-office of the third or fourth class, the postmaster may employ any persons who are competent and can take the oath of office. (See sec. 207.) No report of the person employed need be made to the Post-Office Department. The person who is designated as assistant postmaster, as provided in section 283, may be employed under such allowances.

See sec. 380 as to vouchers to be filed with Auditor for payments out of allowances for separating mails, etc.

Oath of office to be taken by persons liable to handle mail.

Sec. 311. All members of a postmaster's family and other persons who are competent, and liable in his absence to be called upon to receive and deliver mail, or perform other duties in the post-office, must take the oath of office. (See sec. 207.)

Ex-postmasters.

2. An ex-postmaster must not be permitted to have access to or handle mail matter unless he takes the oath of office anew.

V.—Bonds of Clerks in Post-Offices.

Bonds of clerks in post-offices. 1898, June 13, ch. 446, § 3, 2 Supp., 779.

Sec. 312. Assistant postmasters and cashiers at first, second, and third class post-offices, and when deemed necessary by the Postmaster-General for the better protection of the interests of the Government any other employees in such offices, shall, before entering upon the duties of their office give bond to the United States with good and approved security, and in such penalty as the Postmaster-General shall prescribe, conditioned for the faithful discharge of all duties and trusts imposed upon them either by law or the rules and regulations of the Post-Office Department.

—when required.
—penalty of.
—what to cover.

Note.—Cashiers are allowed only at first-class post-offices. (See sec. 298 as to assignment of clerks to performance of any duty in the post-office where employed.)

Liability of postmaster not affected by taking bonds from clerks.

Sec. 313. The taking of bonds by the United States directly from assistant postmasters and clerks in post-offices does not in any wise affect the liability of postmasters upon their official bonds for the proper discharge of all the duties of their office and the due accounting for all public funds which may be in, or come into, their custody as postmaster; and postmasters and their sureties are responsible on their official bonds to the same extent as theretofore for the defaults and defalcations of their subordinates. The bonds taken from assistants and clerks in post-offices are simply additional security of which the United States may avail itself in case of loss.

Clerks in post-offices required to give bond.

Sec. 314. Chief clerks who act as assistant postmasters, finance clerks who act as cashiers, stamp clerks, superintendents of money order and chief money-order clerks, money-order issuing and paying clerks, superintendents of stations, clerks in charge of stations and substations, superintendents of registry and all registry clerks shall give bond to the United States in addition to assistant postmasters at first, second, or third class offices, and cashiers at first-class offices, none being employed at other offices.

Bonds to cover all duties imposed.

2. The bonds given to the United States by clerks and employees in post-offices under their roster designation will be held to apply to and cover the faithful discharge of all duties and trusts imposed upon them, and the due accounting of all moneys which may come into their possession while performing the duties of any other clerk or employee, or of any position under any other roster designation or classification whatever.

—new, when required.

3. When recommendations are made by postmasters involving changes in such designations as assistant postmasters, cashiers, finance clerks, money-order and registry clerks, and others from whom bonds are required, the Department will call for bonds to cover the new positions, and upon the receipt and approval of such bonds the clerks will be regarded as permanent appointees under the new designations. The same procedure will obtain respecting bonds of stampers, distributors, mailing clerks, etc., of whom it is optional with the postmaster to require bonds.

Others may be required to give bond upon advice of postmaster.

4. Where other persons than those named handle Government funds they may be required to give bond if so recommended by the postmaster.

Amount of bond.

5. The amount of bond in each instance will be fixed by the Post-Office Department, upon the advice of the postmaster, according to a schedule that will be furnished upon application.

See sec. 283 as to assistant postmasters at third-class offices.

Form of and surety on bonds of clerks.

Sec. 315. All bonds of assistant postmasters and clerks in post-offices must be given to the United States, and drawn in accordance with the forms prescribed by the Department.

Corporate security.

2. The Post-Office Department prefers that the bonds of assistant postmasters and clerks in post-offices be guaranteed by a surety company authorized to do business under act of Congress approved August 13, 1894. (See sec. 88.)

3. Postmasters may represent the employees of their offices in negotiating premium rates with surety companies, but must not solicit or accept commissions from such companies, nor seek to compel their clerks to do business with any particular company. Postmasters may negotiate rates.

4. It is desired that in post-offices of the first and second classes the clerks shall give a blanket bond to the United States, guaranteed by a surety company. This is not compulsory, but it will greatly facilitate the business of the Department. Blanket bonds.

5. After the execution of a blanket bond no additional persons can be included. All subsequent bonds given for clerks in the same office must be on a similar form where there is more than one person to be bonded, or where there is only one person upon a single form. —names can not be added thereto.

6. The proper designation of clerks in first and second class offices must be given in their bonds, and the names of all clerks in blanket bonds must be arranged in alphabetical order. Bonds to contain proper designation.

7. In all cases the premium on bonds must be paid by the clerks and employees, and where they are not paid according to agreement the Department will take proper action in the matter. Postmasters will report to the First Assistant Postmaster-General (Division of Salaries and Allowances) where a clerk fails to pay the premium on his bond within fifteen days after it is due. Premium on bonds to be paid by clerks.

8. Applications for forms for bonds and lists of surety companies that will be accepted thereon, and all correspondence relative to bonds should be addressed to the First Assistant Postmaster-General (Division of Salaries and Allowances). Applications for forms, etc.

VI.—Oaths of Clerks in Post-Offices.

Sec. 316. Assistant postmasters, clerks, and employees in post-offices must, before entering upon the discharge of their duties, take the oath of office upon the form furnished by the Post-Office Department (see sec. 207), and postmasters will retain such oaths on the files of their respective offices, except that the oaths of assistant postmasters at offices of the third class will be forwarded to the First Assistant Postmaster-General (Division of Salaries and Allowances). **Oaths.** —assistant postmasters, clerks, etc., must take.

CHAPTER 5.

ALLOWANCES AND SUPPLIES FOR POST-OFFICES.

I.—Allowances for Rent, Light, and Fuel.

Expenditures for rent, light, and fuel at first, second, and third class offices. —how authorized.

Sec. 317. The Postmaster-General is authorized to allow postmasters at offices of the first, second, and third classes such sum as he may deem necessary for rent, light, and fuel, except as provided in the following statute at third-class offices, within the limit of the appropriation provided by law. (See note.)

—limit at third-class offices. 1901, Mar. 3, ch. 851, 31 St. L., 1102.

2. There shall not be allowed for the use of any third-class post-office for rent a sum in excess of four hundred dollars, nor more than sixty dollars for fuel and light in any one year.

Note.

Note.—Under R. S., § 3860, the Postmaster-General was authorized to allow to postmasters at offices of the first and second classes, out of the surplus revenues of their offices, such sums as he might deem necessary for rent, fuel, and light. This was extended to third-class offices by the act of July 24, 1888 (ch. 702, 1 Supp., 600). The annual appropriation acts have for years past contained an appropriation for "rent, light, and fuel," which may be expended according to the discretion of the Postmaster-General, except as limited at third-class offices; and by the provisions of the act of July 24, 1888, supra, "the aggregate allowance for rent (at all post-offices of the first, second, and third classes) made in any year (shall not) exceed the amount appropriated for such purpose." R. S., § 3860, is practically of no use in connection with allowances for rent, light, and fuel, nor in the case of allowances for miscellaneous items, etc., as to which see note, sec. 321. See also note, sec. 286, as to R. S., § 3860, in connection with clerks in post-offices, and supplies.

Applications for allowances for rent, light, and fuel.

—to whom sent.

Sec. 318. Applications for allowances for rent, light, and fuel at offices of the first, second, and third classes must be addressed to the First Assistant Postmaster-General (Division of Salaries and Allowances). The amount needed for each item should be specified.

Expenditures, how authorized.

2. Expenditures for rent, fuel, and light must not be made unless authorized by the First Assistant Post-

Allowances not to be exceeded.

master-General; and the amount allowed for each item must not be exceeded. Credit will only be allowed for

Vouchers to be filed.

the amount actually disbursed, and vouchers therefor must be rendered to the Auditor for the Post-Office Department. (See sec. 380.)

Room occupied by other parties not to be rented for post-office without approval of Department.

3. Postmasters at offices where an allowance is made for rent must not rent a part of any room or store until a report has been made to the First Assistant Postmaster-General and authority received from him for such occupancy. The report must give a description of the room or store and the class of business carried

on by the occupant; what separation there will be between the post-office and the other part of the room, and all other necessary information.

Premises rented by Department not to be sublet without authority.

4. Whenever the rental for an entire room or store for the use of the post-office is paid for by the Post-Office Department, no portion thereof must be sublet without the consent of the First Assistant Postmaster-General. If any such premises are sublet, the rental received therefor must be accounted for as part of the revenues of the office.

No allowances at fourth-class offices.

5. No allowance for rent can be made under the law to any office of the fourth class.

II.—Leases for Post-Office Premises.

Leases for premises for use of post-offices.—may be entered into for not exceeding ten years.

Sec. 319. The Postmaster-General is authorized to enter into leases for the use of premises at post-offices of the first, second, and third classes for a term not exceeding ten years, payment therefor to be made quarterly out of the appropriation for rent, fuel, and lights. (See note.)

No rent to be paid under, when building unfit for use. 1885, Mar. 3, ch. 342, 1 Supp., 483. —lease to terminate, when.

2. Whenever any building or part of a building under lease becomes unfit for use as a post-office, no rent shall be paid until the same shall be put in a satisfactory condition by the owner thereof for occupation as a post-office, or the lease may be canceled, at the option of the Postmaster-General; and a lease shall cease and terminate whenever a post-office can be moved into a Government building.

Note.

NOTE.—Annual appropriation acts for several years past have contained a provision authorizing the Postmaster-General to apply part of the appropriation for rent, light, and fuel "to the purpose of leasing premises for the use of post-offices of the first, second, and third classes at a reasonable annual rental," etc. (See act March 3, 1901, ch. 851, 31 Stat. L., 1102.) The terms for which such leases could be entered into have varied, but for several years past the period has been limited to ten years. The authority to make these leases is only temporary, and unless made permanent or repeated in subsequent acts the Postmaster-General would not be authorized to enter into a lease which would be binding on the Government beyond the term of the current appropriation. (See sec. 104.)

Leases will be made when expedient.

Sec. 320. Whenever it is deemed expedient, leases for a term of years will be entered into by the Post-Office Department on behalf of the United States for premises for the use of post-offices of the first, second, and third classes. Such leases will be made for a period not exceeding five years, except that in such cases where special advantages can be obtained the term will be increased to not exceeding ten years.

Correspondence relative to lease.

2. All correspondence relative to the leasing of premises for post-offices should be addressed to the

First Assistant Postmaster-General (Division of Salaries and Allowances).

See sec. 318 as to subletting any portion of post-office premises.

III.—Allowances for Advertising and Miscellaneous Items.

Expenditures for canceling machines, advertising, and miscellaneous items at first and second class offices.
—not to be made without authority of Postmaster-General.

Sec. 321. The Postmaster-General is authorized to allow to postmasters at offices of the first and second classes such sums as he may deem necessary for canceling machines, advertising, and miscellaneous and incidental items, including furniture and cleaning, within the limit of the appropriations provided by law.

Allowances for miscellaneous items may be expended without specific authority, when.
1901, Mar. 3, ch. 851, 31 Stat. L., 1103.

2. The Postmaster-General, in his discretion, under such regulations as he shall prescribe, may authorize any of the postmasters of said offices to expend the funds he may allow them for such purposes (miscellaneous and incidental items, including furniture and cleaning) without the written consent of the Postmaster-General.

Note.

Note.—Under R. S., § 3860, the Postmaster-General is authorized to allow to postmasters at offices of the first and second classes, out of the surplus revenues of their offices, such sums as he deems necessary for "furniture, printing, * * * incidentals," etc. Recent appropriation acts have contained annual appropriations for these and other items named except printing, which is now classed as miscellaneous, and allowances therefrom may be made to the different offices within the limit of the appropriation, according to the discretion of the Postmaster-General, so that R. S., § 3860 is practically of no use in connection with these allowances, nor in the case of allowance for rent, light, and fuel, as to which see Note, sec. 317. See also Note, sec. 286, as to R. S., § 3860, in connection with clerks in post-offices, and supplies.

Allowances for advertising, miscellaneous, and incidental items.
—applications for, to whom made.

Sec. 322. Applications for allowances for advertising (see secs. 661 and 663), miscellaneous, and incidental expenses at offices of the first and second classes must be addressed to the First Assistant Postmaster-General (Division of Salaries and Allowances). The application should show each item or article separately, with cost of each.

Expenditures not to be made without authority.

2. Expenditures will be authorized by order of the First Assistant Postmaster-General specifying the allowance for each item and the period covered. Allowances may be made at an annual rate. Credit will be allowed only for expenditures authorized, and for the amount actually disbursed, and vouchers therefor must be rendered to the Auditor for the Post-Office Department. (See sec. 380.)

—vouchers for, to be filed.

Fixed allowances for miscellaneous items, when made.

3. Fixed annual allowances for miscellaneous and incidental items which may be expended by the postmaster without specific authority in each case, will only be made at the larger offices of the first class.

Stamp canceling machines. —applications for.

4. Applications for stamp-canceling machines must be addressed to the First Assistant Postmaster-General (Division of Salaries and Allowances), and when supplied will be furnished upon the direct order of the Post-Office Department.

No allowances at third and fourth class offices, except.

5. No allowances whatever can be made to offices of the third and fourth classes, except for separating the mails (see sec. 308), and for rent, fuel and light at offices of the third class. (See sec. 317.)

Allowances not made for expenses in making payments or collections.

SEC. 323. No allowance will be made to any postmaster for expenses incurred in payment of authorized expenditures by money order, check, or otherwise, or in depositing or collecting moneys due the Post-Office Department.

IV.—STATIONERY AND GENERAL SUPPLIES.

Supplies for post-offices. —requisitions for, how made.

SEC. 324. Requisitions for supplies, including blanks, will be made to the First Assistant Postmaster-General (Division of Post-Office Supplies). Blank requisitions will be furnished and must be carefully filled out, giving the name of the office, county, State, and postmaster.

—to be used for office purposes.

2. Supplies should be used only for official purposes and must be properly cared for.

Wrapping paper and twine to be reused.

3. Wrapping paper and twine will be reused when possible.

Inventory to accompany requisition.

4. An inventory showing the amount of stationery on hand at the time each annual requisition is made must accompany the same.

Name of postmasters not to be put on blanks, etc.

5. No blank books, letter heads, or printed matter of any kind furnished by the Post-Office Department shall have the name of the postmaster printed thereon.

Money-order supplies.

6. Supplies for use in the money-order business will be obtained upon requisition to the First Assistant Postmaster-General (Division of Money Orders).

Note.

NOTE.—Under R. S., § 3860, the Postmaster-General was authorized to make allowances to postmasters at offices of the first and second classes for stationery, as in the case of rent and incidental items, etc., as to which see Notes, secs. 317 and 321. Annual appropriations are now made for all stationery supplies for post-offices which are furnished direct from the Department. (See sec. 626 as to conduct of business of post-office where contagious disease in postmaster's family.)

Supplies furnished. Facing slips.

SEC. 325. Blank facing slips will be furnished to all offices as may be necessary.

Wrapping paper, twine.

2. Wrapping paper and twine will be issued to offices where gross receipts exceed $100 per annum;

but at smaller offices the necessity therefor must be shown in the requisition.

Balances, scales.

3. Offices where the annual gross receipts are $300, or more, will be supplied with four-pound letter balances, and where second-class matter has to be weighed the necessary scales will be furnished. Balances denominated in grams of the metric system will be furnished to post-offices exchanging mail with foreign countries, and such other offices as may be necessary. (See sec. 81.)

Postmarking stamps, etc.

4. Postmarking and rating stamps and ink will be supplied to all post-offices.

Stationery.

5. Stationery and general stationery supplies will be furnished to post-offices of the first and second classes.

Reference slips at offices of fourth class.

6. At offices of the third and fourth classes, postmasters must supply themselves at their own expense with printed reference slips of the same size as those furnished to other offices by the Post-Office Department, which is 3½ by 8 inches.

Allowances for printed facing slips, and card labels at first and second class offices.

SEC. 326. Allowances will be made to postmasters of the first and second classes upon application to the First Assistant Postmaster-General (Division of Post-Office Supplies) for the purchase of printed facing slips and card slide labels. Orders therefor will be made by postmasters upon the contractor, whose name and address appears in the Postal Guide, and payment will be made upon proper voucher out of said allowances. (See sec. 380.)

—application for orders upon contractors.

Postmasters at other offices may purchase printed slips.

2. Printed facing slips may be purchased by postmasters at offices of the third and fourth classes, at their own expense, of the regular contractor.

Blanks, record books, etc.

SEC. 327. Blanks, including record books and returns will be furnished to all postmasters upon requisition on the regular forms.

—requisition for.

—list of.

2. Lists of the blanks and blank books supplied to postmasters will be sent on application to the First Assistant Postmaster-General (Division of Post-Office Supplies).

CHAPTER 6.

POSTAGE STAMPS, STAMPED ENVELOPES, AND POSTAL CARDS.

I.—Sale of Stamps, Envelopes, etc.

Sec. 328. Postage stamps and stamped envelopes shall be furnished by the Postmaster-General to all postmasters, and shall be kept for sale at all post-offices; and each postmaster shall be held accountable for all such stamps and envelopes furnished to him.

Postage stamps and stamped envelopes.
R. S., § 3918. See R. S., § 3919.
—to be furnished and kept for sale at all offices.

See Title 1, chapter 8, as to preparation and issue of stamps, etc. See sec. 287, note.

Sec. 329. No postmaster of any class, or other person connected with the postal service, entrusted with the sale or custody of postage stamps, stamped envelopes, or postal cards, shall use or dispose of them in the payment of debts or in the purchase of merchandise or other salable articles, or pledge or hypothecate the same, or sell or dispose of them except for cash, or sell or dispose of postage stamps or postal cards for any larger or less sum than the values indicated on their faces, or sell or dispose of stamped envelopes for a larger or less sum than is charged therefor by the Post-Office Department for like quantities, or sell or dispose of postage stamps, stamped envelopes, or postal cards otherwise than as provided by law and the regulations of the Post-Office Department; and any postmaster, or other person connected with the postal service, who shall violate any of these provisions, shall be deemed guilty of a misdemeanor, and, on conviction thereof, shall be fined in any sum not less than fifty dollars nor more than five hundred dollars or be imprisoned for a term not exceeding one year.

Sale of stamps, envelopes, etc.
1878, June 17, ch. 259, 1 Supp., 187.
See R. S., § 3920.
—to be at face or schedule value, etc.

—penalty for improper.

2. Books of stamps interleaved with nonadhesive paper (see sec. 133) will be sold at the face value of the postage stamps contained therein, and 1 cent additional to cover the cost of the book. Detailed information concerning books of stamps can be obtained from the current postal guides.

Books of stamps.

3. The prices at which stamped envelopes and newspaper wrappers of the various sizes, qualities, and denominations shall be sold to the public separately or in quantities, will be fixed from time to time by order of the Postmaster-General. Circulars giving this information will be issued and sent to postmasters. Where the price of one or a quantity of envelopes includes a fraction of a cent, postmasters must require payment of the entire cent.

Price of envelopes.

—where fraction included in.

4. Postmasters, superintendents of stations, and other clerks and employees at post-offices, stations, and substations must not solicit the purchase of stamps or other

Soliciting purchase of stamps forbidden.

stamped paper at their offices by persons living or doing business within the delivery of another post-office.

Note.

NOTE.—The term *stamped paper* applies to adhesive stamps, stamp books, and postal cards, as well as to stamped envelopes.

See secs. 1581–1587 as to penalty for unlawful use, counterfeiting, etc., of stamps, etc.; see sec. 555 as to soliciting mailing of matter.

Exchange of stamps, etc., forbidden.

SEC. 330. Postmasters must not redeem or exchange postage stamps or postal cards; nor stamped envelopes, except as provided in section 339, and circulars of instruction.

Foreign or mutilated coins or currency. —not to be accepted, except.

2. Postmasters should not accept foreign gold or silver coins, as they are not legal tender in the United States, or perforated, mutilated, or abraded coins, or mutilated paper currency, except fractional silver coins worn by abrasion, which must be received so long as the superscription thereon can be distinguished.

Trade dollar.

3. The "trade dollar" is not legal tender and should not be accepted, as it will not be received by the Treasury as a deposit.

Minor coins.

4. Minor coins—five, three, and one cent pieces, are legal tender to the amount of twenty-five cents, and fractional silver up to ten dollars.

Counterfeits, postmaster to bear loss.

5. Where counterfeit money is accepted the postmaster must bear the loss thereon.

Change, postmaster to make.

6. Postmasters should provide themselves with a sufficient amount of minor coins and bills of small denomination to enable them to make change for purchasers of stamped paper. When a postmaster is unable to make change the purchaser must tender the exact amount of his purchase.

See sec. 977, note, as to further explanation of "legal tender."

II.—REQUISITIONS FOR SUPPLIES.

Supply of stamps, stamped envelopes, and postal cards. —to be kept on hand.

SEC. 331. Postmasters must keep on hand a supply of postage stamps of every kind, books of stamps (see sec. 133), postage-due and special-delivery stamps, stamped envelopes, newspaper wrappers, and postal cards sufficient to meet the public demands and the legitimate needs of the service; but stamped paper must not be ordered by any postmaster for use as currency,

—improper orders for.

nor to supply persons or firms whose mailings properly belong to another post-office, for the purpose of increasing the income of his office (see secs. 329 and 555), and postmasters must not solicit the purchase of stamped paper at their offices by persons living or doing

business within the delivery of another post-office. Violations of this regulation will be regarded as cause for removal.

See sec. 555 as to soliciting mail matter.

—requisition for.

2. Requisitions must be made so that the stock will not become exhausted, and at least three months' supply should be ordered in advance; but postmasters must not make requisition on the Department for an amount of stamped paper which, with the value of their stock on hand, will exceed the amount of their official bonds. Postmasters whose sales amount to $100 or less quarterly will order a supply to last them three quarters at a time.

—when to order.

3. Postmasters of the first class may make requisition at any time during the quarter; postmasters of the second, third, and fourth classes may make requisition at any time *except* the first fifteen or the last ten days of a quarter. This exception does not apply to requisitions for special-request envelopes, which must be forwarded to the Department the same day order is taken from purchaser. (See sec. 336.)

—when charged to postmasters.

4. All stamped paper is charged to postmasters in the accounts of the Post-Office Department and of the auditor in the quarter in which the invoice is dated, even though the stock reaches the postmaster after the close of that quarter.

—temporary, may be purchased from other offices.

5. Where supplies become exhausted, temporary purchases may be made from other offices. Postmasters must not include such supplies in their quarterly returns, and the amount thereof will not be reckoned in the business of their offices.

Stamps not to be loaned.

6. Stamped paper must not be loaned by one postmaster to another.

See secs. 374, 375, and 376 as to keeping account of stamps received and sold; secs. 407 and 408 as to reports of stamps received and sold.

Requisitions for stamps, stamped envelopes, etc.

SEC. 332. Requisitions for postage stamps of all kinds, books of stamps (see sec. 329), postage-due and special-delivery stamps, stamped envelopes ("plain," "printed," or "special-request") (see sec. 336), newspaper wrappers, and postal cards must be made to the Third Assistant Postmaster-General (Division of Postage Stamp Supplies) upon forms (Nos. 3201, 3202, 3203, and 3285) which will be furnished upon application to the First Assistant Postmaster-General (Division of Post-Office Supplies). Telegraphic requisitions are objectionable. Special care must be taken to

—how made out.

fill in the blank form with the name of the post-office, county, and State, the date of the order, the quantity and value of stamps, books of stamps, stamped envelopes, and postal cards of each kind and denomination wanted, and already on hand, together with the average quarterly sales. The requisition must be signed with ink. If it appears advisable to do so, the Department will furnish more or less stamped paper than the amount for which requisition is made by a postmaster.

—may be filled with more or less stock than ordered.

—separate sheets, when.

2. Requisitions for "plain" and "printed" stamped envelopes must be made out on separate sheets (Form 3201) by postmasters at offices of the first, second, and third classes in Michigan, Indiana, Kentucky, Tennessee, Alabama, and in all States and Territories west thereof. Plain stamped envelopes will be supplied to postmasters in these States from the Saint Louis stamped-envelope subagency.

—unless properly made out, to be returned.

3. Unless the blank be properly filled out and signed the requisition will not be honored, but will be returned for correction.

See secs. 248 and 253 as to signing of requisitions by assistant or acting postmaster, etc.

Supplies not furnished postmaster until commissioned.

4. No postmaster will be supplied with stamped paper until his commission shall have been duly issued.

—nor unless accounts are filed.

5. Where a postmaster fails to render any quarterly returns to the Auditor for the Post-Office Department his requisitions for supplies will not be filled until all delinquent returns are received.

See sec. 241 as to postmasters holding over.

Counting of supplies.

Sec. 333. Packages of stamps, books of stamps, or other stamped paper must, upon receipt, be opened and the contents counted jointly by the postmaster and a disinterested witness; and if the contents are correct, the receipt accompanying the package will be dated and signed in the same manner as requisitions, and transmitted *promptly* to the Third Assistant Postmaster-General (Division of Postage Stamp Supplies).

—witness to.

Receipt.

Excess to be held for instructions.

2. If the amount of stamped paper included in a package is in excess of the amount stated in the receipt, the receipt will be signed for the amount shown thereon without any alteration, and sent to the Third Assistant Postmaster-General (Division of Postage Stamp Supplies), with a separate letter stating the amount of

excess. The postmaster will hold the excess stock pending receipt of instructions for its disposition.

3. Where any deficiency is discovered in the contents of a package, the receipt will be signed for the amount stated thereon without any alteration, and sent to the Third Assistant Postmaster-General (Division of Postage Stamp Supplies), with a separate letter giving the date and number of the order as shown on the receipt, the registry number, dates of mailing and arrival of the package, and all the facts in the case; and if the shortage is in stamps or postal cards the case or wrapper in which the supplies were received will be sent direct to the Third Assistant Postmaster-General, but where the shortage is in stamped envelopes the wooden case, wrapper, and bottom of the pasteboard box will be sent to the Stamped-Envelope Agent. The affidavit of the postmaster and witness, stating the amount of the deficiency, must also be transmitted with the receipt. Deficiency. —claim for.

4. Postmasters must keep a record of the number of the order, dates, address, and all the words on the wrapper, label, or box, where claim is made on account of a shortage, and in all correspondence on the subject the date and number of the order, date of receipt of supplies, and registry number will be given. —record and correspondence where claim for.

5. All shortages in packages should be reported to the post-office inspector in charge as provided in section 43. —report to inspectors.

See secs. 340 and 341 as to treatment of supplies of stamped paper damaged on receipt and after.

Sec. 334. If an error is made by a postmaster in ordering *ordinary* stamped envelopes, credit will be allowed at postage value only, when the envelopes are returned to the Post-Office Department; and the envelopes must not be returned until permission has been granted by the Third Assistant Postmaster-General. **Error in ordering stamped envelopes. —credit for postage only, when.**

See sec. 338 as to errors in *special-request* envelopes furnished.

Sec. 335. The number and date of Department's invoice, as shown on the stub retained by the postmaster, must always be given when writing about stamped paper which has been furnished. **Number and date of invoice.**

III.—Special-Request Envelopes.

Requisitions for special-request envelopes.

Sec. 336. Requisitions by postmasters for special-request envelopes (see sec. 137) must be made, on blank form No. 3202, promptly upon receiving orders and payment therefor.

Responsibility where money for envelopes lost, etc.

2. Whenever money which has been paid to a postmaster upon an order for special-request envelopes is lost or embezzled, the envelopes will be furnished; and if the loss is due to the fault of the postmaster or of his subordinates, he will be held responsible therefor.

Special-request envelopes.

Sec. 337. No advertisement, business cards, or devices of any kind will be printed on special-request envelopes, in addition to the return card. The matter

—form of card on.

in such cards will be limited to: "After —— days, return to," name of the writer (individual, firm, company, or corporation), street number, post-office, and State. (See sec. 136.)

Card not to include title.

2. The individual name must not include any title, or business or professional designation, though a title, without the person's name, may be included in a corporate address to designate a particular officer of the corporation as the writer; as "Treasurer, T. & X. R. R. Co."

—or name indicating vocation, except.

3. To secure the printing of corporate or firm names in which there is any indication of the business or vocation, the postmaster must know and state positively in a letter attached to his requisition that the name is used under corporate charter or formally executed articles of agreement, so designating the firm, and that it is not assumed merely as an advertisement of the business.

—or name of building, except.

4. No name of a place or building will be printed in lieu of a street or number, unless it is well known and recognized in the city directory.

Name of post-office.

5. The name of the post-office where the envelopes are ordered must always be a part of the card, and it will be spelled as in the Official Guide.

Number of days for return.

6. If no number of days is given by the postmaster in which the letter is to be returned if not called for, the number of days will be left blank. No less than three nor more than thirty days' limit will be printed.

Style of type to be prescribed by Department.

7. No variation will be made in the style of type, color of ink, or the form of request adopted by the Post-Office Department. The redelivery of the letter to the writer, if it fails to reach the addressee, is the sole object of the return card.

Clear copy to be sent.

8. All requisitions must be accompanied by a clear copy of the return card desired, and where it is not furnished the postmaster will be held responsible for any errors. A printed letter head or business card of the purchaser should be pinned to his first order.

Extra card to be preserved.

9. The extra printed cards attached to boxes of envelopes should be preserved by the postmaster, to be pinned to subsequent requisitions.

Cards not printed on wrappers, etc.

10. Request cards will not be printed on newspaper wrappers or ungummed envelopes for covering circulars.

Errors in special-request envelopes.

SEC. 338. Where special-request envelopes are refused by the party ordering them on account of misprinting or other mistake they should be sent by registered mail, to the Third Assistant Postmaster-General (Division of Redemption of Stamped Paper), with a letter of advice giving the number and date of Department's invoice on which they were furnished, and the reason for returning them. At the same time a new and correct requisition must be forwarded *in a separate envelope* addressed to the Third Assistant Postmaster-General, Division of Postage Stamp Supplies. If the error occurred through the fault of the Post-Office Department, or of the manufacturer of the envelopes, credit for their full value will be given in the postmaster's account. Where the mistake was made by the postmaster, or the party ordering the envelopes, credit will be allowed for their postage value only.

—where made by Department, credit at full value.

—where made by postmaster, etc., credit only for stamps.

Envelopes not to be sold to other than party ordering.

2. Special-request envelopes must not be disposed of to any other than the party for whom they were ordered.

IV.—REDEMPTION OF STAMPED ENVELOPES.

Redemption of stamped envelopes.

SEC. 339. Postmasters may redeem stamped envelopes and wrappers when presented to them by any responsible person, at their face value, either in postage stamps or postal cards, when they are in substantially a whole condition and have evidently never been used. In any case of doubt, or where large quantities are presented, the matter should be referred, with a statement of all the facts, to the Third Assistant Postmaster-General (Division of Redemption of Stamped Paper) for instructions.

—to be at face value.

—where large quantities presented.

Envelopes redeemed to be returned.

2. Stamped envelopes and wrappers that have been redeemed must be sent by registered mail to the Third

—to be registered.

Assistant Postmaster-General (Division of Redemption of Stamped Paper), accompanied by a letter stating the number and amount of each denomination, when credit will be allowed therefor. Such returns should not be made oftener than once a quarter, or until there is a sufficient accumulation. A disinterested witness should be present at the preparation and mailing of the package, and where it is not registered credit will not be allowed for the envelopes and wrappers returned if it fails to reach the Post-Office Department.

Witness to dispatch.

V.—Damaged Supplies.

Supplies damaged on receipt.

Sec. 340. Where any portion of a package of stamps or other stamped paper received upon requisition is found to be damaged the postmaster will sign the receipt for the whole amount, and write upon a separate sheet of paper, to be pinned to the receipt, the number and amount of stamps, envelopes, wrappers, or cards unfit for use, and return them, together with the receipt and accompanying letter, to the Third Assistant Postmaster-General (Division of Redemption of Stamped Paper), who will give credit therefor. Receipts for stamped paper must never be defaced or altered.

—to be returned.

Where entire package damaged.

2. If the entire contents of the package are damaged, it should be returned, with the receipt properly signed, and a requisition made on the proper blank for such stamped paper as may be needed, with the indorsement on the face thereof, "To replace damaged stamped paper returned."

—new requisition to be made.

Preparation of package.

3. Packages of damaged stamped paper must be prepared for mailing, the contents thereof counted, and such package registered and placed in the mails and dispatched in the presence of a disinterested witness. Where such packages are not registered and fail to reach the Post-Office Department, credit will not be allowed for the amount claimed.

Supplies damaged after receipt.

Sec. 341. Postage stamps or other stamped paper that become unfit for use while in the possession of postmasters or are damaged by fire or otherwise, should be sent to the Third Assistant Postmaster-General (Division of Redemption of Stamped Paper) for credit, accompanied by a letter of advice giving the number of each denomination of stamps or kind of stamped paper returned, and evidence that such supplies are those with which the postmaster is charged.

—to be returned, how.

—credit for.

2. When the stamps are not in sheets they should be separated by denominations, and put up in packages of one hundred or less. —to be put in packets, when.

3. Packages of damaged stamped paper should be prepared and dispatched in the presence of a disinterested witness, as provided in paragraph 3 of the preceding section. —preparation of package for return.

See sec. 204, as to credit for total losses of stamped paper, etc., or where the same is so damaged that the face value can not be identified. Sec. 626 as to conduct of business of post-office where contagious disease in postmaster's family.

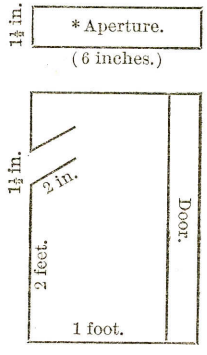
CHAPTER 7.

LETTER BOXES, CALL AND LOCK BOXES AND KEY DEPOSITS.

I.—Letter Boxes.

Sec. 342. A letter box must be provided at third and fourth class post-offices, and constructed in the Letter drops at offices of third and fourth classes.

LETTER BOX.



window or wall, so that it will be accessible to the public at all hours. The box should be at least 2 feet in depth from the lower edge of the aperture, and not less than 1 foot from back to front; the aperture for posting letters to be horizontal, as shown by the diagram in the margin, with the words "Letter Box" painted above, with a ledge about 2 inches in width on the inside directly underneath the aperture inclining upward, as shown, to prevent the contents of the box from being seen or taken out. The box should be shut by means of a door forming the entire back or side of the box, the door to be always securely locked, and the key kept in a safe place. —how constructed. —to be kept securely locked.

II.—Call and Lock Boxes.

Box equipments. —when to be furnished by postmaster.

Sec. 343. At post-offices of the second and third classes, where the box equipment is not supplied by the Post-Office Department it must be furnished by the postmaster.

Note.

NOTE.—Box equipments are furnished by the Government in post-offices located in Government buildings; and in offices of the first class, and generally in those of the second class, they are supplied under the terms of a lease entered into by the Postmaster-General. At offices of the third class leases are entered into which will include the necessary boxes where it is to the advantage of the Government. (See sec. 320.)

Box equipment at offices of fourth class.

Sec. 344. Box equipments will not be furnished or rented by the Post-Office Department at offices of the fourth class. Postmasters at such offices must furnish

—must be furnished by postmasters.

at their own expense such an equipment of call, delivery, and lock-boxes as may be necessary to meet the public demands.

Box equipment of predecessor. —purchase of, not required.

Sec. 345. Postmasters are not required to purchase the box equipment of their predecessors. A retiring postmaster should not remove his boxes to the detriment of the public service where his successor does not purchase them, until the latter has had an opportunity to obtain and install others. Where the boxes of a predecessor are used at offices of the second or third class and are not included in a lease to the Post-Office Department, and at offices of the fourth class, the postmaster must pay out of his own compensation a reasonable rental to be agreed upon for such boxes.

—when used, rental must be paid.

Lock boxes may be erected in post-offices by patrons. R. S., § 4052.

Sec. 346. Postmasters may allow box holders who desire to do so to provide lock-boxes or drawers for their own use, at their own expense, which lock-boxes or drawers, upon their erection

—to become property of United States.

in any post-office, shall become the property of the United States, and be subject to the direction and control of the Post-Office Department, and shall pay a rental at least equal to that of other boxes in the same office, or, if there be no other boxes in such office, of boxes in other offices of the same class, which rental shall be accounted for as other box rents. (See sec. 349.)

—rent therefor.

—only allowed at certain fourth-class offices.

2. The erection of lock-boxes and drawers by the patrons of post-offices will not be permitted except at the smaller offices of the fourth class. Applications for authority to erect private boxes must be submitted to the First Assistant Postmaster-General (Division of Salaries and Allowances).

Patrons not to be required to furnish boxes, or to contribute toward equipment.

3. Postmasters must not require the patrons of the office to furnish their own lock-boxes or drawers, or to contribute in any wise, beyond the payment of the

regular rental for the use of a box, toward the purchase or maintenance of an equipment of lock, call, or delivery-boxes.

Sec. 347. The rate of rental for call and lock-boxes or drawers will be fixed by the First Assistant Postmaster-General, and may vary at different offices. Postmasters must not change existing rates, but if a change is desired application will be made to the First Assistant Postmaster-General (Division of Salaries and Allowances), accompanied by a full statement of the reasons therefor.

Box rent rates.
—to be fixed by Department.
—applications for change of.

2. Postmasters must not require the patrons of their offices to rent either lock or call boxes unless they so desire.

Patrons not to be required to rent boxes.

3. Lock-drawers will be treated the same as lock-boxes, except in the amount of rental charged where different rates are prescribed.

Lock-drawers.
—treated same as boxes.

Sec. 348. No box at any post-office shall be assigned to the use of any person until the rent thereof has been paid for at least one quarter in advance, for which the postmaster shall give a receipt.

Rent of boxes.
R. S., § 3901.

2. Box rents must be collected at the beginning of each quarter for the entire quarter, but no longer, and if a box holder fails to pay his rental within ten days after the beginning of the quarter, the box shall be closed and offered for rent and the mail will be placed in the general delivery.

—to be collected at beginning of quarter.

3. Where a box is taken during a quarter, rent must be collected pro rata for the remainder of the quarter. A box taken or in use at the beginning of a quarter must not be rented for a shorter period than one quarter. Where a box is surrendered during a quarter no portion of the rental will be returned, and such box must not be rerented until the beginning of the following quarter. Boxes must not be assigned or transferred to others.

—where taken or used for part quarter.

4. Where boxes are removed during a quarter, and no others substituted in their place, a pro rata amount of the rent paid must be refunded.

Where box equipments are changed during a quarter, boxes bearing the same numbers, if possible, in the new outfit will be assigned to box holders without payment of additional rental.

Change of box equipment during quarter.

5. Lock-boxes which can not be properly locked must not be rented until repaired; and where a box gets out of order another one will be assigned in lieu thereof.

Boxes out of order.

Rent of boxes to minors.

6. Boxes must not be rented to minors or persons of unsound mind, nor mail placed therein, when their parents or guardians, properly entitled to control their mail, object thereto. (See sec. 643.)

Boxes for improper purposes.

7. Boxes must not be rented where a postmaster has good reason to believe that they will be used for immoral and improper purposes (sec. 497), or for the conduct of a fraudulent (secs. 499 and 500) or lottery business (sec. 499); and where it is found that boxes are being used for any of these purposes, or that the safety of the mail is endangered by their continued use, the Post-Office Department reserves the right to close such boxes, and no portion of the rent paid therefor will be refunded.

—not to be rented.

Boxes not cared for or properly used not to be rerented.

8. Boxes must not be rerented to persons who do not take proper care thereof or who disregard the rules concerning the use of boxes.

Account of receipts from box rents.

—to be rendered at all offices.

Sec. 349. Postmasters at all offices, even where the box equipment is furnished by them, must account to the Auditor for the Post-Office Department at the end of each quarter for the box rents collected during the quarter, as part of the receipts of the office (see sec. 257), and in case of retirement from office during a quarter, the exact amount of box rents collected only will be reported. Where different postmasters serve in the same quarter, the division of the box rents, which are a part of the compensation of the office, between them will be adjusted by the Auditor, and proper credits authorized (see sec. 258).

Division of box rents.

Record of box holders.

—how kept.

Sec. 350. Postmasters must keep in their offices and deliver to their successors a list of box holders, with the number of the box assigned to each, the time during which it has been used, the payments therefor, and the quarter for which rent is prepaid.

—at first, second, and third class offices.

2. At offices of the first, second, and third classes this record must be kept as indicated in the "Box and Key Register," which will be furnished upon application to the First Assistant Postmaster-General (Division of Post-Office Supplies).

—at fourth-class offices.

3. At offices of the fourth class the record must be kept in a neat and orderly manner in a book supplied by the postmaster. The stubs of box-rent receipts will be preserved at all offices.

—where not turned over by predecessor, how postmaster to act.

4. Where no record is turned over to a postmaster by his predecessor, he must require box holders to pro-

duce receipts or other satisfactory evidence of payment of rent, and allow the use of the boxes for the remainder of the period for which payment has been made.

See secs. 374, 375, and 376 as to accounts of box rents received.

Names of box holders not to be disclosed.

Sec. 351. Postmasters must not disclose the names of box holders to any person other than the clerks of their respective post-offices and post-office inspectors.

See sec. 638 as to delivery of mail matter through call and lock boxes, etc.

III.—Key Deposits.

Key deposits. —at what offices shall be required. —amount of.

Sec. 352. Postmasters at post-offices located in public buildings, and in premises leased by the Government where the equipment is furnished by the lessor, will collect a deposit of twenty cents for each key issued to a renter of a lock box or drawer, unless otherwise instructed by the First Assistant Postmaster-General.

At what offices may be required if authorized.

2. Whenever specially authorized by the First Assistant Postmaster-General, other postmasters than those at offices named in the preceding paragraph may also collect deposits to secure the return of keys. Applications for such authority should be addressed to the First Assistant Postmaster-General (Division of Salaries and Allowances).

Return of keys.

3. Renters of lock boxes and drawers, to whom keys are issued, must be required to return the same, whether a deposit has been made therefor or not, whenever the box or drawer is surrendered.

Only regular keys to be used.

4. Postmasters must not permit renters of lock boxes and drawers to use any keys except those regularly issued through the post-office.

Liability of postmasters for key-deposit funds.

Sec. 353. Postmasters will be held responsible under their official bonds for the safe-keeping of, and due accounting for, all moneys heretofore, and which may be hereafter, received as deposits for keys.

Use of key-deposit funds.

2. Key-deposit funds are not a part of the regular funds of the office, but are merely trust funds which are held for the redemption of outstanding keys, and where forfeited such funds will be used, according to the direction of the First Assistant Postmaster-General, for the purpose of replacing keys that have been lost or illegally withheld.

Deposit of funds in bank.

3. Key-deposit funds, as they are not public funds, may be deposited in any national, State, or private bank at the risk of the postmaster, and in his official

capacity; but no interest shall be demanded or accepted from such deposit. (See sec. 358.)

See sec. 361 as to transfer of key-deposit funds to successor; secs. 355 and 356 as to care of public funds, which will be observed in regard to key-deposit funds; sec. 358 as to deposit of public funds in banks.

Rules as to key deposits.
—to be found in Postal Guide, etc.
—to be strictly complied with.

Sec. 354. All postmasters who maintain a key-deposit fund under the provisions of either paragraph of the preceding section must comply strictly with the rules relative to the issue and use of keys, the collection of deposits therefor, the redemption of keys and expenditure and disposition of key-deposit funds, as published in the current edition of the Postal Guide, and in monthly supplements thereof, and in the circular letters addressed to them from the Post-Office Department.

CHAPTER 8.

CARE OF PUBLIC FUNDS AND PROPERTY—DEPOSITS OF SURPLUS FUNDS.

I.—Care of Public Funds and Property.

Money to be safely kept.
R. S., § 3846.
See R. S., § 3847.

Sec. 355. Postmasters shall keep safely, without loaning, using, depositing in an unauthorized bank, or exchanging for other funds, all the public money collected by them, or which may come into their possession, until it is ordered by the Postmaster-General to be transferred or paid out.

—until ordered to be transferred or paid out.

Note.

NOTE.—The regulations relative to the care of public funds apply to money-order and key-deposit funds as well as postal funds. (See secs. 352 to 354 and 1094 to 1096.) See sec. 1574 as to punishment for violation of above section.

Care of public funds and property.

Sec. 356. Postmasters must exercise all possible care for the protection of the public funds and property in their custody.

—to be removed from office, when.

2. If the post-office is not such a reasonably safe place as to warrant the postmaster in leaving his own funds in it at night, or when the building is unoccupied, all moneys and postage stamps should be removed to a place of greater security. During business hours money and postage stamps should be kept in places inaccessible to the public and concealed from view.

—where there is no safe, to be kept in locked drawers.

3. When funds or postage stamps are left at night in offices unprovided with iron safes, they must be kept in strong drawers or other fixed receptacles, which must be securely fastened with good locks.

The doors and windows of the office should be made as secure as possible.

Safes to be completely locked.

4. Where stamps and funds are kept in iron safes with "combination locks," such safes must be carefully and completely locked at night or when the office is left without occupants for any considerable length of time. The common practice of closing safes with what is termed a "day lock" or "day combination" affords no protection against experienced burglars; and in case of loss resulting therefrom no credit will be allowed.

Combination of safes to be changed, when.

5. Postmasters upon taking charge of their offices must change the combination on any safes therein; or where at any time a safe is procured, either new or second hand, the combination must be immediately changed; and the failure to make such change will be considered as *prima facie* evidence of contributory negligence on the part of the postmaster in any case where claim is made for credit for money or other property stolen from such safes, where they are opened without resort to violence.

—failure to do so.

See sec. 204, reimbursement for losses.

Waste paper and twine.

Sec. 357. Postmasters must carefully preserve all waste paper, which includes dead and unclaimed domestic printed matter (sec. 674), registered package envelopes that have been used (sec. 896), applications for money orders and money-order advices (secs. 984 and 1018), facing slips that have been used (sec. 609), and any other useless paper, and all waste twine, which embraces all remnants of twine unfit for use (sec. 551). As much as possible must be realized from this waste matter, and when practicable it will be sold before the expiration of each quarter, and the proceeds accounted for as postal funds. (See secs. 114 and 374 to 376.) Sales should be made in the neighborhood of the office if possible. Waste paper and twine can not be sent free in the mails to a purchaser, and mail bags must not be used to store or carry it away in.

—what included in.

—sale of.

—proceeds of.

—not to be sent free to purchasers.

See secs. 374, 375, and 376, as to accounts of sales of waste paper, etc.

II.—Temporary Deposits in Banks.

Regular deposits in national banks. R. S., § 3847.

Sec. 358. Any postmaster, having public money belonging to the Government, at an office within a county where there are no designated depositories, treasurers of mints, or Treasurer or assistant treasurers of the United States, may deposit the same, at his own risk and in his official capacity, in any national bank in the town,

—when may be made at risk of postmaster.

city, or county where the said postmaster resides; but no authority or permission is or shall be given for the demand or receipt by the postmaster, or any other person, of interest, directly or indirectly, on any deposit made as herein described; and every postmaster who makes any such deposit shall report quarterly to the Postmaster-General the name of the bank where such deposits have been made, and also state the amount which may stand at the time to his credit.

—interest on, not to be received.

—report of.

Remittances.

2. Where temporary deposits are maintained by postmasters in national banks, regular remittances must be made to their depositories as provided in sections 362 to 370.

NOTE.—"Public money" includes postal, money-order and other funds. See sec. 1108, as to temporary deposit of money-order funds at offices where there is an assistant treasurer or a designated depository; sec. 379 as to use of checks in payment of expenses of offices.

Special deposits in State or other banks.

Sec. 359. Any postmaster at an office within a county where there is no national bank, designated depository, treasurer of mint, or Treasurer or assistant treasurer of the United States may, at his own risk and expense, make a special deposit in any State or private bank of any funds in his custody—that is to say, such funds may be placed in a safe-deposit vault in such bank, or otherwise intrusted to it for safe-keeping, but must not be used by the bank, or become a part of its assets, or mingled with its regular deposits.

—when may be made at risk of postmaster.

—meaning of.

See sec. 1577, as to punishment of private banker who receives regular deposit of public funds.

III.—DISPOSAL OF FUNDS AND PROPERTY UPON CHANGE OF POSTMASTERS, ETC.

Change of postmasters or discontinuance of offices.

Sec. 360. Whenever a change of postmasters occurs duplicate inventories will be made of the public property in the post-office. The several classes of property will be listed separately, as follows:

Lists to be made of stamps, etc.

a. Postage stamps, books of stamps, special-delivery stamps, stamped envelopes, newspaper wrappers, postal cards, and postage-due stamps.

Books, orders, tionery, etc.

b. Records, Postal Guides, books of Postal Laws and Regulations, circulars, orders, blanks, rating stamps, postmarking stamps, ink pads, and supply of ink, and letter balances or scales, and stationery.

Furniture.

c. Desks, cases, safes, and other furniture or fixtures, books, and maps furnished by the Post-Office Department.

Mail equipment.

d. Locks, keys, and mail bags.

Receipts to be given. —how treated.

2. The postmaster will give receipts according to these inventories to the predecessor, who will transmit one of the duplicates of class 1 to the Auditor for the Post-Office Department, of classes 2 and 3 to the First Assistant Postmaster-General, and of class 4 to the Second Assistant Postmaster-General, retaining copies of each.

Money not to be received from predecessors, except.

3. Postmasters must not on taking charge receive from their predecessors any money belonging to the Department, except money-order funds (see sec. 1134), unless specially instructed to do so.

Discontinuance of office. —disposal of supplies, etc.

4. Where an office is discontinued the above inventories will be made and the property and supplies delivered to the postmaster designated by the Department to receive the same, duplicate receipts being given, which will be treated as provided in the case of a change of postmasters. Office-request stamped envelopes (see sec. 137) bearing return card of the discontinued post-office, must be sent to the Third Assistant Postmaster-General, for credit at full value. Property and supplies must not be returned to the Department, but mail keys must be forwarded by the postmaster designated to receive the property to the Second Assistant Postmaster-General, Division of Mail Equipment, by registered mail, accompanied by a letter giving the name of the office discontinued, county and State, and the number stamped on the mail keys which are enclosed.

Return of "office request" envelopes.

Return of mail keys

Funds, how treated.

5. Surplus funds will be deposited with the regular depositary upon rendering the final account. (See sec. 363.)

Disposal of funds on change of postmasters. —postal funds.

Sec. 361. Whenever a postmaster goes out of office the full amount of postal funds due to the Government, according to his own account, and without waiting to ascertain the exact balance on a final settlement by the Auditor for the Post-Office Department (see secs. 399 and 401), must be deposited with his designated depositary, and not transferred or paid to his successor.

Key-deposit funds.

2. Key-deposit funds will in all cases be transferred by the postmaster to his successor. Key-deposit funds are not part of the regular funds of the office, but are trust funds which are held by the postmaster.

See sec. 353 as to treatment of key-deposit funds; see sec. 1134 as to disposition of money-order funds on change of postmasters.

IV.—Deposit of Surplus Funds—Preparation and Dispatch of Remittances.

Deposits of surplus revenue and other money.
R. S., § 3848.
See R. S., § 3615.
—at cities where treasurer, etc.

Sec. 362. The postmaster at Washington, and postmasters at cities where there is an assistant treasurer, shall deposit the postal revenues, and all money accruing at their offices, with such assistant treasurer, as often as once a week at least, and as much oftener as the Postmaster-General may direct.

Note.

NOTE.—There is no statute requiring the depositing of funds in depository post-offices at offices where there is no assistant treasurer. The Postmaster-General is required to gather all funds into the Treasury, and in this process the surplus funds at post-offices are gathered first in depository post-offices. (See secs. 116 to 121 as to method of gathering revenues into the Treasury.) There is no statute directing how frequently funds shall be deposited at offices other than above, but this is left to the discretion of the Postmaster-General.

Deposit of postal funds.
—at offices where treasurer, etc.

Sec. 363. Postmasters at cities where there is a treasurer or assistant treasurer must deposit the surplus postal funds with such treasurer or assistant treasurer once a week, unless more frequent deposits are directed to be made by special order.

—at first and second class offices.

2. All postmasters at offices of the first and second classes, except in cities where there is an assistant treasurer, must deposit on the 15th and the last day of each month, except where otherwise instructed by special order, with the depositary designated by the Third Assistant Postmaster-General.

—at third-class offices.

3. Postmasters at offices of the third class must deposit monthly with the depositary designated by the Third Assistant Postmaster-General.

—at fourth-class offices.

4. Postmasters at offices of the fourth class must deposit at the end of each quarter with the depositary designated in the Official Postal Guide for January last preceding the date of the deposit, unless otherwise specially instructed by the Third Assistant Postmaster-General.

5. Where a change of depositaries will better suit the convenience of postmasters application therefor should be made to the Third Assistant Postmaster-General.

—to be made within six days.

6. All postmasters must make their deposits within six days after the time designated, and any postmaster who fails to do so will be held liable for any loss that may result from such delay.

Report to be made when no funds to remit.

7. Postmasters at Presidential offices who have no postal funds to deposit should, at the end of each month, promptly notify the Auditor for the Post-Office Department (Bookkeeping Division) by letter, briefly stating the reasons therefor. If the surplus revenue has been

transferred to the money-order account, the report referred to must be sent to the Auditor, in addition to the usual "Notification of Transfer of Funds," Form 6024. (See sec. 1102.) Where reports are not made as herein required postmasters will be treated as delinquents.

—failure to make reports.

NOTE.—The regulations relative to the deposit of surplus funds and preparation and dispatch of remittances apply to money-order funds, except where a regulation applies specifically to postal funds, and as provided in secs. 1109 to 1115 relating to money-order funds. See secs. 1116 to 1121 as to depositories and treatment of deposits therein; sec. 196, as to deposit of money paid to postmaster on account of penalty or forfeiture.

Note.

Sec. 364. Postmasters must not remit surplus funds to the Post-Office Department or the Auditor for the Department. Money sent in this manner will be at the risk of the postmaster, and may be returned.

Remittances not to be sent to Department. —when sent to be at risk of postmaster.

Sec. 365. The entire amount of funds due at the period prescribed for making deposits must be remitted.

Remittance to include entire amount due.

2. Where any balance is due a failure to deposit will not be excused for want of funds, caused by the sale of stamps on credit (sec. 329), failure to collect box rents in advance (sec. 348), the use or loaning thereof (sec. 355), or in any other manner, except as provided below.

Failure to make deposits.

3. Short remittances will not be excused for want of "change." (See sec. 367.)

Short remittances.

4. Postmasters who have suffered losses of money, stamps, stamped paper, envelopes, newspaper wrappers, or postal cards, by reason of fire, burglary, or other unavoidable casualty, and have made claim for credit or reimbursement (see sec. 204), will not be required to immediately deposit the amount or the value of the supplies. Any balance against a postmaster on account of such loss may remain outstanding until his claim is settled, and in each subsequent quarterly account rendered to the Auditor for the Post-Office Department a note should be made on the margin concerning the loss, specifying the date, cause, and amount thereof, and stating that a claim for credit is pending. Whatever balance is due after deducting such credit as the Post-Office Department may allow upon settlement of the claim must be deposited at once.

Where claim for loss pending, amount need not be deposited.

Claim to be noted on accounts.

5. Where postmasters do not know the actual balance due on account of postal funds, an amount sufficient to cover all contingencies must be deposited, and if there is any excess, proper credit will be given on the account

Where actual amount due unknown, how to deposit.

for the succeeding quarter. Deposits must not be delayed for a statement of account from the Auditor. (See sec. 401.)

Deposit of amount due on statement of Auditor.

6. On receipt of a statement from the Auditor disallowing items or correcting errors in an account, and requiring a deposit of the balance shown by the statement, such deposit must be promptly made.

See sec. 1110 as to money-order funds.

Manner of making deposits.
—by registered mail.

Sec. 366. Remittances of surplus funds for deposit should be sent by registered mail, (see sec. 838) when in the form of currency, or coin, and be addressed to the assistant treasurer, or postmaster at the post-office designated as the depository.

Where depository in same city as post-office, deposits to be made in person.

2. Wherever the depository is located in the same city as the post-office, deposits must be regularly made by the postmaster in person or by an employee of his office.

Preparation of remittances in currency.
—witness to be present.

Sec. 367. Where remittances are made by means of currency or coin, at least one reliable witness should be present at the preparation and dispatch thereof.

Form of remittances.

2. Wherever it is convenient, remittances should be made in paper currency of the highest denominations that can be obtained; and where coin is included in a remittance it must be, if at a money-order office, inclosed in coin bags, which will be furnished upon application to the depository. If not at a money-order office, it must be securely wrapped and inclosed in a strong envelope. Remittances are not to be delayed to secure notes of large denomination or to exchange coin for notes.

Money to be counted.

3. The notes or coin comprising the remittance must be counted by the postmaster or assistant who prepares such remittance, in the presence of and also by the witness.

—description of, to be given in remittance letter.

4. A letter must be made out in the case of postal funds on Form 3044A at offices of the first, second, and third classes, and Form 3044 at offices of the fourth class (see sec. 1110 as to Form 6021 to be used for money-order funds), to accompany the remittance, in which will be given in detail a description of the money included in such remittance, according to said form and the provisions of this section.

How to make description.

5. The denominations of United States notes in use at present are $1, $2, $5, $10, $20, $50, $100, $500, and $1000. When United States notes are included in a remittance, the series, the number, the "check letter" and the denomination should be given, thus:

—United States notes.

"U. S. note: series of 1880—Z712576; letter D, $10."

The United States Treasury number will be found in the right upper corner and left lower corner of the note, except in the $50 note of the series of 1874, where the number will be found near the center of the upper portion of the note. The United States Treasury number is always preceded by a letter or character, and when by a letter it must be given thus: A789897. The "check letter" is printed in two places on every note, one on the right and one on the left, and always in black ink.

—gold and silver certificates.

6. The denominations of gold certificates in use at present are $20, $50, $100, $500, $1000, $5000 and $10,000. The denominations of silver certificates are $1, $2, $5, $10, $20, $50, $100, $500 and $1000. When certificates are included in a remittance, the series, the number, the "check letter," and the denomination should be given, thus:

"Gold certificate; Department series—C1123; letter C, $100;" or "silver certificate; series of 1880—A1421; letter A; $20."

On the first issue of silver certificates the series was not given. The series will be found on all printed since 1880. The United States Treasury number will be found in the right upper corner and left lower corner of the certificates of all denominations. The "check letter" is printed in two places on every certificate, one on the right and one on the left, and always in black ink.

—Treasury notes of 1890.

7. The denominations of Treasury notes issued under the act of July 14, 1890, in use at present are $1, $2, $5, $10, $20, $50, $100, $500 and $1000. The United States Treasury numbers and the "check letter" will be found as on the United States notes or silver certificates.

—national bank notes.

8. The denominations of national bank notes in circulation at present are $5, $10, $20, $50 and $100. When national bank notes are included in a remittance, the United States Treasury number, the "bank number," the name of the bank and the place where located,

the charter number, the "check letter" and the denomination should be given. On national bank notes the United States Treasury number is printed in the right upper corner. The "bank number" is in the left lower corner of the note under the picture. The charter number will be found in larger figures on the right of the center of the note and below the Treasury number. The "check letter" is printed in two places on every note, one on the right and one on the left, and always in black ink.

—coin.

9. When coin is included in a remittance, the denominations should be given thus:

2 twenty-dollar gold pieces	$40
3 ten-dollar gold pieces	30
1 five-dollar gold piece	5
20 silver dollars	20
10 silver dollars	10

Remittance letter to be signed by witness, and copy retained.

10. A copy of the description of the money given in the remittance letter should be kept on the files of the office. The witness should sign the remittance letter and also the copy retained in the post-office.

Package to be registered, and dispatched in presence of witness.

11. The remittance and letter must in the presence of the witness be inclosed in a strong envelope, sealed, and then placed in a registered-package envelope, which will be carefully sealed and addressed. (See sec. 838.) The package must also be continuously under the observation of the witness until it is placed in the pouch, and the pouch is locked and delivered to the mail carrier, or other person authorized to receive the same.

Where no witness, to be noted on letter.

12. Where no one can be secured to witness the preparation and dispatch of a remittance, the postmaster should make a record of the fact on the remittance letter, and the copy retained in the office, giving the reasons therefor.

Where instructions not complied with, loss to be made good, except—

13. Where a postmaster fails to comply with the foregoing instructions, he must, if the money is lost, make good the amount, unless the facts of which he has neglected to provide the evidence are satisfactorily established through other sources.

Deposit of postal funds for different periods to be noted.

14. Where by reason of previous neglect to deposit, or other cause, a postmaster should make a deposit of postal funds covering more than the period prescribed for an office of his class (see sec. 363), the letter of transmittal should state the amounts due on each period, so that separate certificates may be issued by the depositary. (See sec. 124.)

Deposits for other postmasters to be noted.

15. Where a postmaster makes a deposit for another postmaster he must so state, as separate certificates are required for each. (See sec. 124.)

Counterfeit money included in remittances.

Sec. 368. Where any notes or coin included in a remittance are returned by the depositary branded or marked as counterfeit, the postmaster will take credit only for the amount named in the certificate of deposit, and immediately make an additional remittance to cover the amount due.

—to be made good by postmasters when returned by depositary.

2. No reimbursement will be made to postmasters for losses occasioned by the acceptance of counterfeit money.

Character of deposits.

Sec. 369. Deposits are properly made in United States coin, Treasury notes, or national-bank notes. Neither postage stamps nor foreign coins or notes, nor mutilated coins or paper, nor bank checks, are receivable. Bank drafts may be deposited, however, if satisfactory arrangements are made between the remitting postmaster and his depositary, but only at the postmaster's risk of loss, and subject to deduction for any expense of collection by the depositary.

—when bank drafts may be used.

See sec. 127 as to treatment of drafts, etc., by depositaries; sec. 1111 as to remittances of money-order funds by drafts of private banks, etc.

Credits for deposits not to be taken till certificates received.

Sec. 370. Postmasters must not take credit for deposits until the duplicate certificate is received from the depositary. Certificates must be examined on receipt, and if any error is found therein such certificate must be promptly returned to the depositary for correction.

Correction of errors.

Failure to receive acknowledgment of remittance, etc., to be reported.

2. Where an acknowledgment of the receipt of a registered package containing a remittance and a certificate of deposit are not received in due time from the depositary, or any difficulty arises in correcting errors in a certificate, the facts should be reported to the Third Assistant Postmaster-General (Division of Postal Finance) in the case of postal funds; and a report will also be made to the inspector in charge of the division where the post-office is located in case the receipt of a remittance is not acknowledged.

Penalty for failure to pay over balances.

Sec. 371. Postmasters who fail to make deposits according to instructions, or to pay a draft for any balance due when presented (see sec. 174), or to make payment of such balance whenever demanded by a post-office inspector or other duly authorized agent of the Postmaster-General, will be liable to removal.

See secs. 1573, 1575, and 1576 as to penalty for embezzlement of and failure to promptly remit postal funds.

CHAPTER 9.

POSTMASTERS' ACCOUNTS, DISBURSEMENTS, AND RETURNS.

I.—Records and Accounts at Post-Offices.

Records at post-offices.
R. S., § 3842.
—of stamps.
—of supplies, etc.
—of receipts.
—of expenditures.
—to be preserved.

Sec. 372. Every postmaster shall keep a record, in such form as the Postmaster-General shall direct, of all postage stamps, envelopes, postal books, blanks, and property received from his predecessor, or from the Department or any of its agents; of all receipts in money for postages and box rents, and of all other receipts on account of the postal service, and of any other transactions which may be required by the Postmaster-General; and these records shall be preserved and delivered to his successor, and shall be at all times subject to examination by any special agent of the Department (post-office inspector).

Accounts to be by quarters.

2. Postmasters must keep the accounts of their offices by quarters.

Money-order accounts to be separate.

3. At money-order offices separate accounts will be kept of the money-order business. (See sec. 1123.)

See sec. 354 as to accounts of key-deposit funds.

Receipts at post-offices.
R. S., § 4051.
—postmasters accountable for.

Sec. 373. All postages, box rents, and other receipts at post-offices shall be accounted for as part of the postal revenues; and each postmaster shall be charged with and held accountable for any part of the same, accruing at his office, which he has neglected to collect, the same as if he had collected it.

Records and accounts of first, second, and third class offices.

Sec. 374. Postmasters at offices of the first, second, and third classes shall keep in suitable books and forms, separate from the postal account—

Record of furniture and supplies.

a. A record in the form of an inventory of all desks, cases, fixtures, furniture, canceling, postmarking or rating stamps, ink pads, canceling ink, books, maps, blanks, Official Guides, and other property of the United States received from the predecessors or furnished by or on account of the Post-Office Department.

Account of stamps received.

b. An account of all postage stamps of every kind, books of stamps, special-delivery stamps, postal cards, and stamped paper, according to their respective kinds and denominations, received from a predecessor or the Department, and of all damaged supplies of the kind returned to the Department.

—stamps sold.

c. A daily account of stamps and books of stamps sold. The preceding accounts and the stock on hand should be verified by count at least once a week.

d. An account of all the boxes in the post-office, showing the total number of all boxes and drawers therein, the number rented, the period during which each was rented, with the name of the renter and the number of the box, the quarterly rate of rental, the amounts due for rent, and the amounts collected. (See sec. 350.) —box rents.

e. An account of all sales of waste paper, twine, or other Government property, giving quantity or amount, date, price, and name of purchaser. (See sec. 357.) —receipts from waste paper, etc.

SEC. 375. Postmasters at offices of the first, second, and third classes must keep the postal account in a suitable book to be closed at the end of each quarter. **Postal accounts at offices of first, second, and third classes.**

2. In the postal account postmasters will charge themselves with— Debits:

a. The balance, if any, due the United States at the close of the preceding quarter; but all balance remaining at the close of such preceding quarter ought to be deposited and the amount credited in the account for that quarter. (See secs. 365 and 367.) —balances due United States.

b. The amount of stamps and stamped paper of all kinds sold for the day, week, or month preceding the entry, as shown by the stamp account in the record. —sales of stamps.

c. The number and value of books of stamps sold. (See sec. 329.) —sales of books of stamps.

d. The amount collected for postage on newspaper and periodical publications entered as second-class matter. (Sec. 451.) —newspaper postage.

e. The amount received from sales of waste paper and twine, or other property. —sales of waste paper, etc.

f. The amount of box rents received for the period since the last entry, as shown by record of box rents. —box rents.

g. Such deposits as may from time to time be received from other postmasters, when the office is a depository office. —deposits from postmasters.

h. Drafts received from the Auditor to be collected; and when credit is taken at the close of the quarter for an uncollected draft then on hand it should be recharged on the debit side at the beginning of the next quarter. (See below, *p.*) —collection drafts.

i. Transfers from money-order funds to postal account. —transfers from money order.

j. Any moneys or debits on postal account from any other source. —moneys from other sources.

—corrections. *k.* Corrections of former accounts as per statements of Auditor, when the correction is in favor of the United States.

Credits: 3. Postmasters will credit themselves with—

—balances due postmasters. *a.* Any balance due them at the close of the preceding quarter.

—corrections. *b.* Corrections of former accounts as per statement of Auditor thereof in favor of the postmaster.

—ship letters, etc. *c.* Moneys paid for ship and steamboat letters. (See secs. 1246 to 1252.)

—clerk hire. *d.* Amounts paid clerks in post-office, as per allowances. (See secs. 291 and 292.)

—rents, etc. *e.* Amounts paid for rent, light, and fuel, as per allowances. (See sec. 318.)

—advertising. *f.* Amounts paid for advertising, as per allowance. (See sec. 322.)

—furniture. *g.* Amounts paid for office furniture (at first and second class offices), as per specific allowance. (See sec. 322.)

—miscellaneous. *h.* Amounts for miscellaneous expenses, as per specific allowance. (See sec. 322.)

—repairs, mail bags. *i.* Amounts paid for repairs on mail bags. (See sec. 1350.)

—transfer drafts. *j.* Amount of transfer drafts paid, drawn upon the postmaster to be paid from postal funds. (See sec. 402.)

—railway postal clerks. *k.* Amount paid railway postal clerks, where postmaster is designated as disbursing agent. (See sec. 385.)

—mail transportation. *l.* Miscellaneous expenses of railroad transportation, and those incidental to the Railway Mail Service, which the postmaster may be specially authorized to pay.

—free delivery. *m.* Amounts paid for free-delivery service, including the salaries of letter carriers. (See secs. 382 and 715.)

—transfers to money order. *n.* Transfers to money-order funds from postal account. (See sec. 1100.)

—uncollected drafts returned. *o.* Amount of drafts returned uncollected. (See sec. 174.)

—drafts on hand. *p.* Amount of drafts on hand at the end of the quarter uncollected.

—deposits. *q.* Deposits of postal funds in designated depositories for which certificates of deposit have been received.

—allowances for losses. *r.* Amounts specifically allowed for postal funds, postage stamps, or other stamped paper lost without fault or negligence on the part of the postmaster. (See sec. 204.)

s. Salary of the postmaster. —salary.

t. Fees for delivery of special-delivery articles, to which postmasters are entitled; or, at free-delivery offices, expenditures made for special-delivery service. (See secs. 783 and 789.) —fees, etc., special delivery.

4. In rendering the quarterly postal account, the debits and credits under each of the above items will be collated, and their sum stated in the corresponding item in the blank on which such account is made. Debits and credits to be collated.

Sec. 376. Postmasters at offices of the fourth class shall keep in a book provided for the purpose a record and postal account as follows: **Record and postal account at offices of fourth class.**

a. An inventory of all desks, cases, fixtures, furniture, canceling, postmarking, or rating stamps, ink pads, ink, books, maps, blanks, and Official Guides received from their predecessors or furnished by the Post-Office Department, according to the directions in the record book. Record of furniture, supplies, etc.

b. A monthly account of all postage stamps, books of stamps, special-delivery stamps, postage-due stamps, stamped envelopes, newspaper wrappers, and postal cards received from a predecessor or the Department, and of all damaged supplies of the kind returned to the Department, which must be entered at the time of the receipt or return. Account of stamps, etc., received.

c. A daily account of stamps and books of stamps sold. (Sec. 329.) The preceding accounts and the stock on hand should be verified at the end of the quarter. —stamps sold.

d. A daily statement, made up by actual count, of the cancellations of stamps on matter actually mailed at their offices, including postage-due stamps, and excluding special-delivery stamps. (See sec. 783; sec. 554, as to cancellations at railroad stations.) —cancellations.

e. The amount collected for postage on newspaper and periodical publications entered as second-class matter. (See sec. 451.) —newspaper postage.

f. A summary of all box rents, showing the rental rates and number rented at each rate, respectively, and the total amount of the rents therefor, as indicated by the forms and instructions. This summary should be made up from the list of boxes kept as required by section 350. At the end of the quarter the whole should be combined in the quarterly returns according to the instructions and forms provided therefor. —box rents.

—special-delivery matter.

g. A daily account of the special-delivery system, showing number of special-delivery letters received, delivered, and forwarded, separately, in appropriate columns.

—sales of waste paper, etc.

h. An account of all moneys received from the sale of waste paper and twine, or other sources of postal revenues.

Collection drafts.

i. The amount of every draft transmitted by the Post-Office Department or the Auditor for collection, and of any such drafts returned uncollected. (See sec. 174.)

Transfers between money-order and postal accounts.

j. A statement of all transfers between money-order and postal accounts on the date actually made. (See secs. 1100 and 1101.)

Corrections by Auditor.

k. A statement of all corrections made by the Auditor in the accounts as rendered.

Expenditures.

l. A statement of all expenditures made on account of allowances for the office, as a disbursing postmaster, for repairs of mail bags and upon any other account, in the manner indicated by the forms and instructions. (See secs. 308, 383, and 1350.)

Allowances for losses.

m. Any amount specifically allowed by the Department as a credit for losses of postal funds, stamps, or stamped paper, without fault or negligence on the part of the postmaster. (See sec. 204.)

II.—Disbursements for Expenses of Post-Offices.

Deduction of salaries and expenses from receipts.
R. S., § 3861.
—to be under direction of Postmaster-General.

Sec. 377. The salary of a postmaster, and such other expenses of the postal service authorized by law as may be incurred by him, and for which appropriations have been made, may be deducted out of the receipts of his office, under the direction of the Postmaster-General.

Postmasters not to retain more than salary or compensation and commissions allowed.
R. S., § 3857.

Sec. 378. No postmaster shall, under any pretense whatever, have, receive, or retain for himself, in the aggregate, more than the amount of his salary and his commission on the money-order business. * * *

Note.

NOTE.—This statute does not prevent the payment of special-delivery fees to postmasters. Postmasters at first and second class offices are not allowed commissions on money-order business.

See sec. 967 as to commissions on money-order business; secs. 783 and 789 as to special-delivery fees, and as to pay mentsat free-delivery offices on account of special-delivery service.

Payments by check.

Sec. 379. Payments are regularly made in cash, but postmasters who maintain temporary deposits in national banks, as provided in section 358, may make payment of the expenditures of their offices by means of checks drawn upon such banks, whenever it can be done without expense to the Post-Office Department.

—when may be made.

Checks, how drawn.

2. The regular forms of checks issued by the bank where the deposit is maintained may be used. The signature of the postmaster must always be followed by his official title.

Sec. 380. Vouchers for all deductions made by a postmaster out of the receipts of his office, on account of the expenses of the postal service, shall be submitted for examination and settlement to the Auditor for the Post-Office Department, and no such deduction shall be valid unless found to be in conformity with law.

Vouchers for expenditures.
R. S., § 3862.
—to be submitted to Auditor.

2. Vouchers or receipts for all payments to clerks, employees, or other persons out of the allowances made by the Post-Office Department, and for all other expenditures which postmasters may be directed to make, must be taken in duplicate on the forms furnished by the Department.

—to be taken in duplicate for all payments.

3. Bills for articles purchased out of allowances must be fully itemized and show the date of purchase and the quantity and price for each item.

Bills, how made out.

4. Postmasters must obtain and attach to the vouchers for payment of advertising accounts the affidavit of the publisher that the rates do not exceed the commercial rates charged to individuals, with the usual discounts. (See sec. 84.)

Affidavits to accompany advertising accounts.

5. The duplicate of the clerks, letter carriers (secs. 381 and 382), special-delivery messengers (sec. 789), and railway postal clerks (sec. 385) pay roll, and of each voucher or receipt taken will be retained in the files of the post-office, subject to inspection.

Duplicate of vouchers to be filed in office.

NOTE.—See R. S., § 5438, as to penalty for taking and presenting a receipt for a greater sum than actually paid.

Note.

Sec. 381. At offices of the first and second classes duplicate pay rolls will be made upon Form 1500 for the clerks and employees therein, which will be signed by them, the names and signatures corresponding, and such pay rolls must show the capacity in, or official designation under, which each person is employed, the names of clerks and employees being arranged in alphabetical order, annual salary, exact amount paid to each, and days and period of service. Pay rolls, including the semimonthly, monthly, and quarterly rolls, must be completely made out before being signed. (See sec. 292.)

Pay roll of clerks at first and second class offices.
—how made out.

2. Payments may be made semimonthly, but in no case must salary be paid in advance.

Payments, when made.

3. When an allowance is made for the employment of a substitute in place of a clerk absent on leave or

Substitutes, receipts from.

otherwise, his receipt for such payment will be taken on a substitute pay roll.

—receipts from regular clerk.

4. Where a substitute is temporarily employed, to be paid out of the salary of an absent clerk, the latter should receipt for the entire amount of his salary, including the sum paid the substitute, without particular specification. The substitute must be paid by the postmaster the full salary of the clerk for whom he performs service, and his receipt for such payment will be taken and retained on the files of the post-office.

Temporary clerks, receipts from.

5. Where the employment of temporary clerks is authorized, receipts for payments will be taken on temporary clerks' pay roll or substitutes' pay roll, as may be ordered by the First Assistant Postmaster-General.

Salaries of letter-carriers.

—how paid.

Sec. 382. At post-offices where letter carriers are employed, postmasters will pay their salaries out of the postal funds.

—pay rolls for.

2. Duplicate pay rolls must be made out on Form 1501, in alphabetical order, surnames first, and the names and signatures should correspond, and must show the amount paid for each month, or if the period of service for which payment is made is less, the dates must be given. (See sec. 727.) Pay rolls must be completely made out before being signed.

—when may be paid.

3. Payments may be made semimonthly, but in no case must salary be paid in advance. (See sec. 106.)

Payment of substitutes.

4. When a substitute is employed in place of a carrier absent without pay, the substitute should be paid the salary of the absent carrier, but the latter should sign the pay roll. The postmaster will make the proper deduction and payment to the substitute, retaining the latter's receipt on file in the post-office. Substitutes serving in the place of carriers absent with pay should sign the substitute pay roll (Form No. 1501½), on which the time and name of the carrier in whose place they serve should appear.

III.—Disbursements by Postmasters as Disbursing Officers—Payment of Railway Postal Clerks, Etc.

Disbursing officers.

1884, July 5, ch. 234, 1 Supp., 467.

—postmasters may be designated as.

Sec. 383. The Postmaster-General is authorized to designate postmasters at money-order post-offices as disbursing officers for the payment of the salaries of officers and employees of the postal service, and for such other payments as postmasters are now authorized to make from postal revenues.

—postmasters at all money-order offices designated as, for what purposes.

2. All postmasters at offices of the first, second, and third classes, and at money-order offices, are designated as disbursing agents for the payment of the salaries of such officers and employees of the Railway Mail Service, and of such other amounts, as may be specifically authorized by the Post-Office Department.

Note.

NOTE.—The payments made by postmasters for the regular expenses of their offices are made in their capacity of postmaster, but in making expenditures of the character above referred to, which do not relate to the business of their offices, they act as disbursing officers under the above authority. They are liable on their official bonds for such disbursements. (Sec. 238.) See sec. 154, as to no extra compensation for disbursements.

Payments by check.

Sec. 384. Postmasters who act as disbursing officers may, where temporary deposits are maintained in national banks, as authorized by section 358, use checks in making disbursements, as provided in section 379.

—when and how made.

Salaries of officers and clerks of Railway Mail Service.

Sec. 385. The salaries of officers of the Railway Mail Service and railway postal clerks will be paid by the designated disbursing postmasters upon authority and instructions from the Second Assistant Postmaster-General.

—payment of, under probationary appointment.

2. When a clerk is appointed for a probationary period and assigned to duty on a line, the disbursing postmaster will be instructed to pay him at a designated rate per annum from the day he begins service, but no payment will be made until the postmaster has been advised by the division superintendent of the Railway Mail Service that the oath of the clerk has been received and that he has commenced service. No payment will be made after the expiration of the probationary term unless the postmaster is notified to continue the payments after such time.

—under permanent appointment.

3. Upon the permanent appointment of the clerk, the postmaster will be authorized to make regular payment of his salary, until otherwise instructed.

Transfer of clerks.

4. Upon the transfer of a clerk from one line to another, the most convenient disbursing postmaster will be authorized to pay his salary from the date he begins service on such new line.

Promotions or reductions.

5. Upon the promotion or reduction of a clerk the postmaster will be notified thereof, and the date when such change takes effect.

Fines, etc.

6. Notice will be given of deductions from the pay, whenever imposed, to the postmaster and Auditor for the Post-Office Department. But see section 387.

Leaves of absence.

7. When a clerk has been granted leave of absence, with or without pay for the whole or a part of the time, notice will be given to the postmaster accordingly.

Pay rolls to be made out.

8. Disbursing postmasters must make out duplicate pay rolls on Form 1546 of the railway postal clerks paid at their offices, which must be filled in as prescribed in said forms, the names of the clerks arranged in alphabetical order, and their signatures must correspond.

Payments to be made monthly.

9. Postmasters must be prepared to pay salaries monthly within three days after the expiration of the month. Whenever the available funds of the office are not sufficient to make such payments, application should be made on Form 322 to the Auditor for the Post-Office Department in time for him to supply the same.

See secs. 1396, 1397 and 1402 as to salaries of officers of Railway Mail Service and postal clerks.

Record of arrivals and departures.

Sec. 386. Disbursing postmasters must, when the record of arrivals and departures of railway postal clerks is kept in their offices, examine the same daily, and report to the division superintendent of Railway Mail Service at once all failures to sign the same and all instances where it is signed in advance. When the clerk fails to sign the record the postmaster will write the words "No signature" in the line where the name should have been signed, and the words "Advance signature" will also be noted where such is the case. Postmasters have no discretion in reporting failures, but must promptly forward at the end of the month the record kept in the office, with due entry therein of every failure, whatever the circumstances, duly certified, to the division superintendent for inspection.

—to be examined daily, and failures reported.

—to be forwarded monthly to division superintendent.

See secs. 1444 to 1448 as to manner of keeping records of arrivals and departures.

Preliminary deductions for failures and fines.

Sec. 387. When disbursing postmasters receive a preliminary notice from the division superintendent of Railway Mail Service, or a copy of his report of failures, or when they have forwarded the record kept in their offices with failures reported for the month therein, a sufficient sum will be withheld from the pay of the clerk to cover all stoppages, fines, and forfeitures reported or of which notice has been received. (See sec. 385.)

—to be made, when.

—causes for.

2. Postmasters will withhold for each failure to sign the record of arrivals and departures not to exceed one day's pay; for each failure to perform service, an

amount equal to the pay of the clerk during the time he was absent from duty, until specific instructions are received from the Second Assistant Postmaster-General.

Causes of deductions to be noted on pay roll.

3. The cause of every deduction of pay, and the authority for making the same, must be noted on the pay roll.

Acting and substitute clerks.

Sec. 388. Acting clerks are employed temporarily to meet the exigencies of the service or in place of clerks on vacations, and no payment is to be made to an acting clerk without specific authority from the Second Assistant Postmaster-General, and then only for such service as shall have been performed, as shown by a monthly certificate from the division superintendent of Railway Mail Service, and in no case shall payment be made for a longer period than that authorized by the Second Assistant Postmaster-General. The vouchers taken from such acting clerk must be on a separate form (Form 1563), and forwarded direct to the Auditor for the Post-Office Department, with the authority for making payment noted thereon, in order that the necessary credit may be given. Where the acting clerk is serving during the absence of a regular clerk with pay, on account injury received while on duty, the voucher should be taken on Form 1563A. The names of acting clerks should never be put on the regular pay roll.

Payment of acting clerks.

—vouchers for.

Substitutes.

2. Substitutes are employed by regular clerks to perform their duties during a temporary absence. All payments to a substitute must be receipted for by the clerk for whom he serves; and the amount due such substitute will be deducted by the postmaster and paid to him and his receipt retained on the files of the post-office.

—payments to, how made.

Payments on resignation, removal, etc., of clerks.

Sec. 389. On the resignation, transfer, suspension, or removal of a railway postal clerk, final settlement will be deferred until the disbursing postmaster receives from the proper division superintendent a certificate that all mail keys, records, and other property of the Department have been turned over to him.

—not to be made except on certificate of superintendent.

IV.—Miscellaneous Provisions Relative to Disbursements by Postmasters.

Balances due to deceased employees or other persons.

Sec. 390. Where there is any balance due as salary or otherwise to a deceased clerk, letter carrier, or other

employee in a post-office, officer or clerk of the Railway Mail Service, or other person on any account whatever, which is to be paid out of the revenue of a post-office, or through such office, the postmaster should make payment of such amount to the executor or administrator after his appointment and qualification, taking duplicate vouchers therefor.

—to be paid to executors, etc.

—when may be paid to heirs, etc.

2. Where, however, the postmaster is satisfied that there is to be no administration of the estate of the deceased, he may make payment, provided the amount is not more than one hundred dollars, to the widow or heirs, and should certify to the signature of the payees on the vouchers, to her or their relationship to the deceased, and to the fact that there is no administration.

—certificate to vouchers for.

—pay roll to be signed for.

3. Where payment is made on account of a deceased carrier, the administrator or other payee should sign the pay roll, and the postmaster should certify to the signature as above.

—when made as disbursing officers to be authorized.

4. Payments on account of the Railway Mail Service, and such payments as are made by postmasters as disbursing officers, must be authorized by the Second Assistant Postmaster-General in the usual manner before being made to executors, widows, or heirs.

Authorized payments for quarter to be made before rendering account.

Sec. 391. The business of each quarter must be kept separate from that of every other quarter, and postmasters must pay all authorized expenses incurred during the quarter on account of the Free-Delivery Service, Railway Mail Service, Special-Delivery Service, and all other expenditures authorized at their respective offices, and forward proper vouchers for such expenditures to the Auditor for the Post-Office Department with the postal accounts for that quarter.

Vouchers not to be held.

2. Vouchers must never be held to be forwarded and credit therefor claimed in an account for a subsequent quarter.

See Title One, ch. 9, IV, "Restrictions on Expenditures" on account of postal service.

V.—Quarterly Return of Accounts.

Quarterly return of accounts.
R. S., § 3843.

Sec. 392. Every postmaster shall render to the Postmaster-General, under oath, and in such form as the latter shall prescribe, a quarterly account of all moneys received or charged by him or at his office, for postage, rent of boxes or other receptacles for mail

—to be rendered.

matter, or by reason of keeping a branch office, or for the delivery of mail matter in any manner whatever.

2. Postal accounts must be sworn to before a notary public, justice of the peace, or other public officer authorized to administer oaths. Oath, how taken.

NOTE.—All accounts are actually transmitted to the Auditor for the Post-Office Department. The statute requires postmasters to render quarterly accounts of expenditures as well as receipts, and under the provisions of sec. 380 vouchers for all such payments must be submitted to the Auditor for settlement. Note.

Sec. 393. The Postmaster-General may require a sworn statement to accompany each quarterly account of a postmaster. * * * The form of affidavit to be made by postmasters upon their returns shall be such as may be prescribed by the Postmaster-General. * * * **Sworn statement to accompany accounts, when.** R. S., § 3844. 1878, June 17, ch. 259, 1 Supp., 186.

NOTE.—The first part of the section of the act of June 17, 1878, quoted above, given as sec. 163, authorizes the Postmaster-General to fix the compensation of a postmaster where he believes false returns have been made; and the last part, given as sec. 1578, "Offenses," makes it an offense for any postmaster to make false returns. Note.

Sec. 394. Postmasters must observe the following directions in rendering the quarterly return of the postal account: **Quarterly returns.**

a. The account must be made out and forwarded immediately after the close of the quarter on the last day of March, June, September, and December, upon the blanks furnished by the Post-Office Department, a sufficient supply of which should be kept on hand for one year. Written returns will not be audited. —manner of making. —when to be made.

b. The name of the post-office, county, and State must be written in the proper blank spaces in the account, and the indorsement on the back of the account must show the class and name of the office, the quarter for which the account is rendered, and the name of the postmaster. —name of office to be given in.

c. The returns must be signed by the postmaster himself, or in case he is necessarily absent or sick, by his assistant. (See secs. 248 and 253 as to acting and assistant postmasters in charge of offices.) —signing of.

d. The oath at the foot of the account must be subscribed and sworn to by the postmaster, or by the assistant when the latter renders the account, before an officer authorized to administer oaths; no allowance can be made for fees paid for administering such oath. At offices located at a distance from any person authorized to take acknowledgments postmasters may render accounts under their official oaths. —oath to.

—to be in duplicate.

e. The account must be made in duplicate, one copy of which will be retained by the postmaster. At offices of the fourth class the duplicate should be made upon the form provided in the record account book.

—statements accompanying.

f. All statements accompanying the account and constituting part of the return must be correct and accurate.

—vouchers must accompany.

g. Vouchers for all expenditures, including the clerks' and special-delivery messengers' pay rolls at offices of the first and second classes, must accompany the account; and postmasters at offices of the first, second, and third classes must transmit with their returns a detailed statement on Form 1559 of the vouchers accompanying the same, except vouchers on account of the free-delivery service, which should be entered on Forms 1504 and 1542.

—expenditures as disbursing officers included in.

h. Postmasters who act as disbursing officers must include in their accounts all expenditures made in this capacity; and all vouchers therefor, including railway postal clerks' pay roll will accompany the account.

—how forwarded and addressed.

i. The return, with its accompanying papers, must be inclosed in one package, in which no letter, receipt, or other paper not relating thereto should be inclosed, and addressed to the "Auditor for the Post-Office Department, Washington, D. C." The words "Quarterly Return" should be plainly written on the package. Postmasters at offices of the first, second, and third classes will be furnished, on application to the First Assistant Postmaster-General (Division of Post-Office Supplies), with printed labels, which must be pasted upon the package containing their quarterly returns.

Accounts of free-delivery service. R. S., § 3874.

Sec. 395. All expenses of letter carriers, * * * or incident thereto, shall be kept and reported in a separate account. * * *

—returns of to be separate.

2. At all offices where free-delivery service is maintained separate returns must be made quarterly to the Auditor for the Post-Office Department on blanks furnished by the Department in the same manner as the regular postal account.

—certificate to.

3. Postmasters must certify under oath that all expenditures made for this service were necessary, and the prices paid reasonable.

Note.

NOTE.—The omitted portions of the statute refer to expenses of branch offices and receiving boxes. These items were to be kept separately and "shown in comparison with the proceeds from postage on local mail matter at each office," so that the Postmaster-General might be guided in making expenditures by the income from the service. In view of the present practice of making an

annual appropriation for each item of expenditure, which is to be disbursed at the discretion of the Postmaster-General, there is no necessity of keeping the accounts in the manner referred to. The items referred to are to be included in the general account of the office. The accounts of the free-delivery service are, however, kept separately, so that the expenditures for the service can be more readily determined.

Certified copies of returns.

Sec. 396. In order to ascertain the amount of the postal receipts of each office, the Postmaster-General may require postmasters to furnish the Department with certified copies of their quarterly returns to the auditor at such times and for such periods as he may deem necessary in each case.

1883, March 3, ch. 142, § 1, 1 Supp., 419.

—may be required.

2. Unless specially instructed postmasters will not be required to furnish certified copies of their regular returns.

—not to be furnished unless called for.

Claims for credit for postage-due stamps.

Sec. 397. Where a postage-due bill is not returned from the post-office to which sent, or is returned without stamps, the postmaster may obtain credit for the value of the postage-due stamps by making special claim therefor. A duplicate postage-due bill must be made out from the stub of the original, indorsed in the blank space at the end: "Duplicate; original not returned," or, "Original returned without stamps," and attached to the regular dead-letter bill transmitted to the Dead-Letter Office. (See secs. 632 and 684.)

2. Where postage-due stamps are attached to a postage-due bill and returned to the post-office from which received, and the matter with which such bill was received can not be delivered, or where postage-due stamps are inadvertently placed and canceled on domestic mail matter which can not be delivered, special claim for the amount of such stamps must be made on the dead-letter bill for "postage-due stamps canceled on undelivered matter" at the time such matter is sent to the Dead-Letter Office. (See secs. 622, 623, and 684.)

—on bills sent out.

—on bills received, and inadvertently placed on undelivered matter.

3. Where domestic mail matter to which postage-due stamps have been affixed and canceled is forwarded to a foreign country, special claim should be made for the amount of such stamps at the time the postage-due bill is forwarded to the Dead-Letter Office, as provided in section 632; and where postage-due stamps have been affixed and canceled on foreign mail matter which can not be delivered, special claim must be made for the amount of such stamps at the time such matter is forwarded to the Dead-Letter Office, as provided in section 702.

—on matter forwarded or returned to foreign country.

4. The notice received from the Dead-Letter Office stating the amount allowed for postage-due stamps must

Credit in account.

be kept on the files of the post-office. Credit for the amount of such stamps must also be claimed in the quarterly postal account under item "D."

Returns to be made even where no business done.

Sec. 398. Every postmaster must render to the Auditor for the Post-Office Department a postal account for each quarter, even though during certain quarters no business has been transacted (as in the case of offices at some summer and winter resorts, see sec. 229), and in such cases the postmaster should state that fact on the regular postal-account blank, and forward the same to the Auditor at the close of the quarter.

Accounts of outgoing and incoming postmasters. —how rendered.

Sec. 399. Whenever a change of postmaster occurs, the outgoing postmaster will render an account and pay the employees of the office to and including the day upon which the office is delivered to his successor; and the successor will render an account and make payment to the employees for the remainder of the quarter.

—payment of expenses.

2. No payments should be made by a postmaster for any expenses extending beyond the day on which he turns the post-office over to his successor.

New account, when to commence.

3. The new postmaster must not render his account for any time prior to the day next after the date he assumed possession under his commission.

Accounts where office is in charge of sureties.

Sec. 400. Whenever a person is designated by the sureties of a postmaster to act as postmaster until a successor is appointed and qualifies, as provided in section 246, and has taken charge of the office, he must render an account in the name of the late, suspended, or retiring postmaster, up to and including the day of the death, retirement, or suspension of such postmaster; and from that day, until a successor takes possession of the office, he must render an account as acting postmaster.

—how rendered.

See sec. 248 as to signing of accounts.

Balances from previous quarters.

Sec. 401. The accounts of all postmasters are examined and adjusted by the Auditor for the Post-Office Department, and errors found therein are corrected. Postmasters are notified every quarter of the condition of their audited accounts, and no balance from a previous quarter should be entered by a postmaster, except under instructions from the Auditor.

—not to be entered unless instructed.

See secs. 163 and 164 as to withholding commissions and fixing compensation where false returns are made.

Balances due postmasters.

Sec. 402. Where balances are found to be due to postmasters at the end of a quarter on an audited

account, and a report thereof is received from the Auditor for the Post-Office Department, the amount of such balances may be deducted from the receipts in a subsequent quarter. If quarterly balances are usually due to postmasters they may arrange with the Auditor for their payment by means of transfer drafts on other postmasters. (See sec. 375.)

—may be deducted when.
—may be paid by transfer drafts, when.

Sec. 403. Whenever a postmaster, having mailed his returns, is notified by the Auditor for the Post-Office Department that they have not been received, he must forthwith make out duplicate transcripts from the original accounts retained in his possession, and inclose with them the duplicate vouchers kept by him, of which he will make true copies and retain the same in his office.

Failure of Auditor to receive accounts.

—duplicates to be made upon notice of.

Sec. 404. The execution of a new bond does not in any way change the manner or time of rendering the quarterly return, as the sureties upon the former bond are held responsible thereon until the last day of the quarter in which the new bond is accepted. (See sec. 238.)

No change in returns where new bond is given.

Sec. 405. Whenever the classification of an office is changed from the fourth to the third class, such change takes effect from the date designated by the Postmaster-General (see secs. 257 and 259); and until such time the daily reports of cancellations must be kept and transcripts thereof furnished to the Auditor for the Post-Office Department, on which the compensation of the postmaster will be determined.

Change of office from fourth to third class.

—cancellations to be kept until order takes effect.

Sec. 406. Whenever any postmaster neglects to render his accounts for one month after the time, and in the form and manner prescribed by law and the regulations of the Postmaster-General, he and his sureties shall forfeit and pay double the amount of the gross receipts at such office during any previous or subsequent equal period of time; and if, at the time of trial, no account has been rendered, they shall be liable to a penalty of such sum as the court and jury shall estimate to be equivalent thereto, to be recovered in an action on the bond.

Neglect to render accounts. R. S., § 3845.

—postmasters may be removed for.

—penalty upon bond for.

NOTE.—Accounts must be rendered immediately after the close of each quarter. (See sec. 394.) The above section does not give postmasters one month in which to render accounts, but prescribes a penalty in case the account is not rendered within that time. See sec. 194 as to recovery of penalties.

Note.

VI.—REPORTS OF STAMPED PAPER RECEIVED, SOLD, AND ON HAND, AND OF SECOND-CLASS POSTAGE.

Sec. 407. Postmasters at offices of the first, second, and third classes must make, on blanks furnished for the purpose (Form 3240), monthly reports to the Third

Reports of stamps received and sold.

—to be made monthly at offices of first, second, and third classes.

Assistant Postmaster-General (Division of Postage Stamp Supplies), of the amounts of each kind and denomination of postage stamps, books of stamps, special-delivery stamps, postage-due stamps, stamped envelopes, newspaper wrappers, and postal cards received from the Post-Office Department, the amount of each kind and denomination sold, and the amount of each kind and denomination remaining on hand at the close of the month.

Report of second-class postage collected. —to be made quarterly.

Sec. 408. Postmasters must render to the Third Assistant Postmaster-General (Division of Classification of Mail Matter), promptly at the close of each quarter, on blanks furnished for the purpose and in accordance with the instructions thereon, a statement of postage collected from each publisher and news agent during the quarter. In rendering his first statement a new postmaster will state, separately, the amount collected by himself and that collected by his predecessor in the same quarter, giving the exact date, also when the change of postmasters took effect. If a new paper has been established or there has been a temporary or permanent suspension of a newspaper or agency during the quarter, such fact, with the exact date when it occurred, must be noted on the back of the statement immediately under the words "Changes in publications."

—forms used for.

2. Postmasters at offices of the first, second, and third classes will make quarterly reports of second-class postage collected on Form 3551; postmasters at offices of the fourth class will use Form 3551a.

See sec. 451 as to collection of second-class postage.

Books and blanks for records and accounts. —how obtained.

Sec. 409. Books and blanks for the keeping and rendition of all accounts, returns, and reports, and all blank vouchers and pay rolls required will be furnished to postmasters by the First Assistant Postmaster-General (Division of Post-Office Supplies) (see sec. 324); and such books must be neatly and correctly kept according to their design, and subject at all times to examination by post-office inspectors.

TITLE THREE.

MAIL MATTER.

CHAPTER 1.

DOMESTIC MAIL MATTER; CLASSIFICATION AND RATES OF POSTAGE.

I.—General Provisions.

Sec. 410. Mailable matter shall be divided into four classes:
First, Written matter;
Second, Periodical publications;
Third, Miscellaneous printed matter;
Fourth, Merchandise.

Classification of mail matter.
1879, Mar. 3, ch. 180, § 7, 1 Supp., 246.
R. S. § 3875.

Sec. 411. Postage on all mail matter must be prepaid by stamps at the time of mailing, unless herein otherwise provided for.

Prepayment of postage.
R. S., § 3896.

See sec. 422 as to transmitting unpaid soldiers', sailors', and marines' letters; sec. 421 as to transmitting first-class matter when at least one full rate is prepaid; sec. 420 as to transmitting certain letters paid at drop-letter rates; sec. 772 as to transmitting special-delivery letters upon which no postage is paid; secs. 423 and 424 as to ship and steamboat letters; sec. 485 as to full prepayment of second, third, and fourth class matter, and sec. 627 as to forwarding mail matter. See the current annual Postal Guide for instructions in connection with mail matter transmitted by rural free delivery.

Sec. 412. * * * If any mail matter, on which by law the postage is required to be prepaid at the mailing office, shall by inadvertence reach its destination without any prepayment, double the prepaid rates shall be charged and collected on delivery.

Deficiency in postage.
R. S., § 3898.
—on matter mailed by inadvertence, double rates to be collected.

Note.—No matter except that which is wholly unpaid is to be rated with double postage.

Note.

The first part of R. S., § 3898, is superseded by part of section 26 of the act of March 3, 1879, which is given as section 421.

See secs. 614 to 623 as to collection of postage due; sec. 422 as to soldiers', sailors', and marines' letters; secs. 423 and 424 as to postage on ship and steamboat letters.

II.—Matter of the First Class.

Sec. 413. Mailable matter of the first class shall embrace letters, postal cards, and all matters wholly or partly in writing, except as hereinafter provided.

First-class matter.
1879, Mar. 3, ch. 180, § 8, 1 Supp., 246.
R. S. § 3876.
—defined.

—private mailing cards ("post cards") included.

2. Private mailing cards ("post cards") conforming to the regulations are embraced in matter of the first class. (See sec. 418.)

—sealed matter to be treated same as.

3. All matter sealed or otherwise closed against inspection will be treated the same as first-class matter.

Note.

NOTE.—The exceptions relate to all classes of matter. See secs. 462, 471, 478, and 483 in relation thereto. See sec. 475 as to correspondence in characters used by the blind.

Rate of postage on first-class matter.
1885, Mar. 3, ch. 342, 1 Supp., 483. R. S. §§ 3963, 3904.
—drop letters.

Sec. 414. Upon all matter of the first class, * * * postage shall be charged, * * * at the rate of two cents for each ounce or fraction thereof; and drop letters shall be mailed at the rate of two cents per ounce or fraction thereof, including delivery at letter-carrier offices, and one cent for each ounce or fraction thereof where free delivery by carrier is not established.

Note.

NOTE.—A drop letter is one addressed for delivery at the office at which it is posted. Such a letter is first-class matter. There is no drop rate on any matter except letters. See Postal Guide for rates of postage on drop letters deposited in rural delivery offices.

See sec. 627 as to forwarding matter of the first class; sec. 420 as to transmitting matter prepaid at drop rate in certain cases; sec. 424 as to rates of postage on ship and steamboat letters.

Rate of postage on postal cards.
1879, Mar. 3, ch. 180, § 9, 1 Supp., 246.

Sec. 415. Postal cards shall be transmitted through the mails at a postage charge of one cent each, including the cost of manufacture.

See secs. 139 and 140 as to postal cards.

Postal cards.
—printing or writing on address side of.

Sec. 416. Postal cards issued by the Post-Office Department must not bear any additional printing or writing on the address side other than the address.

—address labels on.
1876, July 12, ch. 179, § 15, 1 Supp., 110.

2. Addresses upon postal cards * * * may be either written, printed, or affixed thereto, at the option of the sender.

3. When an address label is used it must not exceed three-fourths of an inch by two inches in size, but may be pasted to the message as well as the address side.

—what included in address on.

4. The words "to be called for," or any proper description of the person addressed, or place of address may be written on a postal card as part of the address. (See sec. 491.)

—unmailable except by stamps affixed, when.

5. Any writing, mark, or seal not hereinbefore authorized on the address side of a postal card, or any mutilation thereof by splitting, defacing, enameling, bronzing, or pasting foreign matter to either the address or message side, renders the stamp impressed thereon valueless. Where a postal card so mutilated is offered for mailing, full postage at the proper rate

must be prepaid by stamps affixed, viz: One cent if the message is entirely in print, and two cents if it is wholly or partially in writing.

—are first-class matter.

6. Postal cards are first-class matter, and may be forwarded on the request of the addressee without additional charge, but must not be returned to the sender when undeliverable. (See sec. 673.)

—to be treated as sealed letters.

7. Postmasters must treat postal cards the same as sealed letters. (See sec. 548.)

See sec. 479 as to addresses on unsealed circulars; sec. 618 as to collection of double postage on postal cards when the stamps impressed thereon have been rendered valueless by mutilation or the addition of prohibited matter.

Private mailing cards ("post cards") authorized.
1898, May 19, ch. 347, 2 Supp., 766.

Sec. 417. It shall be lawful to transmit by mail, at the postage rate of a cent apiece, payable by stamps to be affixed by the sender, and under such regulations as the Postmaster-General may prescribe, written messages on private mailing cards, such cards to be sent openly in the mails, to be no larger than the size fixed by the Convention of the Universal Postal Union, and to be approximately of the same form, quality, and weight as the stamped postal card now in general use in the United States.

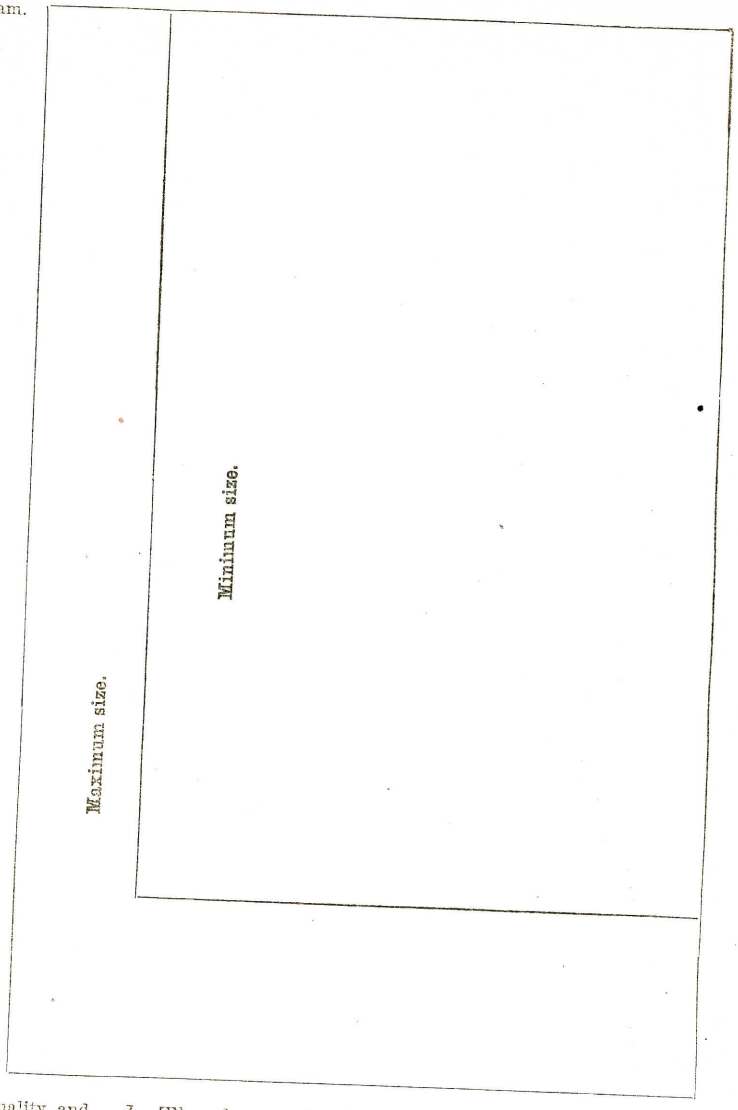
Private mailing cards ("post cards").

Sec. 418. Private mailing cards ("post cards") must conform to the following conditions:

Size.

a. Each card must be an unfolded piece of cardboard not exceeding the size fixed by the Convention of the Universal Postal Union (9 by 14 centimeters, which is approximately $3\frac{9}{16}$ by $5\frac{9}{16}$ inches) nor less than the minimum size of domestic postal cards ($2\frac{15}{16}$ by $4\frac{5}{8}$ inches), as shown by the following diagram:

Diagram.



Form, quality and weight.

b. The form of card and the quality and weight of paper used in its manufacture must be substantially that of the Government postal card of like size.

Color.

c. They may be of any color which does not interfere with the legibility of the address and postmark.

Indicia.

d. Each card must bear the words "Post Card" at the top of the address side, unobstructed by any other matter; said words to be placed thereon in conspicuous letters and in such manner as not to interfere with a perfectly distinct address and postmark.

e. The address may be in writing, printing, or by means of a hand-stamp or adhesive label of not more than ¾ of an inch by 2 inches in size, and the sender may, in the same manner, place his name and address on the back or the face of the card. The message may be in writing or in print. Address. Message on cards.

2. Cards conforming to the foregoing conditions are transmissible in the domestic mails (including the island possessions) and to places in Cuba, Canada, and Mexico at the postage rate of one cent each, and in the mails of the Postal Union at the postage rate of two cents each, prepaid by stamps affixed. Rate for transmission in domestic mails. —in international mails.

See sec. 526 as to private mailing cards ("post cards") in foreign mails.

3. Any card of foreign origin which, from its title in any language, appears to be a "Post Card," and conforms to the requirements of these regulations as to size, form, quality, and weight, shall be admissible to the mails (domestic or international) when prepaid in United States postage stamps. Cards of foreign origin mailable prepaid with U. S. stamps.

4. When post cards are prepared by printers and stationers for sale, they should, in addition to conformity with the requirements of these regulations, also bear in the upper right-hand corner of the face an oblong diagram containing the words "Place postage stamp here," and across the bottom the words "This side for the address." When prepared for sale by printers or stationers.

5. Advertisements and illustrations in any color may be printed upon either or both sides of a post card, provided they do not, when placed upon the face thereof, interfere with a perfectly distinct address and postmark. Advertisements and illustrations.

6. The words "Post Card" are authorized only on cards which conform to the conditions prescribed by these regulations; other cards bearing these words, or otherwise purporting to be issued under authority of the act of May 19, 1898, are unmailable as "post cards," and, whether the message be written or printed, are subject to postage at the letter rate. Unauthorized "Post Cards" subject to letter postage.

7. The privilege given by the act is not intended to work a discontinuance of the Government postal cards. These will be issued and sold the same as heretofore; and in all correspondence will be designated "postal cards" to distinguish them from "post cards," provided for in these regulations. "Postal Cards" issued and sold as heretofore.

NOTE.—"Private Mailing Cards" conforming with the requirements of Departmental order No. 722, dated November 18, 1899, issued prior to the abrogation of said order (December 24, 1901) are Note. Previous private mailing cards to continue mailable.

transmissible in the mails as heretofore. See sec. 416 as to Government postal cards; sec. 526 as to private mailing cards ("post cards") in foreign mails.

Combination advertising and private mailing cards ("post cards").
—with detachable part for replies.

Sec. 419. Advertising cards and other third-class matter arranged with a detachable part, such part bearing the words "Private mailing card," etc., and intended to be used as such for replies, may be transmitted in the mails if, when originally mailed, the form thereof precludes any mistake and insures treatment only as third-class matter.

—double.

2. Double advertising cards with detachable parts intended to be used as reply private mailing cards ("post cards") will be accepted for mailing if arranged so as to have the face, or address side, of the reply part within the fold, so that the *indicia* of a private mailing card ("post cards") is not exposed while the card in its original form is passing in the mails as third-class matter.

Insufficiently prepaid drop letters.
R. S., § 3937.
—to be forwarded when.

Sec. 420. * * * In large cities and adjacent districts of dense population, having two or more post-offices within a distance of three miles of each other, any letter mailed at one of such offices and addressed to a locality within the delivery of another of such offices, which shall have been inadvertently prepaid at the drop or local letter rate of postage only, may be forwarded to its destination through the proper office, charged with the amount of the deficient postage, to be collected on delivery.

Note.

NOTE.—The first part of the above statute, relating to sending unpaid matter to the Dead-Letter Office, is given as section 569. See sec. 672 as to return of drop letters to writer at some other office; sec. 616 as to collection of postage due.

Insufficiently prepaid first-class matter
1879, Mar. 3, ch. 180, § 26, 1 Supp., 249.
—when may be transmitted and deficiency collected.

Sec. 421. All mail matter of the first class upon which one full rate of postage has been prepaid shall be forwarded to its destination, charged with the unpaid rate, to be collected on delivery; * * *

Note.

NOTE.—The remainder of this statute relating to use of postage-due stamps in collection of postage due is given as sec. 616. So much of the statute as is quoted above supersedes the first part of R. S., § 3898. See sec. 616 as to collection of postage due.

Soldiers', sailors', and marines' letters.
1879, Mar. 3, ch. 180, § 9, 1 Supp., 246.
R. S. § 3902.
—transmission of unpaid.

Sec. 422. The Postmaster-General may * * * provide, by regulation, for transmitting unpaid and duly certified letters of soldiers, sailors, and marines in the service of the United States to their destination, to be paid on delivery.

—how marked.

2. All letters of officers and privates must be plainly marked "Soldier's letter," "Sailor's letter," or "Marine's letter," as the case may be, and signed thereunder, giving the name and official designation, by a field or staff officer, post or detachment commander, to whose command the soldier belongs, or by a surgeon or chaplain at a hospital where he may be; and in the

navy and marine service, by the officer in command of the vessel, or executive officer, or paymaster, or surgeon, or officer commanding a naval hospital or detachment on shore. Letters so certified will be forwarded charged with postage due at single rates only, to be collected on delivery. —postage on, how collected.

See sec. 621 as to collection of postage due.

Sec. 423. All letters conveyed by vessels not regularly employed in carrying the mail shall, if for delivery within the United States, be charged with double postage, to cover the fee paid to the vessel. **Double postage on ship letters.** R. S., § 3913.

Sec. 424. Ship letters will be charged with double rates of postage, to be collected at the office of delivery; but if such letter has been prepaid by United States stamps at such double rate of postage no additional charge will be made; and all United States postage stamps affixed thereto will be recognized to the extent of their value as part payment. **Rating of postage on ship letters.**

2. Letters and packets carried in a private ship or vessel from one port to another in the United States, if the whole of the water be a post road by law, will be charged only with inland postage. If only a part of the voyage be over water declared to be a post road such letters and packets will be subject to the ship-letter rate of postage. (See sec. 1153.) —if carried only over water declared a post road. —if carried only a portion of the way over a post road.

See sec. 1247 as to meaning of "ship letters;" sec. 1248 to 1251 as to fees to masters of vessels for carrying ship and steamboat letters and payment thereof; sec. 1250 as to printed ship matter; secs. 557 and 558 as to treatment of ship matter in post-offices; sec. 616 as to collection of postage due.

Sec. 425. Weather Bureau reports will be treated in all respects like letter mail, and must be promptly dispatched whether sent by officers of the service under penalty envelopes or by private persons and prepaid by stamps. **Weather Bureau reports.** —treated like letter mail.

See sec. 276 as to posting of weather reports received by postmasters.

Sec. 426. Mutilated coin and paper currency belonging to individuals must not be transmitted to the Treasurer of the United States for redemption except as mail matter of the first class, upon which the regular postage must be prepaid. **Mutilated coin and paper currency.** —postage on to be prepaid.

See sec. 836 and 837 as to registration of packages of mutilated currency, etc., without payment of fee.

III.—Matter of the Second Class.

Second-class matter.
1879, Mar. 3, ch. 180, § 10, 1 Supp., 246. R. S. § 3377. —defined.

Sec. 427. Mailable matter of the second class shall embrace all newspapers and other periodical publications which are issued at stated intervals, and as frequently as four times a year and are within the conditions named in sections twelve and fourteen.

Note.

NOTE.—Sections 12 and 14 referred to are given as sections 465 and 428. There are two classes of second-class matter: (1) That sent by publishers or news agents (sec. 448); (2) that sent by others than publishers or news agents (sec. 455). See sec. 432 as to definiton of "newspapers" and "periodical publications."

Conditions for admission as second-class matter.
1879, Mar. 3, ch. 180, § 14, 1 Supp., 246.

Sec. 428. The conditions upon which a publication shall be admitted to the second class are as follows:

Regularity of issue.

First.—It must regularly be issued at stated intervals, as frequently as four times a year, and bear a date of issue, and be numbered consecutively.

Office of publication.

Second.—It must be issued from a known office of publication.

Formation.

Third.—It must be formed of printed paper sheets, without board, cloth, leather, or other substantial binding, such as distinguish printed books for preservation from periodical publications.

Character of contents.

Fourth.—It must be originated and published for the dissemination of information of a public character, or devoted to literature, the sciences, arts, or some special industry, and having a

Subscription list.

legitimate list of subscribers; *Provided, however,* That nothing herein contained shall be so construed as to admit to the second-class rate regular publications designed primarily for advertising purposes, or for free circulation, or for circulation at nominal rates.

See sec. 438 as to application for entry; sec. 1593, as to penalty for submitting false evidence to secure entry of matter as second class.

Publications issued by benevolent or fraternal societies, institutions of learning, etc.
1894, July 16, ch. 137, 2 Supp., 196.

Sec. 429. All periodical publications issued from a known place of publication at stated intervals and as frequently as four times a year, by or under the auspices of a benevolent or fraternal society or order organized under the lodge system and having a bona fide membership of not less than one thousand persons or by a regularly incorporated institution of learning, or by or under the auspices of a trades union, and all publications of strictly professional, literary, historical, or scientific societies, including the

Bulletins of State boards of health. —admission of as second-class matter.

bulletins issued by State boards of health, shall be admitted to the mails as second-class matter and the postage thereon shall be the same as on other second-class matter and no more: *Provided, further,* That such matter shall be originated and published to further the objects and purposes of such society, order, trades union, or institution of learning and shall be formed of printed paper sheets without board, cloth, leather or other substantial binding such as distinguish printed books for preservation from periodical publications.

See sec. 438 as to applications for entry.

Periodicals issued by State departments of agriculture.
1900, June 6, ch. 801, 31 St. L., 660. —admission of as second-class matter.

Sec. 430. All periodical publications issued from a known place of publication at stated intervals as frequently as four times a year by State departments of agriculture shall be admitted to the mails as second-class mail matter: *Provided,* That such matter shall be published only for the purpose of furthering the objects of such

departments: *And provided further,* That such publications shall not contain any advertising matter of any kind. —not to contain advertising matter.

See sec. 439 as to applications for entry.

Sec. 431. Foreign newspapers and other periodicals of the same general character as those admitted to the second class in the United States may, under the direction of the Postmaster-General, on application of the publishers thereof or their agents, be transmitted through the mails at the same rates as if published in the United States. Nothing in this act shall be so construed as to allow the transmission through the mails of any publication which violates any copyright granted by the United States. **Foreign publications.** 1879, Mar. 3, ch. 180, § 15, 1 Supp., 247. —entry of.

See sec. 440 as to applications for entry.

IV. General Provisions as to the Admission of Publications as Second-class Matter.

Sec. 432. A "newspaper" is a publication issued at stated intervals of not longer than one week, for the dissemination of current news, whether it be of a general or special character, and having the characteristics of second-class matter prescribed by statute. **"Newspaper" and "periodical."** —definition of. Newsapers.

2. A "periodical publication" is a publication not embraced within the above definition of a newspaper, issued at stated intervals as frequently as four times a year, and having the characteristics of second-class matter prescribed by statute. "Periodical publications" do not include publications having the characteristics of books, but only such as consist of current news or miscellaneous literary matter or both, not excluding advertising. Periodical publications.

Sec. 433. Alleged periodical publications produced by the stencil or hectograph process will not be admitted to the mails as second class matter. **Stencil or hectograph publications inadmissible.**

Sec. 434. The regular periods of issue of a publication must be as prescribed in section 428, and are to be shown by the publication itself; but no publication regularly admitted shall be excluded by reason of the omission to state such period in a particular issue. **Regularity of issue.**

2. Should an issue be omitted for unavoidable cause, the first succeeding issue must bear the serial number of the omitted number. Omission of issues.

3. The periods of issue of a second-class publication may be changed, as from monthly to weekly, weekly to daily, or vice versa. (See sec. 443 as to reentry.) Change in period of issue.

4. Educational publications and those of colleges and schools, otherwise admissible as second-class matter, will not lose such privilege by suspension of issue during vacation. Suspension of issue of educational publications during vacation.

Extra editions.

5. Extra editions of a publication admitted as second-class matter, manifestly issued for the purpose of communicating additional news or imparting information germane to the publication, and not for advertising purposes, will be accepted at the second-class rates.

Known office of publication.
—definition of.

Sec. 435. A known office of publication is a public office for the transaction of the business of the newspaper or periodical, where orders may be received for subscriptions and advertising during the usual business hours, and such office must be shown by the publication itself.

—post-office box not.

2. In large towns the street and number of the office of publication must be given. A post-office box is not a known office of publication.

—only one at which publication can be entered.

3. Newspapers and periodicals may have more than one office for the transaction of business, but can be entered and mailed as second-class matter at only one. This office must be designated by the publisher, and must be placed first and given greater prominence in all printed notices relative to the places of publication.

When office of publication is not a post-office.

4. When a periodical publication is issued at a place that is not a post-office, the post-office at which it is to be mailed must be shown in publication.

Subscription price and lists requisite under act of Mar. 3, 1879.
—evidence of, to be required by postmasters.

Sec. 436. Postmasters must require satisfactory evidence that publications offered for entry as second-class matter have, under section 428, a legitimate list of subscribers, approximating 50 per cent of the number of copies regularly issued and circulated, by mail or otherwise, made up not of persons whose names are furnished by advertisers or by others interested in the circulation of the publication, but of those who voluntarily seek it and pay for it with their own money, although this rule is not intended to interfere with any genuine case where one person subscribes for a definite period of several issues for a limited number of copies for another.

Subscription to be deemed nominal, when.

2. The subscription price of a publication must be shown thereon, and will be deemed *nominal* within the meaning of section 428 when—

—advertised as furnished to subscribers at no profit.

a. The publication advertises or asserts that it is furnished to subscribers at no profit, or irrespective of payment of the subscription price;

—extrinsic inducements reduce rate to nominal.

b. When it appears from the contents or from the extrinsic inducements offered in combination with the publication that the circulation of the publications is

not founded on its value as a news or literary journal, and that subscriptions are not made because of such value, but because its offers of merchandise or other consideration result, in effect, in its circulation at apparently a nominal rate.

Advertising sheets.—definition of.

Sec. 437. "Regular publications, designed primarily for advertising purposes," within the meaning of section 428, will include—

Business organs.

a. Those owned and controlled by one or several individuals or business concerns, and conducted as an auxiliary and essentially for the advancement of the main business or calling of those who own or control them.

Subscriptions and free advertising.

b. Those which, having few or no genuine or paid-up subscriptions, insert advertisements free, on the condition that the advertiser will pay for a number of papers which are sent to persons whose names are given to the publisher.

Copies bought by advertisers, when.

c. Those which do advertising principally, and whose columns are filled with editorial puffs of firms or individuals who buy a certain number of copies for distribution.

Market reports and business cards.

d. Publications containing market quotations, and the business cards of various business houses opposite the pages containing such quotations.

Advertisements and free circulation.

e. Publications devoted largely to advertising and having a nominal list of bona fide subscribers, but whose circulation is mainly gratuitous.

Advertising restricted.

f. Publications which restrict advertisements to a single one in a given line of business to the exclusion of all competitors or which contain the price lists or advertisements of certain business houses while refusing similar advertisements of competing houses.

Character of advertising sheets, how determined.

2. The question whether a publication is "primarily designed for advertising purposes" is one of fact and will be determined in each case from the evidence.

Meaning of "primarily."

3. The word "primarily" is intended to indicate the chief or principal object of the publication, and not its first object in any sense of time. The use of the phrase, as applied to a publication, means one principally intended for advertising purposes, and not one the design or intention of which is that it should be used incidentally for advertising purposes.

V.—Applications for Entry of Publications as Second class Matter.

Application for entry of domestic publications as second-class matter.

—under act Mar. 3, 1879.

—information to be included in.

Sec. 433. When a publication, not included in sections 429 and 430 (see secs. 427 and 428), is offered for mailing for the first time at the second-class rates of postage the postmaster shall require the proprietor or his duly authorized representative to make and present to him, with two copies of the publication, sworn answers in writing (on Form 3501) to the following interrogatories:

(1) How often is the publication issued?

(2) Where is the "known office of publication?" (If in a city give street and number.)

(3) Where is it printed?

(4) Who are the proprietors?

(5) Are they in any way interested pecuniarily in any business or trade represented by the publication, either in the reading matter or in the advertisements? If so, what is the interest?

(6) Who are the editors of the publication, and how is their compensation determined?

(7) Have the editors any pecuniary interest in any business or trade represented by the publication, either in the reading matter or in the advertisements? If so, what is the interest?

(8) Can any house in good standing advertise in your publication at the regular published rates?

(9) Are advertisements of competitors accepted at the usual rates?

(10) Have any of the business houses which advertise in your publication any interest (either by past connection or special contract) therein respecting advertisements or subscriptions? If so, what is the interest?

(11) What is the greatest number of copies furnished to any person or firm advertising in your publication?

(12) On what terms are these papers furnished?

(13) What number of copies do you print of each issue?

(14) What number of bona fide subscribers have you for the next issue of your paper, made up as follows:

a. Direct individual subscriptions to publisher without premium?

b. Direct individual subscriptions to publisher with premium?

c. Direct individual subscriptions in clubs or through clubbing arrangements?

d. Copies regularly sold over publisher's counter to purchasers of individual copies?

e. Copies regularly sold by newsboys?

f. Regular sales of consecutive issues by news agencies?

g. Bulk purchases of consecutive issues by news agencies for sale without the return privilege?

h. Copies to advertisers, one to each to prove advertisement?

i. Bona fide exchanges, one copy for another, with existing second-class publications?

(15) What is the subscription price of your publication per annum?

(16) How many pounds weight will cover the papers furnished to regular subscribers?

(17) What average number of specimen copies with each issue do you desire to send through the mails at the pound rate?

(18) How are names of the persons to whom sample copies are to be sent obtained?

(19) What disposition is made of the excess, if any, of copies printed over those furnished to subscribers, news agents, including newsboys, and as sample copies.

Note.

NOTE.—Except when the circulation of a publication is mainly through news agents (secs. 468 to 470), the postmaster must not accept an application for entry under the act of March 3, 1879, unless the publisher possesses a claimed list of legitimate subscribers (as defined in question 14) approximating 50 per cent of the number of copies regularly issued and circulated (see sec. 436), evidence of which the publisher may be required to furnish by the submission of his subscription book and original orders for subscriptions for the postmaster's examination. See sec. 441 as to further instructions relative to entry.

Application for entry of publications of benevolent or fraternal societies, etc., bulletins of State boards of health and publications of State departments of agriculture, under acts July 16, 1894, and June 6, 1900

Sec. 439. Where entry of a publication is claimed under sections 429 and 430 the postmaster will require the person presenting the publication to make and present to him, with two copies of the publication, sworn answers (on Form 3501b) to the following general and special interrogatories.

General questions.

2. The following general questions will be answered by all applicants:

a. Have you read carefully the acts of July 16, 1894, and June 6, 1900, and extracts from opinions of the Assistant Attorney-General, Post-Office Department, printed on the reverse side of this sheet?

b. Is the publication devoted exclusively to furthering the objects and purposes of the organization or insti-

tution publishing the same, without advertisements foreign to said objects or purposes?

c. What is the name of the organization or institution publishing the periodical?

d. How frequently is it issued?

e. Where is the known office of publication?

f. Is the application signed by an official duly authorized to transact the business of the publisher?

Special questions as to publications of benevolent or fraternal organizations.

3. In connection with publications of benevolent or fraternal organizations, the following questions must be answered:

a. Is the organization, by or under whose auspices this publication is issued, benevolent or fraternal?

b. Is it organized under the lodge system, having local or subordinate lodges (or their equivalent) and a supreme or governing body?

c. Has the order one thousand members?

d. Is the publication issued by or under the auspices of the governing body (grand or supreme); and, if the latter, has a certified copy of the resolution or order authorizing the same been furnished for transmission to the Department?

Special questions as to publications of educational institutions.

4. In connection with publications of educational institutions the following questions must be answered:

a. Is the institution by which this publication is issued regularly incorporated?

b. If so, has a certified copy of the charter, articles of incorporation, or legislative act authorizing the same been furnished for transmission with this application?

c. Is the institution conducted for the benefit of the public or for the personal benefit of the owners, stockholders, or persons conducting the same?

Special questions as to publications of trades unions.

5. In connection with publications of trades unions the following questions must be answered:

a. What trade or trades are represented by this union?

b. If not published by the union, but under its auspices, has a certified copy of the vote or order authorizing the same been furnished for transmission to the Department?

Special questions as to publications of professional, literary, historical, and scientific societies.

6. In connection with publications of professional, literary, historical, and scientific societies the following questions must be answered:

a. Is the society issuing this publication strictly professional, literary, historical, or scientific? If so, state which.

b. Is the society regularly incorporated or otherwise authorized by law?

c. If so, have you furnished a certified copy of said authorization?

d. If not specifically authorized by law, have you submitted a certified copy of the constitution and by-laws of the society, and the resolution, with date of adoption, authorizing the publication?

Special questions as to bulletins of State boards of health, and publications of State departments of agriculture.

7. In connection with bulletins of State boards of health, and publications of State departments of agriculture the following questions must be answered:

a. Have you furnished a certified copy of the legislative act under which your board or department is organized?

b. Are advertisements of all kinds excluded from the publication?

Applications; by whom to be made.

8. Applications for entry to the second class of mail matter of publications issued by organizations embraced in sections 429 and 430 must be made in the name of the society, institution, organization, or State board or department publishing the same, and be signed by the person authorized to transact the business of the publisher.

See section 441 as to further instructions relative to entry.

Applications for entry of foreign publications as second-class matter.

Sec. 440. When a newspaper or periodical published in a foreign country is offered for mailing at the second-class rates (see sec. 431) by the publishers thereof or their agents; the postmaster will require satisfactory evidence that the publication has been duly entered as second-class matter at a post-office in the United States, or, if such evidence can not be furnished, will require such agent to make (on Form 3501a) sworn answers to the following interrogatories:

—information to be included in.

(1) Are you the publisher or his duly authorized agent?

(2) If the latter, have you submitted satisfactory evidence of such authorization?

(3) Where is your place of business? (If in a city, give street and number.)

(4) Is the publication in question a newspaper or a magazine?

(5) Where is it published?

(6) Does it possess the statutory characteristics of domestic publications of the second-class? (Sec. 428.)

(7) Does the publication, either in the literary matter or otherwise, violate any copyright granted by the United States?

(8) What is the subscription price of the publication per annum?

(9) What number of copies have you subscriptions for at the present time, either from individuals or through news agents?

See sec. 500 as to matter in violation of copyright laws. See next section as to further instructions relative to entry.

Conditional admission by postmasters of publications as second-class matter.

Sec. 441. Where an application has been made, as hereinbefore provided, for the entry of a publication as second-class matter, and a deposit is made of money sufficient to cover postage at the third-class rate—one cent for each two ounces, or fraction thereof—on all copies individually addressed offered for mailing (for which a special receipt must be given the publisher), the postmaster will issue, on a form furnished therefor, a permit, conditionally allowing the publication transmission in the mails as second-class matter pending its classification. Deposits of postage at said rate must be required on all issues mailed under such permit. If the publication is accepted by the Post-Office Department as second-class matter, the excess of the deposits over the second-class rates of postage will be refunded; if it is held to be third-class matter, the entire deposit must be sent to the Third Assistant Postmaster-General in canceled postage stamps, which will be accounted for as sold, and at fourth-class offices also as canceled.

Deposit of third-class postage.

Application, etc., to be forwarded to Department.

2. In all cases the postmaster will forward to the Third Assistant Postmaster-General, in the same envelope, the application, affidavit, and other proofs presented by the publisher, with a copy of the publication, and a statement of any facts or reasons known to him for or against the admission sought, retaining one copy of the publication to be kept in his office for such comparison with future issues as may be necessary.

Examination of publications.

3. Before sending to the Department applications for the entry of publications as second-class matter under the foregoing sections, the postmaster will examine the copies submitted, to ascertain whether they

conform to the requirements of the regulations in the following particulars:

a. Date of issue.

b. Regular periods of issue; that is to say, frequency.

c. Serial number.

d. Known office of publication.

e. Annual subscription price.

—indorsement as to.

4. The foregoing indicia must be conspicuously printed in the publication, and each item marked on the copy submitted, as evidence that proper examination has been made by the postmaster. Where publications are printed in foreign languages, it is desirable that the data indicated be given in English.

Oath to applications.

5. The application must be sworn to before an officer duly qualified to administer oaths to the public, whose seal (if required by law to have one) must be impressed thereon. Postmasters have no authority to administer oaths to publishers.

Admissibility of publications as second-class matter.

Sec. 442. The Third Assistant Postmaster-General will in all cases decide upon the admissibility of publications as second-class matter. He will examine all applications, as soon as practicable, and upon being satisfied that a publication is entitled to admission at such rates will authorize the postmaster at the proper office to issue a certificate of entry therefor.

—final decision as to.

Certificate of entry; how issued.

2. Upon notice from the Third Assistant Postmaster-General the postmaster will issue a certificate on the form furnished by the Post-Office Department.

Endorsement of entry on publication.

3. The publisher shall, upon the issue of the certificate, print upon each copy of the publication so entered the words, "Entered ——— at the post-office at ———, as second-class matter under act of ——— ———." Such words, or their equivalent, must not be printed on a publication before entry, but pending the consideration of an application by the Department the publisher may print a notice that said application has been made.

Re-entry of publications.

—in case of change of name or of period of issue, to be required.

Sec. 443. In case of a change of name, or of the regular periods of issue, of a publication already entered as second-class matter, or the removal of its office of publication to a post-office other than that of original entry, the postmaster will require the publishers to apply for re-entry, the same as though the publication were a new one.

Cancellation of certificate of entry.
1901, Mar. 3, ch. 851, 31 St. L., 1107.
—hearing to be given before.

Sec. 444. When any publication has been accorded second-class mail privileges, the same shall not be suspended or annulled until a hearing shall have been granted to the parties interested.

Department record of second-class publications.
—to be kept by Third Assistant Postmaster-General.

Sec. 445. The Third Assistant Postmaster-General will cause a record to be kept of publications admitted to the second-class rates of postage, giving the date of entry and date when entry was revoked.

Record of second-class matter at post-offices.

Sec. 446. Postmasters must keep a record of all publications of the second class mailed at their post-offices.

False evidence submitted to secure entry of publications.
—postmasters to report.

Sec. 447. When a postmaster has reason to believe that a publisher has submitted to him, or to any postmaster, or to the Post-Office Department, any false statement or evidence as to the character of his publication, to secure its admission as second-class matter at any post-office, he will report the case and all the information or evidence in his possession to the Third Assistant Postmaster-General.

See sec. 1593 as to penalty for submitting false evidence of second-class publications.

VI. Postage on Matter of the Second Class.

Postage on second-class matter.
1885, Mar. 3, ch. 342, 1 Supp., 483.
R. S., §§ 3905, 3907, 3908.

Sec. 448. All publications of the second class, except as provided in section 25 of said act (of March 3, 1879, ch. 180, 1 Supp., 249), when sent by the publisher thereof, and from the office of publication, including sample copies, or when sent from a news agency to actual subscribers thereto, or to other news agents, shall * * * be entitled to transmission through the mails at one cent a pound or a fraction thereof, such postage to be prepaid as now provided by law.

Note.

NOTE.—The exceptions referred to in this section are free county publications (sec. 452) and publications (other than weekly newspapers) deposited by publishers or news agents in letter-carrier offices for local delivery by carriers.

Matter when transmitted by printer to publisher.
—not entitled to second-class rate.

Sec. 449. Periodical publications admitted to the second-class rates of postage are not entitled to such privileges until issued from a known "office of publication;" such publications when sent by a printer to a publisher must be prepaid at the third-class rate.

Unbound back numbers and bound reprints.
—postage on.

Sec. 450. Unbound back numbers of a publication may be mailed at the second-class rate of one cent a pound so long as the publication continues to be published as second-class matter.

Bound back numbers, reprints.
—postage on.

2. Bound back numbers and unbound reprints will be treated as books and must be prepaid as third-class matter.

Collection of postage on matter of second class.
1898, June 13, ch. 446, 2 Supp., 778.
See R.S. §§ 3884, 3906.

Sec. 451. * * * Postage on second-class matter mailed shall be collected and accounted for under such regulations as the Postmaster-General may prescribe.

—in money before dispatch.

2. The postage on all second-class matter mailed at the rate of one cent a pound must be collected in money before the matter is dispatched.

—manner of, and receipts.

3. Whenever publications of the second class are presented for mailing by the publishers thereof, or a news agent, the postmaster, after weighing the same, as provided in section 560, will collect the proper postage thereon, and give the publisher a receipt from a book of forms furnished therefor (Form 3539) showing the weight of the matter mailed and the amount collected.

Advance deposits.

4. For convenience, postmasters may receive from publishers a deposit of money in advance (for which a special receipt must be given) sufficient to pay for more than a single mailing. The deposit will be charged with the proper amount of each mailing; but if the amount on hand is not sufficient at any time to cover the postage due on the entire mailing the excess must be held until an additional deposit is made. Credit for postage must never be allowed. (See sec. 329.)

Statement of postage collected, etc.

5. A statement of the amount of postage collected at the rate of one cent a pound, together with the duplicates of receipts issued during the quarter, must be sent to the Third Assistant Postmaster-General together with the weight of free county matter, at the end of each quarter in the special newspaper and periodical envelope provided for that purpose. (Sec. 408.)

See sec. 453 as to including free county matter in statement.

Free county matter and rates on second-class matter at letter-carrier offices.
1879, Mar. 3, ch. 180, § 25, 1 Supp., 249.
See R. S. § 3907.

Sec. 452. That publications of the second class, one copy to each actual subscriber residing in the county where the same are printed, in whole or in part, and published, shall go free through the mails; but the same shall not be delivered at letter-carrier offices, or distributed by carriers, unless postage is paid thereon at the rate prescribed in section thirteen of this act (the cent-a-pound rate): *Provided*, That the rate of postage on newspapers, excepting weeklies, and periodicals not exceeding two ounces in weight, when the same are deposited in a letter-carrier office for delivery by its carriers, shall be uniform at one cent each; periodicals weighing more than two ounces shall be subject, when delivered by such carriers, to a postage of two cents each, and these rates shall be prepaid by stamps affixed.

R. S., § 3872.

NOTE.—Section 11 (erroneously cited above as section 13) of the act of March 3, 1879, fixed the regular rate of postage on second-class publications when mailed by the publishers thereof, or by news agents, at two cents a pound. This was reduced to one cent a pound by the act of March 3, 1885. (See sec. 448.) The latter rate and the special rates prescribed by the proviso of section 25,

of the act of March 3, 1879 (given above as sec. 452), apply to copies of such publications addressed to letter-carrier offices, and constitute the exceptions to the transmission free of postage of such matter to actual subscribers residing within the county of publication.

Regulations respecting free county matter.

Free county publications.

—must be mailed separately.

Sec. 453. All copies of a publication entitled to free county circulation must be presented for mailing separately from those on which postage is to be paid, and when not so presented, postage must be charged on the whole at the pound rate. Free county matter must be weighed and recorded in the post-office records separately from that which is mailed at the rate of one cent a pound; and in the postmaster's quarterly report of "*newspaper and periodical postage collected and amount of free county circulation and sample copies*," the weight of free matter for each publication must be shown in the space provided therefor, as is required in the case of paid matter. (See sec. 451.)

—weight of to be reported to Department.

—mailed at nearest post-office to office of publication.

2. Newspapers mailed by the publisher, at the nearest post-office to the claimed office of publication, which may be in an adjoining county, and addressed to subscribers residing in the county where it is printed, in whole or in part, and published, will be accepted for mailing free of postage.

—sent to actual subscribers.

3. Only copies of second-class publications sent to actual subscribers who reside in the county where the same are printed in whole or in part, and published, and who themselves subscribe for not exceeding one copy each, and no others whatsoever, may be sent free of postage.

—subscriber to, must live within county.

4. Copies of a publication addressed to subscribers who live within the county where the same is "printed in whole or in part, and published," addressed to the post-offices at which they regularly receive mail, though such offices may be outside of said county, will be mailed free of postage, but copies addressed to subscribers who do not reside in the county where the paper is "printed in whole or in part, and published," will not be accepted for mailing free, even though the post-office of the addressee may be in the county where the paper is "printed in whole or in part, and published."

—to free-delivery offices.

5. Second-class matter, mailed at a post-office where free delivery is not established, if addressed to a free-delivery office in the same county is liable to postage at the pound rate, and must be presented for mailing in a separate package from the free county matter, and

in the same manner as matter addressed to subscribers residing outside the county is required to be mailed.

See secs. 448, 452, and 455 as to rates of postage on second-class matter; sec. 560 as to weighing and dispatch of second-class matter.

Second-class matter at letter-carrier offices.

Sec. 454. All second-class publications mailed by the publishers thereof or news agents at a free delivery office for local distribution through the boxes or general delivery, or addressed to a free-delivery office other than that of publication, are subject to postage at the rate of one cent a pound.

—rate when mailed for delivery through boxes or at other offices.

2. Weekly newspapers mailed by the publishers thereof or news agents, whether deposited at a free-delivery office for delivery by carriers or otherwise, are subject to postage at the rate of one cent a pound.

—rate on weekly newspapers.

3. Newspapers other than weeklies (without regard to weight) and periodicals not exceeding two ounces in weight, mailed by publishers or news agents for local delivery by carriers, are subject to postage at the rate of one cent each, to be prepaid with ordinary stamps affixed.

—rate on other than weekly newspapers and periodicals not exceeding 2 ounces in weight.

4. Periodicals exceeding two ounces in weight, mailed by publishers or news agents for local delivery by carriers, are subject to postage at the rate of two cents each, to be prepaid with ordinary stamps affixed.

—rate on periodicals weighing more than 2 ounces.

5. Weekly newspapers mailed for delivery at a free-delivery office, although within the county of publication, must be prepaid at the second-class rate of one cent a pound. (See sec. 452.)

—rate on weekly newspapers for delivery at a letter-carrier office other than that of publication.

6. Postmasters must prevent admission to the mails of second-class matter addressed to free-delivery offices without prepayment of proper postage.

Proper postage to be prepaid.

See sec. 448 as to pound rate of postage on second-class matter.

Rate on transient publications.

1884, June 9, ch. 73, 1 Supp., 438.

Sec. 455. The rate of postage on newspaper and periodical publications of the second class, when sent by others than the publisher or news agent, shall be one cent for each four ounces or fractional part thereof, and shall be fully prepaid by postage stamps affixed to said matter.

—when sent by others than publisher or news agent.

2. Newspapers and periodicals which have been admitted as second-class matter may be sent to any place in the United States, Canada, Cuba, and Mexico, without regard to the place of mailing or destination, at the rate of postage herein provided.

3. Second-class publications sent by publishers to others than subscribers, and extra copies mailed by them in pursuance of a contract or agreement with an

—when sent by publishers.

advertiser or other interested party, must be prepaid at the transient rate herein provided.

—if portion of publication detached, transient rate inapplicable.

4. Partial or incomplete copies of second-class publications can not be mailed at the rate of postage herein provided, but postage must be prepaid thereon at the third-class rate.

VII. Sample Copies of Publications Admitted as Second Class Matter.

Sample copies. —admissibility of.

Sec. 456. Sample copies, which may be sent by publishers from the office of publication at the second-class rate of one cent a pound, are copies sent to persons not subscribers for the purpose of inducing them to subscribe or advertise or become agents therefor.

—must be similar to regular issues.

2. Sample copies must be of the same general character as the regular issues, and exactly like the regular edition of the same date sent to subscribers. When enlarged by the insertion of advertisements or other matter unusual in the regular issues, or otherwise so changed that they are not fair samples of such issues, they are unmailable as sample copies.

—must be marked as such.

3. Sample copies must be plainly marked as such on the exposed face of the publication or package (or on its wrapper), and can not be sent to the same persons at the pound rate of postage in excess of three times consecutively or otherwise, during any one calendar year.

—several in same wrapper.

4. Several sample copies may be inclosed in a single wrapper to one address, or may be sent in one wrapper addressed to the post-office, and each paper therein properly folded, addressed to some patron of the office, and marked or printed "sample copy" on the wrapper or on the exposed face of each of the papers separately addressed.

—extra numbers not sample copies, when.

5. Extra copies of a second-class publication sent by the publisher thereof acting as the agent of an advertiser or purchaser, to addresses furnished by the latter, are not sample copies; but postage thereon at the rate of one cent for each four ounces or fraction thereof (see sec. 455) must be prepaid, the same as if mailed by the advertiser or purchaser himself; and, where a publisher issues a large edition containing an article or articles obviously intended to advance private interests, and circulated directly or indirectly through some arrange-

ments with the parties concerned, or where the periodical contains advertisements secured under an offer or agreement to distribute a given number of copies in excess of the number of subscribers, the extra copies so issued will not be regarded as sample copies, but as copies sent out in behalf of the advertisers or other parties interested, and will be subject to postage at the rate of one cent for each four ounces or fraction thereof sent to a single address. (See sec. 455.)

Mailing of excess copies or continuous mailing of sample copies prohibited, when.

6. The mailing by a publisher, as sample copies, of a larger number of copies than actually subscribed for in order to maintain a given circulation, or the continuous mailing of sample copies in excess of one hundred per cent of the number issued to regular subscribers, or of such copies continuously to the same persons, will be deemed evidence that the publication is primarily designed for advertising or free circulation (see sec. 428), and the sample copies should be detained until the facts can be ascertained. The postmaster will promptly report the case to the Third Assistant Postmaster-General.

Sample copies. —not entitled to free county circulation.

7. Sample copies are not entitled to free county circulation. (See sec. 453.)

—not to be inclosed with regular copies.

8. Sample copies must not be inclosed in the same package with copies intended for subscribers.

—not to be mailed by news agents at pound rate.

9. Sample copies can not be mailed by news agents at the pound rate of postage. (See sec. 470.)

VIII. Supplements to, and Illegal Inclosures with, Publications Admitted as Second Class Matter.

Supplements. 1879, Mar. 3, ch. 180, §16, 1 Supp., 247. —admitted as second-class matter. —must be germane to publication.

Sec. 457. Publishers of matter of the second class may, without subjecting it to extra postage, fold within their regular issues a supplement; but in all cases the added matter must be germane to the publication which it supplements, that is to say, matter supplied in order to complete that to which it is added or supplemented, but omitted from the regular issue for want of space, time, or greater convenience, which supplement must in every case be issued with the publication.

Characteristics of spurious supplements. Independent publications.

Sec. 458. A publication entirely distinct from and independent of the regular issue, but complete in itself, especially if it be not germane to the regular issue nor connected therewith, can not be adopted as a supplement.

Circulars, handbills, etc.

2. Circulars, handbills, show bills, posters, and other special advertisements can not be adopted as supplements. Advertising sheets consisting entirely of

advertisements, or of a combination of literary or pictorial matter and advertisements, issued by business houses and furnished to publishers for the purpose of being circulated with second-class publications, can not be used as supplements or covers to such publications when mailed at the second-class rates of postage.

Matter printed outside of office as supplements to various papers.

3. Matter printed elsewhere than at the office of publication, to be used as supplements to various newspapers for the purpose of securing circulation to advertisements of private business, or covers to such publications, when mailed at the second-class rates of postage, can not be used as supplements, even though containing literary matter.

Characteristics of permissible supplements.

Sec. 459. Publications of statutes, ordinances, proceedings of public or deliberate assemblies, boards or conventions, advertisements of tax rates or other notices or advertisements required by law to be published, whether gratuitously or for compensation, are proper supplemental matter.

Municipal publications, etc.

Supplements must bear name of publication, etc.

2. Supplements must in all cases bear the full name of the publication with which they are folded, preceded by the words "Supplement to ———;" and also the date corresponding to the regular issue.

Maps, diagrams, etc.

3. Maps, diagrams, illustrations, etc., which form a necessary part of a publication, are admissible thereto, either loose or attached, as a part of the publication itself, without the words "Supplement to ———."

Supplements not to carry orders for subscriptions, etc.

4. Supplements must not be combined with orders for subscriptions, or bills, or receipts for subscriptions. (See sec. 463.)

Supplements must be folded with issues supplemented.

5. Supplements must be folded with the regular issues they purport to supplement. If mailed otherwise, postage must be prepaid at the third-class rate by stamps affixed.

Note.

NOTE.—The preceding rules will be employed when applicable in determining whether loose inserts folded in publications are within the statutory definition of supplements, but they do not preclude other objections, within the law, which may be apparent.

See sec. 462 as to additional writing, etc., permissible on second-class matter.

Publications containing illegal enclosures, how rated.

—as third class matter at mailing office.

Sec. 460. Second-class publications containing loose printed sheets which are not permissible supplements thereto, should be treated at the mailing office as third-class matter, and prepayment of postage required at said rate by stamps affixed. (See secs. 471, 560 and 619.)

2. Where a publisher desires to appeal to the Third Assistant Postmaster-General from the action of the postmaster, he must make a deposit at the third-class rate for the issue mailed, of which the excess over second-class rates will be refunded, if the Department decides the matter to be mailable at said rates. —appeal in case of.

3. Second-class publications containing illegal enclosures of any character, arriving at any office of delivery without evidence of prepayment by stamps affixed, should be rated up at the first-class rate, and postage collected on delivery. (See secs. 414, 484, 560, and 619. —as first-class matter at office of delivery.

Sec. 461. All advertisements in periodicals must be permanently attached thereto by binding, printing, pasting, or otherwise, and the sheets containing the same must be of the same size as the pages of the publication. **Advertisements to be permanently attached.**

2. Advertisements printed on sheets exceeding in size the regular pages, are inadmissible, though folded to the size of the regular pages. Advertisements larger than pages of publications inadmissible.

IX.—Additions to Matter of the Second Class.

Sec. 462. Mailable matter of the second class shall contain no writing, print, or sign thereon or therein in addition to the original print, except as herein provided, to wit: the name and address of the person to whom the matter shall be sent, index figures of subscription book either printed or written, the printed title of the publication and the place of its publication, the printed or written name and address without addition of advertisement of the publisher or sender, or both, and written or printed words or figures, or both, indicating the date on which the subscription to such matter will end, the correction of any typographical error, a mark except by written or printed words, to designate a word or passage to which it is desired to call attention; the words "sample copy" when the matter is sent as such, the words "marked copy" when the matter contains a marked item or article. And publishers or news agents may inclose in their publications, bills receipts, and orders for subscriptions thereto, but the same shall be in such form as to convey no other information than the name, place of publication, subscription price of the publication to which they refer and the subscription due thereon. **Permissible writing, printing, or additions on second-class matter.** 1888, Jan. 20, ch. 2, § 1, 1 Supp., 577. R. S., § 3886.

2. The words "If not delivered to the subscriber within one month the postmaster is required by section 675 of the Postal Laws and Regulations to promptly notify publishers, who will send postage for its return," may be printed upon wrappers containing second-class matter. Words "if not delivered," etc.

3. The words "Please exchange" and similar requests or instructions must not be permitted on the Words "Please exchange," etc., prohibited.

wrappers of second-class matter mailed at the second-class rate of one cent a pound.

Directions on wrapper relative to delivery prohibited, when.

4. Directions relative to delivery inconsistent with these regulations must not be written or printed on the wrapper of second-class matter. For instance, directions to deliver to some indefinite address, as to a "Druggist" or "Physician," if the matter be undeliverable to the addressee, must be disregarded by the postmaster at the office of address. (See secs. 491 and 492.)

Number of copies in package.

5. The number of copies inclosed may be indicated upon the wrapper or face of a package.

Printed illustrations, etc.

6. Printed illustrations, including photographs not in the nature of advertisements, may be pasted to the pages of a publication admitted to the mails as second-class matter.

Perforated coupons inadmissible.

7. Where perforated coupons which are intended for detaching and subsequent use appear in second-class publications, postage will be collected thereon at the third-class rate.

"Binders" not to be mailed with publications.

8. Binders intended for securing and preserving periodicals are fourth-class matter, and when mailed with second-class matter, postage must be charged on the package at the fourth-class rate. (Sec. 481.)

Second-class matter mailed at third-class rates, printing on, etc.

9. When matter mailable at second-class rates is prepaid at the third-class rate, it shall be deemed third-class matter and entitled to all the permissible printing or writing authorized for matter of the third class.

Bills, receipts, orders, etc., accompanying second-class matter.

Sec. 463. Bills or receipts printed or written in substantially the following form may be inclosed with second-class matter:

NEW YORK, ——— ——, 190—.

Office of ——— ———,
The ——— Weekly,
37 Park Row. P. O. Box 4295.
——— ——— to the ——— Weekly, Dr.
——— ———, subscription, in advance.
Received payment for the ——— Weekly from ——— to ———.

Bills or receipts may include, what.

2. A bill or receipt for subscription may include the names of more than one publication and their regular prices, provided they are all published by the same individual or company, or sent by the same news agent, and may also include any period of subscription or any number of shipments to a news agent.

3. Orders for subscription may indicate the term or period for which the subscription is ordered. The written or printed words or figures, or both, to indicate when the subscription will end may be placed upon the matter itself, or the wrapper or upon the bills, receipts, or orders which may be inclosed therewith. Orders may include, what.

4. Postal cards with bills or orders for subscriptions printed thereon can not be inclosed with second-class matter. Postal card bills or orders not permissible.

5. The words "Please continue at regular rates unless I should notify you to the contrary," or words of similar import, may be placed upon subscription blanks inclosed with second-class publications, as indicating the period of subscription. Indications of period of subscription.

6. Subscription blanks, otherwise conforming to these requirements, may be mailed with second-class publications at the regular second-class rate of postage, although printed on cardboard and arranged with a receptacle for coin. Subscription blanks with receptacles for coin permissible.

X.—Wrapping and Examination of Second Class Matter.

Sec. 464. No newspapers shall be received to be conveyed by mail unless they are sufficiently dried and inclosed in proper wrappers. **Wrapping and folding of publications, etc.** R. S., § 3883.

2. Wrappers should be such that they can be easily removed without destroying them or injuring their inclosures. —wrappers for.

3. All publications should be properly folded for assorting and delivery, and addressed in a legible hand, or plain type not smaller than long primer. Postmasters will request publishers and news agents to fold their publications to a size not larger than 9 by 12 inches. —manner of.

4. Publications of the second class which are not wrapped and folded in accordance with the above regulations will be liable to delay in transportation and delivery, as postmasters are instructed to hold illegibly addressed and improperly folded matter of this character until all other is distributed. (See sec. 585.) —when not in accordance with regulations.

5. Separate packages must be made of sample copies, copies entitled to free county circulation, and copies addressed to other subscribers, exchanges, etc., including copies subject to postage within the county. (See sec. 560.) Separate packages.

6. Individually addressed copies of a publication, intended for subscribers at the same post-office, must Copies to one address in same package.

be wrapped in one package, and addressed to such office. The name of the addressee of each copy must be placed upon the upper right-hand corner thereof.

Club subscribers.

Copies of a publication intended for a club of actual subscribers at any except a free-delivery office may be sent to one address.

See sec. 635 as to delivery of such matter at office of address; sec. 560 as to weighing of second-class matter and sec. 451 as to collection of postage.

Examination at mailing office.

1879, Mar. 3, ch. 180, § 12, 1 Supp., 246.

—for matter subject to higher rate of postage.

Sec. 465. Matter of the second class may be examined at the office of mailing, and if found to contain matter which is subject to a higher rate of postage, such matter shall be charged with postage at the rate to which the inclosed matter is subject: *Provided,* That nothing herein contained shall be so construed as to prohibit the insertion in periodicals of advertisements attached permanently to the same.

Detention of matter not entitled to second-class rate and collection of proper rate.

Sec. 466. When the postmaster at the office of mailing finds that a publisher or news agent has deposited matter for mailing at the second-class rates of postage, which, in his judgment, is chargeable with a higher rate of postage, by reason of illegal enclosures or additions, he must detain the same, notify the sender and demand of him proper postage, to be prepaid by stamps affixed.

Deposit to be received and facts reported, when.

2. When the decision of the postmaster is questioned he may, on receipt of a deposit of postage at the higher rate, dispatch the package as second-class matter, and submit to the Third Assistant Postmaster-General a sample of the objectionable matter, with a full statement of the facts in the case. Should the publication be held entitled to the second-class rates, the excess of the deposit over the same will be refunded; if the decision of the postmaster is sustained, the full amount of the deposit will be converted into ordinary stamps, which should be affixed to a sheet of paper, canceled, and at once mailed to the Third Assistant Postmaster-General, with report of the facts. The stamps so used will be accounted for as sold, and at fourth-class offices also as canceled. (See secs. 374 to 376.)

Conversion of deposit.

See secs. 452 and 453 as to second-class matter entitled to be mailed free.

Violation of rules governing admission.

—examination of publications for.

Sec. 467. Postmasters should frequently examine copies of publications entered at their offices as second-class matter, to ascertain whether the publishers are complying in all respects with the law and these regulations.

Changes in character of single issues.

2. Whenever the general character and manner of issue of a periodical publication is changed in the interest of the publisher, or of advertisers, or other persons, by the addition of unusual quantities of advertisements, or of matter different from that usually appearing in the publication, or calculated to give special prominence to some particular business or businesses, or otherwise—especially where large numbers of copies are circulated by or in the interest of particular persons—the issue will be held, and the matter reported to the Third Assistant Postmaster-General for instructions. —report of.

Change in character of publication.

3. When a postmaster has reason to believe that a publication has, after admission as second-class matter, so changed its character as not to be legally entitled thereto, or is disregarding the requirements of the law and regulations, the matter will be reported to the Third Assistant Postmaster-General, together with a statement of all the facts and any evidence supporting the same known to the postmaster. If necessary, the postmaster may require the publisher to furnish a sworn statement as to his list of subscribers, which should accompany the report. —report of.

See sec. 1593 as to penalty for submitting false evidence as to second-class publications; sec. 444 as to annulment of certificate of entry.

XI.—News Agents—Mailing by, of Publications Admitted as Second Class Matter.

News agents. —definition of.

Sec. 468. News agents are persons, including newsboys, engaged in business as news dealers or sellers of second-class publications. A mere local or traveling agent for a publication is not a news agent.

Application of news agents for registry.

Sec. 469. When a person, firm, or corporation desires to mail second-class matter as a news agent at the second-class rate of postage of one cent a pound, formal application for the privilege must be made and submitted to the local postmaster (on Form 3501–C). Applicants for the privilege of news agents must make sworn answers to the following interrogatories printed on the application forms:

Questions to be answered in connection with.

(*a*) Have you carefully read the laws and regulations printed on the reverse side of this sheet?

(*b*) Are you engaged in business as a dealer in miscellaneous second-class publications?

(*c*) Do you sell second-class publications at an established place of business or on the street?

(*d*) If at an established place, where is it located?

(*e*) Are you financially interested in the publication of any periodical of the second class? If so, give the name.

(*f*) Do you understand that a news agent's right to mail second-class publications at the pound rate of postage extends only to actual subscribers thereto, and to other news agents *for sale*, and agree to govern yourself accordingly?

(*g*) Do you understand that "actual subscribers" to second-class publications are persons who personally order the same for a period of at least three consecutive issues?

(*h*) Do you understand that unsold copies returned to other news agents, or to publishers, are liable to the "transient" rate of postage—one cent for each four ounces or fraction thereof—to be prepaid by stamps affixed thereto?

(*i*) Do you understand that the inclusion, with your mailings at the pound rate, of matter not properly entitled to that rate will subject you to the penalties prescribed by law? (See sec. 484.)

—to be properly attested and approved or disapproved by postmaster.

2. The application, when properly filled out and sworn to before an official authorized to administer oaths to the public (postmasters are without this authority), must be approved or disapproved by the postmaster, and transmitted to the Third Assistant Postmaster-General.

Issue of certificate of registry.

3. If the application is granted by the Third Assistant Postmaster-General, a certificate will be issued allowing the applicant to exercise the privileges of a news agent so long as he conforms to the regulations.

Mailing of publications by news agents.

Sec. 470. Where periodical publications are presented by news agencies or agents for mailing at the second-class rate of postage, postmasters must require such agency or agent to furnish satisfactory evidence that the publications offered are entitled to such rate, and have been duly entered at the office of publication, and are being sent to actual subscribers, or to other news agents for the purpose of sale.

Evidence of entry.

Printed notice evidence of entry.

2. A printed notice of entry will be regarded as sufficient evidence that a publication is entitled to pass in the mails at the second-class rates of postage. Post-

masters may refuse to mail at second-class rates publications which do not bear such a notice. (See sec. 442.)

Matter addressed to other agents, evidence of agency where.

3. Satisfactory evidence must also be furnished that the persons to whom bulk packages are sent from a news agency are also news agents, and the addresses upon bulk packages sent to or from a news agency to a news agent should show that the addressee is such agency or agent.

Publications not to be remailed at pound rate, except.

4. A news agent must not be permitted to take packages of newspapers or periodicals out of a post-office, write an address on each copy, and return them to the office for mailing or delivery without additional prepayment of postage at the second-class rate of one cent a pound, or at the rate prescribed in section 452, when mailed at a letter-carrier office for local delivery by its carriers, except in the case of publications entitled to pass free to actual subscribers thereto, under said section.

Packages of publications not to be opened and distributed.

5. Postmasters must not open packages addressed to news agents and distribute any of the papers or periodicals therein, through the post-office or otherwise.

Unsold matter not to be returned to publishers or news agents at pound rate.

6. News agents can not return unsold second-class matter to either publishers or other news agents at the second-class rate of postage of one cent a pound; but when such matter is mailed for said purpose postage at the rate of one cent for each four ounces or fraction thereof must be prepaid by stamps affixed. (See sec. 455.)

Portions of unsold publications not to be returned at pound rate.

7. When news agents desire to return to publishers merely the head or small portions of each publication as evidence that the copy has not been sold, such portions are not entitled to pass at the rate of one cent a pound or at the transient rate, but must be rated as third-class matter. (See sec. 471.)

News agents to pay transient rate, when.

8. On all copies sent by news agents either gratuitously, or to fill orders or otherwise, to persons not subscribers or other news agents, postage must be prepaid at the transient second-class rate, by affixing ordinary stamps to the package at the rate of one cent for each four ounces or fraction thereof. (See sec. 455.)

XII.—Matter of the Third Class.

Third-class matter.
—1879, Mar. 3, ch. 180, § 17, 1 Supp., 247.
R. S. §§ 3878, 3897, 3910.
—defined.
—rate of postage on.

Sec. 471. Mail matter of the third class shall embrace books, * * * circulars, and other matter wholly in print (not included in section twelve), proof sheets, corrected proof sheets, and manuscript copy accompanying the same, and postage shall be paid at the rate of one cent for each two ounces or fractional part thereof,

and shall fully be prepaid by postage stamps affixed to said matter.

Note.

NOTE.—The balance of this section of the statute relating to books in the mails from foreign countries is given as section 546. Section 12 referred to above is the section of the act of March 3, 1879, given as section 465, but this is undoubtedly an error, and the section evidently referred to is section 10 of said act, defining second-class matter given as section 427. The portion of the statute omitted, as shown by stars, referred to transient newspapers and periodicals. Under the act of June 9, 1884, given as section 455, transient newspapers and periodicals, admitted as second-class matter, are allowed a special rate.

See sec. 616 as to collection of postage due; sec. 477 as to postage on printed ship matter, and sec. 627 as to forwarding matter of the third class and payment of new postage therefor.

Printed matter.

1879, Mar. 3, ch. 180, § 19, 1 Supp., 247.

—defined.

Sec. 472. "Printed matter" within the intendment of this act is defined to be the reproduction upon paper, by any process except that of handwriting, of any words, letters, characters, figures, or images, or of any combination thereof, not having the character of an actual and personal correspondence.

Circulars.

1879, Mar. 3, ch. 180, § 18, 1 Supp., 247.

—definition and characteristics.

Sec. 473. The term "circular" is defined to be a printed letter, which, according to internal evidence, is being sent in identical terms to several persons. A circular shall not lose its character as such, when the date and name of the addressee and of the sender shall be written therein, nor by the correction of mere typographical errors in writing.

—rate of postage on in case of written or hand-stamped additions.

2. Where a name, date, or anything else is written or stamped by hand in the body of a circular to complete its sense, or to convey special information, postage must be charged thereon at the rate for matter of the first class (sec. 414).

See sec. 478 as to permissible additions to matter of third class.

Printed matter.

Sec. 474. All impressions obtained upon paper or cardboard, by means of printing, engraving, lithographing, or any other mechanical process easy to recognize—except the typewriter, letter-press, or manifold copy—are matter of the third class when not in the nature of an actual and personal correspondence.

—further points of definition, rules, etc.

Typewritten matter.

2. Matter prepared by the typewriter (with carbon or letter-press copies thereof) being an equivalent of handwriting, is unmailable at the third-class rate of postage. But facsimile copies of manuscript or typewriting, obtained by a mechanical process, such as the printing press, electric pen, mimeograph, hektograph, copygraph, etc., will be treated as matter of the third class, provided they are presented for mailing at the post-office windows and in the minimum number of twenty perfectly identical copies separately addressed. If mailed elsewhere, or in less number, payment of the first-class rate of postage must be required.

—facsimile copies.

Blue prints, etc.

3. "Blue print" reproductions of hand-made originals, photographs (bearing written additions authorized by law, see sec. 478), canvassing or prospectus books containing sample chapters of, or other printed matter relating to the publication for which such books are used, copy books for use in schools, containing printed copy lines and instructions in the art of writing, are matter of the third class.

Blank or printed cards, etc.

4. A single blank or printed card or envelope with written or printed address thereon may be inclosed with third-class matter.

Samples of printing; third class.

5. Printed matter sent in the mails as a sample of the printing thereon is matter of the third class; but samples of paper with printing thereon merely to invite attention to the quality or price of the paper is matter of the fourth class. (See sec. 480.)

Samples of paper; fourth class.

Folded cards sealed with a sticker.

6. Cards, wholly in print, folded with open ends and having the outer edge or flap sealed with a sticker, in such a manner that the entire inner surface may be easily examined, will be treated as matter of the third class.

Letters in "point print" or characters used by the blind.
1899, Mar. 2, ch. 362. 2 Supp., 965.

Sec. 475. All letters written in point print or raised characters used by the blind, when unsealed, shall be transmitted through the mails as third-class matter. * * *

—to be transmitted at third-class rates.

Postage on transient copies Congressional Record.
1874, June 23, ch. 456, § 13, 1 Supp., 45.

Sec. 476. The postage on each copy of the daily Congressional Record mailed from the city of Washington as transient matter shall be one cent.

See sec. 507 as to transmission of Congressional Record free under frank of members of Congress, etc.

Printed ship matter.

Sec. 477. Printed matter delivered to a post-office by the master of a vessel arriving from a foreign port and not regularly engaged in carrying the mail, which is wholly unpaid, will be charged with double third-class rates of domestic postage, to be collected on delivery.

—how treated.

See sec. 1247 as to "ship letters" and meaning thereof; sec. 424 as to postage on ship letters and rating thereof; sec. 557 as to treatment of ship matter deposited in post-offices; sec. 1250 as to nonpayment of fees on printed ship matter; sec. 616 as to collection of postage due.

Permissible additions on third-class matter.
1888, Jan. 20, ch. 2, § 1, 1 Supp., 577.

Sec. 478. Upon matter of the third class or upon the wrapper or envelope inclosing the same or the tag or label attached thereto the sender may write his own name, occupation, and residence or business address, preceded by the word "from," and may make marks other than by written or printed words to call attention to any word or passage in the text, and may correct any typographical errors. There may be placed upon the blank leaves or cover of any book or printed matter of the third class a sim-

—what are.

ple manuscript dedication or inscription not of the nature of a personal correspondence. Upon the wrapper or envelope of third-class matter or the tag or label attached thereto may be printed any matter mailable as third-class, but there must be left on the address side a space sufficient for a legible address and necessary stamps.

—imprints by hand stamp.

2. Imprints by hand stamp upon printed matter of the third class will not affect its classification except when the added print is in itself personal, or converts that to which it is added into a personal communication; but when such appears to be the fact, in either case, the presentation at one time at the post-office or other depository designated by the postmaster, of not less than twenty identical copies to separate addresses, will be sufficient evidence of impersonal character to entitle such matter to the third-class rate of postage.

—hand-stamped dates, etc., on cards giving certain information.

3. Printed cards bearing a hand-stamped, marked, or punched date, giving information as to when the sender will call, or deliver something otherwise referred to therein, or when some event will occur, or some article was received, etc., when presented for mailing in a less number than twenty identical copies will be treated as personal communications, and postage at the rate for matter of the first class must be paid thereon; but when not less than twenty identical copies separately addressed are presented at the post-office or other depository designated by the postmaster they will be accepted for mailing at the third-class rate of postage.

Corrections of proof sheets, etc.

4. Corrections in proof sheets may embrace the alteration of the text or insertion of new matter, as well as the correction of typographical and other errors, and also any marginal instructions to the printer necessary to the correction of the matter or its proper appearance in print. Part of an article may be entirely rewritten by way of correction, but not the entire article; and such corrections must be upon the margin of or attached to the proof sheets. Manuscript of one article can not be inclosed with proof or corrected proof sheets of another.

—what may be done by way of.

See sec. 473 as to definition of circular and additions thereto.

Directions, requests, etc. —not part of address.

Sec. 479. The words "please send out," or "post up," or other similar directions or requests not part of the address nor necessary to delivery, can not be writ-

ten upon the wrapper of a package of third-class matter without subjecting it to postage at the first-class rate. (See sec. 414.) The words "personal," or "to be called for," and return requests and other directions as to delivery, forwarding, or return, are deemed part of the address, and permissible. (See sec. 491.)

XIII.—Matter of the Fourth Class.

Fourth-class matter.
1896, June 8, ch. 370, 2 Supp., 507.
See R. S. § 3911.
—defined.

Sec. 480. Mailable matter of the fourth class shall embrace all matter not embraced in the first, second, or third class which is not in its form or nature liable to destroy, deface, or otherwise damage the contents of the mail bag or harm the person of any one engaged in the postal service, and is not above the weight provided by law. * * *

Note.

NOTE.—The remainder of the above statute is given as sec. 487, relating to limit of weight of mail matter. See sec. 658 as to delivery of matter in excess of weight inadvertently dispatched; sec. 493 as to determination of admissibility of matter to the mails by General Superintendent Railway Mail Service; secs. 494 to 496 as to preparation for mailing of liquids, disease germs, and matter liable to injure mails or persons; secs. 577 and 658 as to treatment of dangerous matter excluded from mails; and sec. 627 as to forwarding of matter of the fourth class, and payment of new postage therefor.

Postage on matter of fourth class.
1879, Mar. 3, ch. 180, § 21, 1 Supp., 248.
Examination.

Sec. 481. All matter of the fourth class shall be subject to examination and to a postage charge at the rate of one cent an ounce or fraction thereof, to be prepaid by stamps affixed.

See sec. 616 as to collection of postage due.

Seeds, bulbs, plants, etc.
1888, July 24, ch. 702, 25 St., L, 347.
—postage on.

Sec. 482. The postage on seeds, cuttings, bulbs, roots, scions, and plants shall be charged at the rate of one cent for each two ounces or fraction thereof, subject in all other respects to the existing law.

—are fourth-class matter.

2. All matter mailable under this section is of the fourth class, notwithstanding that a special rate of postage applies thereto.

—what included in.

3. Samples of wheat or other grain in its natural condition, seedling potatoes, beans, peas, chestnuts, and acorns for planting, will be transmitted at the special rate herein provided.

—what not included in.

4. Samples of flour, rolled oats, pearled barley, or other cereals which can only be used as articles of food, or cut flowers, dried plants, and botanical specimens, not susceptible of being used in propagation, or foreign nuts and seeds (such as the coffee bean) used exclusively as articles of food, are not entitled to the special rate herein provided, but must be paid at the regular rate for matter of the fourth class.

See sec. 496 as to preparation of seeds, etc., for mailing.

Permissible additions to fourth-class matter.

Sec. 483. With a package of fourth-class matter prepaid at the proper rate for that class, the sender may inclose any mailable

1888, Jan. 20, ch. 2, § 1, 1 Supp., 578.

third-class matter, and may write upon the wrapper or cover thereof, or tag or label accompanying the same, his name, occupation, residence or business address, preceded by the word "from," and any marks, numbers, names, or letters for purpose of description, or may print thereon the same, and any printed matter not in the nature of a personal correspondence, but there must be left on the address side or face of the package a space sufficient for a legible address and necessary stamps.

Tag or label.

2. The tag or label, with the printing or writing authorized thereon, may be attached to the whole package, or separate tags or labels, bearing the same, may be attached to each of one or more articles contained in the package.

XIV.—Provisions Applicable to the Several Classes of Mail Matter.

Inclosing higher class in lower class matter.
1888, Jan. 20, chap. 2, § 2, 1 Supp., 578.
R. S. § 3887.

Sec. 484. Matter of the second, third, or fourth class containing any writing or printing in addition to the original matter other than as authorized in the preceding section shall not be admitted to the mails, nor delivered, except upon payment of postage for matter of the first class, deducting therefrom any amount which may have been prepaid by stamps affixed, unless by direction of the Postmaster-General such postage shall be remitted; and any person who shall knowingly conceal or inclose any matter of a higher class in that of a lower class, and deposit or cause the same to be deposited for conveyance by mail, at a less rate than would be charged for both such higher and lower class matter, shall for every such offense be liable to a penalty of ten dollars.

—penalty for.

Note.

Note.—The "preceding section" referred to in above statute relates to permissible additions to second, third, and fourth class matter, and is given as secs. 462, 478, and 483. See secs. 194, 196, and 492 as to collection of penalty.

Prepayment of postage on returned 2d, 3d, and 4th class matter.
1898, June 13, ch. 446, § 4, 2 Supp., 779.
—sender to be notified, when.

Sec. 485. Second, third, and fourth class mail matter shall not be returned to sender or re-mailed until the postage has been fully prepaid on the same: *Provided*, That in all cases where undelivered matter of these classes is of obvious value, the sender, if known, shall be notified of the fact of nondelivery, and be given the opportunity of prepaying the return postage.

See sec. 627 as to forwarding of second, third, and fourth class matter; sec. 675 as to return of such matter.

Overcharges on mail matter.

Sec. 486. Postmasters can not remit overcharges on mail matter.

See sec. 492 as to procedure in cases where section seems to work a hardship.

XV.—Weight of Mail Matter.

Limit of weight of mail matter.
1896, June 8, ch. 379, 2 Supp., 507.
R. S. § 3879.
—exceptions.

Sec. 487. * * * (The limit of weight of mail matter) is hereby declared to be not exceeding four pounds for each package thereof, except in case of single books weighing in excess of that amount, and except for books and documents published or circulated by order of Congress, or printed or written official matter

emanating from any of the Departments of the Government or from the Smithsonian Institution, or which is not declared nonmailable under the provisions of section thirty-eight hundred and ninety-three of the Revised Statutes as amended by the act of July twelfth, eighteen hundred and seventy-six, or matter appertaining to lotteries, gift concerts, or fraudulent schemes or devices. (See secs. 497, 498, 499, and 500.)

—in excess of, not to be accepted except.

2. Postmasters will decline to accept for mailing packages offered to them weighing in excess of the limit provided by law, whether such packages are presented as free matter by officers of the Government, under the penalty label, or prepaid as third or fourth class matter, except as provided herein and in the following section.

See sec. 658 as to delivery of matter in excess of weight inadvertently despatched.

Matter to which limit of weight is inapplicable.

Sec. 488. Mail matter of the first class fully prepaid (see sec. 421), and matter of the second class prepaid at either the regular or transient rate, will be accepted for mailing at any post-office regardless of the weight thereof.

—first and second class matter.

—single books.

—public documents.

2. Single books weighing in excess of four pounds, and books and documents published or circulated by order of Congress, without regard to the weight thereof and whether wrapped separately or not, will be accepted for mailing at any post-office.

—official printed or written matter at Washington.

3. Printed or written official matter weighing in excess of four pounds, emanating from any of the Departments of the Government or the Smithsonian Institution, will be accepted for mailing at the post-office at Washington, D. C., but not elsewhere.

—official matter relating to postal service.

4. All official matter relating to the postal service may be sent in the mails from any post-office without regard to the weight thereof, except as otherwise provided by special instructions.

—census matter.

5. All official matter relating to the census enclosed in penalty envelopes or bearing penalty labels or endorsements, addressed to the Director of the Census, assistant director, chief clerk, supervisors, enumerators, or special agents shall be accepted for mailing at any post-office regardless of the weight thereof. (See sec. 513.)

—internal - revenue stamps.

See 1876, Aug. 15, ch. 287, 1 Supp., 119.

6. Packages of internal-revenue stamps enclosed in penalty envelopes or bearing penalty labels, mailed by and addressed to officers of the Internal-Revenue

Service, will be accepted at any post-office regardless of the weight thereof.

—certain copyright matter addressed to Librarian Congress.

7. Matter relating to copyrights and addressed to the Librarian of Congress, Washington, as provided in section 518, when presented in its simplest mailable form, shall be accepted at any post-office without regard to the weight thereof.

See secs. 519, 527 to 530, 539, and 540 as to limit of weight of matter in foreign mails.

XVI.—Wrapping and Preparation of Matter for Mailing—Addressing of Mail Matter.

Packages must admit of examination.
1879, Mar. 3, ch. 180, § 24, 1 Supp., 249. R. S., § 3881.

Sec. 489. The Postmaster-General may prescribe, by regulation, the manner of wrapping and securing for the mails all packages of matter not charged with first-class postage, so that the contents of such packages may be easily examined; and no package the contents of which can not be easily examined shall pass in the mails, or be delivered at a less rate than for matter of the first class.

—otherwise postage to be at first-class rate.

Wrapping of second, third, and fourth class matter.
Newspapers.

Sec. 490. Newspapers and periodicals must be wrapped in such manner that the wrappers can be removed and replaced without destroying them or injuring their inclosures.

Third-class matter.

2. Third-class matter must be either placed under band, upon a roller, between boards, in a case open at one side or end, in an unsealed envelope, or wrapped so as to be easily examined, or it may be tied with a string. Address cards and all printed matter in the form of an unfolded card may be mailed without band, envelope, fastening, or fold.

—not easy of examination.

3. Printed matter inclosed in envelopes which do not admit of easy examination of contents is subject to postage at the first-class rate.

Fourth-class matter.

4. Fourth-class matter must be wrapped or inclosed, according to its nature, as prescribed in section 496, in such manner that it can be easily examined.

Treatment of matter closed against inspection.

5. Whenever any package of matter other than first class, offered for mailing to any address within the United States, is sealed or otherwise closed against inspection, or contains or bears writing not permissible by sections 462, 478 and 483, it is subject to postage at letter, or first-class, rates, and will be treated as a letter; that is, if one full rate, two cents, has been paid, it will be rated up with the deficient postage at letter rates; if less than one full rate has been paid, it will be treated as prescribed in section 571.

See also sec. 464 as to wrapping of matter of the second class.

Sec. 491. In all cases directions for transmit (transmission), delivery, forwarding, or return shall be deemed part of the address. * * *

Directions for transmission, delivery, etc., part of address. 1888, Jan. 20, ch. 2, § 1, 1 Supp., 578.

NOTE.—This statute refers to all classes of mail matter. See secs. 462, 478 and 483 as to permissible additions to second, third, and fourth class matter.

Note.

Sec. 492. Space must be left on the address side of all mail matter sufficient for a legible address and for all directions permissible thereon, for postmarking, rating, and any words necessary for forwarding or return.

Preparation of matter for mailing, and examination thereof. Sufficient space to be left for address, etc.

2. Watermarks or printing in light tints, which do not render the reading of the address difficult, will be permitted.

Watermarks or printing.

3. Postmasters will carefully examine packages before mailing, to ascertain that no matter chargeable as of the first class is included, and that the requirements of sections 462, 478, 483 and 490 are complied with.

Examination.

4. Postmasters at the offices of address must examine such packages and rate up the same at the rate for matter of the first class whenever the provisions of sections 462, 478, 483 and 490 are violated, and collect such postage on delivery. If the addressee object to the payment of such extra postage, he may deposit the amount thereof with the postmaster, who shall give a receipt therefor, and send to the Third Assistant Postmaster-General a statement of the case and the reason of the charge. If, upon investigation, it appears that the violation of the law was unintentional, or unimportant in character, the postmaster will be directed to refund the deposit (see sec. 486).

Postmasters at offices of address to rate up.

Appeal in case of supposed overcharge.

5. Postmasters will report to the Auditor for the Post-Office Department all cases in which the penalty has been incurred under section 484, giving the name of the sender, if known, addressee, office, and date of mailing, and a description of the package and of the matter inclosed or concealed therein, and a statement of the disposition made thereof. When not delivered to addressee on payment of the rate for matter of the first class, the package will be retained by the postmaster to be used as evidence, and he should be able to establish its identity. If the penalty is voluntarily paid, it will be disposed of as prescribed by section 196.

Report to Auditor in case penalty has been incurred.

XVII.—Matter Liable to Damage the Mails or Injure the Person—Preparation and Packing where Admissible.

General Superintendent Railway Mail Service to determine what matter shall be excluded as liable to injure mails.

Sec. 493. The General Superintendent of the Railway Mail Service shall determine, subject to the laws and regulations, what matter should be absolutely excluded from the mails, as liable to destroy, deface, or otherwise damage the contents of the mail bags or harm the person of anyone engaged in the postal service (see sec. 480), and what precautions should be observed as to preparation and packing where such matter is admitted to the mails. (See sec. 489.)

—to prescribe manner of packing.

—postmasters to submit questions of exclusion, etc., to.

2. Postmasters will submit questions of this character to the General Superintendent of the Railway Mail Service with a full statement of the facts necessary to a proper decision.

Division superintendents to report improper admission of matter.

3. Division superintendents will report to the General Superintendent if, in their judgment, any matter is admitted to the mails which should be excluded therefrom, and such report must be accompanied by a statement of any injury to the mails which may come to their knowledge, caused by the admission of such matter, and the reasons which lead them to apprehend any damage from the continued admission thereof.

Sample of doubtful matter to accompany inquiry.

4. Inquiries regarding doubtful matter should in all cases where possible be accompanied by a sample of the same.

See sec. 480 as to authority for excluding matter liable to injure mails, etc.

Liquids, explosives, insects, etc., in the mails.
—what not to be admitted.

Sec. 494. Intoxicating liquors (ardent, vinous, spirituous, or malt), poisons, explosive or inflammable articles, live or dead (and not stuffed) animals, insects, and reptiles (except as prescribed in section 496), guano, or any article exhaling a bad odor, must not under any circumstances be admitted to the mails.

—what may be admitted, and how.

2. But liquids, not ardent, vinous, spirituous, or malt, including samples of altar or communion wine (used in church services), and not liable to explosion or spontaneous combustion, or ignition by shock or jar, and not inflammable (such as kerosene oil, naphtha, benzine, turpentine, and other liquids of like character), fruits or vegetable matter liable to decomposition, comb honey, soft soap, pastes or confections, ointments, salves, and articles of similar consistency, may be admitted to the mails for transmission in the domestic mails

when inclosed in packages in conformity with the conditions prescribed in the next section.

See secs. 529 and 539 as to liquids, explosives, etc., in foreign mails.

Diseased tissues. —when mailable.

Sec. 495. Specimens of diseased tissues may be admitted to the mail for transmission to United States, State, or municipal laboratories, only when inclosed in mailing packages constructed in accordance with this regulation.

—when not mailable.

2. Liquid cultures, or cultures of micro-organisms in media that are fluid at the ordinary temperature (below 45° C. or 113° F.) are unmailable. Such specimens may be sent in media that remain solid at ordinary temperatures.

—indorsement upon packages of.

3. Upon the outside of every package of diseased tissues admitted to the mails shall be written or printed the words "Specimen for Bacteriological Examination. This package to be treated as letter mail." No package containing diseased tissues shall be delivered to any representative of any of said laboratories until a permit shall have first been issued by the Postmaster-General certifying that said institution has been found to be entitled, in accordance with the requirements of this regulation, to receive such specimens.

—manner of preparation of, for mailing.

4. Packages used for conveying through the mails pathological specimens for bacteriological examination for diagnosis in cases of suspected diphtheria, tuberculosis, and other communicable diseases, shall be constructed and prepared as follows:

Moist specimens. —vial or tube.

a. The receptacle for moist specimens of diseased tissues shall be a strong glass vial or test tube having a capacity not greater than two drams. The vial shall be covered and made water-tight by the use of a metal screw cap and a rubber or felt washer which has been immersed in melted paraffin, or, if a test tube be used, it shall be covered with a tightly fitting rubber cap.

—inner box.

b. The vial or test tube shall be placed inverted in a circular tin box, which shall be made of I. C. bright tin plate, and have flush or countersunk bottom and soldered joints and not be smaller than one and one-eighth inches in diameter and three inches long, nor larger than two and one-quarter inches in diameter and five and one-half inches long. This box shall be closed by a metal screw cover and a rubber or felt washer, or tightly fitting metal-sliding cover, and shall be so packed with absorbent cotton, closely laid, that the

glass or test tube contained therein shall be evenly surrounded on all sides by cotton.

—outer tin or wooden box.

c. The tin box shall be placed inverted inside of a larger tin box similar to the one already described, which should snugly receive the specimen box. Upon the inside of the sides and bottom of this outer box there shall be a lining of compressed paper not less than three-sixteenths of an inch in thickness. This outer tin box shall be closed by a metal screw cap and a rubber or felt washer. This outside box may also consist of hard wood, in the form of a block with a cylindrical hole bored in one end and extending to within not less than one inch of the opposite end; the open end to be closed with a wooden or metal screw cap with a rubber or felt washer. Or the outside box may be a cylindrical wooden box having a screw cap and washer. The thickness of the sustaining part of the wooden tube must be not less than one-quarter of an inch and be lined same as the tin box.

Dry specimens.

—test tube.

—tin box.

d. The receptacle for dry specimens of diseased tissues shall be a glass test tube, three inches in length and one-half inch in diameter. This test tube shall be enclosed in a circular tin box similar to those already described but measuring two and one-quarter inches in diameter and five and one-half inches in length, and be lined upon its sides and bottom with compressed paper not less than one-quarter of an inch in thickness. The test tube shall be closely packed in cotton, and the box shall be closed by a metal screw cap and a rubber or felt washer.

Preparation for mailing of articles otherwise liable to damage mails, etc.

Sec. 496. Articles of the fourth class not absolutely excluded from the mails, but which, from their form or nature, might, unless properly secured, destroy, deface, or otherwise damage the contents of the mail bag, or harm the person of anyone engaged in the postal service, may be transmitted in the mails when packed in accordance with the following conditions, except as otherwise herein provided:

—manner of, when not liquefiable.

a. When not liquid or liquefiable, they must be placed in a bag, box, or removable envelope, or wrapping, made of paper, cloth, or parchment.

b. Such bag, box, envelope, or wrapping must again be placed in a box or tube made of metal or some hard wood, with sliding clasp or screw lid.

c. In cases of articles liable to break, the inside box, bag, envelope, or wrapping must be surrounded by sawdust, cotton, or other elastic substance. —inner box, etc.

2. Admissible liquids and oils (not exceeding 4 ounces liquid measure), pastes, salves, or articles easily liquefiable must conform to the following conditions: —manner of, in case of liquids, oils, pastes, etc.

a. When in glass bottles or vials, such bottles or vials must be strong enough to stand the shock of handling in the mails and must be inclosed in a metal, wooden, or *papier-maché* block or tube not less than three-sixteenths of an inch thick in the thinnest part, strong enough to support the weight of mails piled in bags and resist rough handling; and there must be provided, between the bottle and said block or tube, a cushion of cotton, felt, or some other absorbent, sufficient to protect the glass from shock in handling; the block or tube to be impervious to liquids, including oils, and to be inclosed by a tightly fitting lid or cover, so adjusted as to make the block or tube water-tight and to prevent the leakage of the contents in case of breaking of the glass. —bottles, vials, etc.

b. When inclosed in a tin cylinder, metal case, or tube, such cylinder, case, or tube should have a lid or cover so secured as to make the case or tube water-tight, and should be securely fastened in a wooden or *papier-maché* block (open only at one end) and not less in thickness and strength than above described. —tin cylinder or metal case or tube.

3. Manufacturers or dealers intending to transmit articles or samples in considerable quantities should submit a specimen package, showing the mode of packing, to the postmaster at the mailing office, who will see that the conditions of this section are carefully observed. Samples in quantities. —specimen package to be submitted.

4. Where sharp-pointed instruments are offered for mailing the points must be capped or encased, so that they may not by any means be liable to cut through their inclosure, and where they have blades, such blades must be bound with wire so that they shall remain firmly attached to each other and within their handles or sockets. Needles must be inclosed in metal or wooden cases, so that they can not by any means prick through or pass out of their inclosures. Sharp instruments, etc.

5. Seeds or other articles not prohibited, which are liable, from their form or nature, to loss or damage, unless specially protected, must be put up in sealed Seeds, etc.

envelopes, made of material sufficiently transparent to show the contents clearly without opening.

Powders.

6. Ink powders, pepper, snuff, or other powders, not explosive, or any pulverized dry substances, not poisonous, may be sent in the mails when inclosed in the manner prescribed herein for liquids, or when inclosed in metal, wooden, or *papier-maché* cases in such secure manner as to render the escape of any particles of dust from the package by ordinary handling impossible, and of such strength as to bear the weight and handling of the mails without breaking; the method of packing to be subject to the approval of the General Superintendent of the Railway Mail Service.

Bees, insects, etc.

7. Queen bees and their attendant bees, the "Australian lady bird," and dried insects or reptiles, may be sent in the mails when properly put up so as not to injure the persons of those handling the mails, nor soil the mail bags or their contents.

Candies, soaps, etc.

8. Hard candies or confectionery, yeast cakes, soap in hard cakes, when wrapped in strong paper boxes or heavy paper wrappers adequate to prevent all injury to other matter in the same mail bags, are admissible in the domestic mails.

Revolvers.

9. Pistols or revolvers, in detached parts, may be sent in the mails; but the postmaster at the mailing office will carefully examine such packages, and will receive them only when sure they are harmless.

Samples of flour.

10. No specific mode of packing is prescribed for samples of flour, but they should be put up in such manner as to certainly avoid risk of the package breaking or cracking or the flour being scattered in the mails, and if this be not done the samples should be excluded.

Examination of contents.

11. Articles of fourth-class matter must be so wrapped that their contents may be easily and thoroughly examined by postmasters, both with reference to the safety of the mails and postal employees and to the exclusion of matter chargeable as of the first class. (See sec. 489.)

Exception as to proprietary articles.

12. Proprietary articles of merchandise (not in themselves unmailable), however, such as pills, fancy soaps, tobacco, etc., put up in fixed quantities by the manufacturer, for sale by himself or others, which may be sealed in such manner as to properly protect the articles, but to allow examination of each package in its simplest mercantile form, will be accepted for mailing.

XVIII.—Unmailable Matter.

Sec. 497. Every obscene, lewd, or lascivious book, pamphlet, picture, paper, letter, writing, print, or other publication of an indecent character, and every article or thing designed or intended for the prevention of conception or procuring of abortion, and every article or thing intended or adapted for any indecent or immoral use, and every written or printed card, letter, circular, book, pamphlet, advertisement or notice of any kind giving information, directly or indirectly, where or how, or of whom, or by what means any of the hereinbefore mentioned matters, articles, or things may be obtained or made, whether sealed as first-class matter or not, are hereby declared to be non-mailable matter, and shall not be conveyed in the mails nor delivered from any post-office nor by any letter-carrier; and any person who shall knowingly deposit, or cause to be deposited, for mailing or delivery, anything declared by this section to be non-mailable matter, and any person who shall knowingly take the same, or cause the same to be taken, from the mails for the purpose of circulating or disposing of, or of aiding in the circulation or disposition of the same, shall, for each and every offense, be fined upon conviction thereof not more than five thousand dollars, or imprisoned at hard labor not more than five years, or both, at the discretion of the court. And all offences committed under the section of which this is amendatory, prior to the approval of this act, may be prosecuted and punished under the same in the same manner and with the same effect as if this act had not been passed: *Provided,* That nothing in this act shall authorize any person to open any letter or sealed matter of the first class not addressed to himself.

Obscene matter.
R. S., § 3893.
1888, Sept. 26, ch. 1039, § 2, 1 Supp., 621.
—nonmailable.
—penalty for depositing in or taking from mails.

2. Postmasters must not give opinions as to the mailability of any matter under the above statute. All such questions will be referred to the First Assistant Postmaster-General (Division of Correspondence) for instructions.

—rulings as to.

Note.—Section 2 of the act of March 2, 1895 (ch. 191, 2 Supp., R. S., 435), "for the suppression of lottery traffic through national and interstate commerce and the postal service subject to the jurisdiction and laws of the United States," provides that all "provisions of law * * * for the suppression of traffic in or circulation of obscene books or articles of any kind, shall apply in support, aid, and furtherance of the enforcement of this act." (See sec. 1620.)

See sec. 1618 as to penalty for sending obscene matter by express, &c.; sec. 700 as to obscene matter in mails from foreign countries; sec. 1619 as to penalty for officer aiding in importation of obscene matter; sec. 548 as to breaking seal of letters or packages supposed to contain unmailable matter; sec. 573 as to treatment of obscene matter at mailing offices; sec. 602 at offices in transit; sec. 624 at offices of delivery; secs. 1562 to 1566 as to prosecution for offenses.

Note.

Sec. 498. All matter otherwise mailable by law, upon the envelope or outside cover or wrapper of which, or any postal card upon which, any delineations, epithets, terms, or language of an indecent, lewd, lascivious, obscene, libelous, scurrilous, defamatory, or threatening character, or calculated by the terms or manner or style of display and obviously intended to reflect injuriously upon the character or conduct of another may

Scurrilous matter.
1888, Sept. 26, ch. 1039, § 3, 1 Supp., 621.
—nonmailable.

be written or printed, or otherwise impressed or apparent, are hereby declared non-mailable matter, and shall not be conveyed in the mails, nor delivered from any post-office nor by any letter-carrier, and shall be withdrawn from the mails under such regulations as the Postmaster-General shall prescribe; and any person who shall knowingly deposit, or cause to be deposited, for mailing or delivery, anything declared by this section to be non-mailable matter, and any person who shall knowingly take the same or cause the same to be taken from the mails, for the purpose of circulating or disposing of, or of aiding in the circulation or disposition of the same, shall, for each and every offense, upon conviction thereof, be fined not more than five thousand dollars, or imprisoned at hard labor not more than five years, or both, at the discretion of the court.

—withdrawal of, from mails.

—penalty for mailing or taking from mails to circulate.

—rulings as to

2. Postmasters must not give opinions as to the mailability of any matter under the above statute; all such questions will be submitted to the First Assistant Postmaster-General (Division of Correspondence) for instructions.

See sec. 573 as to treatment of scurrilous matter, etc., at mailing offices; sec. 602 at offices in transit, and sec. 624 at offices of delivery; secs. 1562 to 1566 as to prosecution for offenses.

Lotteries, gift concerts, etc.
R. S., § 3894.
1890, Sept. 19, ch. 908, 1 Supp., 803.

Sec. 499. No letter, postal card, or circular concerning any lottery, so-called gift concert, or other similar enterprise offering prizes dependent upon lot or chance, or concerning schemes devised for the purpose of obtaining money or property under false pretenses, and no list of the drawings at any lottery or similar scheme, and no lottery ticket or part thereof, and no check, draft, bill, money, postal note, or money order for the purchase of any ticket, tickets, or part thereof, or of any share or any chance in any such lottery or gift enterprise, shall be carried in the mail or delivered at or through any post-office or branch thereof, or by any letter-carrier; nor shall any newspaper, circular, pamphlet, or publication of any kind containing any advertisement of any lottery or gift enterprise of any kind offering prizes dependent upon lot or chance, or containing any list of prizes awarded at the drawings of any such lottery or gift enterprise, whether said list is of any part or of all of the drawing, be carried in the mail or delivered by any postmaster or letter-carrier. Any person who shall knowingly deposit or cause to be deposited, or who shall knowingly send or cause to be sent, anything to be conveyed or delivered by mail in violation of this section, or who shall knowingly cause to be delivered by mail anything herein forbidden to be carried by mail, shall be deemed guilty of a misdemeanor, and on conviction shall be punished by a fine of not more than five hundred dollars or by imprisonment for not more than one year, or by both such fine and imprisonment for each offense. Any person violating any of the provisions of this section may be proceeded against by information or indictment and tried and punished, either in the district at which the unlawful publication was mailed or to which it is carried by mail for delivery according to the direction thereon, or at which it is

—matter relating to, unmailable.

—advertisements of, in newspapers, etc.

—penalty for mailing matter relating to.

Venue.

caused to be delivered by mail to the person to whom it is addressed.

Note.

NOTE —. Section 2 of act of March 2, 1895 (ch. 191, 2 Supp. R. S., 435), "for the suppression of lottery traffic through national and interstate commerce and the postal service subject to the jurisdiction and laws of the United States," provides that all "provisions of law for the suppression of traffic in or circulation of any such tickets, chances, shares, or interests ("such" meaning "any paper, certificate, or instrument purporting to be or represent a ticket," etc.) in or other matter relating to lotteries * * * shall apply in support, aid, and furtherance of the enforcement of this act." See sec. 1620 as to penalty for violation of section 1 of act of March 2, 1895.

Section 3 of the act of March 2, 1895, provides that nothing "contained (in said act) shall be deemed to repeal by implication sections 3894, 3929, or 4041 of the United States Revised Statutes, or any part thereof, * * * nor any provisions of the act of Congress of September 19, 1890, entitled 'An act to amend certain sections of the Revised Statutes relating to lotteries and for other purposes.'" (See secs. 503 and 1010.)

See secs. 503 and 1010 as to forbidding delivery of mail matter and payment of money orders to persons or concerns conducting lotteries or fraudulent enterprises.

Classification and definition of unmailable matter.

Sec. 500. Unmailable matter includes all matter which is by law, regulation, or treaty stipulation prohibited from being transmitted in the mails, or which, by reason of illegible, incorrect, or insufficient address, it is found impossible to forward to destination. Unmailable matter is divided into the following classes:

Held for postage.

a. Matter which is insufficiently prepaid to entitle it to be dispatched in the mail. This includes all domestic matter of the first class which is not prepaid at least one full rate of postage and all other domestic matter not fully prepaid. (See secs. 421, 451, 452, 453, 471, 475, 476, 481, and 482.)

Misdirected.

b. Matter without address or so incorrectly, insufficiently, or illegibly addressed that it can not be transmitted to its destination. This includes "nixes," the term applied to designate mail matter not addressed to a post-office or addressed to a post-office without the name of the State being given, or otherwise so incorrectly, illegibly, or insufficiently addressed that it can not be transmitted. (See sec. 1514.)

Matter bearing name of county and State, but unknown post-office, how dispatched.

c. Postmasters at the office of mailing should dispatch matter addressed to a place not a post-office, but bearing the name of a known county and State, to the county seat of the county addressed, unless there be a card request showing the name of the sender of such matter, in which case it should be returned to him for proper address. (See secs. 570 and 571.)

Destructive.

d. Matter which from its harmful nature is forbidden to be in the mails. Among these are: Poisons, ex-

plosive or inflammable articles, live animals, insects, or reptiles, fruits or vegetable matter liable to decomposition, comb honey, guano, or any article exhaling a bad odor, vinous, spirituous, and malt liquors and liquids liable to explosion, spontaneous combustion, or ignition by shock or jar (such as kerosene oil, naphtha, benzine, turpentine, and other liquids of like character). (See secs. 494 to 496.)

Mutilated.

e. Matter which is recovered from wrecked or burned mail cars or vessels, or which has been so damaged by any other means that it can not be forwarded to its destination. This includes all matter of value found loose in the mails, separated from the wrapper, label, or envelope containing the address, so that the destination can not be known, and all matter recovered from depredations on the mails which the Postmaster-General is required to restore to the owners when ownership is proved. (Secs. 156 and 552.)

Excess of weight and size.

f. Packages of domestic third and fourth class matter more than 4 pounds in weight (except single books exceeding that weight, and printed or written official matter emanating from the Executive Departments, and books and documents published and circulated by order of Congress) and of foreign matter which are in excess of the weight or size fixed by the treaty stipulation as the maximum for such matter. The limit of weight *does not apply* to matter covered by section 488 (see secs. 539 and 540 as to foreign matter in excess of weight).

Obscene matter.

g. Obscene matter. This embraces: Every obscene, lewd, or lascivious book, pamphlet, picture, paper, writing, print, or other publication of an indecent character; every article or thing designed or intended for the prevention of conception or for procuring abortion; every article or thing adapted or intended for any indecent or immoral use; every written or printed card, circular, book, pamphlet, advertisement, or notice of any kind giving information, directly or indirectly, where, how, or from whom, or by what means any of the hereinbefore mentioned matters, articles, or things may be obtained or made; every letter upon the envelope of which or postal card upon which indecent, lewd, obscene, or lascivious delineations, epithets, terms, or language may be written or printed. (See sec. 497.)

h. Matter upon the envelope or outside cover or wrapper of which, or postal card upon which, any delineations, epithets, terms or language of an indecent, lewd, lascivious, obscene, libelous, scurrilous, defamatory, or threatening character, or calculated by the terms or manner or style of display, and obviously intended, to reflect injuriously upon the character or conduct of another, may be written or printed. (See sec. 498.) Scurrilous matter.

i. Letters and circulars *known* to be concerning lotteries, so-called gift concerts or other similar enterprises, offering prizes, or concerning schemes devised and intended to deceive and defraud the public for the purpose of obtaining money under false pretenses. (See sec. 499.) Lottery and fraudulent matter.

j. Matter declared nonmailable by section 502. Fraudulent.

k. Publications which violate copyrights granted by the United States. (See secs. 431 and 440.) Copyright matter.

See sec. 538, unmailable matter in foreign mails.

Sec. 501. The term "lottery," as used in section 499 embraces all kinds of schemes, general or local, for the distribution of prizes by lot or chance, such as gift exhibitions or enterprises, concerts, raffles, or the drawing of prizes in money or property at fairs. **Term "lottery" defined.**

2. Section 499 applies to any letter, ordinary or registered, if it concerns any lottery, gift concert, or scheme described in said section, and to lottery tickets, checks, drafts, bills, money, postal notes, or money orders for the purchase of lottery tickets, or any share or chance in a lottery or gift enterprise, and to the list of the drawings at any lottery or similar scheme. Lottery matter. —what it includes.

3. The mailing of matter interdicted by section 499 by citizens to lottery companies and their representatives is as clear a violation of the law as the mailing of such matter by lottery companies to their customers and other persons. Matter to lottery companies unmailable.

See sec. 548 as to breaking seal of letters or packages supposed to contain unmailable matter; sec. 573 as to treatment of lottery matter at mailing offices; sec. 602 at offices in transit; sec. 624 at offices of delivery; sec. 696 as to lottery matter in foreign mails.

Sec. 502. All matter the deposit of which in the mails is by this act (sec. 1617) made punishable is hereby declared non-mailable; but nothing in this act shall be so construed as to authorize any person other than an employee of the dead-letter office, duly authorized thereto, to open any letter not addressed to himself. **Green goods, fraudulent and fictitious matter.** 1889, Mar. 2, ch. 393, § 4, 1 Supp., 695. —nonmailable.

—rulings on.

2. Postmasters should submit all questions arising under this statute as to the mailability of any matter concerning which there is any doubt to the Assistant Attorney-General for the Post-Office Department for instructions.

Note.

NOTE.—R. S., § 5480, as amended by the act of March 2, 1889, given as section 1617, makes it an offense to deposit in the mails matter relating to any scheme or artifice to defraud, and green goods or similar schemes. This is the "act" referred to in the above section.

See sec. 548 as to breaking seal of letters or packages supposed to contain unmailable matter; sec. 573 as to treatment of fraudulent matter at mailing offices; sec. 602 at offices in transit; sec. 624 at offices of delivery; sec. 696 as to fraudulent matter in foreign mails; sec. 499 as to matter relating to schemes for obtaining money by false pretense; secs. 503 and 1010 as to forbidding delivery of mail matter and payment of money orders to persons or concerns conducting fraudulent schemes.

Delivery of mail matter to person or concerns conducting lotteries or fraudulent enterprises, etc.
R. S., § 3929.
1890, Sept. 19, ch. 908, § 2, 1 Supp., 804.
—Postmaster-General may forbid, when.

Sec. 503. The Postmaster-General may, upon evidence satisfactory to him that any person or company is engaged in conducting any lottery, gift enterprise, or scheme for the distribution of money, or of any real or personal property by lot, chance, or drawing of any kind, or that any person or company is conducting any other scheme or device for obtaining money or property of any kind through the mails by means of false or fraudulent pretenses, representations, or promises, instruct postmasters at any post-office at which registered letters arrive directed to any such person or company, or to the agent or representative of any such person or company, whether such agent or representative is acting as an individual or as a firm, bank, corporation, or association of any kind,

Return of matter to senders.

to return all such registered letters to the postmaster at the office at which they were originally mailed, with the word "Fraudulent" plainly written or stamped upon the outside thereof; and all such letters so returned to such postmasters shall be by them returned to the writers thereof, under such regulations as the Postmaster-

Sealed matter not to be opened.

General may prescribe. But nothing contained in this section shall be so construed as to authorize any postmaster or other per-

Public advertisement evidence of agency.

son to open any letter not addressed to himself. The public advertisement by such person or company so conducting such lottery, gift enterprise, scheme, or device, that remittances for the same may be made by registered letters to any other person, firm, bank, corporation, or association named therein shall be held to be prima facie evidence of the existence of said agency by all the parties named therein; but the Postmaster-General shall not be precluded from ascertaining the existence of such agency in any other legal way satisfactory to himself.

Ordinary matter included.
1895, Mar. 2, ch. 191, § 4, 2 Supp., 436.

2. The powers conferred upon the Postmaster-General by the statute of eighteen hundred and ninety, chapter nine hundred and eight, section two, are hereby extended and made applicable to all letters or other matter sent by mail.

Note.

NOTE.—This statute is to be enforced at offices of delivery, and then only upon the direct order of the Postmaster-General.

Section 2 of the act of March 2, 1895 (ch. 191, 2 Supp., 435), "for the suppression of lottery traffic through national and inter-

state commerce and the postal service subject to the jurisdiction and laws of the United States," provides that R. S., § 3929, as amended, "shall apply in support, aid, and furtherance of the enforcement of this act."

See sec. 1620 as to penalty for violation of sec. 1 of act of March 2, 1895; note, sec. 499, as to sec. 3 of act of March 2, 1895; sec. 1010 as to forbidding payment of money orders to persons or concerns conducting lotteries or fraudulent enterprises.

See sec. 889 as to treatment of registered matter under "fraud order"; secs. 693 and 1070 as to treatment of matter addressed to, and money orders payable in foreign countries.

Fictitious matter. 1889, Mar. 2, ch. 393, § 3, 1 Supp., 695.

Treatment of matter addressed to fictitious names, etc., for promotion of unlawful business.

Sec. 504. The Postmaster-General may, upon evidence satisfactory to him, that any person is using any fictitious, false, or assumed name, title, or address in conducting, promoting, or carrying on, or assisting therein, by means of the Post-Office establishment of the United States, any business scheme or device in violation of the provisions of this act (secs. 502 and 1617), instruct any postmaster at any post-office at which such letters, cards, or packets, addressed to such fictitious, false, or assumed name or address arrive to notify the party claiming or receiving such letters, cards, or packets to appear at the post-office and be identified; and if the party so notified fail to appear and be identified, or if it shall satisfactorily appear that such letters, cards, or packets are addressed to a fictitious, false, or assumed name or address, such letters, postal cards, or packages shall be forwarded to the dead-letter office as fictitious matter.

—delivery of, from post-office, when. Id., § 5.

2. Whenever the Postmaster-General is satisfied that letters or packets sent in the mails are addressed to places not the residence or business address of the persons for whom they are intended, to enable such persons to escape identification, he may direct postmasters to deliver such letters only from the post-office upon identification of persons addressed.

NOTE.—Section 2 of the act of March 2, 1889, given as part of sec. 1617, makes it an offense for any person to use or assume or request to be addressed by any fictitious, false, or assumed name, title, etc., in and for conducting or carrying on by means of the Post-Office establishment any scheme or artifice to defraud, green goods, or similar scheme, or any "other unlawful business whatsoever." This is the act referred to in the above section. For section 4 of the above act see sec. 502.

See sec. 625 as to identification of persons claiming fictitious matter.

XIX.—LOSSES OF AND DAMAGE TO MAIL MATTER—COMPLAINTS.

Losses of mail matter, or complaints relative thereto.

Sec. 505. Postmasters and other postal officials must report without delay to the Fourth Assistant Postmaster-General, Division of Post-Office Inspectors and Mail Depredations, on "Form 1510," or by other detailed statement, and the reference of original papers when said form is not applicable, every complaint made to them or which comes to their knowledge, of loss, damage, delay, wrong delivery, nondelivery, or improper treatment by postal employees of any article of mail matter, registered, ordinary, or parcel post, whether

—to be reported.

for delivery in the United States or transmitted therefrom for delivery in any foreign country, and the delay, improper treatment, or loss of any mail matter in transit across the territory of the United States from one foreign country to another. This shall include all cases in which it is necessary to trace any article of mail matter to determine whether the same has been delivered or not, and also all cases where some form of return receipt is required which has not been received. Similar report on said form or other detailed statement must be made to him of all losses or damage to mail matter, foreign or domestic, forwarded in bags or in bulk, and injured or destroyed in transit, by fire or water, or by the wreckage or burning of cars or of steamships, or by other accident; and also of all cases relating to mail matter dispatched to or from the United States which may be made the subject of bulletins of verification issued by an exchange office on account of alleged loss, or of the damaged condition of said mail matter.

Tracing mail matter to determine delivery.

Rifling, robbery, burning of mail, etc., to be reported.

2. All cases of the rifling, robbery, or burning of mail, or post-offices, or postal cars, or any extraordinary loss or destruction of mail matter, as well as any accident or depredation of consequence requiring the immediate attention of inspectors, must be promptly reported, by telegram if practicable, to the Chief Post-Office Inspector and also to the inspector in charge of the proper division.

Reports by Railway Mail Service, how made.

3. The reports under this section by the Railway Mail Service shall be made through the respective division superintendents of that service.

See sec. 547 as to similar reports in connection with foreign mails; sec. 1544 as to reports in Railway Mail Service where loss is discovered in investigating delay; sec. 278 as to reports by postmasters in case of burglary or burning of post-office; sec. 1564 as to reports by postmasters of robbery of mail, and by postmasters and others of all violations of the postal laws.

CHAPTER 2.

FREE MATTER IN THE MAILS.

I.—MATTER TO BE FRANKED.

Congressional documents.
1895, Jan. 12, ch. 23, § 85, 2 Supp., 362.
—may be sent and received by mail free, by whom, and when.

Sec. 506. The Vice-President, Senators, Representatives, and Delegates in Congress, the Secretary of the Senate, and Clerk of the House of Representatives may send and receive through the mail (free) all public documents printed by order of Congress;

and the name of the Vice-President, Senator, Representative, Delegate, Secretary of the Senate, and Clerk of the House shall be written thereon, with the proper designation of the office he holds; and the provisions of this section shall apply to each of the persons named therein until the first day of December following the expiration of their respective terms of office.

See secs. 452 and 453 as to free county publications of the second class; sec. 544 as to free matter in foreign mails.

Congressional Record.
1875, Mar. 3, ch. 128, § 5, 1 Supp., 70.
—may be carried free under written frank of member of Congress or delegate.

Sec. 507. The Congressional Record, or any part thereof, or speeches or reports therein contained, shall, under the frank of a member of Congress, or delegate, to be written by himself, be carried in the mail free of postage, under such regulations as the Postmaster-General may prescribe.

Seeds and agricultural reports.
1875, Mar. 3, ch. 128, § 7, 1 Supp., 70.
—may be sent free by Secretary of Agriculture, members of Congress, and delegates.

Sec. 508. Seeds transmitted by the Commissioner (Secretary) of Agriculture, or by any member of Congress or delegate receiving seeds for distribution from said Department, together with agricultural reports emanating from that Department, and so transmitted, shall, under such regulations as the Postmaster-General shall prescribe, pass through the mails free of charge. And the provisions of this section shall apply to ex-members of Congress and ex-delegates for the period of nine months after the expiration of their terms as members and delegates.

Official correspondence by members of Congress.
1898, June 13, ch. 446, 2 Supp., 778.

Sec. 509. The Vice-President, Members and Members-elect of and Delegates and Delegates-elect to Congress shall have the privilege of sending free through the mails, and under their frank, any mail matter to any Government official or to any person, correspondence, not exceeding two ounces in weight, upon official or departmental business.

Letters to Government officers, how addressed.

2. Letters which exceed two ounces in weight, to be entitled to free transmission, must in every case be addressed, upon official business, to a Government official, whose title must be given in the superscription of the letter, either with or without his name. The term "any Government official" includes only officers of the United States, Senators, Members and Delegates in Congress.

Letters to persons not Government officers.

3. Where letters to other than Government officials, weighing over two ounces, are mailed without postage thereon they will be held for postage and treated in the same manner as other first-class matter deposited in a post-office without any prepayment of postage and the full amount of postage collected. (See sec. 571.)

Name of person franking to appear on envelope.

4. The name of the Senator, Representative, or Delegate, written or impressed, must appear on the envelope of the letter, in connection with the initials of his office, and be preceded by the word "Free." For example, "Free—John R. Smith, U. S. S.;" or "Free—Richard Roe, M. C."

Forgery or misuse of frank.

5. When any person is suspected of being guilty or known to be guilty of forging or misusing the frank of

any Senator, Representative, or Delegate, the fact should be promptly reported to the Fourth Assistant Postmaster-General (Division of Post-Office Inspectors and Mail Depredations). No letter bearing the frank of the Vice-President, Member, Member-elect, Delegate, or Delegate-elect should be detained on the mere suspicion that the frank is forged or misused.

Note.

NOTE.—This section does not affect sections 506, 507, and 508, relating to the franking of public documents, the Congressional Record, and seeds.

Special grants of franking privilege.
Julia D. Grant.
See 1886, June 28, ch. 561, 24 Stat. L., 819.
Lucretia R. Garfield.
See 1881, Dec. 20, ch. 1, 22 Stat. L., 1.

SEC. 510. All mail matter addressed to Julia D. Grant, widow of the late President Ulysses S. Grant, and Lucretia R. Garfield, widow of the late President James A. Garfield, or sent by them under their respective written autograph signatures will, in pursuance of the several acts of Congress, be conveyed free of postage during their respective natural lives.

2. No signature or mark is necessary to the free carriage of mail matter to either of the above-named persons. The address is sufficient.

Use of franking privilege.
What matter may be franked.

SEC. 511. No matter will be admitted to the mails under an authorized frank unless admissible under the provisions of chapter 1 of this Title.

Name and designation of person franking matter to be affixed.

2. To entitle matter to free carriage, the word "Free" must be printed or written and signed with the name and official designation, if any, of the person entitled to frank it on the address face of the package,

—except when.

except in case of matter addressed to the persons named in the preceding section.

Name on copies of Congressional Record.

3. In franking copies of the Congressional Record, the name of the Senator, Representative, or Delegate

—except when.

must be written by himself; in other cases, the name may be written by anyone duly deputed by him for that purpose or a facsimile of his signature printed thereon by the Public Printer.

Time during which privilege may be used.

4. A Senator, Representative, or Delegate who holds his certificate of election is entitled to the franking privilege from the commencement of his term.

Franked matter may be forwarded, but not remailed without re-franking.

5. All franked matter will be forwarded like any other; but such matter, when once delivered to the addressee, can not be remailed unless properly franked

Bulk packages of franked matter.

again. A bulk package of franked articles may be sent to one addressee, who, on receiving and opening the package, may place addresses on the franked arti-

cles and remail them for carriage and delivery to the respective addresses.

NOTE.—This section relates to matter entitled to free carriage under secs. 506, 507, and 508; see sec. 544 as to franked matter in foreign mails. Note.

II.—OFFICIAL MATTER.

Sec. 512. It shall be lawful (for all officers of the United States Government, not including members of Congress, and the Smithsonian Institution, the National Home for Disabled Volunteer Soldiers, and the Bureau of the American Republics, established in Washington) to transmit through the mail, free of postage, any letters, packages, or other matters relating exclusively to the business of the Government of the United States (or of such Institution, Home, or Bureau): *Provided*, That every such letter or package to entitle it to pass free shall bear over the words "Official business" an endorsement showing also the name of the Department, and, if from a bureau or office (or officer), the names of the Department and bureau or office (or officer), as the case may be, whence transmitted (with a statement of the penalty for their misuse). And if any person shall make use of any such official envelope to avoid the payment of postage on his private letter, package, or other matter in the mail, the person so offending shall be deemed guilty of a misdemeanor, and subject to a fine of three hundred dollars, to be prosecuted in any court of competent jurisdiction.

Official or penalty envelopes.
1877, Mar. 3, ch. 103, § 5, 1 Supp., 135.
—use of, who entitled to.
1884, July 5, ch. 234, § 3, 1 Supp., 467.
1886, July 2, ch. 611, 1 Supp., 500.
1894, Aug. 18, ch. 301, 2 Supp., 257.
1897, Feb. 20, ch. 268, 2 Supp., 558.
—indorsements on.
—penalty for unlawful use.

2. * * * Any Department or officer authorized to use the penalty envelopes may inclose them with return address to any person or persons from or through whom official information is desired, the same to be used only to cover such official information, and indorsements relating thereto: * * *

—return, may be used, when.
1884, July 5, ch. 234, § 3, 1 Supp., 468.

3. * * * This act shall not extend or apply to * * * officers who receive a fixed allowance as compensation for their services, including expenses of postage. * * *

—not to be used by officers receiving allowances for postage.
Id.

NOTE.—The parts of the above section in brackets show the modifications of the original law; the exact words used in the amendatory acts are not given, but such acts are referred to in the margin. The section shows the existing law.
See sec. 615 as to delivery of part-paid matter to Executive Departments at Washington; sec. 544 as to free matter in foreign mails; secs. 1562 to 1566 as to prosecutions for offenses. Note.

Sec. 513. All mail matter, of whatever class, relative to the census and addressed to the Census Office, the Director of the Census, Assistant Director, chief clerk, supervisors, enumerators, or special agents, and indorsed "Official business, Department of the Interior, Census Office," shall be transmitted free of postage, * * * and so marked: *Provided*, That if any person shall make use of such indorsement to avoid the payment of postage * * * on his or her private letter, package, or other matter in the mail, the person so offending shall be guilty of a misdemeanor and subject to a fine of three hundred dollars, to be prosecuted in any court of competent jurisdiction.

Census mail matter.
1899, Mar. 3, ch. 412, § 27, 2 Supp., 986.
—transmitted free.
Penalty for use of indorsement for evasion of postage.

NOTE.—The omitted parts as shown by stars relate to registered matter, and is given as part of sec. 801; see secs. 1562 to 1566, as to prosecutions for offenses. Authority for use, and penalty for mis- Note.

use, of penalty indorsement and registry mark are comprised in the same act.

Use of penalty envelopes and labels. —name of office and penalty clause.

Sec. 514. The name of the Executive Department, and if from a bureau, or office, or officer, the names of the Department and bureau, or office, or officer from whence transmitted, and thereunder the words "Official business" must be printed on the upper left-hand corner of envelopes and labels intended for official use, and the penalty clause will be placed in the upper right-hand corner of such envelope or label in the following or equivalent words: "Penalty for private use, $300."

—for census matter.

2. Matter relative to the census will be transmitted free when addressed and indorsed as provided in section 513.

—restrictions in.

3. Persons, not officers, writing to the Executive Departments or to officers of the United States concerning the business of the writers with the Government can not use the penalty envelope to transmit their correspondence. Officers authorized to use such envelopes should not furnish them for use to contractors with the Government.

Return penalty envelopes, etc., to be addressed beforesending out.

4. Officers desiring official information from or through persons not officers can furnish penalty envelopes or labels to cover the same only with return address printed or written thereon. Where the information is to be forwarded periodically, or on more than one occasion, the envelopes or labels bearing printed return address may be furnished in quantities for the transmission of such information.

Officer not entitled to penalty envelope, after resignation, except.

5. The right of an officer of the United States to use the penalty envelope ceases immediately upon his going out of office; and he can not use such envelopes in transmitting papers connected with the settlement of his accounts or other business pertaining to the office he has vacated, except as he may receive them with requests for official information, with return address thereon, from a Department or officer of the Governmet.

Matter in official envelope, etc., not to be stopped on suspicion.

6. Postmasters must not stop census matter or any mail matter in an official penalty envelope or under a penalty label upon the mere suspicion that the penalty envelope, label, or census indorsement is being used to cover private matter; but if they have good reason to believe that any person is using official envelopes or labels in violation of law, they should promptly report the matter to the Department for investigation.

See sec. 544 as to free matter in foreign mails.

III.—Reports and Bulletins of Agricultural Colleges and Experiment Stations.

Sec. 515. One copy of (each of the annual reports required by law to be made to the Secretary of the Interior and the Secretary of Agriculture, by such colleges as are or may hereafter be established for the benefit of agriculture and the mechanic arts in the several States and Territories under the provisions of the act of July 2, 1862, entitled "An act donating public lands to the several States and Territories which may provide colleges for the benefit of agriculture and the mechanic arts," and the acts amendatory thereof) * * * shall be transmitted by mail free, by each, to all the other colleges which may be endowed under the provisions of this act (of July 2, 1862), and also one copy to the Secretary of the Interior (and the Secretary of Agriculture).

Reports of certain agricultural colleges, etc.
1862, July 2, ch. 130, § 5, 12 St. L., 503.
1890, Aug. 30, ch. 841, § 3, 1 Supp., 799.
See 1866, July 23, ch. 209, 14 St. L., 208.

—free when transmitted to other such colleges, etc.

2. Postmasters at offices where colleges are established under the provisions of the act of July 2, 1862, will receive from the officers thereof the reports referred to addressed, one copy each, to such other colleges and to the Secretary of the Interior and the Secretary of Agriculture, and affix to each a penalty label or official envelope of the post-office, and forward the same free.

—how mailed.

Note.—The matter in brackets in connection with the text shows the present law, though the exact words of the statutes are not given.

Note.

Sec. 516. Bulletins or reports (of progress, one copy to each newspaper in the State or Territory in which the colleges hereafter referred to are located, and to such individuals actually engaged in farming as may request the same) and the annual reports (required by law to be published by the agricultural experiment stations established under the provisions of the act of March 2, 1887, entitled "An act to establish agricultural experiment stations in connection with the colleges established in the various States and Territories under the provisions of an act approved July 2, 1862, and the acts supplementary thereto" for the benefit of agriculture and the mechanic arts) (*of said stations*) shall be transmitted in the mails of the United States free of charge for postage, under such regulations as the Postmaster-General may from time to time prescribe.

Bulletins and reports of certain agricultural experiment stations.
1887, Mar. 2, ch. 314, § 4, 1 Supp., 551.
1862, July 2, ch. 130, § 5, 12 St. L., 503.
See 1866, July 23, ch. 209, 14 St. L., 208.
—may be sent free.

Note.—The matter in brackets in connection with the text shows the existing law, though the exact words of the statutes are not used. The words in italics are part of the text, but should be omitted in reading, as the matter in brackets is an amplification thereof.

Note.

Sec. 517. Agricultural experiment stations which claim the privilege of transmitting free through the mails, under the provisions of the preceding section, bulletins, reports of progress, or annual reports, must make application to the Postmaster-General, stating the date of the establishment of such station, its proper name

Transmission in the mails of bulletins and reports of agricultural experiment stations.

—application for authority, how made.

or designation, its official organization, and the names of its officers, the name of the university, college, school, or institution to which it is attached, if any, the legislation of the State or Territory providing for its establishment, and any other granting it the benefits of the provision made by Congress as referred to in the preceding section (accompanied by a copy of the act or acts), and whether any other such station in the same State or Territory is considered, or claims to be, also entitled to the privilege; and also the place where such station is located and the name of the post-office where the bulletins and reports will be mailed. The application must be signed by the officer in charge of the station.

Admission of bulletins and reports.

2. If such application is allowed by the Postmaster-General the postmaster at the proper office will be instructed to admit such bulletins and reports to the mails free of postage, and the officer in charge of the station will be notified thereof.

—restrictions.

3. Only such bulletins or reports as shall have been issued after an experiment station became entitled to the privileges of the preceding section can be transmitted free; and such bulletins or reports may be inclosed in envelopes or wrappers, sealed or unsealed.

Manner of wrapping, addressing, and mailing.

On the exterior of every envelope, wrapper, or package must be written or printed the name of the station and place of its location, the designation of the bulletin or report inclosed, and the word "Free," over the signature or facsimile thereof of the officer in charge of the station, to be affixed by himself, or by some one duly authorized by him. There may also be written or printed upon the envelope or wrapper a request that the postmaster at the office of delivery will notify the mailing station of the change of address of the addressee, or other reason for inability to deliver the same, and upon a bulk package a request to the postmaster to open and distribute the "franked" matter therein, in accordance with the addresses thereon.

Bulletins of Department of Agriculture, mailed with station bulletins.

4. Bulletins published by the United States Department of Agriculture, and entitled to be mailed free under the penalty envelope of that Department, may also be adopted and mailed by agricultural experiment stations, with such of their own publications as are entitled to free transmission in the mails, under the same regulations; and any bulletins or reports mailable

free by any agricultural experiment station under these regulations may be so mailed by any other station entitled to such privilege.

Station reports printed by State authority and containing extraneous matter, etc.

5. If annual reports of an agricultural experiment station are printed by State authority, and consist in part of matter relating to the land-grant college to which such station is attached, then said report entire may be mailed free by the director of the station, provided, in his judgment, the whole consists of useful information of an agricultural character. But the reports of State agricultural departments or boards can not be adopted by Agricultural Experiment Stations in order to secure free circulation of such State reports.

Bulletins and reports. —to whom may be sent.

6. The bulletins and reports of progress issued by agricultural experiment stations can only be sent free to the newspapers and persons stated in the preceding section. The annual reports may be sent free to any address. (See sec. 544 as to sending annual reports to certain foreign countries.)

IV.—Publications for Copyright.

Books, etc., for copyright. —to be mailed free to Librarian of Congress.

Sec. 518. A printed copy of the title and not exceeding two copies of any book, map, chart, dramatic or musical composition, engraving, cut, print, photograph, or chromo, a description and not exceeding two photographs of any painting, drawing, statue, or statuary, or a model or design for a work of the fine arts, and not exceeding two photographs thereof, in connection with an application for or extension of a copyright, or showing substantial changes in such books or other articles protected by existing copyright, as provided in Title Sixty, chapter three, of the Revised Statutes, as amended by the act of March third, eighteen hundred and ninety-one, chapter five hundred and sixty-five, relating to copyrights (1 Supp., R. S., 951), will, when deposited in the mails of the United States addressed to the Librarian of Congress, at Washington, District of Columbia, be transmitted free of postage.

—how prepared for mailing.

2. Where matter of the character described is offered for mailing at any post-office, the postmaster will enclose the same in a penalty envelope of his office, or affix thereto a penalty label, addressed to the Librarian of Congress, Washington, D. C., and such matter will be accepted regardless of the weight thereof, provided

—weight of.

it is presented in its simplest mailable form. (See sec. 488.)

—receipt for, when to be given. R. S., § 4961.

3. The postmaster to whom such copyright book, title, or other article is delivered, shall, if requested, give a receipt therefor; and when so delivered he shall mail it to its destination.

Note.

NOTE.—Articles referred to in paragraph 1 may be sent free by registered mail to the Librarian of Congress by the postmaster to whom they are delivered, but the *registry receipt* therefor must be issued to the postmaster in his name as sender; not to the individual depositing the article for copyright.

See sec. 431 as to foreign publications of the second class in violation of copyright, and sec. 699 as to copyrighted musical publications imported in violation of law.

CHAPTER 3.

FOREIGN MAIL MATTER; CLASSIFICATION AND RATES OF POSTAGE.

I.—POSTAL CONVENTIONS.

Postal conventions with foreign countries. R. S., § 398. —to be negotiated by the Postmaster-General.

Sec. 519. For the purpose of making better postal arrangements with foreign countries, or to counteract their adverse measures affecting our postal intercourse with them, the Postmaster-General, by and with the advice and consent of the President, may negotiate and conclude postal treaties or conventions, and may reduce or increase the rates of postage on mail matter conveyed between the United States and foreign countries.

Note.

NOTE.—The limit of weight of domestic mail matter (sec. 487) does not apply to conventions executed under the authority of this statute. See secs. 531 to 535 as to rates of postage.

Publication of postal conventions. R. S. § 399.

Sec. 520. The Postmaster-General shall transmit a copy of each postal convention concluded with foreign governments to the Secretary of State, who shall furnish a copy of the same to the Congressional Printer for publication; and the printed proof sheets of all such conventions shall be revised at the Post-Office Department.

—copy to Secretary of State. R. S. § 3804.

2. The Postmaster-General shall transmit a copy of every postal convention to the Secretary of State for the purpose of being printed, and the printed copy thereof shall be revised by the Post-Office Department instead of by the Secretary of State.

—copy of to be furnished Public Printer. R. S. § 3803.

3. The Secretary of State shall furnish the Congressional Printer with a correct copy * * * of every postal convention made between the Postmaster-General, by and with the advice and consent of the President, on the part of the United States, and equivalent officers of foreign governments on the part of their respective countries.

—to be printed by Public Printer. R. S. § 3806.

4. The Congressional Printer, on receiving from the Postmaster-General a copy of any postal convention between the Postmaster-General, on the part of the United States, and an equivalent officer of any foreign government, shall immediately cause an

accurate printed copy thereof to be executed and sent in duplicate to the Postmaster-General. On the return of one of the revised duplicates, he shall at once have the marked corrections made, and cause to be printed, and sent to the Postmaster-General, any number of copies which he may order, not exceeding five hundred, and to be printed separately, and sent to the two Houses of Congress, the usual number.

NOTE.—The above statutes overlap each other, but as they appear in the Revised Statutes of the United States all are given. Note.

II.—EXCHANGE OF MAILS BETWEEN COUNTRIES FORMING POSTAL UNION, AND WITH COUNTRIES OUTSIDE UNION.

Sec. 521. The foreign countries with which the United States exchanges mails will be divided into two classes, namely: Those embraced in the Universal Postal Union, and those not embraced in said union. Classification of foreign countries.

See secs 531 to 535 as to rates of postage.

Sec. 522. The countries in the Universal Postal Union are: Countries forming Universal Postal Union.

Argentine Republic, including eastern parts of Patagonia and Terra del Fuego and Staten Island.

Ascension, Island of (British Colony).

Austria-Hungary, including the Principality of Liechtenstein.

Australia. (See the separate colonies in their alphabetical order.)

Bahamas.

Barbados, W. I.

Bechuanaland, British Protectorate of.

Belgium.

Bermudas.

Bolivia.

Bosnia-Herzegovina.

Brazil.

British Colonies on west coast of Africa (Gold Coast, Lagos, Senegambia and Sierra Leone).

British Colonies in West Indies, viz: Antigua, Dominica, Montserrat, Nevis, St. Christopher, the Virgin Isles, Grenada, St. Lucia, Tobago and Turk's Islands.

British Guiana.

British Honduras.

British India: Hindostan and British Burmah (Aracan, Pegu, and Tenasserim), and the Indian Postal Establishments of Aden, Muscat, Persian Gulf, Gaudur, Mandalay.

Bulgaria, Principality of.

Canada.

Cayman Islands (British Colony).

Ceylon.

Chile, including western parts of Patagonia and Terra del Fuego.

Colombia, Republic of.

Colony of the Cape of Good Hope, including Basutoland, Griqualand, Little Namaqualand, Pondoland, Tembuland, Transkei, Walfish Bay, and Bechuanaland.

Congo, Independent State of.

Costa Rica.

Cyprus, Island of.

Danish Colonies of St. Thomas, St. Croix, and St. John.

Denmark, including Iceland and the Faroe Islands.

Dominican Republic.

East Africa, British Protectorate of.

Ecuador.

Egypt.

Falkland Islands.

Fiji Islands, Colony of.

France, including Algeria; the Principality of Monaco; the French post-office establishments in Morocco (Tangier, Casablanca, El-Ksar-El-Kbir [Alcazar], Fez, Larrache, Mazagan, Mogador, Rabat, Saffi, and Tetuan); at Shanghai (China); and in Zanzibar, Cambodia, Anam and Tonkin.

French colonies:

1. In Asia—French establishments in India (Chandernagore, Karikal, Mahé, Pondicherry, Yanaon); and in Cochin China (Saigon, Mytho, Bien-Hoa, Poulo-Condor, Vingh-Long, Hatien, Tschandok).
2. In Africa—Senegal and dependencies (Goré, St. Louis, Bakel, Dagana); Mayotte and Nossi-be, French Congo-Gaboon (including Grand Bassam and Assinie); Reunion (Bourbon); Madagascar; Obock on the east coast, and the Comoro Islands (Grand Comoro, Anjouan Mohele).
3. In America—French Guiana, Guadeloupe and dependencies (Désirade or Deseada, Les Saintes, Marie Galante, and the north portion of St. Martin), Martinique, St. Bartholomew, St. Pierre, and Miquelon.

French colonies—Continued.

4. In Oceanica—New Caledonia, Tahiti, Marquesas Islands, Isle of Pines, Loyalty Islands, the Archipelagoes of Gambier, Toubouai, and Tuamotou (Low Islands).

Germany, including the Island of Heligoland and the German post-offices at Apia (Samoan Islands), and at Shanghai (China).

German Protectorates:

Territory of Cameroons (or Kameroun) (West coast of Africa); German New Guinea (in Papua); German South West Africa (Grand Namaqua, the Damaras Country, and the southern portion of Ovambo, between Cape Colony and Angola); Territory of Togo (Western Africa); German East Africa; the Marshall Islands, in the Pacific Ocean, and Kiautschau (China).

Gibraltar and its Postal Agencies in Morocco.

Great Britain and Ireland.

Greece, including the Ionian Isles.

Greenland.

Guatemala.

Haiti.

Honduras, Republic of, including Bay Islands.

Hong-Kong and the post-offices maintained by Hong-Kong at Kiung-Chow, Canton, Swatow, Amoy, Foo-Chow, Ning-po, Shanghai, and Hankow (China).

Italy, including the Republic of San Marino, the Italian offices of Tunis and Tripoli in Barbary; Massouah, Assab, Asmara, and Keren (in the Italian colony of Eritrea—Abyssinia).

Jamaica.

Japan, including Formosa, and Japanese post-offices at Shanghai (China), and Fusam-po, Genzanshin, and Jinsen (Corea).

Korea.

Labuan.

Liberia.

Luxemburg.

Malta and its dependencies, viz, Gozzo, Comino, and Cominotto.

Mauritius and dependencies (the Amirante Islands, the Seychelles and Rodrigues).

Mexico.

Montenegro.

Natal, colony of, including Zululand.

Netherlands.

Netherlands colonies:

1. In Asia—Borneo, Sumatra, Java (Batavia), Billiton, Celebes (Macassar), Madura, the archipelagoes of Banca and Rhio (Riouw), Bali, Lombok, Sumbawa, Flores, the S. W. portion of Timor, and the Moluccas.
2. In Oceanica—The N. W. portion of New Guinea (Papua).
3. In America—Netherlands Guiana (Surinam), Curacao, Aruba, Bonaire, part of St. Martin, St. Eustatius, and Saba.

Newfoundland.

New Guinea, British colony of.

New South Wales, colony of, including Lord Howe Island and the Norfolk Islands.

New Zealand, colony of, including Chatham Island.

Nicaragua.

North Borneo, British colony of.

Norway, including the post-office at Advent Bay, on the west coast of Spitzbergen.

The Orange Free State.

Paraguay.

Persia.

Peru.

Portugal, including the island of Madeira and the Azores.

Portuguese colonies:

1. In Asia—Goa, Damao, Diu, Macao, and part of Timor.
2. In Africa—Cape Verde, Bissao, Cacheo, islands of St. Thomé and Princes, Ajuda, Mozambique, and the province of Angola.

Queensland, colony of.

Roumania (Moldavia and Wallachia).

Russia, including the Grand Duchy of Finland.

Salvador.

Samoan (Navigators) Islands, German post-office at Apia.

Sarawak, British protectorate of.

Servia.

Siam.

South African Republic (The Transvaal).

Spain, including the Balearic Isles, the Canary Islands, the Spanish possessions on the north coast of

Africa (Ceuta, Penon de la Gomera, Alhucemas, Melilla, and the Chaffarine Islands), the Republic of Andorra, and the postal establishments of Spain on the west coast of Morocco (Tangier, Tetuan, Larrache, Rabat, Mazagan, Casablanca, Saffi, and Mogador).

Spanish colonies:

In Africa—Islands of Fernando Po, Annobon, and Corisco, on the Gulf of Guinea.

Straits Settlements (Singapore, Penang, and Malacca).

St. Helena, island of (British colony).

St. Vincent, W. I.

South Australia, colony of.

South Rhodesia, colony of.

Sweden.

Switzerland.

Tasmania, colony of.

Trinidad, W. I.

Tunis, regency of.

Turkey (European and Asiatic).

Uruguay.

Venezuela.

Victoria, colony of.

West Australia, colony of.

Zanzibar, British protectorate of.

See sec. 531 as to rates of postage in Universal Postal Union.

Countries not in Postal Union reached through intermediary.

Sec. 523. The Universal Postal Union Convention provides for the exchange of correspondence between any Postal Union country and any country not within the Postal Union, by use of the mails of any Postal Union country which has such relations with the country foreign to the Union as to enable such Union country to exchange mails with the country foreign to the Union. Those countries foreign to the Universal Postal Union, reached through the intermediary services of a Postal Union country, are the following:

(1) All African countries not within the Postal Union. —in Africa.

(2) China, the Empire of. —China.

See sec. 535 as to rates of postage to countries not in Postal Union.

III.—Classification of Mail Matter in Postal Union and Rates of Postage.

Classification of mail matter in Postal Union.

Sec. 524. Mail matter within the Universal Postal Union is classified as follows:

a. Letters.

b. Postal cards, and postal cards with paid reply.

c. Commercial papers.

d. Printed matter of every kind.

e. Samples of merchandise.

International postal cards.

Sec. 525. Postal cards must be mailed without cover.

—address side.

Nothing may be placed on the address side but the address, either written or printed, or on an adhesive label not more than two inches by three-fourths of an inch (see secs. 140 and 416).

—with paid reply.

2. Postal cards with paid reply must not in any manner be stuck or closed against inspection. Each of the two halves must conform to the conditions prescribed above for the single card; but the sender may indicate his name and address on the address side of the reply half, either in writing or by an adhesive label. The reply half will be returned only to an address in the country where it originated.

—engravings or advertisements on.

3. Engravings or advertisements may be printed on the back of postal cards.

—to be charged letter rates, when.

4. Postal cards which do not conform to the foregoing conditions and private mailing cards ("post cards") which do not conform to the conditions prescribed in section 418 will be treated as *letters*, and charged accordingly.

—domestic, not exceeding limit of size, may be used as, how.

5. Domestic postal cards not exceeding $5\frac{3}{5}$ inches in length and $3\frac{3}{5}$ inches in width may be used in the foreign mails by the addition of a one-cent stamp.

See sec. 531 as to rates of postage; sec. 140 as to issue of postal cards, and charge for; sec. 332 as to requisitions for postal cards.

Private mailing cards ("post cards") in foreign mails.

Sec. 526. Private mailing cards ("post cards") which conform to the conditions prescribed in section 418 are admissible to the foreign mails prepaid with stamps affixed. Any card of foreign origin which, from its title in any language, appears to be a "post card" and conforms to the requirements of section 418 is also admissible to the mails (domestic or international) when prepaid with United States postage stamps.

—postage on.

See sec. 531 as to rates of postage on private mailing cards in postal union countries.

Commercial papers.

Sec. 527. Commercial papers include all instruments or documents, written or drawn wholly or partly by hand, which have not the character of *an actual and personal correspondence*, such as legal papers, deeds of all kinds drawn up by public functionaries, way bills or bills of lading, invoices, the various documents of insurance companies, copies or extracts of deeds under private seal written on stamped or unstamped paper, scores or sheets of manuscript music, manuscripts of works or of newspapers forwarded separately, tasks of pupils corrected without comment, etc.

—include what.

2. Commercial papers must be mailed under band, so as to be open to easy examination, or in an open envelope (sealed envelopes with the corners clipped off are not *open*), and packets of such papers can not exceed 4 pounds 6 ounces in weight, nor 18 inches in length, breadth, or thickness; except that commercial papers put up in the form of ROLLS may measure not to exceed 30 inches in length by 4 inches in diameter.

—how prepared for mailing.

—dimensions and weight.

Printed matter.

Sec. 528. The following will be classed as prints, and will be received for mailing at the rate of postage applicable to "prints," viz: Newspapers and periodical works, books stitched or bound, pamphlets, sheets of music, visiting cards, address cards, newspaper clippings, attached to printed slips in which are inserted, by means of a rubber stamp, the names and addresses of the newspapers from which such clippings are taken, cards entirely in print except the address, and which do not bear the words "Postal card" or their equivalent, proofs of printing with or without the manuscripts relating thereto, papers with raised points for the use of the blind, engravings, photographs, and albums containing photographs, pictures, drawings, plans, maps, catalogues, prospectuses, announcements, and notices of various kinds, whether printed, engraved, lithographed, or autographed, and in general, all impressions or reproductions obtained upon paper, parchment, or cardboard, by means of printing, engraving, lithographing, and autographing, or any other mechanical process easy to recognize, except the copying press and the typewriter.

—admissible forms of.

2. Facsimile copies of manuscript or typewriting obtained by a mechanical process (polygraphy, chromography, etc.) are assimilated to prints, but will not be accepted at the rate of postage applicable to "prints"

—facsimiles, etc., admissible when.

unless mailed at the post-office windows, and in the minimum number of twenty perfectly identical copies.

—excluded forms of.

3. Stamps or forms of prepayment, whether canceled or not, as well as all printed articles constituting the sign of a monetary value, and printed articles the text of which has been modified after printing, either by hand or by means of a mechanical process, or which bear any marks whatever susceptible of constituting a conventional language, newspaper clippings, bearing manuscript endorsements, and cards bearing the title "Post-card" can not be sent at the rate of postage applicable to "prints."

—how prepared for mailing.

4. Printed matter must be either placed under band, upon a roller, between boards, in a case open at one side or at both ends, or in an unclosed envelope; or simply folded in such a manner as not to conceal the nature of the packet; or lastly, tied by a string easy to unfasten. Address cards and all printed matter presenting the form and consistency of an unfolded card may be forwarded without band, envelope, fastening, or fold. The front is reserved for postage stamps, postmarks, and the address; but the sender may also *stamp* his name and address there.

—maximum weight.

The maximum weight of any package of printed matter is fixed at 2 kilograms (4 lb. 6 oz.), except single volumes of printed books for Mexico, Canada, or Salvador, and packages of "second-class matter" for Canada. The maximum size is fixed at 45 centimeters (18 inches) in any one direction, *except* that *rolls* of printed matter which do not exceed 75 centimeters (30 inches) in length and 10 centimeters (4 inches) in diameter may be forwarded by mail.

See sec. 531 as to rates of postage.

Samples of merchandise.

Sec. 529. Samples of merchandise must conform to the following conditions:

—how packed, etc.

a. They must be placed in bags, boxes, or removable envelopes in such a manner as to admit of easy inspection.

—must not have salable value nor bear writing, except.

b. They must not have any salable value, nor bear any manuscript other than the name or the social position of the sender, the address of the addressee, a manufacturer's or trade mark, numbers, prices, and indications relating to the weight, size, and quantity to be disposed of, and words which are necessary to precisely indicate the origin and nature of the merchandise.

c. Packages of samples must not exceed 350 grams (12 ounces) in weight, or the following dimensions: 30 centimeters (12 inches) in length, 20 centimeters (8 inches) in breadth, and 10 centimeters (4 inches) in depth, except that when in the form of a roll a package of samples may measure not to exceed 30 centimeters (12 inches) in length, and 15 centimeters (6 inches) in diameter. —dimensions and weight.

2. Samples of liquids, fatty substances, and powders, whether coloring or not (except such as are dangerous, inflammable, explosive, or exhale a bad odor), and also live bees, specimens of natural history, and articles of glass, will be admitted to the mails, provided said samples conform to the following conditions, viz: Samples of liquids.

a. Liquids, oils, and fatty substances which easily liquefy must be placed in thick glass bottles hermetically sealed; the bottles must be placed in a wooden box which can be opened without withdrawing tacks, nails, or screws, containing sufficient spongy matter to absorb the contents if the bottles should break, and this wooden box must be inclosed in a case of metal or wood with a screw top, or of strong and thick leather, in order that it may be easily opened for examination of the contents. If perforated wooden blocks are used measuring at least 2½ millimeters (1-10 inch) in the thinnest part, sufficiently filled with absorbent material and furnished with a lid, it is not necessary that the blocks should be inclosed in a second case. Oils and fatty substances. —which liquefy.

b. Fatty substances which do not easily liquefy, such as ointments, resin, etc., must be inclosed in a box or bag of linen, parchment, etc., and then placed in an outside box of wood, metal, or strong, thick leather. —which do not liquefy.

c. Dry powders, whether coloring or not, must be inclosed in boxes or stout envelopes, which are placed in an outside bag of linen or parchment. Samples of flour, meal, or sand are transmissible to Great Britain, provided they are inclosed in boxes or envelopes placed in outside bags of linen or parchment. Dry powders.

d. Live bees must be inclosed in wooden boxes closed with a wire screen, protected by an easily removable wooden lid. Live bees.

e. Specimens of natural history, such as dried or preserved animals or plants, geological specimens, etc., which are not sent for commercial purposes, can be admitted at the postage rate and under the conditions of weight, size, etc., prescribed for "Samples. Specimens of natural history.

Fragile samples.

f. "Samples" of articles composed of glass or other fragile substances must be packed solidly in boxes in a way to preclude the possibility of injury to postal employees or the correspondence, in case the articles should break.

See sec. 531 as to rates of postage; secs. 494 to 496 as to preparation and packing of liquids, specimens, etc., in the domestic mails.

Permissible additions.

Sec. 530. Packets of printed matter, commercial papers, and samples must not contain any letter or manuscript note having the character of an actual and personal correspondence, and must be made up in such manner as to admit of being easily examined.

—in manuscript to "prints."

2. The following manuscript additions may be made to "prints:" The name, business, and residence of the sender; to visiting cards, the title and address of the sender, and congratulations, thanks, etc., not to exceed five words; the date of dispatch; the necessary corrections on proofs of printing, and the "copy" may be inclosed with the proof; correction of errors in printing other than proof; the erasure and underscoring of certain words; the insertion, or correction of figures in price lists, advertisements, trade circulars, and prospectuses; the insertion of the name of the traveler, the date and place of his intended visit, in notices concerning the trips of commercial travelers; the dates of sailing on notices relating to the sailing of vessels; the name of the person invited, the date, object, and place, on cards of invitation and notices of meetings; a dedication on books, journals, photographs, Christmas and New Year's cards; fashion plates, maps, etc., may be painted; to cuttings from journals, the title, date, number and address of the journal from which they were cut may be added.

Merchandise, prints, and papers in one package.

3. There may be inclosed in the same package, samples of merchandise, prints, and commercial papers, but subject to the following conditions:

a. That each class of articles taken singly shall not exceed the limits which are applicable to it as regards weight and size.

b. That the total weight of the package must not exceed 2 kilograms (4 pounds 6 ounces).

c. That the *minimum charge* shall be *five cents* when the package contains *commercial papers* and *two cents* when it consists of printed matter and *samples*.

See sec. 531 as to rates of postage.

Rates and payment of postage.

Sec. 531. The rates of postage for the conveyance of articles throughout the entire extent of all Postal Union countries, including delivery at the residence of the addressee, where free-delivery service exists, are as follows:

—on letters.

a For letters, five cents for each half ounce or fraction thereof if prepaid.

—on postal cards.
—on private mailing cards ("post cards").

b For postal cards and private mailing cards ("post cards"), two cents each; and for postal cards with paid reply, two cents on each part.

—on printed matter.

c For printed matter of every kind, commercial papers, and samples of merchandise one cent for each weight of 2 ounces or fraction thereof; but at least five cents must be paid on each packet of commercial papers, and at least two cents on each packet of samples of merchandise.

Forwarding without prepayment.

2. Letters will be forwarded without prepayment of any postage; other articles will only be forwarded if prepaid in part; and in all cases of insufficient prepayment double the amount of the deficiency will be collected of the addressee.

Stamps, kind acceptable.

3. Postage can be prepaid upon articles only by means of postage stamps of the country in which the articles are mailed. Articles (other than the reply-half of double postal cards) mailed in one country addressed to another country, which bear postage stamps of the country to which they are addressed, or of any country other than the one in which they are mailed, will be treated as if they had no postage stamps attached to them. This will not apply to the United States postal agency at Shanghai, China, at which place United States postage stamps are valid for the prepayment of postage. (See sec. 1312.)

—reforwarding.

4. All mailable matter will be reforwarded without extra charge within the limits of the Union, and the deficient postage, if any, collected at the office of delivery. Matter erroneously or incompletely addressed and returned to the sender for correction will not be reforwarded except upon payment of postage therefor anew.

—unpaid and short-paid matter.

5. If unpaid or short-paid articles are returned to the senders as undeliverable, the senders will be required to pay the amount which would have been collected of the addressees if the article had been delivered.

See sec. 535 as to rates of postage to countries not in the Universal Postal Union; secs. 532 to 534 as to domestic rates of postage on matter to and from Canada, Cuba, and Mexico.

IV.—Classification of Mail Matter between United States, Canada, Cuba, and Mexico, and Rates of Postage.

Mails with Canada.—how classified and admitted.

Sec. 532. Articles of mail matter for Canada are classified and admitted to the mails at the same rates of postage and in all respects according to the domestic regulations of the United States; and mails from Canada will be received and delivered as domestic mails, except as otherwise specially provided in these regulations. (See sec. 455; also sec. 528 as to limit of weight for printed matter.)

Seeds, plants, etc.

2. The rate of postage on packages of seeds, plants, etc., destined for Canada is one cent per ounce.

"Commercial papers," "samples," etc.

3. "Commercial papers" (see sec. 527) and "samples of merchandise" (see sec. 529) are exchangeable by mail between the United States and Canada at the postage rate and under the conditions applicable to similar articles (see sec. 531) in the mails exchanged between this country and countries of the Universal Postal Union.

Sealed packages inadmissible.

4. Sealed packages other than letters in their usual and ordinary form must not be dispatched to Canada, even if postage is prepaid thereon in full at the letter rate.

Evasion of payment of full rate of postage.

5. Should any article be tendered for mailing at a post-office in the United States, obviously with the intent to evade the higher postage rate applicable to it in Canada, it must be refused unless payment be made of such higher rate. Postmasters on the Canadian border, and at offices near that country, are especially enjoined to carefully observe this provision.

Mails with Cuba.—classified and admitted as domestic mails.

Sec. 533. Articles of mail matter for Cuba will be classified and admitted to the mails at the same rates of postage and in all respects according to domestic regulations of the United States, and mails from Cuba will be received and delivered as domestic mails.

Sealed packages prohibited.

2. Articles other than letters in their usual and ordinary form must never be closed against inspection, but must be so wrapped or inclosed that they may be readily and thoroughly examined by postmasters and customs officers.

Sec. 534. Articles of mail matter for Mexico will be classified and admitted to the mails at the same rates of postage and in all respects according to domestic regulations of the United States, and mails from Mexico will be received and delivered as domestic mails, except as otherwise specially provided in these regulations. (See "Parcels-Post," sec. 540; sec. 528 as to limit of weight of printed matter.)

Mails with Mexico. —classified and admitted as are domestic mails, except.

2. Articles other than letters in their usual and ordinary form must never be closed against inspection, but must be so wrapped or inclosed that they may be readily and thoroughly examined by postmasters or customs officers.

Sealed packages prohibited.

3. Should any article be tendered for mailing at a post-office in the United States, obviously with the intention to evade the higher rates of postage applicable in Mexico, it must be refused unless payment be made of such higher rates, it being designed to prevent persons whose correspondence belongs to the Mexican mails from availing themselves of the rates of postage of the United States. Postmasters on the Mexican border, and at offices near that country, are especially enjoined to carefully observe this provision.

Evasion of payment of full rate of postage.

V.—Classification of Mail Matter to Countries Outside Postal Union, and Rates of Postage.

Sec. 535. The classification of mail matter for countries not embraced in the Universal Postal Union is the same as that for countries within the Universal Postal Union (sec. 524). The current rates of postage on the various articles of mailable matter to foreign countries not in the Postal Union will be published to postmasters through the Official Guide.

Mails with foreign countries not in Postal Union. —how classified.

—current rates published in Official Guide.

2. The table of special rates published in the Official Guide should be carefully observed, and payment exacted in accordance therewith.

Sec. 536. The rate of United States postage on mail matter sent to or received from foreign countries with which different rates have not been established by postal convention or other arrangement, when forwarded by vessels regularly employed in transporting the mail, shall be ten cents for each half ounce or fraction thereof on letters, unless reduced by order of the Postmaster-General; two cents each on newspapers; and not exceeding two cents per each two ounces, or fraction thereof, on pamphlets, periodicals, books, and other printed matter, which postage shall be prepaid on matter sent and collected on matter received; and to avoid loss to the United States in the payment of balances, the

Rates of postage to foreign countries not in Postal Union. R. S., § 3912.

—may be reduced by P. M. Genl.

Postmaster-General may collect the unpaid postage on letters from foreign countries in coin or its equivalent.

See preceding section as to rates to countries not in the Universal Postal Union; sec. 523 as to exchanges through intermediary.

Retaliatory postage on certain foreign matter.
R. S., § 4015.

Sec. 537. The Postmaster-General, under the direction of the President of the United States, is hereby authorized and empowered to charge upon, and collect from, all letters and other mailable matter carried to and from any port of the United States, in any foreign packet ship or other vessel, the same rate or rates of charge for American postage which the government to which such foreign packet or other vessel belongs imposes upon letters and other mailable matter conveyed to or from such foreign country in American packets or other vessels as the postage of such government, and at any time to revoke the same; and all custom-house officers and other United States agents designated or appointed for that purpose shall enforce or carry into effect the foregoing provision, and aid or assist in the collection of such postage, and to that end it shall be lawful for such officers and agents, on suspicion of fraud, to open and examine, in the presence of two or more respectable persons, being citizens of the United States, any package or packages supposed to contain mailable matter found on board such packets or other vessels or elsewhere, and to prevent, if necessary, such packets or other vessels from entering, breaking bulk, or making clearance until such letters or other mailable matter are duly delivered into the United States post-office.

—when may be imposed.

Authority to open packages, when.

See sec. 1309 as to letters brought to United States on foreign vessels.

VI.—Unmailable Matter.

Matter not admitted to Postal Union mails.

Sec. 538. The following articles are prohibited transmission in mails exchanged between the countries of the Universal Postal Union, viz:

—includes what.

a. All articles, except letters, which are not prepaid, at least in part.

b. Printed matter, commercial papers, and samples of merchandise, which contain any letter or manuscript not having the character of an actual and personal correspondence.

c. Printed matter, commercial papers, and samples of merchandise which are not made up in packets in such manner as to admit of their being easily examined.

d. Matter printed by special processes mentioned in section 528, when not presented as therein directed.

e. Samples of merchandise which have a merchantable value, or which exceed the prescribed weight or size.

f. Packets of commercial papers and prints of all kinds which exceed the prescribed weight or size.

g. All articles of a nature likely to soil or injure the mails.

h. Letters or packets containing current coin.

i. Any packets whatever containing articles liable to customs duty.

j. Gold or silver bullion, precious stones, jewelry, or other precious articles to or through the mails of any country whose legislation prohibits their being placed in the mails or forwarded.

k. The article "Foreign Mails" in the Postal Guide for January of each year will be consulted for information respecting articles which are prohibited the mails for some countries but are mailable to others.

See sec. 696 as to undeliverable articles of foreign origin; sec. 500 as to unmailable matter in domestic mails.

Unmailable matter. —includes what.

Sec. 539. All articles which are not wrapped or inclosed as required by these regulations; all publications which violate the copyright laws of the country of destination; packets which exceed 4 pounds 6 ounces in weight; liquids, poisons, explosive or inflammable substances, fatty substances, those which easily liquefy, live or dead animals (not dried), insects and reptiles, confections, pastes, fruits and vegetables liable to decomposition, substances which exhale a bad odor, are unmailable.

—under domestic regulations, not admissible to foreign mails.

2. All articles which are not admissible to the domestic mails on account of the danger of damage to the mails or injury to the persons handling the same, unless wrapped as prescribed by regulation will not be admitted to the foreign mails (sec. 496), and the statutes forbidding the transmission in the mails of obscene matter, or articles for indecent or immoral purposes (sec. 497), of matter which contains on the outside cover or wrapper, or postal cards, bearing scurrilous or defamatory words or language, etc. (sec. 498), of matter relating to lotteries or similar enterprises, including newspapers, etc., containing advertisements of lotteries, etc. (sec. 499), and of matter relating to schemes to defraud (secs. 499 and 500) apply also to such matter in the foreign mails, but where such matter is merely in transit across the territory of the United States it will not be interfered with.

See sec. 688 as to treatment of obscene, scurrilous, lottery, and fraudulent matter at mailing office; sec. 702 at delivery offices; sec. 696 at exchange offices; sec. 700 as to importation of lottery and obscene matter; sec. 1619, as to penalty for officers aiding in importation of obscene matter; sec. 1620 as to penalty for importation of obscene or lottery matter.

VII.—Foreign Parcels Post.

Countries to which parcels may be sent.

Sec. 540. Articles of miscellaneous mailable merchandise may be sent by parcels post to the countries and at the rates of postage named below, provided the packages are not sealed and conform to the limits of size and weight and to the other conditions provided in these regulations.

—conditions.

2.—*Table of countries, rates of postage, limit of dimensions and weight, and exchange offices.*

Names of countries.	Postage.		Maximum dimensions and weight of parcels.				Exchange post-offices.	
	For a parcel not exceeding 1 pound.	For every additional pound or fraction of a pound.	Greatest length.	Greatest length and girth combined.	Greatest girth.	Greatest weight.	United States.	Foreign.
	Cents.	*Cents.*	*Ft. in.*	*Feet.*	*Feet.*	*Pounds.*		
Bahamas	12	12	3 6	6	.....	11	New York	Nassau.
Barbados	12	12	3 6	6	.....	11	.....do	Bridgetown.
Colombia	12	12	2	.....	4	11	All offices authorized to exchange mails between the two countries.	All offices authorized to exchange mails between the two countries.
Costa Rica	12	12	2	.....	4	11	.....do	Do.
The Danish West Indies	12	12	3 6	6	.....	11	.....do	Do.
Honduras (British)	12	12	3 6	6	.....	11	New Orleans	Belize.
Jamaica, including the Turks and Caicos Islands.	12	12	3 6	6	.....	11	New York, Boston, Philadelphia, Baltimore.	Kingston, Port Antonio.
Leeward Islands (Antigua with Barbuda and Redonda, St. Kitts, Nevis with Anquilla, Dominica, Montserrat, and the Virgin Islands).	12	12	3 6	6	.....	11	New York	St. John, Antigua.
Mexico.—See article "Foreign mails" in Postal Guide for January, for a list of Mexican post-offices. (See sec. 534.)	12	12	2	.....	4	11	All offices authorized to exchange mails between the two countries.	All offices authorized to exchange mails between the two countries.
Salvador	12	12	3 6	6	.....	11	New York, San Francisco	San Salvador.
British Guiana	12	12	3 6	6	.....	11	All offices authorized to exchange mails between the two countries.	All offices authorized to exchange mails between the two countries.
Windward Islands (Grenada, St. Vincent, the Grenadines, and St. Lucia).	12	12	3 6	6	.....	11	.....do	Do.

2.—*Table of countries, rates of postage, limit of dimensions and weight, and exchange offices*—Continued.

Names of countries.	Postage.		Maximum dimensions and weight of parcels.				Exchange post-offices.	
	For a parcel not exceeding 1 pound.	For every additional pound or fraction of a pound.	Greatest length.	Greatest length and girth combined.	Greatest girth.	Greatest weight.	United States.	Foreign.
	Cents.	*Cents.*	*Ft. in.*	*Feet.*	*Feet.*	*Pounds.*		
Newfoundland	12	12	3 6	6	.....	11	New York, Philadelphia	St. John's.
Honduras (Republic of)	12	12	3 6	6	.....	11	New York, New Orleans, San Francisco.	Tegucigalpa, Puerto Cortez, Amapala, Trujillo.
Trinidad, including Tobago	12	12	3 6	6	.....	11	New York	Port of Spain.
Chile	20	20	3 6	6	.....	11	New York, San Francisco	Valparaiso.
Germany	12	12	3 6	6	.....	11	New York	Hamburg, Bremen.
Guatemala	12	12	3 6	6	.....	11	New York, New Orleans, San Francisco.	Guatemala City, Retalhuleu, Puerto Barrios.
Nicaragua	12	12	3 6	6	.....	11	.....do	Bluefields, San Juan del Norte, Corinto.
New Zealand	12	12	3 6	6	.....	11	San Francisco, Honolulu	Auckland.
Venezuela	12	12	3 6	6	.....	11	All offices authorized to exchange mails between the two countries.	All offices authorized to exchange mails between the two countries.
Bolivia	20	20	3 6	6	.....	11	New York, San Francisco	La Paz.

3. Postage must be prepaid at the rate hereinbefore provided for each pound or fraction thereof. Fractions of pound.

4. The sender of an *unregistered* parcel may obtain a "Return receipt" by paying an additional fee of five cents. Where such receipts are asked for, the words "Return receipt demanded" must be written on the cover of the parcel. Return receipts, fee for.

5. Postage, and the return-receipt fee, where demanded, must be prepaid in full by means of postage stamps affixed to the parcel. Postage and fees, how paid.

6. If a registered parcel is received at an exchange post-office with the proper postage not prepaid in full, postage stamps to cover the deficiency should be affixed, pursuant to the provisions of section 959, except in the case of articles mailed at and addressed to a United States post-office which are afterwards forwarded to the addressee in a foreign country, as to which see section 954, under Registry System. Deficient registered parcel.

7. A postage charge of five cents will be collected on each single parcel, of whatever weight, received by parcels post from any foreign country; but if the weight exceed one pound, a charge of one cent for each four ounces or fraction thereof will be collected; except that on parcels received from the Danish West Indies a *maximum* charge of ten cents only will be collected, and upon parcels received from British Guiana, the Windward Islands, Newfoundland, Trinidad, Chile, Germany, Guatemala, Nicaragua, New Zealand, and Venezuela not more than five cents will be collected on the delivery of any one parcel. (See secs. 616, 621, and 622.) Postage charge on delivery of parcels. —how collected.

See secs. 689 and 690 as to treatment of parcels-post packages at mailing offices; secs. 703, 705, and 706 at receiving offices; sec. 940 as to registration of parcels-post matter.

Sec. 541. The weight of parcels-post packages dispatched from the United States to Mexico is limited to 4 pounds 6 ounces (2 kilograms), except that packages weighing not more than 11 pounds (5 kilograms) may be dispatched, when addressed for delivery at one of the Mexican post-offices published in the list under the article "Foreign Mails" in the Postal Guide for January. (See sec. 540.) **Parcels for Mexico.** —weight of, to certain post-offices.

Sec. 542. Any article admissible to the domestic mails of the United States may be sent, in unsealed packages, by parcels post to the countries given in section **Matter admissible to parcels post.**

Prohibited articles.

540, except the following, which are prohibited transmission: Publications which violate the copyright laws of the country of destination; poisons, and explosive or inflammable substances; liquids and substances which easily liquefy; confections and pastes; live or dead animals, except dead insects and reptiles when thoroughly dried; fruits and vegetables which easily decompose, and substances which exhale a bad odor; articles which might in any way damage or destroy the mails or injure the persons handling them (sec. 496); obscene matter, articles intended for indecent or immoral use, etc. (sec. 497); matter which contains, on the outside cover or wrapper, or postal cards bearing, scurrilous or libelous language, etc. (sec. 498); and matter which relates to lotteries or similar enterprises (sec. 499) or to fraudulent schemes (sec. 1617). (See sec. 539.)

Personal correspondence not to accompany articles.

2. A letter or communication of the nature of personal correspondence must not accompany, be written on, or inclosed with any parcel. Where such letters or communications are found, they will be placed in the mails if separable; and if the communication be inseparably attached to the parcel the whole parcel will be rejected. Should any parcels containing such communications inadvertently be forwarded, the country of destination will collect upon the letter or letters double the letter rate of postage prescribed by the Universal Postal Convention.

No parcel to contain packages addressed to others.

3. No parcel may contain packages addressed to persons other than the person named in the outside address of the parcel itself. Where inclosed packages are detected, they must be sent forward singly, charged with new and distinct parcel-postage rates.

Wrapping and preparation of parcels.

4. Parcels must be securely and substantially packed, so that they can be safely transmitted in the ordinary mail sacks, and so wrapped or inclosed that they can be opened without damaging the cover and the contents can be easily examined by postmasters and officers of the customs. Boxes with lids screwed or nailed on and bags closed by means of sewing or pasting may be used, provided they are presented at the post-office open for inspection, and are then closed by the senders. Parcels wrapped in thin, flimsy paper must not be accepted, as they are liable to become broken in transit and the contents lost or damaged.

Addressing of parcels.

5. Parcels must be plainly directed, giving the name and full address of the person for whom intended, and

must bear the words "Parcels Post" conspicuously in the upper left-hand corner, and the name and address of the sender in such a position that it will not be mistaken for the address of the parcel.

Parcels not to be mailed in letter box.

6. A parcel must not be posted in a letter box, but must be presented at the post-office, to the person in charge, between the hours of 9 a. m. and 5 p. m.

Blanks for parcels-post service.

Sec. 543. Postmasters will make requisition upon the Superintendent of Foreign Mails, Post-Office Department, for supplies of blank "Certificates of Mailing" and "Customs Declarations."

FORM 1.

A.

Parcel-post between the United States and ——— ———.

Date. Stamp.	FORM OF CUSTOMS DECLARATION.	Place to which the parcel is addressed.

Description of parcel. [State whether box, basket, bag, &c.]	Contents.	Value.	Per cent.	Total customs charges.
		$		$
	Total.....	$		$

Date of posting, ———, 19—; signature and address of sender { ——— ———, ——— ———.

☞For use of Post-Office only, and to be filled up at the office of exchange.
Parcel bill No. ———; No. of rates prepaid, ———; Entry No. ———.

B.

Parcels-Post from ——— ———.
The import duty assessed by an officer of customs on contents of this parcel amounts to $———, which must be paid before the parcel is delivered.

Date

Stamp.

——— ———,
Customs Officer.

C.

Parcels-Post from ——— ———.
This parcel has been passed by an officer of customs and must be delivered

FREE OF CHARGE.

Date

Stamp.

——— ———
Postmaster.

FORM 2.

Parcels-Post.

A parcel addressed as under has been posted here this day.	
Office Stamp.	.....
	.....
	.....
This certificate is given to inform the sender of the posting of a parcel, and does not indicate that any liability in respect of such parcel attaches to the Postmaster-General.	

VIII.—FREE MATTER IN FOREIGN MAILS.

Official correspondence.

Sec. 544. Under the Universal Postal Union Convention official correspondence relative to the postal service and exchanged between postal administrations, between those administrations and the international bureau, and between exchange post-offices of the countries of the union, will be transported in the mails free of charge.

—to countries of Postal Union, how limited.

—to Canada, Cuba, and Mexico.

2. Official correspondence which is admissible to the domestic mails under penalty envelope or label may also be forwarded in the same manner to Canada, Cuba, and Mexico. (See secs. 512 to 514.)

Public documents.

3. Public documents, the Congressional Record, seeds, agricultural reports, and matter sent by the Vice-President, Members, Members-elect of, Delegates, and Delegates-elect to Congress, on official business, which are mailable free under sections 506, 507, 508, and 509, may also be sent free in the same manner to Canada, Cuba, and Mexico, but to no other countries.

—to Canada, Cuba, and Mexico.

Reports of agricultural stations.

4. The annual reports of agricultural experiment stations may be sent free to Canada, Cuba, and Mexico. (See sec. 517.)

IX.—MISCELLANEOUS PROVISIONS.

Consuls may pay foreign postage in certain cases on matter for United States detained at foreign ports for want of postage. R. S., § 4014.

Sec. 545. The Postmaster-General or the Secretary of State is hereby authorized to empower the consuls of the United States to pay the foreign postage on such letters destined for the United States as may be detained at the ports of foreign countries for the nonpayment of postage, which postage shall be by the consul marked as paid by him, and the amount thereof shall be collected in the United States as other postage, on the delivery of the let-

ters, and repaid to said consul, or credited on his account at the State Department.

Collection of duty on books.
1879, Mar. 3, ch. 180, § 17, 1 Supp., 247.

Sec. 546. * * * Books which are admitted to the international mails exchanged under the provisions of the Universal Postal Union Convention may, when subject to customs duty, be delivered to addresses in the United States under such regulations for the collection of duties as may be agreed upon by the Secretary of the Treasury and the Postmaster-General.

Note

NOTE.—The first part of the statute provided that printed matter received in the mails from foreign countries under the provisions of postal treaties should be free of customs duties; but the Secretary of the Treasury holds that this is superseded by the current tariff act of July 24, 1897 (ch. 11, 2 Supp. R. S., 642), and that all printed matter not otherwise provided for in said act is liable to customs duty.

See sec. 708 as to collection of customs duty on books and certain printed matter from foreign countries; see current edition January Postal Guide as to articles liable to customs duties.

Loss of foreign mail matter or complaints relating thereto.

Sec. 547. All complaints as to, or cases of, loss, damage, wrong delivery, or nondelivery, or improper treatment of any article of foreign mail matter or matter in transit across the territory of the United States, and all cases relating to mail matter dispatched to or from the United States which may be made the subject of bulletins of verification issued by an exchange office on account of alleged loss or the damaged condition of said mail matter, will be reported to the Fourth Assistant Postmaster-General, Division of Post-Office Inspectors and Mail Depredations.

—to be reported, how.

CHAPTER 4.

GENERAL PROVISIONS AS TO TREATMENT OF DOMESTIC MAIL MATTER IN POST-OFFICES.

Privacy of matter under seal.

Sec. 548. Under no circumstances will any person in the postal service, except those employed for that purpose in the Dead-Letter Office, break or permit to be broken the seal of any letter or other matter, while it is in custody of the postal service. Neither postmasters, inspectors, employés of the Post-Office Department, nor officers of the law, without legal warrant therefor, have authority to open a sealed letter while in the mails, under any pretext; that it may contain improper or criminal matter, or furnish evidence for the conviction of offenders, is no excuse.

Sealed matter not to be opened, except on warrant.

2. The seal of letters or packages suspected to contain unmailable matter must not be broken to ascertain that fact.

Sealed letters, etc., not to be opened on suspicion they contain unmailable matter.

Unsealed matter may be examined when suspected to contain unmailable matter.

3. Postal cards, private mailing cards ("post cards"), and circulars unsealed and all other unsealed matter may, when suspected to contain unmailable matter, be examined for the purpose of ascertaining their character.

See sec. 1605 as to penalty for improperly detaining, opening, or destroying letters; sec. 1610 as to penalty for intercepting or secreting letter; secs. 497 to 500 as to obscene, scurrilous, lottery, and fraudulent matter. See current Annual Postal Guide for instructions in connection with mail matter for the Philippine Islands and transmitted by rural free delivery.

Postmasters not to give information respecting mail matter.

Sec. 549. Postmasters and all others in the postal service must not furnish information concerning mail matter received or delivered, except to the persons to whom it is addressed or their authorized agents, or post-office inspectors.

Information to officers of the law.

2. When the same can be done without interference with the regular business of the office, postmasters may, however, furnish to officers of the law, to aid them in discovering a fugitive from justice, information concerning the postmarks and addresses of letters, but must not delay or withhold the delivery thereof to the persons addressed.

Lists of names or addresses.

3. Postmasters must not furnish lists of the names of persons receiving mail at their offices; neither must such information be furnished by members of postmasters' families. When a request for such information is received, accompanied by a postage stamp, such stamp should be returned to the writer, under cover of a penalty envelope, with the information that the regulations forbid furnishing the information desired. Lists of names sent to postmasters for revision must be returned to the senders when postage stamps are inclosed for that purpose; but no new names must be added to the lists. Postmasters may, if they so desire, however, cross off the names of those persons who have moved away or are deceased.

Who may have access to mails.

Sec. 550. Postmasters must not permit any persons, except duly sworn assistants, clerks, letter carriers, and post-office inspectors or other authorized representative of the Department to have access to any mail matter in the post-office. This prohibition extends especially to mail contractors and their drivers.

Persons not authorized to be excluded.

2. Mails should not be made up or handled within reach of unauthorized persons, and such persons should

be excluded from the room appropriated to the use of the post-office while the mails are being opened or made up.

See secs. 1361 and 1382 as to care of mail locks and keys.

Safeguard against loss of mail matter. —waste paper to be examined as.

Sec. 551. To guard against the possibility of loss of letters or other mail matter, the postmaster or one of his assistants should collect and examine waste paper which has accumulated therein before the post-office is swept or cleaned.

See sec. 357 as to waste paper and disposal thereof.

Valuable matter found loose in the mails and in post-offices. —to be retained three months, at what offices.

Sec. 552. All money or other articles of value found loose in the mails received at post-offices located at division headquarters of the Railway Mail Service will, if unclaimed, be retained for three months. A complete record of such matter shall be kept, showing full particulars, such as may enable the rightful owners to identify and receive their property without loss of time. Such matter may be delivered to the proper claimants, and their receipts will be taken therefor upon blanks provided for the purpose, weekly reports of all such cases being made in detail to the Dead-Letter Office. Every effort will be made to match or identify money or articles found with losses or deficiencies in mail matter, and to deliver the same to the proper owners at the same time as the letters or packages from which they have become separated, or as soon thereafter as possible.

—record of.

—effort to deliver.

2. Any money or articles remaining at post-offices located at division headquarters of the Railway Mail Service unclaimed at the end of three months must be forwarded to the Dead-Letter Office, each article being inclosed in a separate envelope or wrapper, indorsed with a full description and statement of when and where found. The parcels must be numbered and described upon an unmailable bill (Form 1522 or 1522½), but returns of loose money and postage stamps must not be inclosed with matter of the third or fourth class.

—forwarding of, to Dead-Letter Office.

3. Weekly returns will be made to the Dead-Letter Office by postmasters at offices other than those located at division headquarters of the Railway Mail Service of all money or other articles found loose in the mails, and received from the Railway Mail Service or other sources. Such money or articles must not be returned to claimants. All matter on hand at the time such

—weekly returns of, at what offices.

returns are made will be included therein, and such returns will be prepared and made up as hereinbefore provided.

—returns of, to be registered.

4. All returns of money and stamps must be registered when sent to the Dead-Letter Office.

See sec. 505 as to report of complaints, and damage, loss, theft, etc., of mail; sec. 278 as to report of robberies of post-offices.

CHAPTER 5.

TREATMENT OF DOMESTIC MAIL MATTER AT POST-OFFICES OF MAILING AND AT POST-OFFICES IN TRANSIT.

I.—Receipt of Matter at Mailing Offices.

Time for closing mails. R. S., § 3840.

Sec. 553. All letters brought to any post-office half an hour before the time for the departure of the mail shall be forwarded therein; but at offices where, in the opinion of the Postmaster-General, more time for making up the mail is required, he may prescribe accordingly, not exceeding one hour.

—at first-class offices, one hour.
—at other offices.

2. Mails at first-class post-offices will be closed not more than one hour, and at all other offices not more than half an hour, before the schedule time of departure of trains, unless such departure is between the hours of 9 p. m. and 5 a. m., when they may be closed at 9 p. m. At fourth-class offices the mails should not be closed until it becomes necessary, allowing a reasonable time for delivery at the train or to the carrier on star routes.

—special exemptions.

3. This regulation does not apply to the post-office at New York City, and any office may be exempted therefrom by special order.

See sec. 605 as to opening of mails at intermediate offices; sec. 1322 as to notice and record of arrival and departure of mails.

Cancellation of stamps at railway stations.

Sec. 554. Postmasters may, for the convenience of the public, erect boxes at railway stations for the reception of mail matter and cancel the stamps on said matter at the station. (See sec. 376.)

See sec. 596 as to postmasters delivering late letters after cancellation to postal clerks in person or by clerks, but not by private hands.

Deposit of mail matter not to be solicited.

Sec. 555. Postmasters must not solicit the mailing of matter at their offices by persons living or doing business within the delivery of another post-office.

2. Violations of this regulation will be regarded as cause for removal. —penalty for.

See sec. 329 as to soliciting purchase of stamps.

Sec. 556. When matter is received for mailing, its weight should be ascertained and postage thereon rated up. The postage will be determined from the weight of matter at the time of mailing, as mail matter, from various causes, frequently diminishes in weight during transit. **Weight of matter.** —to be ascertained and postage rated upon mailing.

See sec. 421 as to rating and dispatch of first-class matter upon which one full rate is paid; sec. 420 as to treatment of certain matter paid at drop rates; sec. 422 as to unpaid soldiers and sailors' letters; sec. 571 as to treatment of other matter upon which postage is unpaid or insufficiently paid; sec. 572 as to correcting misdirected matter; sec. 772 as to special-delivery letters upon which no postage is paid.

Sec. 557. All ship and steamboat letters and printed matter delivered into post-offices by masters of vessels will be rated with the postage due thereon, as provided in sections 423 and 424, and indorsed "Postage due — cents," and dispatched to destination. **Treatment of ship and steamboat matter.**

See sec. 1247 as to ship letters and meaning thereof; secs. 1248 to 1250 as to fees to masters of vessels for carrying ship and steamboat letters and payment thereof.

Sec. 558. Letters brought by steamboats should be marked "Steamboat" at the time of receiving them. **Account of ship and steamboat letters to be kept.**

2. Postmasters will keep an account of both ship and steamboat letters received and the postage chargeable thereon.

See sec. 424 as to postage on such letters.

Sec. 559. Where wholly unpaid letters are delivered into a terminal post-office by a postal clerk on a steamboat route, they will be treated in all respects as other unpaid letters. (See sec. 571.) **Unpaid letters from steamboat routes.** —how treated.

See sec. 1251 as to nonpayment of fees in such cases.

Sec. 560. Second-class matter must be brought for mailing to the post-office and there weighed in bulk. **Second-class matter.**

2. Packages of sample copies, copies entitled to free county circulation, and copies addressed to other subscribers, exchanges, etc., including copies subject to postage within the county (see sec. 453) must be weighed separately. —weighing of.

3. In weighing second-class matter fractions must be treated as full pounds in all cases; for instance, $4\frac{1}{8}$ pounds will be called 5 pounds. —fractions in weight of.

—mailed by news agents.

4. Postmasters must examine carefully second-class matter offered for mailing at the pound rate by news agents to see that there is a strict compliance with the regulations, and will report to the Third Assistant Postmaster-General any violations thereof. Where publications offered by news agents do not contain a notice of entry postmasters may refuse to receive them as second-class matter. (See sec. 470.)

Infected mail.
—not to be received for mailing.

Sec. 561. Postmasters should refuse to receive into their offices mail matter brought by persons who are inmates of or messengers from houses containing cases of contagious diseases, such as smallpox, yellow fever, etc., when ordered to do so by a board of health or other local authority having jurisdiction of matters affecting the public health. If there be no such organization or official, the postmaster should be governed by the advice of one or more reputable physicians.

—treatment of, when returned to mailing office.

2. Mail matter which is refused and returned under the provisions of section 626 on account of contagious diseases existing at the office of dispatch will be held until the prohibition is removed, and shall, after being properly fumigated under the directions of the proper medical authorities, be dispatched to its destination.

See sec. 657 as to delivery of mail at houses containing cases of contagious disease; sec. 626 as to conduct of business of post-office where contagious disease in postmaster's family, and as to destruction of stamps, supplies, blanks, etc., in case of contagious disease.

Matter bearing canceled or improper stamps.

Sec. 562. When matter bearing previously used stamps is deposited for mailing (except as provided in section 627 as to forwarding mail matter) and the postmaster can identify the person so attempting to use them without breaking the seal of the matter, the case

—report to Fourth Assistant Postmaster General.

should be reported to the Fourth Assistant Postmaster-General, Division of Post-Office Inspectors and Mail Depredations.

—to be treated as held for postage, when.

2. If the person mailing matter bearing previously used stamps can not be identified, it should be treated

—when to be forwarded.

as "held for postage." (See sec. 571.) Upon receipt of stamps to pay postage they should be affixed and cancelled and the letter then forwarded under official cover to the postmaster at the office of address, who should make proper delivery, requesting the return of the envelope and information as to name and address of the sender. When the envelope is thus secured, with name and address of the sender, it should be

forwarded with report to the Fourth Assistant Postmaster-General, Division of Post-Office Inspectors and Mail Depredations. (See sec. 656 as to delivery of such matter.)

Mutilated stamps, defaced stamps, etc., not valid for postage.

3. Mutilated or defaced postage stamps, fractional parts of stamps, postage-due stamps, stamps cut from embossed stamped envelopes, newspaper wrappers, or postal cards, or stamps other than postage stamps, can not be used or counted in prepayment of postage, and matter bearing such stamps must be treated as "held for postage," except when bearing special-delivery stamps, as to which see section 772.

One stamp overlying another.

4. A postage stamp, to be acceptable for postage, must be absolutely without defacement. When stamps are so fixed that one overlies another, concealing part of its surface, the stamp thus covered will not be taken into account in prepayment.

Matter unsealed or in bad order. —how treated.

Sec. 563. Mail matter of the first class deposited in any post-office unsealed, or in a mutilated or otherwise bad condition, must be stamped or marked with the words "RECEIVED UNSEALED" or "RECEIVED IN BAD ORDER," as the case may be, and be officially sealed before being forwarded or delivered.

II.—CANCELING AND POSTMARKING AT MAILING OFFICES.

Stamps to be defaced. R. S., § 3921.

Sec. 564. Postage stamps affixed to all mail matter or the stamped envelopes in which the same is inclosed shall, when deposited for mailing or delivery, be defaced by the postmaster at the mailing office, in such manner as the Postmaster-General may direct; and if any mail matter shall be forwarded without the stamps or envelopes being so defaced, the postmaster at the office of delivery shall deface them, and report the delinquent postmaster to the Postmaster-General.

Report of delinquent postmasters.

Stamps, how canceled. Black ink to be used.

Sec. 565. Postmasters must cancel stamps on mail matter by the use of black canceling ink. (See sec. 80.)

Cancellation to be thorough.

2. In applying the canceling ink to the face of the stamps the defacement must be thorough and complete, so as to prevent the cleaning and reuse of the canceled stamps.

Use of postmarking stamps prohibited, except.

3. The postmarking stamp must not be used as a canceling instrument, except for the cancellation of stamps at the delivery office which were not canceled at the mailing office.

See sec. 325 as to requisition for canceling ink.

All mail matter other than second class mailed without stamps affixed to be postmarked.

Sec. 566. All mail matter, except that of the second class mailed by publishers and news agents without stamps affixed, deposited in any post-office for mailing must bear on the address side a postmark giving name of post-office, name or abbreviation of the State, and, on first-class matter, the date of dispatch, and hour thereof if the office be supplied with an hour-dating stamp. All classes of correspondence addressed to foreign countries must be impressed at the mailing office with a stamp indicating the office of origin and date of posting. No offices are exempt from the requirements of this section.

All classes of foreign matter to be postmarked.

—improper dating or erasure of date prohibited.

2. The willful impression on any mail matter of a postmark bearing any other date than that on which such matter is dispatched, or the erasure of any date of a postmark or back stamp, whether for purpose of fraud or deception or to conceal a delay or detention of mail matter or any other official error or delinquency, will in all cases subject the offender to dismissal from the service.

Daily impression of postmarking stamp to be kept.

Sec. 567. The figures of postmarking stamps must be carefully adjusted at the beginning of each day; a clear impression must be made in a book specially kept for the purpose. Special care must be taken not to omit the Sunday impression of the stamp if the office is open on that day. A book will be provided for first and second class offices, and the larger third-class offices. Postmasters at the smaller offices of the third class, and all offices of the fourth class, must supply this record book themselves, or they may use blank facing slips upon which to make such records.

Impression books—how obtained.

Change of dates.

2. Where the postmarking stamp is fitted with letters and figures indicating the hour at which any letter arrives or is dispatched, they must be changed punctually at the appointed periods. An impression must be made in the record book of every change made throughout the day, and each impression should be taken immediately after change is made, either in the date or hour.

Cleaning of stamp.

3. The impression of every official stamp should be perfect; so made that each letter and figure of the stamp may be distinct. To effect this the stamp must be kept clean, which may be done by brushing it with a stiff brush, slightly wetted and dipped in powdered potash or soda. Alcohol, ether, concentrated lye, or

coal (kerosene) oil, may also be used for this purpose. The type after use must be cleaned before being replaced in the box.

Use of other than official stamps prohibited.

4. Postmasters must not use any other postmarking stamps than those furnished by the Post-Office Department.

Impression book to be kept two years.

5. The book or record of postmarks must be kept two years after the last impression of the stamp is made in it, after which period it may be disposed of as waste paper. (See sec. 357.)

Canceling ink and ink pads.

Sec. 568. Postmasters must not use any other canceling ink than that furnished by the Post-Office Department.

Pads to be kept in good condition.

2. Before using ink the pad must be freed from dust and dirt, and ink that is caked or hardened on the surface. Ink should be applied to pads at the close of business hours so that it will become well absorbed by the felt before morning. No more ink than is necessary to make a legible postmark should be used; the ink will not work well when more is put on the pad than the felt will absorb. Where any of the ink is not taken up by the felt, it should be thoroughly scraped off before using the pad. If ink and pad do not work well and stamp becomes choked with ink or felt from the pad, a thin piece of cloth (muslin preferred) should be placed over the pad, after it is inked. A fresh piece of cloth can be used as often as required. The instructions on the label of ink cans should be observed; cans should always be kept well corked.

Ink, how applied.

New pad, to be singed.

3. Where new pads are received, the surface of the felt should be singed over a light blaze before inking, in order to remove the long fiber on the felt.

Pads, how kept. —how cleaned.

4. Pads when not in use should be placed in the box made for them, face down. If the felt on pad becomes hard and gummed with ink, a strong solution of concentrated lye should be prepared in a plate and the pad placed therein, felt side down, using just enough of the solution to cover the felt without reaching the composition base of the pad. The felt should be allowed to soak an hour or more in this solution, and should then be washed in water until all of the ink is removed, and dried thoroughly, care being taken not to expose the pad to a temperature sufficiently great to melt the composition base. After cleaning and drying the pad, coal oil should be applied on the felt to neutralize the solution.

—new pads, requisition for.

5. When the composition forming the base of the inking pad becomes hard and brittle and loses its elasticity, or the felt is worn down to the composition base, a new one should be obtained. (See sec. 325.)

III.—Matter not to be dispatched and Unmailable Matter at Mailing Offices.

Unpaid letter R. S., § 3937.

Sec. 569. All domestic letters deposited in any post-office for mailing, on which the postage is wholly unpaid or paid less than one full rate as required by law, except letters lawfully free and duly certified letters of soldiers, sailors, and marines in the service of the United States, shall be sent by the postmaster to the Dead-Letter Office in Washington. * * *

—to be sent to Dead-Letter Office, except.

See sec. 420 for balance of statute relating to forwarding in certain cases of matter mailed at drop-letter rate.

Unpaid letters accompanied by money insufficient for one full rate.

Sec. 570. Where a number of letters are deposited in a letter box wholly unpaid by stamps affixed, and a sum of money is found in such box which is not sufficient to pay one full rate of postage on all of said letters, they will, if mailed by the same person, and he is known and resides within the delivery of the mailing office, be returned to him together with the money.

—to be returned to writer, when.

2. Where such letters are mailed by different parties they should be notified that the letters are held for postage. If this can not be done, then the letters should be treated as "Held for postage" and disposed of as provided in the following section and the money forwarded to the Dead-Letter Office, as provided in section 552.

— notice to be given, when.

—to be treated as "Held for postage," when.

Unpaid or insufficiently paid matter. —treatment of.

Sec. 571. When any letter or matter of the first class wholly unpaid or prepaid at less than one full rate (two cents), or any matter of the second or third class of obvious value, such as sheet music, pictures, photographs, books, or pamphlets likely to be of use or value to the addressee, or any parcel of the fourth class not fully prepaid but otherwise mailable, shall be deposited in any post-office for delivery in the United States it will be postmarked with date of receipt, rated up, and the amount of deficient postage noted thereon.

—to be postmarked and deficiency of postage noted.

—returned to writer when ascertainable.

2. If any unpaid or insufficiently paid letter or other matter bear the card or address of the sender, or he be known to or can be conveniently ascertained by the postmaster, and is within the delivery of the office, the letter or package will at once be returned to him for proper postage.

3. Where the sender of any unpaid or insufficiently paid letter or other matter is not known or can not be conveniently ascertained, such matter will, on receipt thereof, be indorsed "HELD FOR POSTAGE," the addressee notified by next mail, by an official card (Form 1543) or otherwise, of such detention and the amount of postage required, and requested to remit the same. —if sender not known addressee to be notified.

4. Where the addressee of any unpaid or insufficiently paid letter or other matter is notified to remit the amount of such postage it should then be held not longer than two weeks. Letters and other mail matter directed to places so remote from the mailing office that the notice can not be returned by the addressee within two weeks may be held not longer than four weeks, and in the Territory of Alaska such matter may be held not exceeding ninety days. If within the prescribed time the required postage is received from the addressee, stamps to the value thereof will be affixed to such letter or other matter so as to cover a portion of the words "HELD FOR POSTAGE," and canceled, and the matter dispatched. —time of holding. —treatment if addressee pays postage.

5. Where the sender of any insufficiently paid letter or other matter shall pay the postage, after dispatch of notice to addressee, it will be indorsed "POSTAGE SUBSEQUENTLY PAID BY WRITER," the necessary stamps affixed and canceled, and the matter dispatched. —if sender subsequently pays postage.

6. Where the amount of unpaid or insufficiently paid postage on any matter is not received from the addressee at the expiration of two weeks from the date of mailing of the notice, except as provided in paragraph 4, and prepayment shall not have been made by the sender, the matter will be marked "UNCLAIMED" and sent to the Dead-Letter Office in the manner provided in section 684. —when to be marked "Unclaimed."

See sec. 772 as to matter bearing special-delivery stamps, but without proper postage; sec. 614 as to treatment of unpaid or insufficiently paid matter at offices of delivery; secs. 627 and 675 as to payment of new postage on second, third, and fourth class matter before return or forwarding; sec. 688 as to the treatment of foreign mail matter unpaid; sec. 674 as to matter without value, and Title V, Registry System, as to registered matter.

7. When matter is deposited at any letter-carrier post-office addressed to persons within the delivery of such office, whose street and number are known or can be readily ascertained by the postmaster, and upon which the postage is inadvertently wholly unpaid or paid less than the amount required by law, the sender being unknown, notice of detention (Form 1543) will not be sent, but such matter will be presented to the addressee —delivery of underpaid matter at free-delivery offices.

by the carrier, and the deficient postage collected on delivery by means of postage-due stamps affixed to the letter or parcel. (Sec. 621.) If the addressee refuses to pay the postage and receive the letter or parcel, it shall be sent to the Dead-Letter Office as other refused matter. (See secs. 681 and 684.)

Misdirected matter.
—addresses not to be changed.

Sec. 572. Postmasters and others in the postal service must not change the address upon matter in the mails or post-offices, except as provided in section 629.

—to be returned to sender, if known.

2. Misdirected matter (see sec. 575) should be returned to the sender, if he be known, with the words stamped or written thereon, "RETURNED FOR BETTER DIRECTION." And the sender should be informed of the proper post-office address to be given, if it be known at the mailing office; if not, the sender should be advised to apply to the division superintendent of the Railway Mail Service. Such matter may be returned, and will be dispatched without a new payment of postage.

—address on, to be corrected, when.

3. Where matter is obviously misdirected, the correct address may be supplied, as provided in section 629; but if the sender is unknown and the proper address can not be supplied, the matter should be sent to the Dead-Letter Office as unmailable.

—if sender not known, to Dead-Letter Office.

See sec. 500 as to return to senders of matter bearing card request addressed to known county and State but unknown post-office.

Matter to be withdrawn from mails.
Obscene matter.

Sec. 573. All matter which is manifestly obscene, lewd, or lascivious, all articles intended for the preventing of conception or procuring of abortion, and all articles intended for indecent or immoral purposes, which are unmailable under the provisions of section 497; all matter relating to any lottery, so-called gift concert or similar enterprise offering prizes dependent upon lot or chance, and all newspapers or other publications containing advertisements of any such lottery or similar enterprise, or a list of the prizes, in whole or in part, awarded at the drawing of any such lottery, or similar scheme, which are unmailable under the provisions of section 499; and all matter relating to any scheme to defraud, or for obtaining money by means of false and fraudulent pretenses, representations, or promises, which is unmailable under the provisions of sections 499 and 1617, will, when deposited in a post-office, be withdrawn from the mails and sent to the Dead-Letter Office, with a statement of the facts connected therewith.

Lottery matter.

Fraudulent matter

—disposition of.

Scurrilous matter.

2. All matter which is manifestly unmailable, under the provisions of section 498, relating to matter otherwise mailable by law, upon the envelope or outside cover or wrapper of which, or any postal card upon which any delineations, epithets, terms, or language of an indecent, lewd, lascivious, obscene, libelous, scurrilous, defamatory, or threatening character, or calculated by the terms, or manner, or style of display, and obviously intended to reflect injuriously upon the character or conduct of another, may be written or printed, or otherwise impressed, or apparent, will be withdrawn from the mails, and forwarded to the First Assistant Postmaster-General, with a statement of the facts connected therewith.

—disposition of.

Matter to be refused when known to be unmailable.

3. When it is known at the time any matter is offered for mailing that it is unmailable under any of the statutes referred to herein, the postmaster should decline to receive the same.

See secs. 497, 498, 499 and 1617 as to statutes relating to obscene, lottery, fraudulent and scurrilous matter; sec. 548 as to breaking of seal of letters or packages supposed to contain unmailable matter; sec. 602 as to treatment of such matter in transit; sec. 624 at offices of delivery.

Postmasters responsible for admission of unmailable matter.

Sec. 574. Postmasters must exclude from the mails all unmailable matter, and will be held responsible for any failure to do so.

See sec. 500 as to unmailable matter generally; secs. 493 to 496 as to the admission of matter liable to injure the persons or damage the mails; and admission of certain of such matter when properly packed, etc.; sec. 487 as to matter in excess of weight.

What unmailable matter to be sent to Dead-Letter Office.

Sec. 575. The following unmailable matter will be sent from the office where it is deposited for mailing to the Dead-Letter Office:

"Held for postage" matter.

a. "*Held for postage*" matter which can not be returned to sender and has not been prepaid by addressee, as provided in section 571.

Misdirected matter.

b. Misdirected matter which can not be dispatched to the addressee nor returned to sender, as provided in section 572.

Matter exceeding size and weight.

c. Excess of weight and size matter, or those packages of domestic matter which exceed the weight or size limited by law. (See secs. 487 and 488.)

Obscene and scurrilous matter.

d. Obscene and scurrilous matter declared nonmailable by sections 497 and 498.)

Lottery matter.

e. Lottery matter forbidden to be sent in the mails by sections 499 and 500.

Mutilated or damaged matter.

f. Mutilated or damaged matter, or that which when deposited in the post-office is, or before dispatch may

become, so damaged that it can not be forwarded to destination and can not be returned to the sender. (See sec. 563.)

Exception.

2. Held for postage and misdirected printed matter (nixies) of no obvious value need not be sent to the Dead-Letter Office, but may be disposed of as waste paper, as provided in section 674 respecting unclaimed printed matter of like character upon which postage-due stamps have not been affixed. Before such matter is placed with the waste paper all postage stamps thereon must be canceled and each piece carefully examined, and if any is found to contain other matter of a higher class inclosed it must be sent to the Dead-Letter Office.

See sec. 688 as to foreign matter; sec. 681 as to matter to be sent to Dead-Letter Office from offices of delivery.

Returns of unmailable matter to Dead-Letter Office.

Sec. 576. At post-offices of the first class daily, and at all other post-offices weekly, returns must be made to the Dead-Letter Office of all unmailable matter deposited therein, in connection with other unmailable matter, as provided in sections 682 to 687, unless other disposition thereof is directed.

Disposal of destructive unmailable matter.

Sec. 577. Postmasters must not, where any article of destructive mail matter (sections 480 and 494) is received for forwarding or deposited in the post-office, send the same to the Dead-Letter Office, but will notify the person mailing such package, whether he live within the delivery of the post-office or not, that it can not be transported by mail. If the sender is not known, then the postmaster should notify the party addressed of the detention of the package, that it can not be transmitted in the mails, and that he must provide some other means for its being forwarded at his own expense, outside the mails. If such packages are not taken from the post-office by or for either the sender or addressee within thirty days, the postmaster should report the facts to the First Assistant Postmaster-General (Dead-Letter Office) and await instructions.

—sender to be notified, when.

—addressee to be notified, when.

—report to 1st Asst. P. M. Genl., when.

See sec. 658 as to delivery of dangerous matter reaching office of address.

IV.—Withdrawal and Recall of Mail Matter at Mailing Offices.

Withdrawal of matter before dispatch.

Sec. 578. After mail matter has been deposited in a post-office it can not be withdrawn except by the sender, or, in case of a minor child, by the parent or

guardian duly authorized to control the correspondence of the writer.

—care in permitting.

2. Where request is made for the withdrawal of any mail matter, the postmaster must ascertain whether the person making the request is entitled to such matter. The applicant should be required, if necessary, to exhibit a written address in the same hand as that upon the matter sought to be withdrawn, and such description of the matter, or other evidence, as will identify the same and satisfy the postmaster that the applicant is entitled to withdraw it.

—postmaster responsible for error in.

3. Postmasters are responsible for the improper withdrawal of matter from the mails and its delivery to any person not entitled thereto. Great care must, therefore, be exercised.

—mail not to be delayed for.

4. The mail must not be delayed or the business of the post-office retarded in order to search for mail matter desired to be withdrawn.

See sec. 872 as to withdrawal from the mails of registered matter; sec. 691 as to withdrawal of foreign matter.

Recall of matter after dispatch.

Sec. 579. Where the sender of any article of mail matter desires its return after it has been dispatched from the mailing office, application must be made to the postmaster at the office of mailing, stating the reasons for such request. The matter must be identified, the application accompanied by proper proof in writing, and a sum deposited with the postmaster sufficient to cover all expenses incurred.

—application for, how made.

—deposit to cover expense.

—request for, to be telegraphed.

2. When application has been made in due form for the recall of an article of mail matter the postmaster will telegraph a request to the postmaster at the office of address, or to a railway postal clerk in whose custody the matter is known at the time to be, for the return of such matter to his office, carefully describing the same, so as to identify it and prevent the return of any other matter.

3. On receipt of a request for the return of any article of mail matter the postmaster to whom such request is addressed will return such matter to the mailing postmaster in a penalty envelope, who will deliver it to the sender upon payment of all expenses and the regular rate of postage on the matter returned (except first-class matter which is returned without additional charge for returning), and on the envelope or cover thereof postage-due stamps of the proper value must be placed and canceled. (See sec. 616.)

Filing of applications, etc.

4. All applications for the recall of any article of mail matter, together with the proofs submitted therewith, the sender's receipt for such matter, and the envelope or wrapper in which it was inclosed, must be carefully filed at the mailing office.

Form of application.

5. The following form may be used for making application for withdrawal of mail matter after dispatch:

——— ——, 19—.

Postmaster, ——— ———:

Please recall and deliver to myself or bearer a letter (or whatever article of mail matter it may be) deposited in ——— ——— on or about ——, ——— ——, 19—, addressed to ——— ———, and described as follows: ———, and in the same handwriting as this application, and which was written by me or by my authority, and which I do not desire delivered to the addressee for the following reasons: ——— ———.

It is hereby agreed that if the letter (or other article of mail matter) is returned to me I will protect you from any and all claims made against you for such return, and will fully indemnify you for any loss you may sustain by reason of such action, and I herewith deposit $— to cover all expenses incurred, and will deliver you the envelope (or wrapper) of the letter (or other article of mail matter) returned.

[Name.] ——— ———.
[Address.] ——— ———.

[Receipt.] Received ——— ——— ———, 19—, of the postmaster, the above-described piece of mail matter for account of the sender.

[Name.] ——— ———.
Witness: [Name.] ——— ———. [Address.] ——— ———.

Note.

NOTE.—Telegrams sent in such cases must be paid for at the regular commercial rates, and not at the rates established for official business.

See sec. 1528 as to return of matter by postal clerks upon request of postmaster; sec. 872 as to recall of registered matter; sec. 691 as to recall of foreign matter.

V.—DISTRIBUTION AND DISPATCH OF MAILS AT MAILING OFFICES.

Distribution and dispatch of mails.

SEC. 530. Postmasters will be governed in the distribution and dispatch of mails at offices where a superintendent of mails is not employed (see sec. 294) by the

—to be governed by orders from Gen'l Sup't R. M. S.

orders received from the General Superintendent of Railway Mail Service or from the division superintendent acting under him in whose division the post-office may be located.

—in absence of instructions.

2. In the absence of other instructions, postmasters whose offices are situated upon a railroad will mail all matter direct to the cars, unless it be addressed to post-offices directly connected with their own by star

or steamboat routes. Postmasters at other post-offices will mail to the nearest post-office upon a railroad all matter which can not be sent direct to its destination by star or steamboat route.

3. Postmasters at junction points must never change the dispatch of mails from one road to another except upon orders from the division superintendent. —postmasters not to change dispatch without special orders.

See sec. 688 as to dispatch of foreign mails; secs. 807 to 835 and 912 to 916 as to registered mail; sec. 500 as to dispatch of matter addressed to known county and State but unknown post-office.

Orders relative to making up and dispatch.

Sec. 581. Postmasters at offices of the first and second classes will keep an order book in which all orders relating to the making up and dispatch of mails at their offices and changes in schemes which are received from division superintendents Railway Mail Service will be inserted or recorded; and distributing clerks will be required to examine the same daily, and, if necessary, to place their initials at the foot thereof to indicate such examination. (See sec. 303.) —how kept.

Distribution of mails by schemes.

Sec. 582. Postmasters must carefully distribute and make up mails by the official schemes which may be furnished them, and will conform to any changes that may be made in the same by the proper division superintendent of Railway Mail Service, and will make up and exchange only such pouches as he may order. Any post-office may be excepted from this requirement by the division superintendent.

2. No change in distribution or dispatch of mails must be made without first obtaining authority from the proper division superintendent of Railway Mail Service, except in cases of emergency; and in all such cases an immediate report, giving the reasons for such change, must be made to the division superintendent. —not to be changed without authority.

Distribution of mails by States, etc.

Sec. 583. A distribution or separation should be made only of such mail for States or portions of States as can be advanced thereby. All mail for States of which no distribution is made must be made up "by States," and facing slips used as provided in section 591; that is, letter and circular mail for each State must be made up in packages, and newspaper mail in canvas sacks by itself, and the name of the State marked on the slip covering the package or tag attached to the sack. Mail to be made up in packages by States.

Local mail for railroad and steamboat lines.

Sec. 584. Mail to be dispatched to local post-offices on railroad or steamboat lines should be made up in packages addressed to the proper railway or steamboat

office, and contain only the local mail supplied by that line, as given in the official schemes. Post-offices on railroad lines in making up local mail for such lines will make for each line two packages, one for the train going each way, and address the packages thus: "——— R. P. O. EAST No. 1" (WEST, NORTH, or SOUTH, as the case may be).

—to be made up in packages.

2. Where there is not sufficient mail other than local to justify making it up by States, then it may all be put in one package, addressed with the name of the railway (or steamboat) office in whose pouch it is dispatched, adding "No. 2," to indicate that it contains other than local mail.

—exception.

Separations of second-class matter at free-delivery offices.

Sec. 585. At free-delivery post-offices second-class matter should be made up separately at the office of publication, that for delivery by letter carriers being put in one package or bundle, and each copy of the paper or periodical therein properly stamped, and that intended for delivery through the boxes of the post-office by itself. If the separation is not made at the office of publication each paper or periodical not properly stamped must be placed in the boxes or in the general delivery for delivery therefrom.

—how made.

Second-class matter improperly folded and addressed.

2. All illegibly addressed and improperly folded (see sec. 464) publications of the second class will be held until all other matter is distributed and ready for dispatch.

—how treated.

Letters for delivery and distribution to be in separate packages.

Sec. 586. Letter and circular mail for delivery and mail for distribution at a post-office must always be made up in separate packages.

Direct packages. —how made up.

Sec. 587. A direct package will be made up by placing all letters for one post-office in a package by themselves, all faced one way, with a plainly addressed letter on the outside, and a facing slip, bearing the postmark of the office and the name or number of the person making up the package, on the back of the same, faced out. This regulation applies as well to offices using printed slips as to those that do not.

Mail not to be put in pouch loose, or under straps.

Sec. 588. Letter and circular mail must always be properly "faced up" and tied in packages, and never placed in the pouch loose.

—notice to messenger in case of.

2. After pouches are closed and dispatched from a post-office, letters must not be placed under the strap or attached to the outside of the pouch. Where this is done at the station, the postmaster should inform the mail messenger that the practice must be discontinued.

Through pouches by mail trains. —not to be made up, except.

Sec. 589. Postmasters must not make up through pouches to be dispatched by mail trains unless specially instructed to do so.

Limit of weight of contents of mail sacks. —150 pounds.

Sec. 590. Not more than 150 pounds of mail matter must be placed in a sack which is to be dispatched as closed mail or to a railway post-office or post-offices for distribution.

—postmasters to notify publishers, etc.

2. Postmasters will notify publishers, newsdealers, and others shipping large quantities of matter by mail of this requirement.

Facing slips. —to be used on packages and pouches.

Sec. 591. Upon each package of letters or circulars, and in each pouch or canvas sack of newspapers or on the label holder, if any is attached thereto, must be placed facing slips, bearing the postmark of the office, with date and time of closing or dispatch and the name of the person making up the package or pouch.

See sec. 1505 as to form of facing slip; sec. 608 as to filing and disposal of facing slips received.

Retention of facing slips by postmasters.

Sec. 592. All facing slips received at any office, used to address pouches and sacks, should be retained by the postmaster for a period of ten days.

Circular matter in canvas sacks. —how labeled.

Sec. 593. When it is necessary to send circular matter inclosed in envelopes similar to those used to cover business letters, in canvas sacks, the label upon the sack must read, in addition to the regular address, "Circulars," whether the matter placed in the sacks is wholly circular mail, or circular and second, third, and fourth class mail.

See sec. 613 as to record of pouches received and shortage slips at offices of destination; sec. 1322 as to record of arrival and departure of mails; secs. 1187, 1228, 1485, and 1533 as to record of pouches to be kept by railroad companies, by railway postal clerks, by transfer clerks, by mail messengers.

Hooks for handling mail bags prohibited.

Sec. 594. Hooks must not be used in handling mail bags.

Record of pouches dispatched.

Sec. 595. Postmasters at offices where a number of mails are dispatched each day will keep a permanent record of all pouches due to be dispatched, and such pouches should be checked off on the record when dispatched, so that at any time accurate and specific information can be furnished in regard to any losses or delays to mail in transit. Where a pouch fails to be dispatched, a shortage slip should be made out and forwarded to destination in lieu of the missing pouch, explaining the cause of failure.

—shortage slips.

Dispatch of mail matter to railway post-offices by postmasters. —in pouches.

Sec. 596. Postmasters must dispatch mail to railway post-offices in the lock pouches provided for that purpose, except as provided in sections 593 and 597.

—by hand, when.

2. Where any mail matter is received too late to be put in the lock pouch, the postmaster or sworn assistant or clerk may, after postmarking and canceling the same, deliver it in person to the railway postal clerk.

—by private person, after cancellation, forbidden.

3. After the stamps are canceled upon any mail matter it must not be returned to the person mailing it to be taken to a railway post-office.

See sec. 554 as to canceling stamps at railroad stations.

Locked pouches and direct packages on star routes.

SEC. 597. On each star route there shall be used one locked pouch which shall be opened at every post-office. If the amount of mail is not too large, it should all be carried in such pouch.

What matter in locked pouches.

2. All mail matter of the first and fourth classes and books shall be carried on star routes in locked pouches; other mail matter shall also be included unless the quantity or bulk is so great as to make the use of tie sacks for it advantageous.

When locked pouches to be used.

3. Whenever in the judgment of the proper division superintendent of Railway Mail Service the amount of mail for any office on a star route is sufficiently large to justify it, he may order a locked pouch made up for and labeled to that office, which shall not be opened by any other office; but such pouch shall not contain any registered mail; and no such special pouch shall be used unless authorized by the division superintendent, who will notify the General Superintendent of Railway Mail Service of every such order for the information of the Second Assistant Postmaster-General.

Tying in packages.

4. In making up mail to be dispatched on a star route, all letter mail for each office shall be tied out in a direct package (see sec. 587); all other mail matter for each office shall be tied out in packages in a similar manner as far as practicable.

Distribution by States.

5. Mail to be dispatched from an office on a star route to points beyond the terminal office thereon should be made up, as far as possible, "by States" (see sec. 583); or if not sufficient for that, then in one package with the name of the terminal post-office marked on the slip covering the same and the abbreviation "Dis" to indicate that the package is for distribution.

Note.

NOTE.—"Locked pouches," as used in this section, includes horse mail bags as well as mail pouches. See sec. 1235 as to meaning of "star route." See secs. 807 to 834, and 912 to 916 as to dispatch of registered matter; secs. 1337 to 1393 as to mail bags, locks and keys, and use thereof.

Sec. 598. Postmasters must not deliver mail to carriers in advance of schedule time without express permission from the Post-Office Department, nor permit the mail to be taken from the post-office on the evening before schedule day for departure to be kept in a private house over night.

Delivery to carriers in advance of schedule time prohibited.

VI.—EXCHANGE OF MAILS AT CATCHER POST-OFFICES.

Sec. 599. Mail catchers and cranes will be used for the purpose of exchanging mails between post-offices at certain way and flag stations and railway post-offices where trains do not stop or slow up.

Mail catchers and cranes.—when used.

2. Mail pouches to be exchanged by means of mail catchers will be hung on a mail crane. The pouch should be put on the crane not exceeding ten minutes before the time of arrival of the train.

Preparation and hanging of pouches on mail cranes.

3. Canvas mail pouches, provided specially for catcher exchanges (see secs. 1337 and 1343), and no others, will be used.

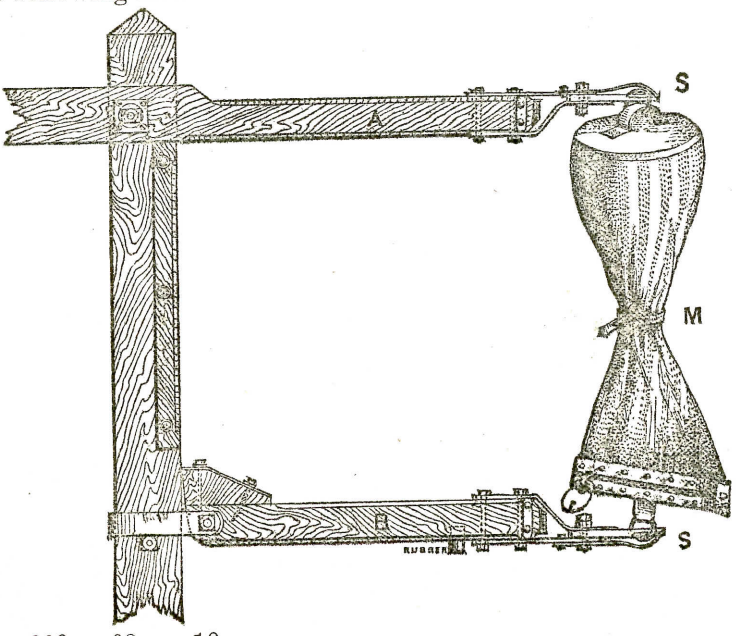
Special pouches to be used.

4. Where only a small amount of mail is to be dispatched, the pouch will be strapped tightly around the center and the mail placed in the top of the pouch, but where a large mail is to be sent it should be divided about equally between top and bottom. The strap should be buckled around the center of the pouch at M on the diagram. In case the strap is gone, the middle of the pouch will be tied.

Arrangement of mail in pouch.

5. The pouch or mail bag will be hung on the crane in the following manner:

Manner of hanging pouches.



Explanation of diagram.

6. The bottom of the pouch should be hung on the upper iron S of the crane A, which will be turned directly to the track; then the lower arm B will be lifted and the iron S placed in the ring of the pouch, the socket being slipped down the stem until there is sufficient strain on the pouch to keep it from blowing down. If a strong wind is blowing, the pouch should be tied to the two irons S, by the rings, with one strand of ordinary post-office twine. The pouch should be hung lock end down.

Light on crane at night.

7. Where the exchange of mails occurs at night and a lamp is not affixed to the crane and kept in order as provided in section 1200, the division superintendent of Railway Mail Service should be notified.

See sec. 1200 as to erection of mail cranes and furnishing of lamp thereon; sec. 1225 as to watching of mail put on crane by mail messengers; sec. 1191 when put on by agent of railroad; secs. 1337 and 1343 as to catcher pouches and use of.

Weight of mail in catcher pouches.

Sec. 600. Not exceeding fifty pounds of mail matter must be placed in a catcher pouch. Letter mail will be given preference; and where the mail matter to be sent exceeds fifty pounds, such excess will be sacked and sent by local train to the nearest station at which the mail train stops.

—not to exceed 50 pounds.

Failures to catch pouches to be reported.

Sec. 601. Whenever there is a failure to catch the mail, the postmaster should immediately report the fact to the division superintendent of the Railway Mail Service, giving probable cause of failure—as, for instance, when the mail messenger did not properly hang the pouch, or that the crane was out of position.

Extra pouch to be returned, how.

2. Where a pouch is not caught from a mail crane, and a pouch is put off the train, the extra pouch will be returned by the next mail train. The regular and extra pouches will be strapped or tied together at the middle as one pouch.

Cranes out of repair.

3. Where a mail crane is out of repair, report thereof will be made to the division superintendent of Railway Mail Service.

VII.—Treatment of Mail Matter at Offices in Transit.

Misdirected and miscent matter and unmailable matter.

Sec. 602. Misdirected matter or matter which is liable to injure the person or damage the mails, unless prepared for mailing as prescribed in section 496, and all matter which is manifestly obscene, etc., and matter

which contains on the outside cover or wrapper, or postal cards bearing, scurrilous or libelous language, etc., and matter which relates to lotteries or similar enterprises, or to fraudulent schemes, which was through inadvertence dispatched from the post-office of mailing contrary to the provisions of section 573, should be detained and withdrawn from the mails by any postmaster into whose hands the same may come in transit and treated as provided in said section.

—to be withdrawn from mail in transit.

2. Newspapers and other publications in transit, which contain lottery advertisements or lists of prizes drawn at a lottery, will be held and a report made to the Assistant Attorney-General for the Post-Office Department for instructions.

Publications containing lottery advertisements, how treated.

3. Any matter, except as above provided, which should have been detained at the office of mailing as "held for postage," "excess of weight or size," must not be stopped in transit. (See secs. 571 and 575)

Matter not to be withdrawn.

4. Misdirected matter of the first class, if it bear the card or request of the sender, should be withdrawn and returned to him with the words written or stamped thereon, "RETURNED FOR BETTER DIRECTION." (See sec. 572.)

Misdirected first-class matter.

5. Missent matter, or that which is plainly addressed, but sent in the wrong direction, should, when discovered, be placed in the first mail going in the proper direction.

Missent matter.

6. Postmasters and superintendents of stations will carefully examine the addresses of all mail matter received and select therefrom any that may be found directed to other post-offices of the same name in other States, or which have in any manner been missent to their offices, and will at once plainly stamp or mark such matter with the word "**Missent**," also with the postmark of the office, and forward it by next mail to its destination.

Examination missent matter.

See sec. 572 as to misdirected matter.

Sec. 603. Matter upon which the postage is not prepaid, or is insufficiently paid, must not be stopped in transit or rated up at intermediate offices.

Postage-due matter not to be stopped in transit.

See sec. 556 as to treatment of postage-due matter at office of mailing; sec. 621 at office of delivery.

Sec. 604. Matter dispatched from a post-office, on which the stamps are not properly canceled, must not

Uncanceled stamps not to be canceled in transit.

be stopped in transit nor the stamps thereon canceled at any office but that of destination.

See sec. 564 as to defacing uncanceled stamps at office of delivery, and reporting postmaster.

Time for opening and closing at intermediate offices.

Sec. 605. At all intermediate offices on star routes where no time is specified, the mails must be opened and closed within seven minutes. Should this time be too short, the postmaster should apply to the Second Assistant Postmaster-General for an extension. On railroad and steamboat routes there must be no more delay than is necessary to receive and deliver the mails.

—extension of.

Record of passage of pouch unopened.

2. Whenever a pouch of mail in transit on a "star" route is passed along without being opened, a note must be made on the postmaster's transit registry record to show that the pouch was passed unopened to the next office, giving the reason and the date.

See secs. 1337 to 1393 as to mail bags, locks, and keys, and use thereof; sec. 1348 as to pouches which can not be opened; sec. 1350 as to allowance for repair of mail bags; sec. 1351 as to disposition of defective mail bags; sec. 1363 as to defective locks on pouches and forwarding of mail bag which can not be opened; sec. 1279 as to time for exchange of mails on box or crane delivery routes.

Carriers stopping over night to deposit mail in post-office.

Sec. 606. Where a mail carrier stops over night at any place where there is a post-office, the mail must be kept in the post-office, except at points where transfer clerks are on duty during the night in charge of such mail, or where otherwise ordered by the Second Assistant Postmaster-General. (See sec. 1326)

Report of pouches in transit opened to advance mails.

Sec. 607. When pouches are received addressed to other offices or railway post-offices and are, on account of being delayed, opened and the contents distributed in order to advance the mail, the labels of such pouches should be sent to the division superintendent, so that the pouch may be properly accounted for; and a shortage slip should be made out and forwarded to the original destination of the pouch.

Shortage slip to be forwarded.

See sec. 595 as to record of pouches dispatched and shortage slips; sec. 613 as to record of pouches received at post-office; secs. 1187, 1228, 1485, and 1533 as to record of pouches kept by railroad companies, by railway postal clerks, by transfer clerks, by mail messengers.

CHAPTER 6.

TREATMENT OF DOMESTIC MAIL MATTER AT RECEIVING POST-OFFICES.

I.—Opening of Mails.

Opening of pouches.

Sec. 608. Upon the arrival of the mail at a post-office, the mail sacks and pouches addressed to that office should be examined to ascertain if they are properly locked and are not cut or torn so that mail matter could have been lost or abstracted therefrom, and shall then be opened. Upon being emptied the pouch or sack should be carefully examined to see that no mail matter is left therein. Only one sack or pouch should be opened at a time, so that the responsibility for all errors may be definitely fixed.

Examination of pouch.

Only one pouch or sack to be opened at a time.

2. The address slips of all pouches should be carefully removed, postmarked with date of receipt, and kept on file at least ten days.

Address slips on pouches.

See sec. 579 as to return of mail matter upon request of postmaster at mailing office; secs. 1363 to 1389 as to procedure when lock or key is defective and pouch can not be opened; secs. 847 to 853 as to registered matter; sec. 1322 as to notice and record of arrival and departure of mails.

Errors and irregularities in distribution or making up.

Sec. 609. Postmasters and other employees will on opening and assorting the mail examine the same for errors in distribution and making up, which will be noted upon the address slip and reported to the division superintendent of Railway Mail Service.

—to be noted.

2. All errors found in the distribution of any package of letters or in any sack of newspapers must be noted on the reverse side of the slip covering or inside of the same, giving the name of post-office, county, or State, if included in the superscription, adding thereto the name of the person noting the error, and postmarking with date.

—in distribution of package or in sack of newspapers.

3. If any package or sack arrives without slips, the division superintendent must be promptly notified of the fact, and the mailing office, if known, and the label must be sent to him with report.

Package or sack without slips.

4. Any irregularities in the receipt or dispatch or forwarding of any mail will also be promptly reported.

Irregularities in receipt or dispatch to be reported.

5. Any mail received at any post-office which has not been properly distributed or made up by railway postal clerks should be promptly reported to the division

superintendent and the slips covering or received with the same should be sent with the report.

Missent packages; how checked.

6. Missent packages should be checked on the slip that is on or in the package, as follows:

Missent pkg.
of ____ letters,
all for ______
Jno. Smith, P. M.
[Postmark.]

and the slip should be forwarded to the division superintendent with the slip label of the pouch, or the loose slip in the pouch if the pouch is not labeled. If there is no slip on the package, check on a blank slip and forward as above. If the pouch is not labeled that fact should be stated.

Misdirected packages.

7. Misdirected packages should be checked in the same manner as a missent package, except the word "MISDIRECTED" should be substituted for "MISSENT," and the label of the pouch will not be forwarded with report.

Missent or misdirected pouches or sacks.

8. Missent or misdirected pouches and sacks should be reported as prescribed in paragraph 6 for missent packages. The labels are to be forwarded in all these cases.

Facing slips to be sent to division superintendent.

9. All slips received upon packages of letter or circular mail, or in sacks of newspaper mail, upon which errors have been noted must be preserved and sent to the division superintendent daily from first and second class offices and weekly from all others.

See sec. 614 as to examination for insufficiently paid matter, etc.; see sec. 325 as to requisitions for facing slips.

Missent matter to be promptly forwarded.

SEC. 610. Whenever on opening the mails at a post-office matter is found therein directed to other post-offices of the same name in other States or which in any manner has been missent to such office for delivery it will at once be plainly stamped or marked with the words "MISSENT," also with the postmark of the office, and forwarded by next mail to destination.

Mail left in bag.

2. If mail belonging to an intermediate office is found in a pouch when opened, it must be sent back by the return pouch.

See sec. 609 as to noting "missent packages" on slip.

Back-stamping.

SEC. 611. Postmasters the gross receipts of whose offices amount to $500 per annum and postmasters at

separating offices will, immediately upon the receipt of the mail, place the postmark of their offices on the back of every letter received and upon the address side of every postal card and private mailing card ("post card") received, showing the date and the hour of the day of such receipt; and postmasters at offices which are not separating offices and the gross receipts of which are less than $500 per annum will, immediately upon receipt of the mail, back-stamp the month, the day of the month, and the year upon the back of every letter received and upon the address side of every postal card and private mailing card ("post card") received, using the postmarking stamp for that purpose. (See sec. 564, as to defacing uncanceled stamps.)

—manner of.

2. All special delivery and registered mail of whatever class must be back-stamped as herein required.

Special delivery and registered mail.

3. This section will not apply to direct packages and those made up for railway post-office lines, in transit, which may be pouched and connected through post-offices. The imprint of the postmarking stamp should, however, be placed upon the facing slips covering such packages.

Exception as to matter in transit.

Sec. 612. Mail matter of the first class received at any post-office unsealed or in a mutilated or otherwise bad condition must be stamped or marked with the words "**Received unsealed**" or "**Received in bad order**" as the case may be, and be officially sealed before being forwarded or delivered.

Matter unsealed or in bad order.

—to be officially sealed.

Sec. 613. Postmasters at offices where a number of mails are received each day will keep a permanent record of all pouches due to be received, and such pouches should be checked off on the record when received, so that at any time accurate and specific information can be furnished in regard to any losses or delays to mail in transit.

Record of pouches received.

2. Shortage slips received at any office of destination in lieu of missing pouches should be forwarded without unnecessary delay to the proper division superintendent of the Railway Mail Service with a statement showing when and how the pouch subsequently arrived.

Shortage slips for missing pouches.

See sec. 595 as to record of pouches dispatched and shortage slips; secs. 1187, 1228, 1485, and 1533 as to records of pouches kept by railroad companies, by railway postal clerks, by transfer clerks, and by mail messengers.

II.—Matter Insufficiently Paid, and Collection of Postage Due.

Rating up postage and search for matter improperly rated.
R. S., § 3882.

Sec. 614. Postmasters at the office of delivery may remove the wrappers and envelopes from mail matter not charged with letter postage, when it can be done without destroying them, for the purpose of ascertaining whether there is upon or connected with any such matter anything which would authorize or require the charge of a higher rate of postage thereon.

Examination for matter underpaid.

2. On opening the mail, postmasters will look over the letters and packages to ascertain whether the postage thereon has been sufficiently prepaid, and will rate up the amount found to be due on all matter, not free, dispatched inadvertently without any prepayment at double its proper rate (secs. 412 and 618), and on all first-class matter prepaid at one full rate but not fully prepaid (sec. 421) and on all other partially but insufficiently prepaid matter at full rates, according to its class and weight, and note in writing or stamp the amount due on each letter or parcel.

See sec. 556 as to deficient matter at mailing office; sec. 603 as to matter in transit upon which deficiency in postage; sec. 621 as to collection of postage due; sec. 484 as to penalty for inclosing higher-class in lower-class matter; and sec. 873 as to deficiency on registered matter.

Underpaid official matter at Washington.
1884, July 5, ch. 234, § 3, 1 Supp., 468.

Sec. 615. * * * Any part-paid letter or packet addressed to either of said Departments or bureaus (the Executive Departments or bureaus thereof and Public Printer) may be delivered free; but where there is good reason to believe the omission to prepay the full postage thereon was intentional, such letter or packet shall be returned to the sender.

—delivered free, except.

Note.

NOTE.—This exemption from the payment of deficient postage on matter addressed to the Executive Departments or bureaus thereof before delivery applies only at the Washington, D. C., postoffice.

See secs. 512 to 514 as to official mail matter.

Collection of postage due.
R. S., § 3900.

Sec. 616. No mail matter shall be delivered until the postage due thereon has been paid.

—postage-due stamps to be used in.
1879, Mar. 3, ch. 180, § 26, 1 Supp., 249.

2. * * * Postmasters, before delivering * * * (any matter of the first class upon which one full rate has been prepaid) or any article of mail matter upon which prepayment in full has not been made, shall affix, or cause to be affixed, and canceled, as ordinary stamps are canceled, one or more stamps equivalent in value to the amount of postage due on such article of mail matter, * * * .

Note.

NOTE.—The first part of section 26 of the act of March 3, 1879, relating to forwarding first-class matter upon which one full rate is prepaid, is given as section 421. The words omitted before the brackets and the words in brackets are to make the meaning of the section clear. The last part of the section, indicated by stars, relates to the issue of postage-due stamps, and prohibits the sale thereof, and is given as section 134.

See sec. 257 as to commissions on postage-due stamps canceled at offices of the fourth class; sec. 1580 as to penalty for failure to collect postage due and affix due stamps, etc.

Underpaid mail addressed to postmasters.

Sec. 617. When insufficiently prepaid matter is addressed to a postmaster he need not pay the additional necessary postage if the matter is not taken out of the office, but it must be treated as "refused" matter; where, however, such matter is taken out of the office the deficient postage must be paid.

—deficient postage must be paid before delivery.

Double postage.

Sec. 618. Double rate of postage will only be charged on matter reaching its destination with no evidence of any prepayment whatever.

—collection of.

—how charged.

2. When it is apparent from the envelope or wrapper of mail matter that a stamp has been on it and has been wholly or partially lost off, the postmaster may assume the matter to have been prepaid. But the evidence that the stamp has been affixed must be from the blank in the impression of the canceling stamp. In such case matter of the first class will be presumed to have been prepaid one full rate only. (See sec. 421.)

—when not to be charged.

3. Letters on which postage-due stamps, but no other, are affixed, arriving at the office of destination, must be charged double rate on delivery. The mailing postmaster should in such cases be reported to the Third Assistant Postmaster-General.

—on matter bearing only postage-due stamps.

4. Postal cards which bear writing other than the address on the address side, dispatched without payment of postage by stamps affixed, should be charged with double the rates prescribed in section 416.

—on postal cards when charged.

See sec. 412. as to double rate of postage and matter on which charged; sec. 420, as to collection of unpaid postage on certain letters mailed at drop rate; sec. 422, as to soldiers', sailors', and marines' letters; sec. 772, as to special-delivery letters.

Detention of matter not entitled to second-class rates.

Sec. 619. When a publication mailed as second-class matter, without stamps affixed, arrives at a post-office, and is found to be or to contain third-class matter, the postmaster will rate thereon postage at the first-class rate, and collect the same on delivery, and also report the facts to the Third Assistant Postmaster-General, and if in doubt, he may withhold delivery and forward a copy of the publication with his report. (See sec. 484.)

Matter closed against inspection.

Sec. 620. Where matter is closed against inspection and postage has not been paid thereon at the rate for matter of the first class, it must not be delivered except upon payment of the unpaid postage for matter of that class. (See sec. 489.)

—not to be delivered except at first-class rates.

Appeal to Department.

2. Where the addressee feels aggrieved at such charge, he may deposit the deficient postage and require the package to be sent unopened to the Third Assistant Postmaster-General for his decision whether it be so wrapped as to require it to be rated as matter of the first class; and the postmaster shall promptly transmit it accordingly, under penalty envelope, with proper letter of advice. The postmaster must give the claimant a receipt for his deposit, the receipt to be returned to him on the delivery of the article.

Postage-due stamps.
—on what matter used.

Sec. 621. Postage-due stamps must be used for the collection of postage at the office of destination on unpaid or part-paid matter of the first, third, and fourth class, and of the second class when mailed by others than publishers or news agents.

See sec. 424, as to use of postage-due stamps in collecting postage on ship letters; secs. 702 and 703 on foreign matter; sec. 614 on matter improperly rated; sec. 668 as to collecting charge on advertised matter.

Postage-due stamps—when to be affixed.
—at other than free-delivery offices, when delivery is requested.

Sec. 622. Postmasters at all other than free-delivery post-offices will affix postage-due stamps to part paid or unpaid matter when, and not until, the delivery thereof has been requested. Such stamps must not be affixed to matter forwarded by request of addressee, returned to writer or sent to the Dead-Letter Office.

—at free-delivery offices, as soon as received.

2. At free-delivery post-offices postage-due stamps will be affixed to all deficient matter as soon as received; unless an order is on file for letters to be forwarded, in which case, if practicable, it will be forwarded without affixing such stamps.

When no postage-due stamps on hand.

3. When postmasters have no postage-due stamps on hand they will collect the amount of postage due, and so soon as they shall obtain such stamps an amount equal to the postage collected will be affixed to a sheet of paper, canceled, and forwarded to the Third Assistant Postmaster-General with statement of the facts.

See sec. 632 as to attaching postage-due bill to matter forwarded with postage-due stamps affixed; sec. 873 as to deficiency in postage on registered matter; and sec. 331 as to timely requisition for stamp supplies.

Matter received accompanied by postage-due bill.

Sec. 623. Where matter is received at any post-office, returned to writer, or forwarded from another office, on which postage-due stamps have been affixed and canceled, and which is accompanied by a postage-due bill, as provided in section 632, such bill will be returned to the postmaster from whom it is received,

Due bill to be returned, how.

accompanied by the amount of uncanceled postage-due stamps named thereon.

2. Upon the delivery of such matter the proper postage will be collected. —delivery of matter.

See sec. 397, as to claim for postage-due stamps canceled on matter not delivered, forwarded to foreign country, or undelivered foreign matter, where postage-due bills are not returned or returned without stamps affixed, and where matter is forwarded to foreign country.

III.—Matter not to be Delivered and Unmailable Matter at Receiving Post-Offices.

Sec. 624. * * * All matter declared nonmailable by section thirty-eight hundred and ninety-three of the Revised Statutes as amended, which shall reach the office of delivery, shall be held by the postmaster at the said office subject to the order of the Postmaster-General. **Unmailable matter.** 1879, Mar. 3, ch. 180, § 21, 1 Supp., 248.

2. All matter received at offices of delivery which is manifestly obscene, etc., and matter which contains on the outside cover or wrapper, or postal cards bearing scurrilous or defamatory language, etc., and matter which relates to lotteries or similar enterprises, or to fraudulent schemes, which was through inadvertence dispatched from the mailing office contrary to the provisions of section 573, will be withdrawn from the mails and treated as provided in said section. —treatment of at offices of delivery.

Note.—R. S., § 3893, as amended relates to obscene matter, and is given as sec. 497. See secs. 688, 696, and 702 as to unmailable matter of above character in foreign mails. Note.

Sec. 625. Ordinary mail matter addressed to fictitious persons or firms, to initials, or to no particular person or firm, unless directed to be delivered at a designated place, as a post-office box, street and number, or to the care of a certain person or firm within the delivery of the post-office, must not be delivered and will be sent to the Dead-Letter Office, as prescribed by section 681 unless the envelope contain the card of the sender or a request to return, in which case such letters or packages should be returned accordingly. **Matter not to be delivered to fictitious addresses.** —to be sent to Dead-Letter Office.

2. Whenever a postmaster has reason to believe that a street or number, designated place, box, or address in care of another is being used by anyone for conducting, under a fictitious address, correspondence forbidden circulation in the mails, he should promptly Suspected fictitious addresses to be reported.

report the fact and the reason for his belief to the First Assistant Postmaster-General and await his instructions, giving notice at the same time at the place where such mail matter has been received that, pending instructions from the Post-Office Department, the claimant of such matter must call at the general delivery to receive it upon establishing his identity. (See secs. 500 and 504.)

See sec. 634 as to mail addressed to a business name or title.

Mail from infected localities. —postmaster should refuse to receive, when.

Sec. 626. A postmaster should refuse to receive into his office mail matter brought to it by persons who are inmates of, or messengers from houses containing cases of contagious diseases, such as smallpox, yellow fever, etc., when ordered to do so by a board of health, or other local authority having jurisdiction of matters affecting the public health. If there be no such organization or official, the postmaster should be governed by the advice of one or more reputable physicians.

Delivery of mail to infected houses.

2. Mail matter arriving at an office addressed to the inmates of such houses may be sent to them by the hands of some responsible person known to the postmaster.

How postmaster shall proceed upon service of declaration.

3. When a board of health serves upon a postmaster a certified copy of a declaration or order duly made, that mail matter from any other post-office is liable to communicate a contagious disease prevailing at the time, he should refuse to receive such mail matter from any carrier or messenger and will deliver to the carrier or messenger a copy of such order or declaration and will report the facts at once to the First Assistant Postmaster-General, and the division superintendent of Railway Mail Service. If there be no board of health the same action may be taken by the postmaster upon the declaration of a regular county or city medical society, or, if there be none, upon the advice of a physician reputable in his profession. The mail so returned shall be held until the prohibition is removed, and shall, after being properly fumigated under the directions of the medical authorities, be dispatched to its destination.

How to proceed when contagion in postmaster's family.

4. If a case of smallpox, yellow fever, or other contagious disease occurs in the family of a postmaster occupying a building in which the post-office is kept,

the postmaster should notify his sureties to take possession of the office and conduct it temporarily elsewhere until the danger of contagion is passed.

Disposition of blanks, supplies, and stamps.

5. When blanks, books, and supplies of a post-office become infected, so as to render them liable to communicate smallpox or other contagious disease, permission will be given to burn them upon application being made to the First Assistant Postmaster-General, Division of Post-Office Supplies. The postage stamps must be carefully counted in the presence of two disinterested witnesses, a statement of their classification and amount sworn to and forwarded, together with the letter authorizing said destruction of supplies, to the Third Assistant Postmaster-General, Division of Redemption of Stamped Paper.

IV.—Forwarding of Mail Matter.

Forwarding of mail matter. R. S., § 3940.

Sec. 627. Prepaid letters shall be forwarded from one post-office to another, at the request of the party addressed, without additional charge for postage.

—without additional charge, when.
—free includes what.

2. Mail matter which can be forwarded without additional charge for postage, includes letters prepaid at one full rate (two cents), parcels fully prepaid at the first-class rate, postal cards, private mailing cards ("post cards"), and official matter.

Note.

NOTE.—A change of street number to secure delivery at the office of address is not regarded as "forwarding" and does not subject matter to additional postage.

—second, third, and fourth class matter, when additional postage is paid.

3. Mail matter of the third and fourth classes may be "remailed" or forwarded, but not unless the addressee, or some one for him, shall have prepaid additional postage thereon at the same rate at which the matter was originally mailed, in which case the necessary stamps shall be affixed by the forwarding postmaster and canceled. Prepayment must be made every time the matter is reforwarded. Matter of the second class may also be "remailed" or forwarded, provided additional postage is prepaid thereon; but the rate of postage on such matter will be one cent for every four ounces or fraction thereof, payable by stamps to be attached. (Sec. 455.)

Forwarding requests, when disregarded.

4. Requests to forward mail matter made by any other person than the addressee, or his lawful agent, or

the person in whose care the matter is addressed, will be disregarded; the husband of an addressee will be presumed her agent when she has not directed her mail to be withheld from his control.

General requests to be observed until revoked.

5. A general request to forward matter should be observed until revoked.

Forwarding as often as necessary for delivery.

6. The direction may be changed and matter reforwarded upon request as many times as may be necessary to reach the addressee.

Matter to be promptly forwarded.

7. Matter entitled thereto should be promptly forwarded in the next mail.

Penalty envelopes not to be used for forwarding.

8. Penalty envelopes must not be used to forward letters; but if there be insufficient space to write correction of address, a piece of paper should be attached for the purpose.

See sec. 702 as to forwarding foreign matter; sec. 869 as to registered matter; sec. 780 as to special-delivery matter.

Removal orders.

Sec. 628. Changes of address for mail matter left with postmasters by persons who have moved from one place to another should be kept in the files or records of the post-office not longer than two years.

—to be kept two years.

—to be disposed of, when.

2. Any accumulation of books of removal orders over two years old, may be disposed of as waste paper. (Sec. 357.)

Misdirected matter.

Sec. 629. A street directory will be furnished to postmasters at free-delivery offices, for use in perfecting the address of such letters, parcels, etc., as may reach their offices, but are manifestly intended for delivery elsewhere.

—at free-delivery offices address supplied, how.

—with corrected address, to be stamped when forwarded.

2. The address on all missent matter which, by the aid of the street directory and other reliable books of reference, it is reasonably certain can be delivered at another office, will be corrected and forwarded to such office. Each piece of mail matter so treated must bear the postmarking stamp of the office where the address is corrected with its current date below or following the words "deficiency in address supplied by," or some other stamp or indorsement giving like information.

—at other offices, where address may be supplied.

3. Postmasters at other than free-delivery offices will correct the address on, and forward to destination, any matter of the first class which is received at their offices through obvious mistake of the sender in addressing it, but such destination should not be

guessed at, nor the matter forwarded on trial. Matter thus forwarded should be postmarked and stamped as hereinbefore provided.

—when so treated, and can not be delivered, to be sent to Dead-Letter Office.

4. When mail matter upon which deficiency in address has been supplied as herein provided is received at the post-office to which directed and can not be delivered, the postmaster will stamp the same "misdirected" and include it with his next regular return of unmailable matter to the Dead-Letter Office. Such an article of mail matter must not be returned to the forwarding office or sent to a new destination unless the postmaster has a proper forwarding order from the addressee.

See sec. 572 as to correcting misdirected matter at office of mailing; sec. 640 as to use of directories in connection with delivery of mail.

Matter erroneously delivered or addressed.

Sec. 630. When any article of mail matter has been erroneously delivered, it may, on being returned to the post-office, be forwarded upon due request, as if it had not passed from the post-office.

—when to be forwarded.

2. Any matter proper to be forwarded free, addressed to the care of another, and returned by him redirected, may be forwarded in like manner. Matter which has been opened inadvertently upon misdelivery may be forwarded. Unopened letters properly readdressed for forwarding may be deposited in the post-office originally addressed, or a letter box of such office.

—opened by mistake on misdelivery.

See sec. 1486 as to matter entitled to forwarding free deposited in railway post-offices; and secs. 869 to 871 as to registered mail.

Letters under cover to postmasters.

Sec. 631. Postmasters will forward all matter of the first class on which one full rate of postage is prepaid which may be received under cover from any other post-office with or without request to mail the same. Before forwarding, they should cancel the stamps and indorse in writing or stamp on such matter the following: "RECEIVED AT ——— ———, UNDER COVER FROM THE POST-OFFICE AT ——— ———."

—how treated.

—to be stamped when forwarded.

Forwarding of matter to which due stamps have been affixed.

Sec. 632. When at free-delivery offices matter to which postage-due stamps have been affixed and canceled is forwarded to another post-office within the United States, a numbered postage-due bill, stating amount due and name of person from whom it is to be collected, must be attached to and sent with the matter.

—to be accompanied by bill.

—to foreign countries.

2. Where domestic mail matter on which postage-due stamps have been affixed is forwarded to foreign countries, the postage-due bill indorsed "Foreign letters forwarded" should be attached to and sent to the Dead-Letter Office with the "dead-letter bill." (See sec. 684.)

See sec. 681 as to disposition of refused, unclaimed, and undelivered matter; sec. 623 as to return of postage-due bill by postmaster receiving same; secs. 696 and 702 as to postage due on foreign matter; sec. 397 as to credit for postage-due stamps affixed to undelivered matter, etc., matter forwarded to foreign country or undelivered foreign matter, and where postage-due bills are not returned or returned without stamps affixed.

V.—Delivery of Mail Matter.

Delivery of ordinary mail matter.
—must be from post-offices, except.

Sec. 633. Mail matter must be delivered from post-offices to which it is addressed, except as otherwise provided in these regulations.

—addressed to discontinued office.

2. Matter addressed to a discontinued office may be delivered from the office nearest thereto.

—when delayed by casualties.

3. A postmaster at whose office mail matter in transit is lying delayed by floods or other casualties which have made the mail route impassable, may deliver such matter to the parties addressed upon their personal or written application and identification.

—to officers and enlisted men of Army and Navy in active service.

4. Mail addressed to officers and soldiers of the United States Army in the field and officers, sailors, and marines of the United States Navy in active service may be forwarded and delivered, in accordance with instructions from the proper military and naval authorities, through the general or division superintendents of the Railway Mail Service.

—to representatives of foreign governments.

5. Mail matter addressed to any ambassador or other diplomatic representative of a foreign government may, on his request, be delivered from any post-office through which it may be passing, the postmaster being sure of his identity.

—to post-office inspectors.

6. Mail matter addressed to a post-office inspector may be delivered from any post-office through which it may be passing, or by any railway postal clerk, when assured of the inspector's identity by inspecting his commission.

See sec. 702 as to delivery of foreign matter; secs. 855 to 864 as to registered matter; sec. 778 as to special-delivery matter; sec. 1527 as to delivery of matter by railway postal clerks.

Sec. 634. The delivery of mail matter should be to the person addressed or according to his written order. Such order may be implied in some cases, as where the addressee is in the habit of sending for or receiving his mail through his clerk, servant, agent, or some member of his family, and recognizing or acquiescing in such delivery.

General directions for delivery of mail matter.
To person addressed or to his order.

2. When a person requests delivery to him of the mail of another, claiming that the addressee has verbally given him authority to receive it, the postmaster, if he doubts the authority, may require it to be in writing, signed, and filed in his office.

Request of one person for delivery to him of mail for another.

3. When a postmaster is in doubt as to the identity of the addressee he may require proof, and should exercise great care, especially where mail matter appears to be of value, to make proper delivery.

Identity of addressee.

4. Where two or more persons of the same name receive mail at the same office the postmaster should advise them to adopt some address or means by which their mail may be distinguished. Postmasters will deliver such matter according to their best judgment, and will not return it to the mailing office for better description of the addressee until, after inquiry, they are unable to determine to whom it should be delivered.

Mail to two persons of same name.

5. Mail matter addressed to a person in care of another should be delivered to the addressee, if he so direct, and not to the person to whose care it is addressed. In the absence of such direction, it should be delivered to the first of the two persons who may call for it. (See next section.)

To one person in care of another.

6. Mail matter addressed to several persons may be delivered to any one of them.

To several persons.

7. Mail matter addressed to a public official or to an officer of a corporation by his official title should be delivered to the person actually holding the office designated in the address, the presumption being that the matter was intended for the officer as such.

To public officials, etc., by title.

8. Matter addressed to persons as "agent" or "agents," will be delivered to the person holding such position when the agency is of some public matter or of the business of some corporation, but not when the agency is merely of an individual or firm.

To agents, etc.

9. Neither husband nor wife can control the delivery of matter addressed to the other. When so instructed, a postmaster must refuse to deliver letters to the hus-

Neither husband nor wife to control delivery of mail the other.

band which are addressed to the wife, or those to the wife which are addressed to the husband. In the absence of instructions to the contrary, the wife's letters should be placed in the husband's box and delivered to him with his own letters, unless they be known to live separately.

To persons by business names.

10. A person engaged in a legitimate business may adopt a business name, and, when duly identified, may receive his mail, registered or ordinary, by that name as well as by his proper name.

See secs. 504 and 625 as to matter addressed to fictitious addresses used for unlawful business; sec. 858 as to delivery of registered matter.

Packages of second-class matter. —separate copies to be delivered.

Sec. 635. Where bulk packages of second-class matter are received at any post-office, addressed thereto, they will be opened and the separate copies of the publication contained in such packages will be delivered according to the addresses thereon. (See sec. 464.)

—for club subscribers, name may be written on separate papers.

2. Where a package of second-class matter is addressed to one person and intended for a club of actual subscribers, the addressee may call at the post-office and write addresses on the single copies, which will be delivered without payment of additional postage (sec. 464); but the package can not be taken away from the post-office and the copies returned again for delivery or transmission in the mails unless additional postage is paid at the rate for transient matter of the second class (sec. 455). Postmasters may, if they so desire, and it does not interfere with their official duties, open packages of papers intended for clubs and write the names of the several subscribers thereon.

"Transient" letters. —how treated.

Sec. 636. Letters having as a part of their address the words "Transient," "To be called for," or other words indicating that they are intended for transient persons, must be placed in the general delivery, to be delivered to the addressees on application and on proper identification.

—at free-delivery offices.

2. At free-delivery post-offices letters directed as above must not be delivered by letter carriers, unless on orders of the addressees.

Letters without street and number to be treated as "transient," when.

3. Letters without street and number, or box number, shall be treated as transient letters and placed in the general delivery, unless at free-delivery offices they are addressed to or to the care of persons whose address is known to the distributing clerks or to the letter

carriers, or whose address is given in the city directory. (See sec. 640.)

—to be subject to general delivery.

4. At free-delivery offices, while an effort is being made to supply complete addresses to letters without street and number, either by use of the directory or examination of other records, they must be subject to inquiry and delivery through the general delivery. A trial delivery of a letter should not be attempted by a letter carrier unless he is reasonably sure of delivering it.

See secs. 855 to 864 as to registered matter.

Matter held at request of addressee. —how treated.

Sec. 637. Matter which the addressee has requested to be retained until called for should be marked "Specially held to be called for," and may be retained for a period not to exceed ninety days, unless it bears a return request, as to which see section 671, except by special permission of the First Assistant Postmaster-General.

See secs. 672 to 676 as to treatment of unclaimed matter; and secs. 855 to 864 as to registered matter.

Use of boxes.

Sec. 638. The use of a box is restricted to the renter thereof and those connected with him in a family or business way.

—by members of family, etc.

2. Mail addressed to the members of the household of a box holder, including visitors, servants, and transient and temporary boarders, or in his care, and mail for confidential or official employees may be placed in his box.

—by firm.

3. Where a box is rented by a firm it may be used by all the members of such firm, and if they consent thereto, by the members of their families or households, and by their employees.

—by corporation, society, etc.

4. Where a box is rented by a corporation, association, or society, mail for its officials may be placed therein.

—by colleges, public institutions, etc.

5. Mail matter addressed to the students and employees at a college, seminary, or school, who board therein, or to inmates and employees of any public institution, may be placed in the box rented by such college, school, or institution, if consistent with the usage and rules thereof.

—by hotels, boarding houses.

6. Mail addressed to guests or transient boarders at a hotel or boarding house, should be placed in the box assigned to such hotel or house, or the proprietor thereof.

Mail addressed to box number.

7. Mail addressed to merely the number of a box may be delivered to the holder thereof so long as no improper or unlawful business is conducted in this manner.

Matter without postage not to be put in boxes.

8. Bills and circulars must not be placed in boxes by postmasters for themselves or any one else without payment of regular postage thereon.

Mail in lock-boxes to be handed out, when.

9. Postmasters may hand out mail from lock-boxes or drawers where the holder or such person as may be authorized to take the mail has forgotten the key or can not open the box.

Discrimination in handing out mail forbidden.

10. No discrimination must be made in the delivery of mail, but each person must be served in his turn, whether he rents a box or not.

See sec. 348 as to rental of boxes.

Delivery of mail at free-delivery offices. —how effected.

Sec. 639. All mail addressed to residence and business houses within the free-delivery limits of a city or town must, as far as possible, be delivered by letter carriers.

—by carrier, except.

2. Mail addressed to street and number must be delivered by letter carriers, unless the addressees direct otherwise. Mail addressed neither to a box holder nor to a street and number must be delivered by carrier, if the proper address be known to him or can be ascertained from the city directory otherwise it must be delivered at the general delivery (see sec. 636).

City directories. —use of, in ascertaining addresses.

Sec. 640. Where at any free-delivery office a directory is published, it must be used when necessary to ascertain the addresses of persons to whom letters are directed, and it should also be used in the case of transient newspapers and other matter of the third and fourth classes where the error in or omitting of the street address is evidently the result of ignorance or inadvertence; but when circulars, printed postal cards, or other matter, except letters, shall arrive at any post-office in large quantities, mailed apparently by the same person or firm, and from which the street addresses have been purposely omitted, the directory need not be used to supply such omissions, and all such circulars, etc., which can not be delivered through boxes or by letter carriers shall be placed in the general delivery to await call.

Packages too large for delivery by carriers. —how treated.

Sec. 641. At free-delivery post-offices packages too heavy or bulky for delivery by letter carriers will be

held in the office and the addressees notified by mail to call for them.

See sec. 865 as to delivery of registered packages.

Official letters to pensioners, claimants for or payees of pensions.

Sec. 642. Letters from the Bureau of Pensions at Washington, addressed to a pensioner or a claimant for pension, or a payee of the pension (in whole or in part) of another person, are to be delivered to the addressee, to the person in whose care they may be addressed, if a responsible person, or to a member of the addressee's family. Such letters must not be delivered to or placed in the box of any other person, except as hereinafter provided, even with the addressee's consent. If the addressee has died or has been declared mentally incompetent, they may be delivered to the executor or administrator of his or her estate, or to the guardian, as the case may be, or to a member of his or her family.

From Bureau of Pensions.

—addressee deceased or insane.

NOTE.—A payee of the pension of another person may be the wife (not widow) of a pensioner, the guardian of such wife or of the pensioner or his minor children.

Note.

From United States pension agency.

2. Letters from a United States pension agency addressed to a pensioner or a payee of the pension (in whole or in part) of another person must be delivered to the addressee or to some member of his or her family specially authorized by him or her to receive them. If, however, the addressee has been declared mentally incompetent, they are to be delivered only to his or her duly oppointed guardian. If the addressee *being a pensioner* has died, they are to be delivered only to the duly qualified and acting executor or administrator of his or her estate. If the deceased addressee *was not a pensioner* but the payee of the pension of another person, they are to be returned to the agency.

—addressee insane.

—addressee deceased.

—not to be delivered on legal process.

3. Postmasters must refuse the delivery of any letter sent to a pensioner from a United States pension agency to any person claiming to hold a lien thereon, or even to any marshal, sheriff, constable, or any other officer of a court (except to a guardian or manager as aforesaid), without first reporting to the First Assistant Postmaster-General (Division of Correspondence), the fact of the demand therefor, and receiving instructions from him.

Note.

NOTE.—Under R. S., § 4747, no part of the money due, or to become due, to any pensioner is liable to attachment, levy, or seizure by or under any legal process whatever, and this applies to letters containing pension checks. See sec. 977 as to cashing pension checks out of money-order funds.

Mail not to be delivered to attorney, etc.

4. Orders, written or verbal, from a pensioner, or a claimant for or payee of a pension, directing the delivery of his or her letters from the Bureau of Pensions or a United States pension agency to an attorney, claim agent, or broker, must be disregarded.

Mail addressed to minors. —delivery to be controlled by parents or guardians, when.

Sec. 643. Where minor children reside with their parents, the father, or, if he be dead, the mother, generally is entitled to direct the disposition of mail matter addressed to such minors, and, unless the minors be under guardianship, may authorize another to receive mail matter addressed to them, although they be not residing with the parent, and postmasters will deliver said matter accordingly, requiring directions in writing if deemed necessary.

—to be delivered direct, when.

2. In the absence of directions from a parent or guardian or one authorized to control the correspondence of a minor, mail matter may be delivered to him or her.

—when not dependent, delivery of.

3. When a minor is not dependent upon a parent for maintenance and support and does not reside with a parent or guardian or with some one in whose charge he may have been placed, such minor has the right to control his or her correspondence.

—when deceased.

4. Mail matter addressed to a deceased minor, who up to the time of decease resided with parents or guardian, may be delivered to the parent or guardian; but if the minor left a husband or widow, delivery may be made to him or her.

—at colleges, etc.

5. At colleges and similar institutions, where students have been placed in charge of the principal by their parents or guardians, and where the rules of the institution provide that the principal shall have control of mail matter addressed to such students as are minors, delivery will be made in accordance with the order of the principal. If, however, the principal has not authority from the parent or guardian to control the mail of the children placed under his care (which authority is understood by an acceptance of the rules, that being one) the delivery must not be made to the principal against the wishes of the scholar.

See sec. 348 as to renting boxes to minors.

Mail addressed to deceased persons. —how delivered.

Sec. 644. Mail matter addressed to a deceased person must be delivered to his legal representative; if there be none, delivery may be made to a surviving

husband or widow, unless there be other claimants, in which event the postmaster should report the facts of the case to the First Assistant Postmaster-General and await instructions.

—to be sent to Dead-Letter Office, when.

2. Where there be no legal representative, surviving husband, or widow, and others claim such mail matter, it should be sent to the Dead-Letter Office with the return of unclaimed matter, with a statement of the facts. (See sec. 681.)

See secs. 671 and 672 as to return of request and card matter; and secs. 861 and 862 as to registered matter.

Mail addressed to partnerships and corporations.

Sec. 645. Mail matter addressed to a firm may be delivered to any member thereof.

—delivery to agent.

2. Mail matter addressed to a corporation should be delivered to the agent or officer conducting its correspondence or to such person as is authorized by the corporation to receive it. (See sec. 638.)

—postmaster not to decide disputes as to delivery of.

3. Postmasters must not decide disputes between members of an existing firm as to delivery of its mail. Where the mail has previously been delivered through a box or general delivery, such delivery will be continued; if through carrier, the mail will be handed to any of the members of the firm.

Where same name is used, delivery of.

4. Attempts to secure the mail of an established house, firm, or corporation through the adoption of a similar name should not be recognized. Where disputes arise between individuals, firms, or corporations as to the use of a name or designation, matter addressed to a street, number, or building should be delivered according to such address. When not so addressed, the mail will be delivered to the firm or corporation which first adopted the name of the address at that place.

Report to Department when in doubt.

5. When in doubt as to the firm or corporation for which any mail matter is intended, and claim therefor is disputed, postmasters will withhold delivery and report the facts and any statements made by either claimant to the First Assistant Postmaster-General for advice.

Contention as to delivery of mail for dissolved firm or company.

Sec. 646. When a firm or company dissolves, and contention arises as to whom the mail matter addressed to the former business firm or company, or its officials, shall be delivered, the postmaster, being forbidden by one party to deliver to another, should

—postmaster to require appointment of receiver, when.

require the appointment of a receiver, retaining all mail matter until said receiver is appointed; and if no such receiver is appointed, or no agreement between the contending parties is reached before the expiration of thirty days from the date when delivery ceased, the mail in dispute, and all that may arrive thereafter (until an agreement is made or receiver appointed), shall be sent to the Dead Letter Office marked "In dispute." (See sec. 684.) If, however, such letters bear card requests for their return if not delivered within a certain time, they should be returned to the sender direct at the expiration of the time named, marked "In dispute."

—matter to be sent to Dead Letter Office pending settlement of dispute, except.

Mail for dissolved corporation.

Sec. 647. Upon the dissolution of a corporation its mail matter should be delivered to the receiver or legal representative charged with the duty of winding up its affairs.

—how delivered.

Mail for person, firm, or corporation in hands of receiver, etc.

Sec. 648. When the business of a firm, corporation, or individual has passed into the hands of an assignee or receiver, the mail matter addressed to such firm, corporation, or individual should be delivered to the assignee or receiver when the instrument of assignment authorizes the assignee to receive it and a copy thereof is filed with the postmaster, or when the order of the court by which such receiver was appointed directs him to receive it; or when the members of the firm, officers of the corporation, or person to whom the mail is addressed consent that he shall receive it; or when the firm or corporation has not resumed business under the same name, so as to have correspondence in regard to business or property which did not pass to the assignee or receiver; or when the receiver has been appointed to take charge of, continue, or wind up the business of an existing corporation.

—delivery of to receiver or assignee, when.

—delivery of to firm or person instead of assignee or receiver, when.

2. Mail matter should be delivered to the firm or person and not to the assignee or receiver when the person making the assignment has not consented or agreed that the assignee shall receive mail matter addressed to him, the assignor, and arriving after the assignment, or when it reasonably appears that the matter does not relate to the business assigned; or when the firm whose business has been placed in the receiver's hands is engaged in conducting a new or other business under the former name or has subsequently acquired or has other property that does not

pass into the receiver's hands; or when the order of the court by which the receiver is appointed directs that the mail matter shall be delivered to the person, firm, or some officer of the corporation, instead of the receiver.

Delivery according to agreement of parties.

Sec. 649. When parties interested in mail matter enter into an agreement as to its delivery and instruct the postmaster in writing, if he so desires, as to whom he shall deliver it, he will deliver accordingly until his instructions are changed by mutual consent of the parties, or until an order is made by a court of competent jurisdiction for other disposition thereof.

Mail relating to business which is sold.

Sec. 650. Where a business is sold, delivery of mail will be made according to the agreement entered into by the parties. Postmasters must not construe contracts or determine rights, but will make delivery of mail according to such directions as may be given by the vendor, or the plain provisions of contract of sale; and in the absence of directions by the vendor, or any provision in the contract of sale, delivery will be made to the addressee. The authority to the vendee to receive mail is not revocable by the vendor if there be a right to the mail in the vendee.

—delivery of, how made.

Delivery to agent of several.

Sec. 651. Any number of citizens may employ an agent and give him a written order on the postmaster for their mail; and when such order is presented to the postmaster the mail for such parties, and also mail addressed to a person in care of any such parties, will be delivered to the agent named. When mail is so delivered the responsibility of the postmaster ceases.

—to be made on written order.

Delivery of mail to mail carriers for addressees.

Sec. 652. Mail matter of patrons of a post-office may, at their request, be delivered to the mail carrier, to be carried out of the mail and handed to them on his route before he passes another post-office.

Injunctions of courts concerning delivery of mail matter.

Sec. 653. Where mail matter is claimed by different parties, and suit is instituted between them to determine their rights thereto, and an injunction is granted restraining either or all parties from receiving or the postmaster from making delivery to either or any party such injunction and the decree of the court as to the disposal of the mail will be obeyed.

—to be obeyed.

Letters "Opened through mistake."

Sec. 654. Where a letter intended for one person is delivered to another of the same name and returned by him the postmaster will reseal the letter in the presence of the person who opened it and

—to be resealed and indorsed by party opening.

request him to write upon it the words "Opened by me through mistake," and sign his name; the letter will then be replaced in the post-office. If the person who opens the letter is unable to sign his name, the postmaster will make the indorsement and have the person sign by "mark" in presence of a witness.

—to be treated as sealed until proper delivery.

2. A letter opened by mistake must be treated until its proper delivery as though it were sealed. Postmasters must not examine the contents of such letters, but must confine themselves to the information contained upon the envelope or wrapper.

See sec. 672 as to return to senders of letters opened by mistake.

Valuable letters received from Dead-Letter Office, etc.

Sec. 655. When dead letters containing money or other valuable matter are received from the Dead-Letter Office for delivery to the owners diligent effort must be made to deliver them to the proper party. Such letters must be treated the same as if under seal, and postmasters and their employees will maintain the strictest secrecy as to their contents. No exchange must be made for other funds of any money therein contained.

—effort to deliver.

—secrecy as to contents.

—if not delivered within thirty days, disposal of.

2. If where letters received from the Dead-Letter Office containing money or other valuable matter can not be delivered, after holding them thirty days from date of receipt, the reason for nondelivery will be indorsed on the circular which accompanies each letter and they will be returned to the Dead-Letter Office. Such letters will be entered on one list, giving the Post-Office Department letter, number, and book. This list must be sent in duplicate, and when verified one copy will be returned to the post-office. The package should be indorsed "Dead registered matter from ———" [here add name of post-office], and be addressed "Dead-Letter Office, Washington, D. C."

See sec. 890 as to manner of sending registered matter to Dead-Letter Office.

—registry of dead letters, when.

3. Letters containing articles of value, not money, will not be registered on return unless they were received registered. No other letters must be sent in the same package. Postmasters neglecting to register packages containing returned dead letters requiring registration will be held responsible for the contents if lost.

4. Dead letters containing money or other valuable matter received from the Dead-Letter Office for delivery must never be forwarded to another post-office without special permission of the First Assistant Postmaster-General. If the whereabouts of the owner be known, the letter will be returned immediately to the Dead-Letter Office, as provided in paragraph 2, with full information.

—not to be forwarded except.

Sec. 656. Unclaimed card and request letters, prepaid one full rate, but not wholly prepaid, will, when returned to the office of mailing, be delivered to the sender, and the amount of postage due collected thereon. (See secs. 671 and 672.)

Delivery to senders of unclaimed letters returned.

Postage due.

2. Unclaimed letters bearing the card of a hotel, school, college, or other public institution returned to the office of mailing in accordance with a special request thereon will be presented to the hotel, school, college, or other institution, and if the writer or his address is unknown such letters will be treated as other undeliverable matter. (See sec. 672.)

Card requests.

Sec. 657. Mail matter arriving at an office addressed to the inmates of houses containing cases of contagious diseases, such as smallpox, yellow fever, etc., may be sent to them by some responsible person known to the postmaster.

Mail for inmates of infected houses and mail from infected localities.

—how delivered.

See sec. 626 as to matter from infected localities.

Sec. 658. * * * If any matter excluded from the mails by the preceding section (see note) of this act, except that declared nonmailable by section thirty-eight hundred and ninety-three of the Revised Statutes as amended (see note), shall, by inadvertence, reach the office of destination, the same shall be delivered in accordance with its address: *Provided*, That the party addressed shall furnish the name and address of the sender to the postmaster at the office of delivery, who shall immediately report the facts to the Postmaster-General. If the person addressed refuse to give the required information, the postmaster shall hold the package subject to the order of the Postmaster-General.

Delivery of certain unmailable matter. 1879, Mar. 3, ch. 180, § 21, 1 Supp., 248.

—when reaching office of destination.

Name of sender and facts to be reported.

2. All matter which in its form and nature is liable to destroy, deface, or otherwise damage the contents of mail bags or harm the person of anyone engaged in the postal service, and all matter in excess of the weight prescribed by law (sec. 487) upon which postage is paid for its full weight, which inadvertently reaches the office of address, shall be delivered under the provisions of the preceding statute.

Kind of matter to be so delivered.

—matter liable to injure or destroy.

—matter in excess of weight.

Report to Department.

3. Where any matter is delivered under the provisions of this section a report thereof will be made to the First Assistant Postmaster-General, giving the date and office of mailing.

Note.

NOTE.—The above statute is a part of section 21 of the act of March 3, 1879, and the "preceding section" referred to is section 20 of the same act, which has several times been amended, the last amendment being the act of June 8, 1896 (ch. 370, 2 Supp. R. S., 507) and is given as section 480 as to unmailability of matter liable to injure the mails or persons, and section 487 as to the limit of weight of mail matter. R. S., § 3893, amended, relating to obscene matter, is given as section 497, as to the treatment of which at offices of delivery see section 624.

VI.—ADVERTISEMENT OF NONDELIVERED MATTER.

Advertising of nondelivered letters.
R. S., § 3930.

Sec. 659. The Postmaster-General may direct the publication of the list of non-delivered letters at any post-office by written list posted in some public place, or, when he shall deem it for the public interest, he may direct the publication of such list in the daily or weekly newspaper regularly published within the post-office delivery which has the largest circulation within such delivery; and where no daily paper is published within the post-office delivery, such list may be published in the daily newspaper of any adjoining delivery having the largest circulation within the delivery of the post-office publishing the list; and in case of dispute as to the circulation of competing newspapers, the postmaster shall receive evidence and decide upon the fact. Such list shall be published as frequently as the Postmaster-General may deem proper, but not oftener than once a week.

— in daily or weekly newspapers.

— frequency of publication.

See sec. 665 as to including all valuable matter in advertisements.

Advertising foreign letters.
R. S., § 3931.

Sec. 660. The list of non-delivered letters addressed to foreign-born persons may be published in a newspaper printed in the language most used by them, which shall be selected in the manner prescribed in the preceding section.

Compensation for advertising.
R. S., § 3934.

Sec. 661. The compensation for publishing the list of non-delivered letters shall in no case exceed one cent for each letter so published.

— letters.

— other matter.

2. The compensation for matter, except letters, included in the list of advertised matter will be the same as for letters.

Expense for advertising not to be incurred without authority.

3. No expense whatever shall be incurred nor any amount claimed for advertising undelivered matter, unless authority therefor is given in advance by the First Assistant Postmaster-General (Division of Salaries and Allowances.) (See sec. 322.)

Gratuitous publication.

4. At offices where publishers of newspapers will publish the list of undelivered matter gratuitously as

local news matter, a copy must be furnished to such publishers on the days when lists are given out for publication.

Posting list of advertised matter.
R. S., § 3933.

Sec. 662. Every postmaster shall post, in a conspicuous place in his office, a copy of each list of non-delivered letters immediately after its publication.

—manner of.

2. One or more printed copies of the list of non-delivered matter or a manuscript copy will be posted in the post-office.

When non-delivered matter to be advertised by posting only.

Sec. 663. Where no newspaper is published within the delivery of a post-office or the publication of the list of nondeliverable matter is not authorized as provided in section 322, or is not published gratuitously such matter will be advertised only by posting a list thereof in the post-office as provided in the preceding section.

When non-delivered matter to be advertised.

Sec. 664. At post-offices of the fourth class non-delivered ordinary matter will be advertised monthly and as near the first day of the month as practicable; at all other post-offices, weekly, and when practicable on the first day of the week, but no matter should be included in the advertised list unless the same has remained on call in the office at least one week before advertising.

See sec. 682 as to returns to Dead-Letter Office of undelivered advertised matter.

Matter to be advertised.
—unclaimed matter of first class.
—second and third class matter.

Sec. 665. All unclaimed matter of the first class (except postal cards and private mailing cards ("post cards")), including letters and other matter returned from the Dead-Letter Office direct to the sender, and valuable matter of the third and fourth class, should be included in the advertisement of nondelivered matter, except registered matter, refused matter, fictitious matter, card and request matter, hotel matter, matter addressed to persons who call regularly at the post-office or which there is special reason to believe will be called for, matter indorsed, "To be held until called for," "Poste restante," or similar directions, and matter which the addressee has requested to be retained. (See sec. 637.)

Note.

NOTE.—The statute does not provide specifically for advertising any mail matter except letters. See sec. 637 as to holding matter on request of addressee; sec. 671 as to return request letters.

List of nondelivered matter.
—how made out.

Sec. 666. The names of persons to whom nondelivered matter is addressed must be arranged in the list of nondelivered matter to be advertised in alpha-

betical order; and when there is any quantity of matter to be advertised, the names of men and women must be separate. Matter of the third and fourth class should be separate from the letters, with appropriate headings.

Advertised matter to be marked.

Sec. 667. On every letter or other mail matter advertised must be plainly written or stamped upon the address side the word "Advertised," together with the date of advertising. The original address must not be defaced.

—how.

Charge on advertised matter.
R. S., § 3935.
—one cent in addition to postage.

Sec. 668. All letters published as nondelivered shall be charged with one cent in addition to the regular postage, to be accounted for as part of the postal revenue. (See sec. 113.)

—same on all matter.

2. The same charge as on letters will be made on all other advertised matter.

—how collected.

3. The charge on advertised matter shall be collected on delivery, and accounted for as part of the postal revenue.

Postage-due stamps not to be affixed until advertising fee has been collected.

4. Postage-due stamps for the advertising fee must not be placed on advertised matter until the fee therefor has been collected.

VII.—Return and Disposal of Unclaimed Matter.

Detention of undelivered matter and return to Dead-Letter Office.
R. S., § 3936.

Sec. 669. The Postmaster-General may regulate the period during which undelivered letters shall remain in any post-office, and when they shall be returned to the Dead-Letter Office; * * *

See sec. 48 for balance of above statute as to return of matter from Dead-Letter Office; sec. 684 as to returns to Dead-Letter Office; and secs. 886 and 887 as to registered matter.

Return request letters.
R. S., § 3939.
—not to be advertised.

Sec. 670. When the writer of any letter on which the postage is prepaid shall indorse upon the outside thereof his name and address, such letter shall not be advertised, but after remaining uncalled for at the office to which it is directed thirty days, or the time the writer may direct, shall be returned to him without additional charge for postage, and if not then delivered shall be treated as a dead letter.

Time for return of request letters.
—dependent upon request of sender.

Sec. 671. The time named on the envelope within which letters are to be returned if not delivered may be lengthened or shortened by the sender by subsequent directions in writing to the postmaster at the office of destination; but such letters must remain for delivery at least three days. Postmasters will comply with such written directions, and return letters in accordance therewith, without additional charge for postage.

—be held at least three days.

—where addressee leaves general request to hold.

2. When the addressee has given general direction to hold his letters until called for, and they are not called

for within the time limited in the return request, they should be returned to the sender in accordance with the request.

See sec. 637 as to holding of matter not bearing return request; secs. 578 and 579 as to recall of mail matter.

Card and official matter.

Sec. 672. Whenever any unclaimed matter of the first class bears the name and address of the sender, as post-office box, number and street, etc., without a request that the same be returned if not delivered, such matter will be termed "Card matter," and must not be advertised, but must be returned to sender at the expiration of thirty days from the date of its arrival at the post-office of destination.

—must be held thirty days.

Official matter.

2. All official matter sent under penalty envelopes or labels, or the frank of members of Congress, and reports and bulletins sent out from State agricultural colleges and agricultural experiment stations in envelopes franked by the directors thereof, will be treated as card matter, and, if unclaimed, returned to the office of mailing, if known; if the post-office of origin can not be ascertained, it should be returned to the post-office at Washington, D. C.

"Drop letter" not to be returned to another office unless prepaid with full rate.

3. A request upon a drop letter for its return to the writer at some other post-office, if unclaimed, will not be respected unless it is prepaid with one full rate (two cents) of postage.

Hotel envelope must bear request for return.

4. Unclaimed letters bearing the card of a hotel, school, college, or other public institution, which has evidently been printed upon the envelopes to serve as an advertisement, should not be returned to the place designated in the cards, unless there is also a request therefor.

Letters inadvertently opened may be returned.

5. A letter, which contains a card or return request, opened inadvertently or upon a wrong delivery, will be returned to the writer without additional charge. (See sec. 654.)

Insufficiently paid letters unclaimed.

6. Unclaimed card and request letters, prepaid one full rate, but not wholly prepaid, will be returned to mailing office for delivery to the sender upon payment of the postage due.

Matter to be indorsed with reason for return.

7. All request, card, or official matter of any class returned to sender must bear on its face the reason for such return—such as "Refused," "Removed," "Present address unknown," "Deceased," "Unclaimed," "Can not be found," etc., and must also, in every

instance, be indorsed "Returned to writer," and bear the postmark of the office from which it is returned.

—matter to be returned according to request.

8. No article of undeliverable matter must be detained at the office to which it is addressed for a longer time than that named in the return request.

See sec. 704 as to mails between Canada, Cuba, and Mexico.

Unclaimed postal cards and private mailing cards ("post cards").

—single.

Sec. 673. Unclaimed single postal cards and private mailing cards ("post cards"), wholly or partly in writing, will be sent to the Dead-Letter Office with the regular returns of unclaimed matter. (See sec. 684.)

—double.

2. *Double postal cards*, when unclaimed, will be returned to sender when the address of the sender can be ascertained; otherwise they will be sent to the Dead-Letter Office. Care must be taken in indorsing and returning double cards not to deface or destroy the unused half.

Disposal of unclaimed printed matter.

R. S., § 4061.

—regulations as to.

Sec. 674. The Postmaster-General may provide, by regulations, for disposing of printed and mailable matter which may remain in any post-office, or in the Department, not called for by the party addressed; but if the publisher of any refused or uncalled-for newspaper or other periodical shall pay the postage due thereon, such newspaper or other periodical shall be excepted from the operation of such regulations.

Matter without value to be treated as waste paper, except.

2. Domestic printed matter obviously without value, including printed single postal cards, must not be sent to the Dead-Letter Office when unclaimed, except that upon which postage is due, but must be disposed of as waste paper, and the proceeds taken up and accounted for as other postal revenue. (See sec. 357.)

Note.

NOTE.—Printed matter of obvious value means such as sheet music, pictures, photographs, books, or pamphlets, likely to be of any special use or value to the addressee.

Return of other than first-class matter.

—return postage to be paid by sender.

—rate of postage for.

Sec. 675. Undelivered matter of the second, third, and fourth classes may be returned, but only after the postage for returning shall have been paid by the sender or some one for him. The rate of postage for returning matter of the third and fourth class will be the same as for its first dispatch; but the rate for the return of undelivered matter of the second class will be one cent for every four ounces or fraction thereof, payable only by stamps to be attached.

Stamps to be affixed and canceled.

2. When postage shall have been furnished for returning matter as herein provided, the postmaster must apply and cancel the necessary stamps and promptly return the matter.

Matter of obvious value, sender to be notified.

3. If matter of the second, third, or fourth class of obvious value remain undelivered at a post-office, the postmaster must notify the sender of the fact of nondelivery by card notice (Form 3540) and give him an opportunity to provide the return postage.

Matter turned in at terminal offices, how treated.

4. Undelivered matter of the second, third, or fourth class turned in at a terminal office must be treated as if such office were the post-office of original address.

See sec. 485 as to statute requiring new postage; secs. 571 and 572 as to return of matter to sender before dispatch where postage is unpaid or misdirected without payment of new postage; sec. 627, note, as to sending local matter redirected to new address without new postage.

Reason for nondelivery to be shown on matter.

Sec. 676. Upon every undelivered article of mail matter *must* be indorsed or stamped the reason for nondelivery, such as "UNKNOWN," "REFUSED," "REMOVED," "FIRM DISSOLVED," "DECEASED," "IN DISPUTE," etc. When no other reason can be ascertained, the matter will be indorsed "UNCLAIMED." In indorsing or stamping undelivered matter the original address or postmark must not be defaced or obscured. This regulation must be strictly observed.

Return of matter to which postage-due stamps have been affixed.

Sec. 677. When at free-delivery post-offices matter to which postage-due stamps have been affixed is returned to writer the provisions of section 632 relating to forwarding said matter will be observed.

VIII.—REFUSED MATTER OF THE SECOND CLASS.

Publisher to be notified when matter refused.

Sec. 678. Postmasters shall notify the publisher of any newspaper, or other periodical, when any subscriber shall refuse to take the same from the office, or neglect to call for it for the period of one month. R. S., § 3885.

Notice of refusal of subscribers to take papers.

—how given.

Sec. 679. Notice will be given when a newspaper or periodical is uncalled for or refused or when the subscriber changes his address without notifying the publisher or ordering his mail forwarded. (See sec. 627.)

—if first notice disregarded second to be sent.

If the first notification be disregarded, a second may be sent calling attention also to the fact of previous notice.

—record of.

2. Postmasters should make a record for their own protection when a publisher is notified of the nondelivery of his paper to a subscriber. This record should show the name of the publication, city or town in which it is published, name of the subscriber, and the date when the notice was sent.

When notice not required.

3. Where copies of a publication issued under the auspices of a benevolent or fraternal society, or by a regularly incorporated institution of learning, or by or

—not to be sent, in what cases.

under the auspices of a trades union, or by professional, literary, historical, scientific societies, or State departments of agriculture, or bulletins of State boards of health, admitted to the mails as second-class matter under sections 429 and 430, are refused or not taken from the post-office by the addressees, notice of such fact will not be sent to the publishers as hereinbefore provided for other matter of the second class. Where such matter is of obvious value, however, notice will be sent to the publishers as provided for other undelivered matter. (See sec. 675).

Note.

NOTE.—There is nothing in the postal laws or regulations concerning the liability of a subscriber for the subscription price of a newspaper or periodical. This is a matter between the publisher and subscriber. See sec. 704 as to mails between Canada, Cuba, and Mexico.

Disposal of refused or uncalled for second-class matter.

SEC. 680. After a publisher has been notified, as required in the previous section, that copies of his publication are either refused or remain uncalled for such matter will be held for thirty days, after which the same and all copies of the publication subsequently arriving similarly addressed should be placed with the waste paper. (See sec. 357).

See sec. 674 as to disposition of other refused or uncalled for printed matter.

IX.—TREATMENT AT RECEIVING OFFICES OF MATTER TO BE SENT TO THE DEAD-LETTER OFFICE.

Classification of dead matter.

SEC. 681. Dead matter, or such as is to be sent to the Dead-Letter Office from the post-office of address, will be classified as follows:

—unclaimed.

(*a*) *Unclaimed* matter, which will include that which is not called for and can not be delivered nor returned as provided in sections 571, 672, 673, 674, and 675, other than matter of the second class, treated as waste paper, as provided in sections 674 and 680.

—refused.

(*b*) *Refused* matter, which will include that which for any reason the parties addressed decline to receive, other than matter of the second class and printed matter, treated as waste paper, as provided in sections 674 and 679.

—fictitious.

(*c*) *Fictitious* matter, which will include that which is addressed to fictitious or assumed names or to initials, or in any manner so that the person or persons for whom it is intended can not be identified. (See sec. 625.)

(*d*) *Illegible* matter, which will include that which having reached the office of destination is so illegibly or imperfectly addressed that it can not be ascertained for whom it was intended. —illegible.

(*e*) *Hotel* matter, which will include that which has been delivered at a hotel or public institution, or to a consul, agent, or other public officer, or individual who is in the habit of receiving mail for transient persons, and which has been returned to the post-office from such hotel, etc., as unclaimed. (See secs. 672, and 684. —hotel.

(*f*) *Obscene and scurrilous matter*, which will include that which inadvertently reaches the office of delivery, but of which delivery is forbidden by sections 497 and 498. (See sec. 624). —obscene and scurrilous.

(*g*) *Lottery* matter, which will include circulars or other matter concerning lotteries, gift concerts, or similar enterprises offering prizes, which are unmailable under the provisions of section 499. (See sec. 624) —lottery.

(*h*) Matter found loose in the mails. (See sec. 552.) —matter loose in mail.

See sec. 575 as to matter to be sent to the Dead-Letter Office from mailing offices.

X.—Manner, etc., of Making Returns to the Dead-Letter Office.

Sec. 682. Mail matter which has been advertised either by publication or by only posting a list thereof in the post-office will be held at post-offices of the fourth class for one month and at all other offices for two weeks after date of advertisement, and then, if undelivered, will be sent to the Dead-Letter Office in regular periodical returns, to be made at post-offices of the fourth class once a month, and at other post-offices once a week. **Return of unclaimed advertised matter.** —at fourth-class offices once a month. —at other offices once a week.

See sec. 659 as to advertising undelivered matter.

2. Postmasters in the Territory of Hawaii will transmit to the postmaster at Honolulu; and postmasters in Porto Rico to the postmaster at San Juan; and postmasters in the Philippine Islands to the postmaster at Manila, all matter and reports required by these regulations to be sent to the Dead-Letter Office. —at post-offices Hawaii, Porto Rico, and the Philippines.

Sec. 683. When at any post-office there is no matter of any kind to be sent to the Dead-Letter Office at the proper time for making the return of such matter, **Notice to be given when no dead matter to be sent.**

a statement should be sent (Form 1523), properly headed and dated, and the words "NO MATTER TO SEND" noted thereon.

Making up and transmitting returns of unclaimed matter. —postmarking.

Sec. 684. In making up returns to be sent to the Dead-Letter Office, every piece of mail matter should be postmarked by stamp or hand with the name of the post-office and the date of sending to the Dead-Letter Office.

—arrangement in classes.

2. Each class of matter should be arranged separately and duly entered on the dead-letter bill (Form 1523) or under its proper heading. (See par. 8.)

Matter bearing postage-due stamps.

3. Matter bearing postage-due stamps which can not be delivered (see sec. 622) will be tied in one package, with a written statement as to the amount of such postage-due stamps, and will be inclosed in a separate wrapper or envelope plainly marked on the outside "POSTAGE-DUE MATTER." At free-delivery offices each class of matter will be tied in separate bundles and a facing slip will be put on each one, stating the number of pieces therein and the amount claimed for postage. (See sec. 397 as to claim for credit for the value of stamps and for value of stamps on postage-due bills not returned or returned without stamps, and on matter forwarded to foreign country, and on foreign undelivered matter.)

Bill and advertised list.

4. The dead-letter bill and the copy of the advertised list must be sent with every return. The advertised list should give the name of the post-office, State, and date of advertising. (See sec. 665.)

Matter disposed of since advertisement.

5. All matter delivered or otherwise disposed of since advertising should be indicated by a mark drawn through the name on the list.

List of third-class matter of obvious value and of fourth-class matter to be sent.

6. A manuscript list of each piece of matter of the third class of obvious value, and of all matter of the fourth class, whether advertised or not, should be sent with such matter. This list may be made on blank (Form 1522 or 1522½) for unmailable matter by changing the word "UNMAILABLE" to "UNCLAIMED."

Dispatch of return.

7. The whole return should be wrapped and securely tied in one parcel and plainly addressed, "DEAD-LETTER OFFICE, WASHINGTON, D. C.," and indorsed, "RETURN OF UNCLAIMED MATTER FROM" (here add name of post-office). A penalty envelope may be used for the address label, but must be fastened securely to the parcel. Where the return is too bulky to be tied in one parcel,

a pouch must be used, so that all the matter will be received together. Returns from free-delivery post-offices will be registered.

Hotel and fictitious matter.

8. Hotel and fictitious matter must be entered on a list (Form 1522½) and sent separately from other unclaimed matter.

Bills to be used.

9. Postmasters at offices of the fourth class will use dead-letter bills (Form 1523) printed on white paper; at free-delivery offices the special form printed therefor on blue paper will be used, and at all other offices forms provided therefor printed on yellow paper will be used.

Valuable matter found loose in the mails and in post-offices.

Sec. 685. Postmasters at division headquarters of the Railway Mail Service receiving money or other articles of value found loose in the mails, shall, if they be unclaimed, retain the same for three months, and shall keep a complete record of such matter, with full particulars, such as may enable the rightful owners to identify and receive their property without loss of time. These postmasters are authorized to deliver such matter to the proper claimants, and to take receipts therefor upon blanks provided for the purpose, making weekly reports to the Dead-Letter Office of all such cases in detail. They will also make every effort to match or identify money or articles found with losses or deficiencies in registered or ordinary mail coming to their knowledge, and, if possible, deliver the same to the proper owners at the same time as the letters or packages from which they have become separated, or as soon thereafter as possible. Any articles unclaimed at the end of three months must be forwarded to the Dead-Letter Office, each article being inclosed in a separate envelope or wrapper, indorsed with a full description and statement of when and where found. The parcels must be numbered and described upon an unmailable bill (Form 1522 or 1522½), but returns of loose money and postage stamps must not be inclosed with third or fourth class matter. Returns of money, stamps, or other articles of value must be registered when sent to the Dead-Letter Office.

Treatment of at division headquarters.

—at other offices

2. Postmasters, other than those at division headquarters of the Railway Mail Service, receiving money or other articles found loose in the mails from the Railway Mail Service or other sources, will make weekly returns thereof to the Dead-Letter Office, and include

therein all such matter on hand at the time of making the returns. Each article of this matter must be inclosed in a separate envelope or wrapper, indorsed with a description of the article and a statement of when and where found. The parcels must be numbered and described upon an unmailable bill (Form 1522 or 1522½), but returns of loose money and postage stamps must not be inclosed with third and fourth class matter. Returns of money and stamps must be registered when sent to the Dead-Letter Office.

Returns of unmailable matter. — first-class offices, daily; other offices, weekly.

Sec. 686. Unmailable matter must not be held over to be advertised. At post-offices of the first class daily, and all other post-offices weekly returns must be made to the Dead-Letter Office of all unmailable matter received through the mails and on hand at the time of return (see sec. 624) which is not directed to be otherwise disposed of.

See sec. 573 as to unmailable matter at mailing offices; sec. 602, of offices in transit.

Making up and transmitting returns of unmailable matter.

Sec. 687. Each return of unmailable matter must be accompanied by a list of such matter on Form 1522, the full name and address on each article to be given as nearly as possible. Matter of the first class should be entered on a list separate from matter of the third and fourth class.

List of matter returned.

Separation into classes.

2. Unmailable matter included in a return will be separated into classes as provided in section 500. Each class and subdivision must be arranged and entered on the list alphabetically, and every piece and the entry thereof must be numbered to correspond.

Matter without address.

Where matter of the third and fourth class is without address, the pieces should be numbered and a description of each article given.

Postal cards and private mailing cards ("post cards").

Postal cards and private mailing cards ("post cards") need not be entered on the list except that a memorandum will be made thereon giving the number of postal cards.

Reason for sending.

3. Every piece of unmailable matter sent to the Dead-Letter Office must have plainly written or stamped upon it the specific reason therefor as provided in section 676, and must also bear the name of the post-office and the date on which it was sent to the Dead-Letter Office, care being taken in indorsing or stamping such matter not to deface the original postmark or address.

All matter in one package.

4. Returns of unmailable matter must be securely fastened in one package, with the list inclosed, addressed "DEAD-LETTER OFFICE, WASHINGTON, D. C.," and plainly indorsed, "RETURN OF UNMAILABLE MATTER FROM" (here add the name of the post-office). All matter should be included in the same return, unless the quantity of matter of the third and fourth class is too large to be conveniently made into one package, in which case matter of the first class should be sent in one parcel and matter of the third and fourth class in another, each accompanied by its proper list.

Duplicate lists to be retained.

5. Duplicates of all lists and statements must be retained by postmasters for reference in making searches for missing matter.

Unmailable matter separate from unclaimed matter.

6. Unmailable matter must not be sent with returns of ordinary unclaimed matter.

See sec. 886 as to unclaimed registered matter; sec. 655 as to delivery of valuable letters received from Dead-Letter Office.

CHAPTER 7.

TREATMENT IN POST-OFFICES OF MAIL MATTER ADDRESSED TO FOREIGN COUNTRIES.

I.—TREATMENT OF FOREIGN MATTER AT MAILING OFFICES.

Treatment of matter mailed at other than exchange offices.

SEC. 688. When matter addressed to foreign countries is mailed at post-offices not designated as exchange offices, postmasters will examine the same to ascertain whether it belongs to one of the classes of matter admissible to the international mails. (See secs. 524 and 538.)

—examination.

—deficient postage.

2. Where postage on foreign mail matter is not sufficiently paid to authorize its dispatch (see sec. 531), it should, where possible, be returned to the sender.

3. Unpaid matter addressed to a foreign country where prepayment of postage is required will be sent to the Dead-Letter Office at once, if the name of the sender is unknown. (See sec. 538.) Notice of detention for postage must not be sent to addressees in such cases.

Unmailable matter.

4. All matter addressed to foreign countries, except such as is merely in transit across the territory of the United States (see sec. 539), which is obscene or contains articles for indecent or immoral purposes, etc. (sec. 497);

all matter which contains on the outside cover or wrapper, or postal cards or private mailing cards ("post cards") bearing scurrilous or defamatory words or language (sec. 498); all matter relating to lotteries or similar enterprises (sec. 499), and all matter relating to schemes to defraud (secs. 499 and 500) will be withdrawn from the mails the same as domestic matter and treated as provided in section 573. (See sec. 700 as to matter from foreign countries under seal suspected to contain obscene or lottery matter.)

Dispatch of admissible matter.

5. Matter properly admissible to the international mails will be dispatched the same as domestic mail to the exchange office designated in section 692 unless a special request is indorsed on such matter that it be sent through a particular exchange office, which will be followed.

Mail for Canada or Mexico.

6. Postmasters whose offices are located on the railway post-office lines named in section 692 or on mail routes contributory thereto will dispatch ordinary mails for Canada or Mexico to the railway post-office designated.

—local exchange of.

7. Postmasters at offices other than those designated as exchange offices, authorized to make local exchanges with post-offices in Canada or Mexico, will be so advised by instruction in the current January Postal Guide.

See secs. 527 to 530 as to manner of wrapping and preparing matter for foreign mails and weight thereof.

Treatment of parcels presented for mailing by parcels post.

Sec. 689. Parcels offered for transmission by parcels post must be examined, weighed, and measured to ascertain that all conditions prescribed in these regulations are complied with, and that the proper amount of postage is prepaid thereon. (See secs. 540 to 542.)

Examination.

Measuring.

2. A parcel not over 3 feet 6 inches in length may measure as much as 2 feet 6 inches in girth, or around its thickest part. A shorter parcel may be thicker; thus, if it measures no more than 3 feet in length it may measure as much as 3 feet in girth, or around its thickest part. The most convenient mode of measuring is by means of a tape line 6 feet long. So much of the tape as is not used in measuring the length is the measure of the maximum girth permissible. This method of measuring will not, however, apply to parcels for Colombia, Costa Rica, or Mexico, the length of which must in no case exceed 2 feet, no matter how

small they may be in girth; and the girth must not exceed 4 feet, no matter how short the parcel may be.

Customs declaration to be attached to parcels.

3. A "Customs declaration," properly filled out, must be affixed to the outside cover of every parcels-post parcel, and will be attached in such manner that it does not practically seal the parcel. Two copies of the "declaration" must be forwarded with each parcel destined for Salvador, and three copies for each parcel for Venezuela.

Parcel received not bearing a customs declaration.

4. If a parcel not bearing a customs declaration is received at an exchange post-office, the postmaster at the mailing office should be requested to procure and transmit to the exchange office the necessary customs declaration; and the parcel should be returned to the mailing post-office only after the postmaster at that office has neglected or refused to transmit the customs declaration.

Certificate of mailing for sender.

5. A "Certificate of mailing" must be filled out for every parcels-post parcel and handed to the sender.

See this Title, chap. 3, as to foreign parcels post.

Return of undelivered parcels.

Sec. 690. Where senders of parcels by parcels post for Jamaica, Barbados, British Honduras, the Leeward Islands, British Guiana, the Windward Islands, Trinidad, Newfoundland, and New Zealand desire such parcels returned if undelivered, they must transmit with their request the amount necessary to pay postage anew at the same rate as when originally mailed, and undelivered parcels will be returned from other countries and the postage due collected from sender. (See sec. 706.)

Recall of matter or change of address.

Sec. 691. The sender of any article addressed for delivery in a foreign country may cause it to be withdrawn from the mails and returned, or have its address changed before delivery to the addressee provided the legislation of the country of destination of the article allows such withdrawal or alteration. Where application is made for the recall of an article or the change of the address thereon the conditions prescribed in section 579 relative to withdrawing letters from the domestic mails, must be complied with; and, in addition, the sender must furnish a *facsimile* of the address of the article, and must pay (by means of postage stamps affixed to his application, which must be canceled by the postmaster) 13 cents. When these conditions have been complied with, the postmaster

—how effected after dispatch.

will forward the application, accompanied by the *facsimile* of the address, under registration, to "the Superintendent of Foreign Mails, Washington, D. C.,' who will request the foreign postal administration interested to comply with the sender's directions. The foregoing does not apply to the recall of foreign registered matter before its dispatch from the United States.

—how effected before dispatch.

2. Where application is made for the return of an article, or the change of the address thereon, before it has been dispatched from the United States, it will, if unregistered, be returned to the sender upon compliance by him with the requirements of section 578. (See sec. 953 as to recall of registered mail.)

—postmasters not to comply with requests for, how treated.

3. Postmasters must not return, or change the address of, articles for foreign countries; but they may, upon request, forward an article to *the same addressee* at another post-office. Requests to return matter to sender or to change the address thereon should be referred to the Superintendent of Foreign Mails, and the articles should be held until instructions concerning them are received.

—not allowed in certain countries.

4. The legislation of Great Britain and the British colonies (except Cape Colony and the Australasian colonies), Canada, and British India, also Venezuela, Haiti, Japan, Bolivia, the Dominican Republic, and Colombia (Republic of), does not allow senders of articles to withdraw them from the mails or to change their address; consequently senders can not prevent the delivery to the original addressees of articles sent by mail from the United States to any of those countries, nor from those countries and colonies to the United States.

II.—Exchange Post-Offices and Dispatch of Matter Therefrom to Foreign Countries.

Exchange post-offices.

Sec. 692. Mails will be exchanged with foreign countries through certain post-offices designated as "Exchange post-offices."

—designation of

2. The following are designated as United States exchange post-offices, and mails will be exchanged through such offices with the countries named, to wit:

a. New York, N. Y., with North, South, and Central

America, the West Indies, Europe, Africa, British India, Straits Settlements, Siam, and the Dutch East Indies.

b. Boston, Mass., with Canada, Great Britain, France, Germany, Belgium, Italy, and Jamaica.

c. Philadelphia, Pa., with Great Britain, France, Germany, Belgium, Italy, Cuba, Jamaica, and Newfoundland.

d. Baltimore, Md., with Great Britain, Germany, Brazil, The Argentine Republic, Paraguay and Uruguay, the Island of St. Thomas, Barbados, Bahamas, Bermuda, Cuba, Jamaica.

e. Tampa, Fla., with Cuba.

f. Jacksonville, Fla., with Cuba.

g. Key West, Fla., with Cuba and the Bahama Islands.

h. New Orleans, La., with Mexico, Cuba, Nicaragua, Costa Rica, Guatemala, British Honduras, Republic of Honduras, the Bay Islands, and the United States of Colombia.

i. Laredo, Tex., with Mexico.

j. El Paso, Tex., with Mexico.

k. Eagle Pass, Tex., with Mexico.

l. Chicago, Ill., with Canada, Great Britain, Germany, Denmark, Sweden, Norway, Austria, Italy, The Netherlands, and Russia.

m. St. Louis, Mo., with Great Britain, France, Germany, Sweden, and Mexico.

n. Detroit, Mich., with Canada.

o. San Francisco, Cal., with Canada, New Zealand, Australia, Tasmania, the Fiji and Samoan islands, New Caledonia, Japan, Shanghai, Hongkong and dependent Chinese ports, and the East Indies, except British India, Straits Settlements, Siam, and the Dutch Settlements.

p. Seattle, Wash., with Canada.

q. Tacoma, Wash., with Canada.

Mails for Canada.

3. Mails for Canada will be exchanged through the following railway post-offices: Caribou and Bangor, Boundary Line and St. Paul, Detroit and Chicago, Malone and Utica, Newport and Springfield, New York and Chicago, New York, Geneva and Buffalo, Massena Springs and Utica, Northport and Spokane, Ogdensburg and Utica, Pembina and Winnipeg Junction, Port Huron and Chicago, Port Huron and Detroit, Portland and Island Pond, Portland and San Francisco, Port Townsend and Seattle, Rouses Point and Albany, St.

Albans and Boston, St. Albans and Troy, St. Paul and Portal, Seattle and Portland, Seattle and Skagway, Sault de St. Marie and Minneapolis, Spokane and Tacoma, Sumas and Seattle, Sumas, New Whatcom and Seattle, Vanceboro and Bangor.

Mails for Mexico.

4. Letters, postal cards, private mailing cards ("post cards"), and periodical publications for Mexico will be exchanged through the following railway post-offices: Texarkana and Laredo, Houston and Eagle Pass, Houston and El Paso, Benson and Nogales, Albuquerque and El Paso, El Paso and Los Angeles.

Note.

NOTE.—The above are the general exchange offices. Other post-offices are authorized to make local exchanges with post-offices in Canada and Mexico, as to which see current January Postal Guide and Supplements.

Dispatch of mails from exchange offices to be under direction of Superintendent Foreign Mails.

SEC. 693. The dispatch of foreign mails outward from exchange offices will be under the direction of the Superintendent of Foreign Mails. Mail for foreign countries will be made up only by exchange post-offices except as provided in section 695 relative to closed mails for Germany and Great Britain.

Examination of mails.

2. When mail matter is received at an exchange office for dispatch to a foreign country each article will be examined to ascertain whether it conforms to the conditions prescribed for such articles in the mails for the country to which addressed.

Return of matter not conforming with conditions.

3. Where any matter does not conform to the conditions prescribed it will be returned to the sender direct, when mailed at the exchange office and the sender be known; if received from another post-office the postmark of which is legible, it will be returned thereto with the reason for return marked on the cover.

Parcels received without customs declaration.

4. Where a parcels-post parcel is received from the office of mailing without a customs declaration, the postmaster at the mailing office will be requested to procure and transmit the same to the exchange post-office; and if the postmaster shall refuse or neglect to furnish such customs declarations, then the parcel shall be returned to the mailing office.

Unmailable matter.

5. All matter which is obscene, or contains articles for indecent or immoral purposes, etc., all matter which contains on the outside cover or wrapper, or postal cards, private mailing cards ("post cards"), bearing, scurrilous or defamatory words or language, all matter relating to lotteries or similar enterprises, and all matter relating to schemes to defraud, which is inadvert-

ently dispatched from mailing offices, will be withdrawn from the mails at exchange offices and treated the same as at mailing offices. (Sec. 688; sec. 700 as to matter under seal from foreign countries suspected to contain obscene or lottery matter.)

Separation of classes.

6. Such articles as conform to the conditions prescribed and are fully prepaid will be separated from those which are wholly or partly unpaid, and the short-paid articles will be stamped with the number of rates of postage to be paid, and the amount of deficient postage will be marked thereon.

Separation of "paid" and "short-paid" letters.

7. Paid letters, postal cards, and private mailing cards ("post cards") will be tied in one package, and the unpaid and short-paid letters in another; and a printed label bearing the words "PAID LETTERS" or "SHORT-PAID LETTERS," as the case may be, will be attached to such packages.

Weighing and sacking.

8. Letters, postal cards, and private mailing cards ("post cards") except for Canada, or those sent overland to Mexico, will be weighed and the weights noted and the packages will then be placed in a canvas sack and a printed white label bearing the words "FROM ——— ———, LETTER MAIL, FOR ——— ———" (giving the name of the foreign exchange office) will be attached thereto.

Separation of letters from other articles.

9. Articles other than letters, which are fully prepaid, will be separated from those only partly prepaid, each article of short-paid matter will be stamped with a "T," and the number of rates of postage to be paid and the amount of deficient postage will be marked thereon. Printed matter, commercial papers, and samples of merchandise will be tied as far as practicable in bundles, the fully prepaid articles being separated from the short paid, and labeled "PAID" and "SHORT PAID," respectively.

Weighing and sacking.

10. Each package of matter, other than letters, except for Canada or those sent overland to Mexico, will be weighed and the weight noted; and such packages will then be placed in a canvas sack, to which will be attached a buff label bearing the words "FROM ——— ———, PRINTED MATTER, etc., FOR ——— ———."

Letter bills.

11. A "letter bill" will be made out, except as to mails sent overland to Canada or Mexico, on the blank form furnished for such use, addressed to the foreign exchange office to which the mail is dispatched, giving

the dispatching office, the receiving exchange office, the steamer or other vessel by which forwarded, the exact time of its departure, the number of sacks of mail matter, and a list of the "closed mails" which have been received from foreign offices and are forwarded to their destination by the same dispatch. (See sec. 958 as to including registered matter in bill.) The letter bill will be placed around the package of registered articles, or in the small sack provided for registered articles. The letter bills for each foreign exchange office will be numbered in an annual series, beginning with No. 1 for the first mail dispatched in the year.

Closing of sacks.

12. Mail sacks for foreign dispatch will be closed by means of twine tied tightly in a hard knot about the neck of the sacks, the ends of the twine being passed through the holes in a small lead seal, to be used exclusively for this purpose, when they will be again tied and the seal pressed firmly together, and the seal of the office impressed thereon with the pliers furnished for the purpose. Sacks containing only prints for Canada need not be sealed.

Waybills.

13. A "waybill" of all mails will be made out in duplicate, showing the number of sacks of letters and other articles and of the empty sacks dispatched by each steamer or vessel, where the mails were made up, the destination of each, and the exact time of departure. The waybills will be made out by postmasters at the ports from which vessel sails.

Statement of weights.

14. A "statement of weights" of the mails conveyed by each steamer or vessel, except mails sent overland to Canada or Mexico, will be made out in triplicate, upon the blank form furnished therefor, giving the net weights of the letters and other articles, as ascertained before placing them in the sacks, stated in grams of the French metric system (see sec. 81). A copy of such statement will be sent to the Auditor for the Post-Office Department, another to the Superintendent of Foreign Mails, and one retained in the dispatching office.

See sec. 959 as to registered matter for foreign countries.

Specially addressed matter.

15. Articles "specially addressed" to be forwarded by a designated route (e. g., "via England") should be dispatched by the route designated, if such route is open for the transmission of mails.

16. When a "bulletin of verification" is not received from the foreign exchange office to which mails are dispatched, it is evidence that the mail was received in good condition. Bulletins of verification. —when not received.

17. When a "bulletin of verification" is received from a foreign exchange office it will, after examination, be returned to said office with any observations deemed necessary. —when received.

Sec. 694. The regular mails for Germany and Great Britain to be dispatched by steamers on which sea post-offices are maintained will be closed at the post-office at New York, made up, and the net weights reported as provided in section 693, but no separations will be made for the different German or British exchange offices. Said mails will be delivered to the sea post-offices, marked "weights reported." **Mails for sea post-offices at New York.** —regular, how made up.

2. All articles for Germany or Great Britain received after the close of the regular mails must be postmarked and delivered to the sea post-offices in bulk. —received after regular closed.

3. Closed mails dispatched via Germany or Great Britain for countries beyond either, will be closed at the post-office at New York, made up, and the net weights reported, as provided in section 693. Said mails will be delivered to sea post-offices marked "weights reported" and the letter bills and waybills accompanying the same must be unsealed. —closed, how made up.

4. All articles for countries beyond Germany or Great Britain received after the close of the regular mails must be, when closed mails for said countries are dispatched, postmarked and delivered to the sea post-offices in bulk. —received after regular closed.

5. Closed mails and mails received at the post-office at New York too late to be included in the regular mails from other exchange post-offices will be delivered to the sea post-offices. —received from other exchange offices after regular closed.

See secs. 1317 and 1321, as to sea post-offices and treatment of mails therein.

Sec. 695. United States exchange post-offices other than New York must not make up mails for the various exchange post-offices of Germany or Great Britain which are to be handled by sea post-offices for dispatch to Germany or Great Britain direct, but articles for Germany "specially addressed" to be forwarded via **Mails for sea post-offices at exchange offices other than New York.** —regular, not to be made up.

Great Britain will be dispatched in accordance with their address.

—regular, how dispatched.

2. Mails for Germany and Great Britain will be put up in packages, the separations being made, and the net weights reported as provided in section 693, but such weights will not be stated separately for the different exchange offices. Such packages will be labeled "Germany or Great Britain, weights reported," and will be transmitted to the post-office at New York.

—closed, how made up.

3. Closed mails for countries beyond Germany and Great Britain will be made up at exchange offices other than New York the same as at the latter office. Such mails must be dispatched to the post-office at New York.

—late, how dispatched.

4. Articles for Germany and Great Britain, and countries beyond, received after the close of the regular mails, but in time to reach New York before the steamers sail, will be forwarded in packages plainly marked "Germany or Great Britain."

CHAPTER 8.

TREATMENT IN POST-OFFICES OF MAIL MATTER RECEIVED FROM FOREIGN COUNTRIES.

I.—Foreign Mails Received at Exchange Post-Offices.

Receipt of mails at exchange office.

Sec. 696. When mails are received at exchange post-offices where vessels land the sacks will be counted,

Comparison of sacks with waybills.

and, if found to agree with the waybills thereof, the exact time of receipt will be entered on the waybill and the same signed as a receipt of the mails, any errors being noted on the waybill before signing.

Opening of sacks and comparison with letter bills.

2. Sacks or packages containing foreign mail will be opened at exchange offices and examined by two employees of the post-office to ascertain whether they correspond with the entries in the accompanying letter bills.

Errors or omissions in letter bills.

3. When errors or omissions are detected in letter bills, proper corrections will be immediately made therein, care being taken to strike out erroneous entries in such manner that the original entry may be read.

The errors and corrections will then be entered in a blank form designated a "Bulletin of verification," which will be signed in duplicate by the two employees who opened the mail, the postmark of the post-office will be impressed thereon, and a copy of the bulletin will be sent by registered mail to the dispatching foreign exchange office and the other copy retained on the files of the post-office. Bulletin of verification.

4. All sealed packages will be separated from such as are supposed to contain articles liable to customs duties, which will be disposed of as prescribed in section 698. Separation of sealed packages.

5. All matter from foreign countries, except that merely in transit across the territory of the United States (see sec. 539) which is obscene or contains articles for indecent or immoral purposes, etc. (sec. 497); all matter which contains on the outside cover or wrapper, or postal cards, or private mailing cards ("post cards") bearing, scurrilous or defamatory words or language, etc. (sec. 498); all matter relating to lotteries and similar enterprises (sec. 499); and all matter relating to schemes to defraud (secs. 499 and 500) will be withdrawn from the mails the same as domestic matter, and forwarded to the Dead-Letter Office as unmailable (sec. 686). Obscene and other unmailable matter.

(See sec. 700 as to matter from foreign countries under seal suspected to contain obscene or lottery matter.)

6. All sealed packages, other than letters in their usual and ordinary form, forwarded to the United States in the mails from Mexico and Canada contrary to the provisions of the Postal Conventions between the two countries shall be immediately returned from the United States exchange offices of receipt to the Mexican or Canadian exchange offices from which they were dispatched. Matter from Canada and Mexico contrary to provisions of convention.

7. All prepaid matter not detained for customs duties will be distributed and forwarded to destination by the most direct route. Distribution of fully prepaid matter.

8. All unpaid and short-paid articles will be rated up. All such articles will also be indorsed "Postage due ——— cents," or "U. S. Postage charge to collect ——— cents," and forwarded to destination with as little delay as possible. Rating of unpaid and short-paid matter.

9. Loose letters or other articles of mail matter delivered at a post-office from a vessel conveying a mail from a foreign country will be treated as if they were in- Loose matter from mail vessels not to be treated as "ship letters."

cluded in the mails conveyed by said vessel. They must not be treated as "ship letters." (See sec. 424.)

Delivery of matter to person addressed.

10. Postmasters at ports of arrival of mail from foreign countries may deliver any matter in such mail directed to any other post-office, to the person addressed upon being satisfied of his identity.

Delivery to diplomatic representatives etc.

11. The provisions of section 633, as to the delivery of domestic matter to ambassadors or other diplomatic representatives at offices other than those of address, will apply to matter for such persons received in the foreign mails.

See Title Five, chap. 4, as to foreign registered matter.

Foreign closed mails.

—not to be opened.

Sec. 697. Mails made up in one foreign country addressed to another, and sent to the United States to be forwarded to destination across the territory of the United States, must not be opened. (See secs. 539, 688, 696, and 702.)

—examination as to condition of.

2. Foreign closed mails received at exchange offices will be examined, and if they are unsealed, or the seals are damaged, or sacks or covers are torn or damaged, the imperfections must be corrected or the damage repaired as far as practicable. The condition of such mails will be reported to the foreign dispatching exchange office in the bulletin of verification. (See sec. 696.)

—to be entered on letter bill.

3. Foreign closed mails will be entered on the letter bill in the proper place therefor, and forwarded intact to destination. (See sec. 693.)

Treatment at exchange offices of matter containing dutiable articles.

—sealed matter.

Sec. 698. When postmasters at exchange offices have reason to believe that letters, sealed packages, or packages the wrappers of which can not be removed without destroying them, received in the mails from foreign countries, contain articles liable to customs duties, the officer of the customs of the district in which the exchange office is located, or the customs officer designated by the Secretary of the Treasury for the purpose of examining the mails arriving from foreign countries, will be immediately notified of the receipt of such letters or packages, and their several addresses; and if any letter or package of this character be addressed to a person residing within the delivery of the exchange office notice will also be sent to the addressee, and the letter or package treated as provided in section 708 at offices of delivery.

—for delivery at exchange offices.

—for delivery at other offices.

Matter for foreign consuls.

2. Letters and packages addressed to foreign consuls

in the United States, which bear the official seal of the consul's government, shall be forwarded to destination without being subject to inspection by officers of the customs.

Letters, etc., addressed to persons outside delivery of exchange office.

3. Letters, sealed packages, or packages the wrappers of which can not be removed without destroying them, which are supposed to contain articles liable to customs duties, and which are addressed to persons residing outside the delivery of the United States exchange office where they were first received from abroad, shall be forwarded, without longer detention than twenty-four hours, to their respective destinations marked "Supposed liable to customs duties."

Unsealed packages.

4. Unsealed packages (except registered articles, see secs. 951 and 960) received in the mails from foreign countries, which are found, upon examination by officers of the customs, to contain articles liable to customs duties, will be delivered by postmasters at exchange offices to the proper officer of the customs for the collection of the customs charges due thereon, and notice of such delivery will be given to the person addressed. But books received from countries or colonies of the Universal Postal Union, and all unsealed packages of merchandise received in mails from Mexico and Canada, and all packages received by parcels post from any foreign country which contain articles, liable to customs duties shall, when addressed to a post-office other than the exchange office of receipt, be promptly transmitted by mail to the addressees charged with the amounts of customs charges levied thereon, respectively.

Books, etc.

Facilities to customs officers.

5. Postmasters must extend to officers of the customs, specially designated for that duty by the Secretary of the Treasury, such facilities as may be proper to enable them to examine mail matter arriving from foreign countries.

See sec. 708 as to regulations for collection of duty on books; sec. 696 as to treatment of sealed matter, other than letters, from Canada and Mexico. See secs. 951 and 960 as to dutiable foreign registered matter.

Copyrighted musical publications imported in violation of law.

Sec. 699. Inasmuch as by the provisions of paragraph 403 of the act of July 24, 1897, entitled "An act to provide revenue for the Government and to encourage the industries of the United States" (ch. 11,

2 Supp. R. S., 687), music in books or sheets, except in certain specified cases, is liable to customs duty, postmasters will carefully examine the mails from foreign countries and forward all musical publications found therein to the nearest customs officer. The mails, however, must not be unnecessarily delayed in order to search for music or musical publications, nor is any package under seal to be broken open in order to ascertain its contents.

—to be withdrawn from mails.

Importation of obscene and lottery matter.

Sec. 700. Inasmuch as by the provision of section 16 of the act approved July 24, 1897, entitled "An act to provide revenue for the Government and to encourage the industries of the United States" (ch. 11, 2 Supp. R. S., 708), the importation from any foreign country into the United States of any obscene book, pamphlet, paper, writing, advertisement, circular, print, picture, drawing, or other representation, figure, or image on or of paper or other material, or any cast, instrument, or other article of immoral nature, or any drug or medicine, or any article whatever for the prevention of conception or for causing unlawful abortion, or any lottery ticket or any advertisement of any lottery, is prohibited, postmasters at exchange offices will watch the mails received from foreign countries, and if any sealed letters or packages therein are suspected to contain any of said prohibited matter or articles they will be stamped or indorsed, "Supposed to contain matter prohibited importation under section 16, of the act of July 24, 1897," and forwarded to destination. (See sec. 707.)

—prohibited.

Sealed matter suspected to contain prohibited matter, how treated.

Matter in transit not to be interfered with.

2. Matter originating in a foreign country and merely in transit across the territory of the United States to another foreign country will not be interfered with under this section.

Note

NOTE.—This section relates to suspected obscene or lottery matter under seal; see sec. 696 as to treatment of such matter when unsealed; sec. 698 as to matter containing dutiable articles and treatment thereof; sec. 1619 as to penalty for officer aiding in importing obscene matter; sec. 1620 as to penalty for importing lottery matter.

Matter addressed to lottery and fraudulent concerns.

Sec. 701. Whenever orders shall be issued to postmasters at exchange post-offices by the Postmaster-General, forbidding the forwarding of any mail matter to any person or concern located in a foreign country, conducting a lottery or fraudulent enterprise, such matter will be treated as prescribed in said order (see sec. 503) except that matter merely in transit across the

—held on order of Postmaster-General, how treated.

territory of the United States shall not be detained under such orders.

See sec. 1070 as to order forbidding certification of money orders.

II.—Treatment of Foreign Matter at Delivering Offices—Delivery, Forwarding, etc.

Treatment of foreign matter at offices of delivery. —manner of.

Sec. 702. On receipt at the office of address of foreign matter it will be delivered (secs. 634 to 658), forwarded (secs. 627 to 633), or advertised as unclaimed (secs. 659 to 667) the same as domestic mail matter, except as herein provided.

See secs. 946 to 954 as to registered matter.

Unmailable matter, obscene, lottery matter, etc.

2. All matter, except that merely in transit across the territory of the United States (see sec. 539), which is obscene or contains articles for indecent or immoral purposes, etc. (sec. 497); all matter which contains on the outside cover or wrapper, or postal cards or private mailing cards ("post cards") bearing, scurrilous or defamatory words or language, etc. (sec. 498); all matter relating to lotteries or similar enterprises (sec. 499), and all matter relating to schemes to defraud (secs. 499 and 500), which inadvertently reaches the office of address, will be withdrawn from the mails the same as domestic matter, and forwarded to the Dead-Letter Office as unmailable (see sec. 686). (See sec. 700 as to matter from foreign countries under seal suspected to contain obscene or lottery matter.)

Matter on which postage due.

3. Postage due on unpaid or short-paid matter, as indorsed thereon at the exchange office (see sec. 696), will be collected by postage-due stamps, the same as in the case of domestic mail matter (see sec. 621.)

Unclaimed, undelivered matter, etc.

4. All undelivered or unclaimed foreign matter will be forwarded to the Dead-Letter Office, the cause for nondelivery being marked thereon; such returns to be included with the regular returns of domestic matter, as provided in sections 682 to 687. Undelivered or unclaimed printed matter must be included in the returns to the Dead-Letter Office, but no entry thereof need be made on the dead-letter bill except where postage may be due.

See sec. 397 as to credit for value of postage-due stamps.

Collection of postage charge on delivery of parcels.

Sec. 703. On the delivery to the addressee of a parcel received by parcels-post the postage charge provided in section 540 will be collected by means of postage-due stamps to the amount of such charge, which will be affixed to each parcel and canceled before delivery.

See secs. 540 and 543 as to foreign parcels-post; sec. 621 as to postage-due stamps.

Return of correspondence to Canada or Mexico.

Letters bearing requests.

Sec. 704. Fully prepaid letters from Canada, Cuba, or Mexico which bear requests by senders for their return in case of their nondelivery by a certain date or within a specified time, must be returned without charge directly to the dispatching exchange office at the expiration of the period for their retention indicated in the requests.

Letters not bearing requests.

2. Fully prepaid letters bearing on the covers the business card, names, addresses of the senders, or designation of places in Canada, Cuba, or Mexico to which they may be returned, as a post-office box, street and number, etc., without requests for their return in case of nondelivery within a specified time, must be returned without charge directly to the dispatching exchange office at the expiration of thirty days from the date of their receipt at the office of destination. (See sec. 702.)

Unclaimed and undelivered parcels-post matter.

—treatment and return of.

Sec. 705. When parcels received by parcels-post can not be delivered or are refused the cause of nondelivery must be marked on the cover, such as "unclaimed," "refused," etc., and such parcels returned to the exchange post-office from which dispatched (see sec. 540) at the expiration of ninety days from the date of their receipt at the office of destination in the case of parcels for or from Colombia; and at the expiration of thirty days in the case of parcels for or from Mexico, Costa Rica, Salvador, the Danish West India Islands (St. Thomas, St. Croix, and St. John), British Guiana, the Windward Islands, Newfoundland, the Republic of Honduras, Trinidad, Chile, Germany, Guatemala, Nicaragua, New Zealand, and Venezuela; and for such return the sender will be required to pay a sum equal to the postage collected on the parcel when it was first mailed.

—from certain countries.

2. When parcels from Jamaica, Barbados, the Leeward Islands, Bahamas, and British Honduras can not be delivered or are refused at offices of destination

and an amount necessary to prepay the return postage thereon is not received from the sender, postmasters will notify the Superintendent of Foreign Mails, giving a full description of such parcels, and hold them subject to the instructions of the superintendent.

See secs. 540 to 543 as to foreign parcels-post.

Parcels returned from country of address.

—delivery to sender.

—postage on.

Sec. 706. When parcels sent by parcels-post are returned from the foreign country of address undelivered the parcel will be delivered to the sender upon payment of a sum equal to the postage collected on the parcel when it was first mailed. The postage charge will be collected by means of postage-due stamps to the amount of such charge, which will be affixed to each parcel and canceled before delivery.

See sec. 621 as to postage-due stamps.

Treatment at offices of delivery of matter supposed to contain matter forbidden importation.

Notice to customs officer and addressee.

Sec. 707. Upon receipt at the office of delivery from an exchange office of any sealed matter stamped or indorsed "Supposed to contain matter prohibited importation under section 16 of the act of July 24, 1897," as provided in section 700, the postmaster will at once notify the nearest customs officer and the addressee of the receipt of the letter or package and name a time for the addressee to appear and open the same in the presence of the customs officer. If the postmaster is designated as a special customs officer, and instructed by the Treasury Department to have the letter or package opened in his presence as such officer, he will be guided by these instructions. If the customs officer shall fail to appear, or the postmaster is not designated as a special customs officer within twenty days from the date of the notice, the postmaster will forward the said matter to the customs officer with a full explanation of the case.

Treatment at offices of delivery of matter containing dutiable articles.

Notices to customs officer and addressee.

Sec. 708. Upon the receipt at the office of delivery from an exchange office of letters, sealed packages, or packages, the wrappers of which can not be removed without destroying them, marked "Supposed liable to customs duties" (see sec. 698), notice of the receipt of such letters or packages, and the addresses thereon, will at once be given to the nearest officer of the customs. Notice will at the same time be sent to the addressee to appear at the post-office at a time designated, not exceeding twenty days from the date of said notice,

and receive and open the letter or package in the presence of an officer of the customs. (See sec. 951 as to registered articles.)

Delivery in presence of officer.

2. When in response to the above notices an officer of the customs and the addressee appear at the post-office the letter or package will be delivered in the officers' presence.

Delivery where officer does not respond.

3. When a reply is not received from the officer of the customs within twenty days from the date of the notice, the letter or package will be delivered to the addressee without regard to the stamp "Supposed liable to customs duties." But if the officer of the customs should request the postmaster to allow the package to be opened in his presence by the addressee, such request will be complied with. The letter or package will be retained by the postmaster, and a report will be made to the officer of the customs of the nature and probable value of the contents. When the officer of the customs informs the postmaster of the amount of the customs charges due upon said matter, such amount will be collected upon the final delivery of the letter or package. If, however, the officer of the customs shall deem it inexpedient to determine, upon the postmaster's report, the customs charges upon the contents of any such letter or package, it may be sent, at his request and under official registration, to the postmaster of the place at which the officer of the customs is located, in whose custody it may be examined and the duty rated up by the officer of the customs, after which it shall be returned to the postmaster at the office of destination for delivery to the addressee upon the payment of the duty thus assessed.

Opening in presence of postmaster, when.

Report of value to officer, and collection of duty.

Officers not to seize sealed matter.

4. Postmasters must not allow officers of the customs to seize or take possession of any letter or sealed package while the same is in their custody, nor until after its delivery to the addressee. (See sec. 960 as to unsealed registered matter.) No letter or sealed package shall be detained at the office of delivery a longer period than may be necessary for the appearance of an officer of the customs and the addressee, in pursuance of the notices hereinbefore provided to be given. Letters and sealed packages which remain unclaimed beyond the period named in the notices to the addressees or on which the addressees refuse to pay the customs

duties and any postage charges, will be treated as other unclaimed and refused matter.

Books and matter from Canada or Mexico with duty rated thereon.

5. Upon the receipt at offices of delivery from exchange offices of books or unsealed packages from Canada or Mexico, charged with the amount of customs duties due thereon, such amounts will be collected of the addressees on the delivery of such book or package. In case of the refusal or neglect of addressees of such books or packages of merchandise to apply for them within a period of thirty days from the date of their receipt and pay the customs charges and any postage charges due thereon, they will be returned under official registration, the cause of nondelivery being indorsed thereon, to the collector of customs for the district in which the exchange post-office from which the matter was received is located; but in the case of packages received by parcels post from foreign countries which appear to be undeliverable, report will be made to the Superintendent of Foreign Mails, Washington, at the expiration of thirty days from date of their receipt, that said packages are undeliverable, giving the reason therefor, and stating the names and addresses of both senders and addressees of the packages, dates and places of mailing, dates of receipt, and what the packages are said to contain; and the packages will be held subject to further orders.

Disposal of duties collected.

6. Customs duties collected by postmasters must be promptly remitted, under official registration, to the collector of customs for the district in which the exchange post-office from which the matter was received is located. Customs duties must not be noted charged or credited in the postal accounts.

TITLE FOUR.

FREE-DELIVERY SERVICE.

CHAPTER I.

DIVISION OF FREE DELIVERY.

I.—General Provisions.

Free-delivery service.
1887, Jan. 3, ch. 14, § 1, 1 Supp., 518.
—establishment of, when.

Sec. 709. Letter carriers shall be employed for the free delivery of mail matter, as frequently as the public business may require, at every incorporated city, village, or borough containing a population of fifty thousand within its corporate limits, and may be so employed at every place containing a population of not less than ten thousand, within its corporate limits, according to the last general census, taken by authority of State or United States law, or at any post-office which produced a gross revenue, for the preceding fiscal year, of not less than ten thousand dollars: *Provided*, This act shall not affect the existence of the free delivery in places where it is now established: *And provided further*, That in offices where the free delivery shall be established under the provisions of this act, such free delivery shall not be abolished by reason of decrease below ten thousand in population or ten thousand dollars in gross postal revenue, except in the discretion of the Postmaster-General.

—discontinuance of, when.

Note.

Note.—This statute supersedes R. S., § 3865. "Experimental free-delivery" and "experimental rural free-delivery" will be conducted under special instructions in the current annual Postal Guide and circulars, which see. These regulations do not apply thereto. See sec. 395 as to account of expenses for letter-carrier service.

Extra postage or carriers' fees prohibited.
R. S., § 3873.

Sec. 710. No extra postage or carriers' fees shall be charged or collected upon any mail-matter collected or delivered by carriers.

Applications for establishment of free service.

Sec. 711. Applications for the establishment of the free-delivery service at any post-office entitled thereto under section 709 may be made by the postmaster, by citizens joining in a petition, or by the municipal authorities, and should be addressed to the First Assistant Postmaster-General (Division of Free Delivery).

—how made.

—what to show.

2. Applications should give the population of the city, village, or borough, according to the last general census, taken by authority of State or United States law, and the gross revenue of the post-office for the preceding fiscal year. They should also state the condition of the sidewalks, and whether the houses are

numbered, the names of streets posted up, and the city properly lighted.

Districting of cities and towns.

Sec. 712. Cities and towns where free-delivery service is established must be so districted as to secure the full, equal, and most advantageous employment of the carriers and the earliest practicable delivery and collection of the mails. The limits of the free-delivery service and the number of daily delivery and collection trips to be made shall be fixed at the time of establishing the service, and must not be changed except by authority of the First Assistant Postmaster-General.

Laying out routes.

2. The routes shall be laid out in such a manner that none of the carriers will be required to work more than eight hours a day.

Recommendations as to changes in routes.

3. Whenever a postmaster finds that changes in the carriers' routes can be made so as to improve the service, or to extend the same, or to provide a more equitable division of the territory and a fairer distribution of the mail among the carriers, he should at once submit to the First Assistant Postmaster-General (Division of Free Delivery) his recommendation to that effect.

Prompt and frequent deliveries required.

Sec. 713. Postmasters shall not reduce the number of daily delivery and collection trips without the authority of the First Assistant Postmaster-General.

2. Letters must be frequently and promptly delivered by the carriers, so that citizens may have no occasion to call at the post-office for mail; and the local addresses of those receiving mail through the general delivery should be secured and their mail delivered by carriers to the greatest practicable extent.

First-class matter to be given preference.

3. When a carrier can not take out his entire mail on a trip, he must give preference to mail matter of the first class.

See sec. 746 as to curtailing service and reducing collections or deliveries to avoid overtime.

Supervision of delivery service by postmasters.

Sec. 714. Postmasters must see that superintendents of delivery, carriers, and clerks connected with the free-delivery service are fully informed as to their duties and responsibilities.

Filing of orders.

2. All orders of the Post-Office Department affecting the free-delivery service or the duties of letter carriers must be filed in a suitable book, and copies of all such orders must be posted in conspicuous places in the free-delivery division of the post-office and stations.

Issue of instructions.

3. Postmasters must issue such instructions as are

necessary to promote the efficiency of the free-delivery service and maintain proper discipline, provided they do not conflict with the postal laws and regulations. (See sec. 718 as to issue of special rules.)

Testing of carriers.

4. Postmasters must frequently test, at irregular intervals, the efficiency of letter carriers in the collection and delivery of the mail.

See sec. 282 as to postmasters visiting stations and substations of their offices.

Expenditures for free delivery service. —not to be made without authority.

Sec. 715. Postmasters must not make expenditures on account of the free delivery service without first obtaining authority from the First Assistant Postmaster-General (Division of Free Delivery), except in cases of urgent necessity, when the First Assistant Postmaster-General should be promptly notified.

See sec. 395 as to accounts of free delivery service.

Supplies for free delivery service.

Sec. 716. Street letter boxes, package boxes, letter-box posts, carriers' satchels, carriers' straps, route cards, oaths and nomination blanks for carriers and substitutes, collection time cards for letter boxes, and carriers' furniture, when not otherwise provided, will be furnished on application to the First Assistant Postmaster-General (Division of Free Delivery). Carrier registration books and information cards will be furnished by the Third Assistant Postmaster-General (Division of Registered Mails).

Repair of satchels.

2. All carriers' satchels needing repairs must be sent by mail to the satchel repair shop, as directed by the First Assistant Postmaster-General (Division of Free Delivery) and that officer advised of their shipment.

See secs. 324 to 327 as to requisitions for blanks and stationery supplies; secs. 1373 and 1379 as to requisitions for locks and keys.

Correspondence concerning free delivery service.

Sec. 717. Postmasters must correspond with the First Assistant Postmaster-General (Division of Free Delivery), on all matters relating to the free delivery service and submit to him all questions pertaining to the appointment, removal, and reinstatement of letter carriers and substitute letter carriers instead of with the Civil Service Commission.

Appointments, etc.

Special rules by postmasters. —may be issued, when.

Sec. 718. Postmasters who desire to promulgate and enforce special rules for the guidance of letter carriers, not in conflict with these Regulations, should submit them to the First Assistant Postmaster-General (Division of Free Delivery) for his approval.

II.—Letter Boxes.

Street letter boxes. R. S., § 3868.

Sec. 719. The Postmaster-General may establish, in places where letter carriers are employed, and in other places where, in his judgment, the public convenience requires it, receiving-boxes for the deposit of mail-matter, and shall cause the matter deposited therein to be collected as often as public convenience may require.

—not to be placed inside buildings except. 1887, Mar. 3, ch. 388, 1 Supp., 567.

2. No boxes for the collection of mail matter by carriers shall be placed inside of any building except a public building, or a building which is freely open to the public during business hours, or a railroad station.

Chutes attached to letter boxes. 1893, Jan. 23, ch. 41, 2 Supp., 76.

Sec. 720. * * * The Postmaster-General is hereby authorized, in his discretion, to declare by official order that the chutes connected with mail boxes that are attached to any chute or device which may be approved by him are a part of said receiving boxes and under the exclusive care and custody of the Post-Office Department.

—may be declared part of box.

Location of letter boxes. —postmasters to control.

Sec. 721. Postmasters may locate boxes within the free delivery limits in places where, in their judgment, they are most needed.

Boxes to be supplied with time cards.

Sec. 722. All letter boxes must be supplied with time cards showing the exact hours at which collections are made therefrom. Time cards will be furnished by the First Assistant Postmaster-General (Division of Free Delivery) on schedules supplied by postmasters.

Care of street letter boxes and keys. List of boxes.

Sec. 723. A list of street letter boxes, giving number and location, must be kept in the post-office.

2. Letter boxes must be kept in repair and in neat condition.

Damaged boxes, report of.

3. Whenever a letter box is broken or the time card thereon defaced, the carrier on whose route the box is located should promptly report the facts to the postmaster; and at the end of each month he should make a report on the general condition of all the letter boxes and time cards on his route.

Painting and repairing.

4. Application for painting and repairing boxes, when necessary, should be made to the First Assistant Postmaster-General (Division of Free Delivery), who will advise the postmaster how to proceed.

Box which does not open readily.

5. When a box lock opens with difficulty the key should be tested on a perfect lock to ascertain whether the difficulty is in the key or the lock.

Loss of keys.

6. The loss of a key should be reported to the First Assistant Postmaster-General (Division of Free Delivery), giving the number of the key, the name of the carrier who lost it, and a full statement of all the facts. (See also sec. 1382.)

Repair of keys.

7. No attempt should be made to repair, alter, or tamper with a letter-box key.

Care of keys.

8. Every carrier, while in possession of a key, must keep the same securely attached to his person by its chain. He is held strictly accountable for its proper use and safety. This key must never be handled nor examined by any person not authorized to use it. Every carrier, at the end of his day's work, shall deliver his key to the person designated by the postmaster to receive it, the same to be returned to him the following day or whenever his duties shall require its use again. Carriers who make an early morning collection on their way to the post-office may be permitted to retain their keys over night. (See sec. 1382.)

Keys to house collection boxes.

9. Keys to house collection boxes must be treated in the same manner and with the same care as street letter-box keys.

Broken or unserviceable boxes.

10. Broken or unserviceable letter boxes and package boxes that can not be easily and cheaply repaired must be thoroughly demolished and sold as junk. Postmasters must charge themselves in the quarterly postal account with the proceeds of such sales. (See sec. 357.)

Monthly report of boxes, etc.

11. At the end of each month postmasters shall report to the First Assistant Postmaster-General (Division of Free Delivery), on the blank supplied for that purpose, the number of letter boxes and package boxes erected during the month at new points within the limits of the free delivery service of their respective offices, the number erected in place of broken or unserviceable boxes, and the number of broken or unserviceable boxes disposed of in accordance with the provisions of paragraph 10 of this section.

See secs. 1373 to 1385 as to street letter-box locks and keys, care and use thereof, and requisitions therefor.

House delivery and collection boxes. —use of.

Sec. 724. House-to-house collection and delivery boxes may be used to facilitate the collection and delivery of mail.

—patrons to provide at their expense.

2. Postmasters and letter carriers should request patrons to provide collection and delivery boxes, which must, however, be at the latter's expense.

—only approved, to be recognized.

3. The collection of mail from private residences will be made only from the boxes approved by the Post-Office Department.

Police protection of letter boxes. —postmasters to arrange for.

Sec. 725. Postmasters must arrange with the police authorities of their respective cities for the arrest of all

unauthorized persons found tampering with, defacing, or collecting matter from street letter boxes, and of all persons wearing the carriers' uniform (including the carriers) found tampering with or collecting from the boxes at other than the usual and regular collection hours, of which the police authorities must be kept informed.

See secs. 1603 and 1611 as to penalty for injuring letter boxes or matter therein; sec. 737 as to penalty for wearing carrier's uniform.

III.—Letter Carriers and Substitute Carriers.

Classification and salaries of letter-carriers.
Cities over 75,000.
1887, Jan. 3, ch. 14, § 2, 1 Supp., 519.

Sec. 726. There may be in all cities which contain a population of seventy-five thousand or more three classes of letter-carriers, as follows: Carriers of the first class, whose salaries shall be one thousand dollars per annum; of the second class, whose salaries shall be eight hundred dollars per annum, and of the third class, whose salaries shall be six hundred dollars per annum.

Cities less than 75,000.
Ib., § 3.

2. In places containing a population of less than seventy-five thousand there may be two classes of letter-carriers, as follows: Carriers of the second class, whose salaries shall be eight hundred and fifty dollars per annum, and of the third class, whose salaries shall be six hundred dollars per annum.

Note.

NOTE.—This statute supersedes R. S., § 3866. See sec. 382 as to payment of salaries of letter-carriers.

Substitute carriers.
1882, Aug. 2, ch. 373, § 4, 1 Supp., 363.
—appointment of, and compensation.

Sec. 727. * * * The Postmaster-General * * * is authorized to appoint one or more substitute letter-carriers, whose compensation shall be one dollar per annum, and the pro-rata compensation of the carriers whose routes they may be required to serve.

Appointments and promotions of carriers.
1882, Aug. 2, ch. 373, § 4, 1 Supp., 363.
—how made.

Sec. 728. Appointments of letter-carriers in cities having two or more classes shall be made to the class having the minimum rate of pay, and promotions from the lower grades in said cities shall be made to the next higher grade at the expiration of one year's service, on certificate of the postmaster to the efficiency and faithfulness of the candidate during the preceding year. * * *

Examination of applicants for appointment.

Sec. 729. Applicants for appointment as letter-carriers will be examined by the Civil Service Commission. Applications for examination must be made on a blank form prescribed by the Civil Service Commission, which will be furnished, upon request, by the local board of examiners. Examination will be open only to citizens of the United States.

Qualifications.

2. Every applicant for appointment must be between 18 and 45 years of age, must weigh at least 125 pounds, and must be not less than 5 feet 4 inches in height. He will also be required to undergo a physical examination by a reputable physician, who will fill out blank Form 119 furnished by the Civil Service Commission through the local board of examiners.

Appointments.
—how made.

Sec. 730. Letter-carriers and substitute letter carriers are appointed by the Postmaster-General on the nomination of the postmaster.

—substitutes.

2. Selection of persons for appointment as substitute letter-carriers must be made by the postmaster from the carriers' eligible register in the manner prescribed by the Civil Service Rules and the nominations submitted to the First Assistant Postmaster-General (Division of Free Delivery), on Form 1101, together with the certificate for original appointment, Postal Service, Form 145, issued by the local civil service board.

—seniority in.

3. When two or more persons are nominated on the same day for appointment as substitute letter-carrier, their seniority shall be determined by their standing, or rating, on the eligibile register, and not by the order of their selection.

—of senior substitute to regular.

4. A vacancy in the regular force must be filled by the promotion of the senior substitute whom the postmaster shall nominate for appointment on Form 1101.

—where no substitute.

5. When a vacancy occurs in the regular force and there are no substitute letter-carriers the nomination for appointment to fill such vacancy shall be made in the manner prescribed in the appointment of substitute letter-carriers.

—at new free delivery offices.

6. The selection of letter-carriers and substitute letter carriers at new free delivery offices, upon their establishment, is made from the carriers' eligible register by the Postmaster-General.

Temporary appointments.
See Civil Service Rule VIII, § 13.
Where, and how made.

7. When a vacancy occurs or an emergency arises necessitating the immediate appointment of a letter-carrier and there are no available substitutes, and the eligible register contains less than three names, the postmaster may nominate, for temporary appointment not to exceed ninety days, any person of good character who is within the age limitations and who possesses the other qualifications named in section 729.

Selection from incomplete register.

8. A postmaster is not required to, but may make a selection from an eligible register containing less than three names.

Reinstatements.

Sec. 731. Reinstatements to the service will only be made in accordance with Rule IX of the Civil Service Rules.

—applications for.

2. Applications for reinstatement to the service must be made through the postmaster to the First Assistant

Postmaster-General (Division of Free Delivery). If the application be favorably considered, the First Assistant Postmaster-General will make requisition on the Civil Service Commission for a certificate for reinstatement.

Soldiers, etc.

3. Where an applicant for reinstatement is an honorably discharged soldier or sailor of the late civil war or war with Spain he must give the number of the company and regiment in which he served, and, if possible, transmit through the postmaster the certificate of his honorable discharge from the military or naval service.

Transfers of carriers.

Sec. 732. Transfers from the grade of clerk to that of carrier in the same office may be made, provided they are effected by exchange of positions, and the clerks to be transferred are physically able to perform the duties of a carrier; but transfers from the clerical force to vacancies in the letter-carrier force will not be permitted except in cases where, in the judgment of the First Assistant Postmaster-General, the best interests of the service will be subserved.

—from clerk to carrier.

—of a carrier from one office to another.

2. The transfer of a carrier from one office to another will not be permitted unless it is shown by the sworn statement of a reputable physician that the health of the carrier or of a member of his immediate family requires a change of climate, and that the transfer is desired on that account. Applications for transfer must be indorsed by the postmaster and transmitted by him to the First Assistant Postmaster-General (Division of Free Delivery), with a full statement of the circumstances surrounding each case.

Resignation of carriers.

Sec. 733. Resignations of letter-carriers and substitute letter-carriers must be made in writing and forwarded to the First Assistant Postmaster-General (Division of Free Delivery). No resignation requested by the postmaster or by anyone for him, will be accepted.

Removal of carriers.

—only for cause.

Sec. 734. Letter-carriers will not be removed except for just cause, upon written charges filed with the First Assistant Postmaster-General (Division of Free Delivery), of which they shall be given due notice and allowed full opportunity for defense. The charges shall specifically set forth alleged delinquency or misconduct, giving the date and place of the occurrence.

Bonds of letter-carriers. R. S., § 3870.

Sec. 735. Every letter-carrier shall give bonds, with sureties, to be approved by the Postmaster-General, for the safe custody and delivery of all mail-matter, and the faithful account and payment of all money received by him.

—amount of.

2. Each letter-carrier and substitute letter carrier shall, at the time of his appointment, give bond in the sum of one thousand dollars. It is preferred that bonds furnished by one of the surety companies authorized to act as sureties on official bonds be given.

—by authorized surety company preferred.

—on blanket or schedule form.

3. The original bonds of two or more carriers or substitutes, appointed at the same time, may be given on a blanket or schedule form.

—new, to be filed when.

4. Letter carriers transferred from one post-office to another, and substitutes promoted to be regular carriers, must file new bonds, their former bonds terminating on the date of such transfer or promotion.

—list of companies authorized to act as surety on.

5. A list of the companies authorized to act as sole surety on official bonds will be furnished upon application to the First Assistant Postmaster-General (Division of Free Delivery).

—filing of.

6. All bonds of carriers must be filed with the First Assistant Postmaster-General (Division of Free Delivery).

See sec. 88 as to companies authorized to act as surety on official bonds; sec. 87 as to renewal of official bonds.

Official oath. —to be taken by letter carriers.

Sec. 736. Every carrier, before beginning active service, shall take the official oath prescribed in section 207, which oath will be retained on the files of the local post-office, subject to the call of the First Assistant Postmaster-General or to inspection by a post-office inspector or other officer of the Post-Office Department.

IV.—Uniforms of Carriers.

Uniforms of carriers. R. S., § 3867.

Sec. 737. The Postmaster-General may prescribe a uniform dress to be worn by letter-carriers, and any person not connected with the letter-carrier branch of the postal service who shall wear the uniform which may be prescribed shall for every such offense be punishable by a fine of not more than one hundred dollars, or by imprisonment for not more than six months, or both.

—penalty for wearing unlawfully.

See secs. 1562 to 1566 as to prosecutions for offenses.

Carriers to provide their uniforms.

Sec. 738. Letter-carriers and substitutes must procure uniforms at their own expense. Postmasters will advise and assist them in obtaining well-fitting suits of the prescribed material and at the best terms.

Specifications for carriers' uniforms.

Sec. 739. Uniforms made according to the following specifications must be worn by all letter-carriers:

—for winter wear.

FOR WINTER WEAR.

coat.

a. Coat.—A double-breasted, square-corner sack coat, with lapels, and made of bluish, mixed *cadet-gray flannel*, or a heavy bluish-gray worsted or serge, terminating two-thirds the distance from the top of the hip bone to the knee, with a pocket at each side and one on the left breast, all outside, with flaps $2\frac{3}{4}$ to 3 inches wide, with length to suit height of wearer, say $6\frac{1}{2}$ to 7 inches; coat to be piped with best grade mohair braid, 1-16 inch projecting, to be inserted between edges; ten brass buttons with the designs of this Department (letter-carrier in uniform with mail bag on shoulder and letter in uplifted hand, or present design with letters "P. O. D." beneath), down the front to button to the neck, and cord piping around the sleeves, $2\frac{1}{2}$ inches from the bottom, to correspond with piping on the edge; two circular buttons (vest size) on sleeve of coat, equidistant below cord on sleeve; on right shoulder a brass hook $1\frac{1}{2}$ inches long by $\frac{3}{4}$ inch wide, to be two inches above sleeve seam, to retain strap of mail bag in its position; coat to be lined with a durable all-wool flannel.

trousers.

b. Trousers.—Of same material and color of coat, with fine black broadcloth piping $\frac{1}{4}$ inch wide down the outside seam. Side and two hip pockets to be made of strong durable material.

vest.

c. Vest.—A single-breasted vest of same material and color as coat and trousers, with seven circular brass buttons (vest size) with the letters "P. O. D." upon the face. Four pockets on outside, two on breast, and two at waist, and one on inside.

overcoat or cape.

d. Overcoat or cape.—A reversible cape (detached from the coat) reaching to the cuff of the coat sleeve when the arm is extended, of the same material and color on one side, and gutta-percha cloth on the other side, with five buttons, the same as on the coat, down the front, and bound entirely round with black mohair piping; or an overcoat of the same material and color, trimmed to correspond with the coat, with five brass buttons down the front of the same size and design as the coat button. It shall not be obligatory on the carriers to wear either, but whenever additional covering

is needed the postmaster of each city will decide, in accordance with the wishes of a majority of the carriers, which shall be worn, as both must not be worn in the same city.

—for summer wear.

FOR SUMMER WEAR.

coat. *e. Coat.*—Single-breasted, straight-front sack, with square corners, skeleton made, of *bluish-gray flannel*, or a light-weight bluish-gray worsted or serge, and terminating two-thirds distance from top of hip bone to knee, with lapels (medium roll) made to button over the breast; three pockets outside, with flaps, one on each side and one on left breast. Coat to be bound with black mohair piping, 1-16 inch projection, and five buttons down front, four buttons to button, and one at top under lapel of coat.

trousers. *f. Trousers.*—Same material and color as coat, with black-cloth cord ¼ inch wide down the outside seam. Side and two hip pockets, to be made of strong and durable material.

vest. *g. Vest.*—Same material and color as coat and trousers, piped same as coat, with collar cut to open same height as coat, and five regulation buttons down the front. Vest may be omitted in summer.

shirt waists. 2. During the heated term, postmasters may permit letter carriers to wear a neat shirt waist or loose-fitting blouse, instead of coat and vest, the same to be made of light-gray chambray, gingham, light-gray cheviot, or other light-gray washable material, to be worn with turn-down collar, dark tie, and neat belt, all to be uniform at each office.

Sewing on garments, etc. 3. All garments must be sewed with pure-dye sewing silk, and the garments must be finished in a proper and workmanlike manner, and goods thoroughly shrunk.

Numbering of carriers. **Sec. 740.** Carriers must be designated by number, and nickel-plated figures nine-sixteenths of an inch in length, surmounted by a metallic wreath, must be worn on the hat, cap, or helmet, the design and pattern to be uniform at all offices, and to be regarded as a part of the carrier's uniform.

Service stars. **Sec. 741.** Length of service as letter-carriers shall be indicated on the carriers' uniforms by stars, as follows:

Five years' service, one black silk star.

Ten years' service, two black silk stars.

Fifteen years' service, one red silk star.
Twenty years' service, two red silk stars.
Twenty-five years' service, one silver star.
Thirty years' service, two silver stars.
Thirty-five years' service, one gold star.
Forty years' service, two gold stars.

—size of.

2. All stars will be three-fourths of an inch in diameter and placed one-half inch above black braid on each sleeve, equidistant between seams.

Substitute carriers, distinctive mark for.

3. Substitute carriers shall wear a black-cloth bar, one-fourth inch wide and one and one-half inches long, one-half inch above the black braid on each sleeve, equidistant from seams.

Inspection of uniforms.

Sec. 742. Postmasters at free-delivery offices will cause a careful inspection of carriers' uniforms to be made twice a year. A carrier should not be required to buy a new suit or any part thereof, unless the postmaster, after inspection, decides that it is necessary in order to maintain a uniform and neat appearance of the force.

V.—Performance of Service.

Leaves of absence. 1884, June 27, ch. 126, 1 Supp., 446.

Sec. 743. All letter-carriers at free-delivery offices shall be entitled to leave of absence, not to exceed fifteen days in each year, without loss of pay; * * *

—annual, with pay.

2. The words "each year" mean fiscal year (July 1st to June 30th, inclusive), and carriers in the service on the first day of July are entitled to receive fifteen days' vacation, inclusive of Sundays and holidays, at any time during the year when the postmaster can best spare them. Carriers entering the service after the first day of July are entitled to a *pro rata* leave of absence during the remainder of the fiscal year, equal to one and a quarter days for each month.

—during special service.

3. Carriers serving as members of local civil-service boards during examinations, as members of the United States militia of the District of Columbia, or as witnesses for the Government in United States courts, shall be given leave with full pay during necessary absence occasioned by such service.

—without pay, in urgent cases.

4. Postmasters may, in addition to the leave of absence provided by law, grant a leave of absence without pay to carriers in cases of illness, disability received in the service, or other urgent necessity, such leave not to exceed thirty days. An application for a leave

of absence to cover a longer period of time must be made to the First Assistant Postmaster-General (Division of Free Delivery) and must clearly state the reason therefor.

Absence without leave.

Sec. 744. A letter-carrier absenting himself without leave will forfeit his pay during the time of such absence, and will be reprimanded by the postmaster, or reported to the First Assistant Postmaster-General (Division of Free Delivery) for suspension with loss of pay, or for removal from the service, as the circumstances may require. (See sec. 751.)

—pay forfeited in case of.

—further proceedings relative thereto.

Employment and payment of substitutes.

Sec. 745. When regular carriers are absent from duty for any cause, their places shall be supplied by substitute carriers.

—in place of carriers on leave with pay.

1884, June 27, ch. 126, 1 supp, 446.

2. * * * The Postmaster-General is hereby authorized to employ, when necessary, during the time such (fifteen days') leave of absence is granted (to a letter-carrier), such number of substitute letter-carriers as may be deemed advisable, who shall be paid for services rendered at the rate of six hundred dollars per annum

—by postmaster.

3. Substitute carriers shall be assigned to duty by the postmaster, or his representative, and must never be called into service by carriers except in cases of urgent necessity when it is plainly impossible to notify the postmaster in time, either by telephone or messenger.

Compensation of substitute.

4. Substitute letter-carriers will be paid—

a. One dollar per annum, payable quarterly.

b. At the rate of $600 per annum when serving in place of carriers who have been granted annual leave of absence.

c. The pro rata salary of carriers for whom they serve who are absent without pay.

d. Also the pro rata salary of carriers who are granted leave of absence with pay in order that they may serve as members of local civil-service boards in conducting examinations, as witnesses for the Government in United States courts, or as members of the United States militia of the District of Columbia.

Substitutes to be paid full day for Sunday work, when.

5. When substitutes serve for regular carriers on Sunday and perform the same amount of work the regular carrier would have performed on that day, they must receive a full day's pay.

Prompt payment of substitutes.

6. Postmasters must see that substitutes are promptly and fully paid.

7. Postmasters must see that the work for substitute carriers is distributed as equitably as possible, without regard to seniority or length of service. Work to be equitably divided among substitutes.

See sec. 382 as to payment of substitute carriers.

Sec. 746. * * * Eight hours shall constitute a day's work for letter-carriers in cities or postal districts connected therewith, for which they shall receive the same pay as is now paid as for a day's work of a greater number of hours. If any letter-carrier is employed a greater number of hours per day than eight he shall be paid extra for the same in proportion to the salary now fixed by law. **Hours of service.** 1888, May 24, ch. 308, 1 Supp., 587. —not to exceed eight a day. —extra, pay for.

2. Postmasters must prepare, for the guidance of carriers in their work, a time schedule made on the basis of eight hours' work each day, and so arranged as to provide only such time as is absolutely necessary for the legitimate office duties of each carrier. The hours of daily service need not be consecutive. A copy of the schedule must be submitted to the First Assistant Postmaster-General (Division of Free Delivery) for approval, and any change of schedule must be promptly reported to him. —schedules of, how prepared. —need not be consecutive.

3. No carrier should be scheduled for more work than he can perform during eight hours. Carriers need not be required to consume exactly eight hours each day, but as nearly such time as practicable, considering the varying amount of mail to be handled on different days. Postmasters must not direct or permit carriers to work overtime, and will be held accountable therefor. (See sec. 748.) Carriers not to work over eight hours. Postmasters liable for permitting over eight hours' work.

4. Each carrier must be furnished with a copy of the schedule under which he is required to work. Schedules to be furnished carriers.

5. Where necessary, in order to avoid carriers working overtime at any office, the extent of the free-delivery service must be curtailed or the number of deliveries and collections be reduced; the action taken by postmasters in such cases will be reported to the First Assistant Postmaster-General (Division of Free Delivery) for approval. (See sec. 713.) Curtailment of delivery service, etc., in order to keep within prescribed hours.

Sec. 747. Postmasters must promptly forward at the end of each month to the First Assistant Postmaster-General (Division of Free Delivery) a statement of the overtime made by letter-carriers during the month, using the blank furnished for that purpose. If no overtime was made during the month, that fact must be noted on the report as follows: "No overtime made." **Monthly reports of overtime by carriers.**

Employment and time of carriers.

Sec. 748. Letter-carriers must not report prior to schedule time for the first trip of the day, nor for the beginning of a trip following a "swing."

Carrier not to remain in office, when.

2. Carriers must not remain at their desks nor in the working room of the office during a "swing" or interval between trips, nor during the dinner hour; neither must they remain in the post-office after completing the last trip of the day.

3. Carriers engaged exclusively in the collection service must not be allowed to remain in the workroom of the office except while depositing and facing the mail collected by them.

Clock registers.

4. Carriers must register on the automatic-clock register upon reporting, leaving, returning, and ending for each trip which begins and ends at the post-office. The time from the clock tapes must be copied into the time book or pasted into a suitable book and preserved, and will constitute the official record of time. Should the clock register be out of order the time recorded by carriers on their daily trip reports will be entered in the time book.

Carrier not to register for another.

5. One carrier must not register on the clock for another. If this rule is violated both the carriers concerned will be removed.

Entries on trip reports, how made.

6. The time of reporting, leaving, returning, and ending for each trip must also be recorded by the carriers on their daily trip reports, the entries on these reports must be made at the beginning and end of each trip, and must not be deferred until the close of the day.

—where collection made on way to office.

7. When collections are made in the morning, on the carrier's way to the office, the first and second entries on the trip report must be the time of opening the first box.

—where carrier does not return after completing trip

8. When a carrier completes his delivery on his route and does not return to the post-office the time recorded on his trip report for returning and ending on that trip must be the time of delivery of his last piece of mail.

Overtime to be reported.

9. Carriers or superintendents of delivery or station shall not conceal the fact that overtime has been made;

Carriers not to waste time.

nor shall carriers whose duties require less than eight hours a day expand the actual working time on their routes, nor attempt to record unnecessary time in order that their trip reports may show eight, or approximately eight, hours' work.

10. Where carriers are unable to deliver all mail matter taken out on the last trip of the day without making overtime, they must return to the post-office within the eight hours prescribed with the undelivered mail; and such failure will be reported to the postmaster or the superintendent of the station, and a full statement will also be made on the trip report of the day. Carriers must be required to deliver all mail taken out on the earlier trips even though such delivery necessitates exceeding the time allowed by the schedule for such trips, unless collections are made for an important dispatch, in which event the latter must be met and mail remaining undelivered will be delivered on the following trip. (See sec. 866, as to return of undelivered registered mail by carriers.)

Mail to be returned to office, when.

—exception.

11. Every letter carrier must keep a route book, which should be a complete directory of the persons served by him, and all changes of address should be posted daily.

Route book.

12. Carriers must record daily in their log books the disposition made of all undelivered mail. The forwarding of mail, and notifying publishers of changes of address, is clerical work and should not be performed by carriers.

Record of undelivered matter.

13. Carriers must not be permitted to perform clerical work. Their work must be confined to the collection and delivery of mail; the routing of mail for delivery; the making up or "logging" of undelivered matter; receipting for and the recording of registered mail; posting route books; the facing of mail collected by them, and, at offices where hand-feed cancelling machines are used, the facing of mail directly into such machines, and to duty at carriers' delivery windows.

Clerical labor not permitted.

14. No letter-carrier must be designated as superintendent, foreman, captain, or sergeant of carriers, or given supervision of or authority over other carriers.

Carrier must not be designated superintendent, etc.

15. Postmasters must see that copies of these instructions are conspicuously posted in the workrooms of the post-office and postal stations.

Copies of section to be posted.

See sec. 805, as to registration of mail by letter-carriers; secs. 865 to 868, as to delivery of registered matter by carriers; sec. 792, as to special-delivery matter.

Sec. 749. Postmasters must require letter carriers to fill out route cards showing the order in which their routes are served, and to file copies of the same in the post-office. New route cards must be filled out whenever changes are made.

Route cards.

Performance of service.

Sec. 750. In the performance of their duties letter carriers must be civil, prompt, and obliging.

Conduct of carriers.

2. Carriers will attend quietly and diligently to their duties, and under no circumstances must they loiter or stop to converse on their routes, and they will refrain from loud talking, profane language, and smoking in the office or on their routes.

Not to use intoxicants while on duty.

3. Carriers must not drink intoxicating liquor while on duty, and should refrain from doing so in public places while in uniform. Any carrier who becomes intoxicated while on duty, or who is addicted to intemperance, will be removed from the service.

Soliciting of gifts, etc., forbidden.

4. Carriers must not solicit, in person or through others, contributions of money, gifts, or presents; issue addresses, complimentary cards, prints, publications, or any substitute therefor intended or calculated to induce the public to make them gifts or presents; distribute, offer for sale, or collect the proceeds of the sale of tickets to theatres, balls, concerts, fairs, or any other entertainments; issue for profit souvenirs or postal handbooks, or in any manner cooperate with or assist the publishers of souvenirs or postal handbooks to secure the patronage of the public; compile city directories for public use or assist publishers to compile the same; borrow money from patrons on their routes; or contract debts which they have no reasonable prospect of being able to pay.

Carriers not to engage in other business when.

5. Carriers must not engage in any business during their prescribed hours of service, or conduct any business after hours which offers the temptation to solicit patronage on their routes, or which, by reason of their position in the Government service, gives them special advantage over competitors, such as book canvassing, soliciting insurance, selling sewing machines, or other kindred occupations.

See 214 as to holding State, Territorial, or municipal offices.

Discipline of carriers.

Sec. 751. Letter carriers may be reprimanded, suspended with loss of pay, or removed from the service for infractions of the Postal Laws and Regulations, of orders of the Department, and of orders of postmasters not inconsistent therewith, as the nature or gravity of the offenses may require. All reprimands and suspensions must be reported to the First Assistant Post-

—for violations of regulations, orders, etc.

master-General (Division of Free Delivery) for approval and entry in the carriers' efficiency record.

See sec. 734 as to removal of letter-carriers.

VI.—Delivery and Collecting of Mail by Carriers.

Sec. 752. The regulations as to the delivery of mail matter will apply to the delivery of such matter by letter carriers, except where inapplicable or as otherwise modified herein. **Delivery of mail matter. —general regulations to apply.**

See secs. 634 to 658, as to delivery of mail matter; secs. 639 and 641 as to matter to be delivered by carriers; secs. 865 to 868 as to delivery of registered matter by carriers; sec. 792 as to special delivery matter.

Sec. 753. Carriers must be careful to deliver mail to the persons for whom it is intended, or to some one authorized to receive it. They will, in case of doubt, make inquiry with the view of ascertaining the owner. Failing in this, the mail will be returned to the office, to be disposed of as the postmaster may direct. **Care in delivery of mail.**

Sec. 754. Carriers must not deliver mail matter to patrons in the street, unless such delivery can be made without unreasonable delay. **Delivery of mail by carrier. —in the street.**

2. Mail matter must not be delivered by carriers in boxes or other receptacles at premises not occupied in whole or in part by the addressees unless expressly ordered by the postmaster. **—in boxes.**

3. Carriers must not throw mail matter into windows or halls, unless specially instructed to do so. They must ring the bell, wait a reasonable time for an answer, and deliver the mail to some one of the household in the habit of receiving it. Patrons who repeatedly fail to respond promptly to the carriers' ring must be reported to the postmaster. **—not in halls, windows, etc.**

4. Carriers must not enter any house while on their trips, except in the discharge of their official duties. **Houses not to be entered.**

5. Mail matter must not be delivered by carriers which has not passed through the post-office or station with which they are connected. **Only mail received from office to be delivered.**

6. Mail matter intrusted to carriers must not be exhibited to persons other than those addressed, except on the order of the postmaster or some one authorized to act for him. **Mail not to be exhibited.**

7. Letters for delivery must not be carried by carriers in their pockets. **Mail not to be carried in pockets.**

Carriers not to leave routes.

8. Carriers must not deviate from their respective routes.

—not to stop for meals.

9. Carriers must not stop for their meals while on their trips.

No matter to be thrown away.

10. Carriers must not throw away or improperly dispose of mail matter, however trifling or unimportant it may appear to them.

Stamps not to be removed.

11. Stamps must not be removed from mail matter of any class whatever, intrusted to carriers for delivery or collected by them for mailing.

See sec. 710 as to demanding fees for delivery of mails.

Delivery of mail by mounted carriers.

Sec. 755. Mounted carriers must dismount and deliver the mail at the doors of residences, except in cases where the patrons on their routes consent to respond to their call and receive the mail at the sidewalk.

Delivery at houses where vicious dogs are kept.

Sec. 756. Carriers are not required to deliver mail at residences where vicious dogs are permitted to run at large. Persons keeping such dogs must call at the post-office for their mail.

Collection of postage due.

Sec. 757. Carriers must collect and promptly return to the postmaster all postage due on mail intrusted to them for delivery, as indicated by the postage-due stamps attached. Such mail matter must not be delivered until the postage due shall have been paid.

See sec. 1580 as to penalty for failure to collect or to account for postage due.

Collection of mail matter from receiving boxes.

Sec. 758. When carriers, making collections from letter boxes, find that it will be impossible on any one trip to carry to the post-office the contents of all the boxes on their routes, preference must be given to mail matter of the first class. Newspapers and packages placed on the tops of letter boxes should be collected when it can be done without overloading the mail sacks and preventing the prompt collection of mail matter properly deposited in the boxes.

Preference to matter of first class.

Carriers to receive matter for mailing.

Sec. 759. Carriers must, while on their routes, receive letters with postage stamps affixed, handed them for mailing, but they should not delay their deliveries by waiting for such letters. Money to pay postage on letters handed them for mailing must not be accepted, except as provided for in the use of the stamp-selling envelope in connection with house-to-house delivery and collection boxes.

Letters.

Other matter.

2. Carriers should also receive other small articles of mailable matter with postage properly prepaid, but they should refuse to receive packages that are cumbersome on account of size, shape, or weight, especially when the carrying of such packages would interfere with the prompt delivery of mail and the collections from letter boxes.

To receive and register first-class, when.

3. Carriers must receive and register all letters and packages of first-class matter that are not cumbersome on account of size, shape, or weight, and properly offered them for registration, and must give the regulation receipt therefor. Carriers must encourage the registration of valuable first-class matter by patrons on their routes.

To sell stamps and stamped envelopes.

4. Postmasters may permit carriers to sell postage stamps or stamped envelopes in limited quantities; but their deliveries or collections must not be delayed in making change.

See sec. 710 as to carriers demanding fee for letters collected; sec. 805 as to registration of mail by letter carriers.

Matter collected or received by carriers not to be returned to senders.

Sec. 760. Carriers must not return, under any circumstances, to any person any letter or letters said to have been deposited in a letter box, or which have come into the custody of the carrier in a regular way. An applicant for the return of such mail should be directed to the postmaster. (See secs. 578 and 579.)

Return undelivered mail, satchels, etc., to office at night.

Sec. 761. After the last daily delivery carriers must return to the post-office or station with which they are connected their satchels and all mail that can not be delivered. Carriers may be permitted to take their satchels home with them direct from their routes when, in the opinion of the postmaster, the interests of the service will be promoted thereby, but undelivered mail matter remaining in satchels must first be deposited in the nearest letter box.

—except.

See sec. 723 as to treatment of keys.

CHAPTER 2.

SPECIAL-DELIVERY SERVICE.

I.—General Provisions.

Mail matter bearing special-delivery stamps.
1886, Aug. 4, ch. 901, § 1, 1 Supp., 511.
—immediate delivery of.

Sec. 762. * * * Mailable matter upon which * * * (a) special (delivery) stamp * * * shall be duly affixed (in addition to the lawful postage thereon) shall be entitled to immediate delivery * * * within the carrier-delivery limit of any free-delivery office, and within one mile of any other post-office which the Postmaster-General shall at any time designate as a special-delivery post-office.

Note.
Original service.

NOTE.—Section 3 of the act of March 3, 1885 (ch. 342, 1 Supp., R. S., 484), under which act the special-delivery service was established, limited such service to letters, and to free-delivery offices and cities or towns having a population of over 4,000. The parts omitted (shown by stars) merely confuse the meaning, and the words in parentheses are to make the text clear.

Special-delivery offices.

Sec. 763. Every post-office is designated as a special-delivery office.

Persons employed in postal service to expedite special-delivery matter.

Sec. 764. Postmasters and all persons employed in the postal service must facilitate in every way the prompt dispatch, transmission, and immediate delivery of all special-delivery matter, and should give the sender of such matter any information he may desire as to its delivery. The success of the special-delivery service will depend upon the care of postmasters to secure in every case the desired delivery. No failure in any instance where delivery is possible can be considered excusable.

—failure of, to be reported.

2. Any disregard of the regulations relative to the special-delivery service, or failure to give proper attention to special-delivery matter, will be reported to the First Assistant Postmaster-General (Division of Free Delivery).

Special delivery of mail matter.
1886, Aug. 4, ch. 90, § 1, 1 Supp., 511; 1900, June 2, ch. 613, 31 St. L., 260.
—postmasters responsible for.
—how made.

Sec. 765. (The postmaster shall be responsible for * * * (the immediate delivery of every * * * article (bearing a special-delivery stamp), and shall cause delivery to be made of all such articles received at his office bearing such stamp and entitled to delivery thereat, and may employ any persons, including clerks * * * (and other salaried employees at his office) as messengers,

—compensation for.

on such terms as he shall fix as compensation for such delivery; and to defray the expense thereof such postmaster shall be entitled, upon the adjustment of his quarterly account, to eighty per cent of the face value of all such special-delivery stamps received at his office and recorded, according to said act and regulations of the Post-Office Department during the quarter; and such allowance shall be in full of all the expenses of such delivery: * * *

Note.
Former statutes.

NOTE.—The above section practically supersedes the whole of secs. 5 and 6 of the act of March 3, 1885 (see note, sec. 762), except

the provisions in said sections relating to the receipts to be taken in books upon the delivery of special-delivery letters (see sec. 790), and the record to be kept of such letters (see sec. 776), both of which provisions are now applicable to all special-delivery matter; and that in sec. 6 limiting the compensation of any person employed in the special-delivery service to $30 a month (see sec. 789). The provision relating to receipts to be taken in books only applies to free-delivery offices where special-delivery messengers are employed. The above section originally limited the employment of clerks and other employees to deliver special matter to second and third class offices; but see Note, sec. 785, as to removal of this limitation by subsequent act. The clause in the original statute has, therefore, been omitted, as shown by stars, and the words in parentheses indicate the present law. The parts omitted as shown by stars merely confuse the meaning, and the words in parentheses are to make the text clear. See sec. 782, as to delivery of special matter by postmasters themselves at other than free-delivery offices; secs. 163 and 164, as to fixing compensation where false returns of special-delivery business are made; sec. 1578, as to punishment for false returns.

—parts, of still in force.

—amendments.

Sec. 766. (The Postmaster-General) may contract for the immediate delivery of all articles (bearing special-delivery stamps) from any post-office at any price less than eight cents per piece, when he shall deem it expedient.

Contract for special delivery.
1886, Aug. 4, ch. 901, § 1, 1 Supp., 512.
—may be made.

2. Contracts will not be made unless specially authorized by the Postmaster-General.

—not to be made except authorized.

Sec. 767. The expenses of the special-delivery service will be paid out of receipts of said service and charged against the appropriations for said service.

Expenses of special-delivery service.
—to be paid out of receipts.

Sec. 768. The Postmaster-General shall prescribe suitable regulations, not inconsistent with the law, for the performance of the immediate-delivery service, the keeping of the records and rendering of accounts thereof, and all matters connected therewith, and may prescribe the hours within which such immediate delivery shall be made at any post-office.

Regulations for special-delivery service.
1886, Aug. 4, ch. 901, § 2, 1 Supp., 512.
—Postmaster-General may prescribe.

Note.

NOTE.—Sec. 4 of the act of March 3, 1885, prescribed the hours within which special-delivery letters should be delivered, but this is superseded by the above section.

The provision in sec. 6 of the act of March 3, 1885, that postmasters at special-delivery offices "shall keep a record of the number of letters received at such office(s) bearing special stamp(s), which number shall correspond with the number entered in the receipt books," is still in force, but the manner of keeping such record is regulated by the Postmaster-General. (See sec. 776.)

II.—RATE ON SPECIAL-DELIVERY MATTER AND SPECIAL-DELIVERY STAMPS.

Sec. 769. The charge for the special delivery of mail matter shall be ten cents for each piece, to be prepaid by a special stamp affixed to such matter, as provided in section 135.

Rate on special-delivery matter.

Note.

NOTE.—The following is a description of the special-delivery stamp now in use:

Description of special-delivery stamps.

A line engraving on steel, oblong in form; dimensions, $\frac{13}{16}$ by

$1\frac{7}{16}$ inches; color, dark blue. Design: On the left an arched panel bearing the figure of a mail-messenger boy running, and surmounted by the words "United States;" on the right an oblong tablet, ornamented with a wreath of oak and laurel surrounding the words "Secures immediate delivery at any post-office." Across the top of the tablet is the legend "SPECIAL POSTAL DELIVERY," and at the bottom the words "TEN CENTS," separated by a small shield bearing the numeral "10."

—of issues prior to 1888.

The issue of these stamps prior to 1888 bears the words "Secures immediate delivery at a special-delivery office," and this issue now entitles the letter or package bearing it to immediate delivery at any post-office.

—of issues of orange color.

The special-delivery stamps issued in 1893, and until May, 1894, were of orange color. These stamps will be accepted in payment of special-delivery postage the same as those of the current issue.

Special-delivery stamps.

Sec. 770. All postmasters should be supplied with special-delivery stamps, and requisitions therefor will be made upon the Third Assistant Postmaster-General on a regular form of stamp requisition.

—requisitions for, to whom made.

—how accounted for.

2. All special-delivery stamps received will be charged in the regular postal account and accounted for quarterly with other postage stamps.

See sec. 332 as to requisitions for stamps.

Sale and use of special-delivery stamps.

Sec. 771. Special-delivery stamps will be sold by postmasters in any required amount. Such stamps can not be used in payment of postage or registry fees, nor can any other stamp than the special-delivery stamp be employed to secure immediate delivery.

Postage on special-delivery matter.

Sec. 772. The lawful postage must be placed on all special-delivery matter in addition to the special stamp.

—omission to pay on letters, not to delay transmission.

2. * * * The omission by the sender to place the lawful postage upon a letter bearing such special-delivery stamp and otherwise entitled to immediate delivery under the provisions of this section (sec. 762) shall not hinder or delay the transmission and delivery thereof as provided herein, but such lawful postage shall be collected upon its delivery, in the manner now provided by law for the collection of deficient postage resulting from the overweight of letters. (See sec. 621.)

1889, Jan. 16, ch. 50, 1 Supp., 638.

—must be prepaid, except on letters.

3. The foregoing provision permitting the dispatch of mail matter bearing a special-delivery stamp without prepayment of postage applies to letters only.

—of first class other than letters, part paid or wholly unpaid.

4. Mail matter of the first class other than letters, when prepaid one full rate (two cents) by stamps affixed in addition to the special-delivery stamp, must be dispatched with the deficient postage rated thereon; but such matter with postage wholly unpaid, although bearing a special-delivery stamp, must be held for postage.

—of other classes unpaid.

5. Wholly unpaid and insufficiently prepaid matter of the second, third, or fourth class, although bearing a special-delivery stamp, must be held for postage.

6. Due postage at the single rate only will be required of the addressee on special-delivery letters transmitted without any prepayment of postage; but all other special-delivery matter which through inadvertence reaches its destination with no prepayment of postage will be liable to due postage at double rates. (See secs. 412 and 618.) Postage due, how rated.

7. On partially prepaid special-delivery matter the deficient postage must be required on delivery, the same as on other short-paid matter. —collection of, on delivery.

8. Postage due on special-delivery matter will be collected in postage-due stamps. (See sec. 621.) Use of postage-due stamps.

III.—DISPATCH OF SPECIAL-DELIVERY MATTER.

SEC. 773. When special-delivery matter is dispatched in a direct or express pouch from one post-office to another, a separate package should be made when there are five or more letters. When there are less than five letters, they should be placed together on the outside of the letter package, so as to be readily discovered by the person opening the pouch. **Making up and dispatch of special-delivery matter.** —from one office to another,

2. When such matter is dispatched from a post-office to a railway post-office, a separate package should be made when there are five or more letters addressed to the same post-office. When there are less than five letters, they should be placed upon the outside of a direct package, or immediately under the label slip of a route or State package. —from post-office to railway post-office.

3. Whenever a package requires a facing slip, such slip must be placed upon the package crosswise, the lower third being turned in so as to inclose the special-delivery matter, instead of being placed lengthwise on the package, as is the ordinary custom. Facing slips, how placed on packages.

4. Matter of the second, third, and fourth classes, bearing special-delivery stamps, must be dispatched with first-class matter. If possible, it should be tied up in a bundle in such a manner as to disclose its nature immediately on the pouch being opened. 2d, 3d, and 4th class matter to be dispatched with 1st.

See sec. 1494 as to treatment of special-delivery matter in railway post-offices, and sec. 818 as to dispatch of registered special-delivery articles.

SEC. 774. Special-delivery stamps must be effectually canceled at the office of mailing in the same way as ordinary postage stamps. (See sec. 565.) **Canceling of special-delivery stamps.**

—no commissions for.

2. No commissions will be allowed on cancellations of special-delivery stamps.

IV.—Record and Delivery of Special-Delivery Matter.

Delivery of special-delivery matter.
—not to be delayed.

Sec. 775. Postmasters should, immediately after opening the mails (see sec. 608) and upon the receipt of local or drop matter in the post-office, separate the matter bearing special-delivery stamps, and stamp with the receiving stamp of the office, or write on the envelope or wrapper, the name of the office and the date and hour when the matter arrives. The matter must be numbered and entered according to number in a record, as provided in the following section, after which it must be delivered immediately.

—to be recorded before.

Record of special-delivery matter.
1885, Mar. 3, ch. 342, § 6, 1 Supp., 484.

Sec. 776. The postmaster * * * (at every special-delivery post-office) shall keep a record of the number of * * * (articles) received at such office bearing such special (delivery) stamp.

—how kept.

2. Postmasters must enter on the record in consecutive numbers, according to the receipt thereof, each letter, postal card, parcel, or other article of mailable matter bearing a special-delivery stamp; and this record will show, in columns under the appropriate headings, the number, postmark, full address on the article, date and time of its receipt at the office, the name of the person who delivers or attempts to deliver it, and, if delivered, the time when such delivery was made, and the name of the person signing the receipt therefor; and, under the head of "Remarks," the reason for its nondelivery, or for any delay in its delivery, if either occurs, and a statement in each case of the subsequent action taken. When an article is registered that fact should be noted and a proper entry also made in the regular record of registered matter.

—what to contain.

—when registered.

—requisition for book or blanks for.

3. Requisitions for the necessary books or blanks for keeping the record of special-delivery matter should be made upon the First Assistant Postmaster-General (Division of Post-Office Supplies). (See sec. 324.)

Note.

Note.—The portion of section 6, of the act of March 3, 1885, quoted at the beginning of the above section, and the record referred to, was required to be kept by said act "to provide for the payment of such persons as may be employed for this (special delivery) service," and this provision still remains by reference thereto in sec. 1 of the act of August 4, 1886. (See sec. 768 and note.)

See sec. 790 as to receipts for matter delivered at free-delivery offices, and sec. 783 at other offices.

Sec. 777. Special-delivery matter shall be delivered at free-delivery offices from 7 a. m. to 11 p. m., and at all other post-offices from 7 a. m. till 7 p. m., and until the arrival of the last mail, provided this is not later than 9 p. m. Special orders may be made fixing later hours for delivery in particular cases. **Hours of special delivery.** —at free-delivery offices. —at other offices.

2. Special-delivery matter shall be delivered at free-delivery offices on Sunday, and at all other offices if open on Sunday. Special delivery must be made at all offices on holidays. (See secs. 264 and 265.) —on Sundays. On holidays.

3. When special-delivery matter arrives on Saturday night too late for delivery, or on Sunday morning, except where deliveries are made on Sunday, the postmaster should put a notice thereof in the addressee's box, or in the general delivery, if he have no box, and deliver the matter on call; and if such matter is not called for prompt delivery should be made on Monday. Where no delivery is made on Sunday, how matter is treated.

See sec. 768 as to authority to prescribe hours within which special-delivery matter is to be delivered.

Sec. 778. Special-delivery matter must be delivered to the addressee, or to some one authorized to receive his mail. Where the addressee or anyone having special authority to receive his mail is absent, such matter may be delivered to any responsible member of the addressee's family, or any partner or responsible person employed in his office. Whenever the addressee is a guest at a hotel and is not in, delivery may be made to the landlord. If addressed to an occupant of a flat, in the absence of the addressee, delivery may be made to the janitor or other responsible person in charge of the apartment house. Matter addressed to a firm, incorporated company, or public institution may be delivered to any officer or agent thereof. **Delivery of special-delivery matter.** —to whom made.

2. All reasonable efforts must be made to deliver special-delivery matter before it is placed in the regular mail for delivery in the usual way. If it is incorrectly addressed to street or number it should be promptly delivered, if the correct address is known or can be ascertained. Matter addressed to a party at his place of business should be delivered at his residence, if delivery at place of business be impossible, and *vice versa*. —all reasonable efforts to be made to effect.

See sec. 790 as to receipts at special-delivery offices, and sec. 783 at other offices.

Registered special-delivery matter. —how treated.

Sec. 779. Where special-delivery matter is registered the usual registry receipts, in addition to the special-delivery receipts, must be taken, and all other requirements of the registry system will be observed.

Forwarding of special-delivery matter.

Sec. 780. After special-delivery matter has been taken out for delivery and returned with the information that the person addressed has removed to the delivery of another office, and such matter is then forwarded, it is not entitled to special delivery at the office of second address. Such matter should be indorsed by the forwarding postmaster, "Forwarded, delivery fee paid by office of first address." But where a forwarding order has been given by the addressee in advance of the arrival of the matter, so that no attempt to deliver is necessary, it should be forwarded with the indorsement, "Forwarded, fee NOT claimed," and the postmaster at the office of final destination will make special delivery and be entitled to the regular fee therefor. Special-delivery matter forwarded from one post-office to another without any indorsement should be taken out for immediate delivery the same as if indorsed, "Forwarded, fee not claimed," and the facts, with particulars, reported to the First Assistant Postmaster-General (Division of Free Delivery). The failure of postmasters to properly indorse special-delivery matter may deprive them of the fee to which they would otherwise be entitled.

Special delivery at office of second address.

—not to be made except.

Matter other than first class. —prepayment of postage on.

2. The regular postage due for forwarding must be prepaid upon all matter, except of the first class, bearing a special-delivery stamp (see sec. 628).

Undelivered special-delivery matter. —disposal of.

Sec. 781. Special-delivery matter which can not be delivered will be treated in accordance with the regulations governing the return of other undelivered matter. (See secs. 670 to 677.)

V.—Special Instructions for Other than Free-Delivery Offices.

Special delivery at other than free-delivery offices. —by whom made.

Sec. 782. Special-delivery matter may be delivered, at other than free-delivery offices, by the postmaster or any assistant or employee, or other competent person whom the postmaster may employ as messenger.

—compensation for.

Postmasters must provide the means and pay the expenses of such delivery, and will be allowed, by whomever the delivery is made, the full compensation

of eighty per cent of the face value of all special-delivery stamps on matter recorded and delivered, or attempted to be delivered. (See sec. 765.)

Note.

NOTE.—The provision in sec. 789 limiting the compensation of any one special-delivery messenger to $30 per month (sec. 6, act March 3, 1885) applies to persons employed at all post-offices to make delivery of special-delivery matter.

See sec. 762 as to limits of delivery at other than free-delivery offices; sec. 765 as to liability of persons employed to deliver special-delivery matter.

Receipts for special-delivery matter delivered.

Sec. 783. Postmasters at other than free-delivery offices must take receipts on the forms provided for all special-delivery matter specially delivered.

Compensation to be claimed in accounts.

2. Postmasters will claim credit in their quarterly postal account for the compensation due for all special-delivery matter specially delivered or attempted to be specially delivered during the quarter, at the rate of eight cents for each piece. (See secs. 374 to 376.)

Receipts to be sent to Auditor.

3. All receipts for matter delivered must be sent to the Auditor for the Post-Office Department as vouchers with the quarterly postal account. Where delivery is attempted, but is not made, the receipt will be filled out in the usual way and a statement that delivery was attempted and could not be effected will be entered in the space provided for the signature of the addressee.

Statement where delivery is attempted.

Blank forms.

4. Requisitions for blank forms (No. 3954) for receipts should be sent to the First Assistant Postmaster-General (Division of Post-Office Supplies). (See sec. 324.)

VI.—SPECIAL-DELIVERY MESSENGER SERVICE.

Special-delivery messengers.
1886, Aug. 4, ch. 901, § 1, 1 Supp., 512.
—at free-delivery offices.

Sec. 784. The Postmaster-General may, in his discretion, direct any free-delivery office to be excepted from the foregoing provision (concerning the delivery of special-delivery matter by postmasters' clerks or other persons, see sec. 765), and require the delivery to be made entirely by special messengers, according to the provisions of the act to which this is amendatory.

Note.

NOTE.—The provisions of the act of March 3, 1885, which is the one of which the above is amendatory, here referred to are those in secs. 5 and 6 authorizing the employment of "such person or persons as may actually be required for such (special delivery) service," (see sec. 765, note), and relating to their compensation (sec. 789); and also those provisions relating to receipts to be taken in books for matter delivered (sec. 790) and the keeping of a record of all matter so as "to provide for the payment" of the messengers employed (sec. 776).

See sec. 762 as to limits of delivery at free-delivery offices; sec. 789 as to compensation of messengers.

Special-delivery messengers.
—postmasters to employ.

Sec. 785. At free-delivery offices postmasters will, from time to time, employ as many messengers as

in their judgment may be necessary to secure the prompt delivery of special-delivery matter. None but trustworthy boys over 13 years of age should be employed.

—suitable number to be on duty during prescribed hours.

2. The force of special-delivery messengers in each office should be so arranged that a suitable number may always be on hand to secure immediate delivery of all special-delivery matter at any time within the prescribed hours of the day.

—oath to be taken by.

3. Each messenger, before entering upon his duties, must take the oath prescribed by law (see sec. 207), on the blank furnished.

—substitute letter-carriers may be employed as.

4. Substitute letter-carriers, when not on duty in place of regular carriers, may be employed as messengers in the special-delivery service, and receive the same compensation as other messengers; but such employment must not interfere with the work of the post-office or free delivery.

—clerks, etc., when may be employed as.

5. Where delivery of special-delivery matter can not be promptly made by regular special-delivery messengers, postmasters may cause such delivery to be made by any regular clerk or employee, who will be allowed the same compensation, and be paid and give receipt therefor in the same manner as regular messengers. (See sec. 765.)

—liability of persons employed in making delivery.

6. Any person employed to make immediate delivery of letters or other mail matter shall be deemed an employee of the postal service whether he may have been sworn or not, or temporarily or permanently employed, and as such employee shall be liable to any penalties or punishments provided by law for the improper detention, delay, secretion, rifling, embezzlement, purloining, or destruction of any letter or other article of mail matter, or the contents thereof, intrusted to him for delivery or placed in his custody. (See sec. 212.)

Note.

NOTE.—Prior to the act of March 1, 1899 (ch. 327, 2 Supp. R. S., 958), only clerks and employees at third and fourth class offices could be employed for the special delivery of mail matter; but this act authorized also the employment of clerks at first and second class offices for this purpose, "where such delivery can not be made by regular messengers;" and this same provision was repeated in the acts of June 2, 1900 (ch. 613, 31 Stat. L., 260), and March 3, 1901 (ch. 851, 31 Stat. L., 1106). (See secs. 765 and 789.)

See sec. 765 as to liability of persons employed to deliver special-delivery matter.

Number and assignment of messengers.

SEC. 786. Postmasters should not employ a greater number of messengers than actually necessary.

Combinations among messengers.

2. Combinations or arrangements between special-delivery messengers with a view to securing a division of the total permissible compensation of the month are forbidden; and postmasters should, by distribution of work and assignment of hours of duty, equalize as far as practicable the compensation of messengers.

Assignments.

3. A messenger should not always be assigned to duty during the same periods of each day; but changes will be made from time to time, whereby a messenger employed during the busy hours of one day may be assigned to the duller hours of another day.

Conduct of messengers.

Sec. 787. Orderly conduct of special-delivery messengers while in the office and on their trips should be strictly enforced; and no messenger should be retained who is not diligent and well-behaved.

Not to have access to other mail matter.

A special place should be provided in the post-office for the accommodation of the messengers, and it should be so arranged as to prevent their access to other parts of the office, and to mail matter other than that in which they are immediately concerned.

Messengers need not be uniformed.

Sec. 788. Special-delivery messengers need not be uniformed, except in such special cases as may be ordered, but they should all be decently and comfortably clad. Substitute letter-carriers, when employed as messengers for special delivery, may wear their carrier uniforms.

Payment of messengers.
1885, Mar. 3, ch. 342, § 6, 1 Supp., 484.
—when made.
—amount of, not to exceed.

Sec. 789. (Postmasters will), at the end of each month, * * * pay to such person or persons employed (as messengers) a sum not exceeding eighty per centum of the face value of all such (special-delivery) stamps (on the matter) received and recorded during that month: *Provided*, That in no case shall the compensation so paid to any one person exceed thirty dollars per month.

—rate of.

2. Messengers will be paid at the rate of not exceeding eight cents for each piece delivered, or attempted to be delivered. (See sec. 783.)

Pay roll.

3. Postmasters must take receipts from each messenger, on a regular pay roll (Form 3950), showing the name of the messenger (or substitute carrier, or clerk employed as messenger), number of pieces delivered or attempted to be delivered by him, as ascertained by the messenger's book and postmaster's record, and the amount paid; but the aggregate of the pay roll must not exceed eighty per cent of the total value of the special-delivery stamps on matter actually delivered or attempted to be delivered during the month. The pay

—to be in duplicate.

roll will be in duplicate, one copy to be retained by the postmaster and the other to be sent to the Auditor for the Post-Office Department with the quarterly postal account. (See sec. 380.)

Note.

NOTE.—The proviso in paragraph 1 limiting the compensation of special-delivery messengers to $30 per month applies to all persons employed to make delivery of special-delivery matter. (See sec. 782.) See sec. 163 as to fixing compensation where false returns of special-delivery matter are made; sec. 1578 as to punishment for false returns.

Delivery books.
1885, Mar. 3, ch. 342, §5, 1 Supp., 484.

SEC. 790. (Special-delivery messengers) upon the delivery of * * * (every article) will procure a receipt from the party addressed, or some one authorized to receive it, in a book to be furnished for the purpose, which shall, when not in use, be kept in the post-office, and at all times subject to examination by an inspector of the Department.

—requisitions for.

2. Delivery books for the use of special-delivery messengers will be furnished upon requisition to the First Assistant Postmaster-General (Division of Post-Office Supplies). (See sec. 324.)

—how kept.

3. Each messenger will be furnished with a delivery book in which must be entered the number and address of each piece of matter received for delivery, the date and hour of its receipt by the messenger, and the amount of postage due thereon.

—receipts in.

4. The receipt of the person to whom any special-delivery matter is delivered must be taken in the blank space provided for this purpose in the delivery book.

—to be left in post-office when not in use.

5. Delivery books will be kept in the post-office when not in use, and messengers must promptly return them to the office after every tour. Whenever for any cause a book is no longer used, it will be filed in the post-office.

Note.

NOTE.—The first paragraph of the above section is taken from sec. 5 of the act of March 3, 1885. (See sec. 784 and note.)

Failure of messengers to deliver special-delivery matter.

SEC. 791. Whenever special-delivery matter can not be delivered because there is no person at the place of address authorized to receive it, the messenger should

Notice to be left.

leave at such place, blank Form 3955, a supply of which should always be carried, properly filled out, informing the addressee that attempt at delivery has been made, and that the matter can be obtained by calling at the office prior to the next delivery by carrier. This notice may be placed in the addressee's post-office box, if he has one.

Deliver in ordinary way.

2. If the matter is not called for in consequence of this notice, delivery shall be made as soon as possible thereafter in the manner of ordinary mail.

Special-delivery matter delivered by carriers.

Sec. 792. Whenever special-delivery matter can be promptly delivered by a letter-carrier on his regular trip, it may be given to him for that purpose, but he will not be entitled to any compensation therefor. The carrier should be provided with a delivery book, and a receipt will be taken by him the same as in case of delivery by messenger.

—when.

—no compensation for.

Carriers, etc., receiving special-delivery matter for mailing.

Sec. 793. Letter-carriers, whether assigned to delivery or collection duty, and special-delivery messengers shall receive all prepaid matter bearing a special-delivery stamp which may be handed to them on their trips; and shall keep such matter separate from other mail, and deliver it to the proper clerk immediately upon their arrival at the post-office. Letter-carriers must not turn over local matter for special delivery directly to messengers, even though they may be satisfied that it will be more speedily delivered.

—duty of.

Allowances for car fare at offices of first class.

Sec. 794. Allowances will be made at post-offices of the first class for car fare for special-delivery messengers in emergent cases where immediate delivery in the usual way is impracticable.

2. Applications for allowances for car fare should be addressed to the First Assistant Postmaster-General (Division of Free Delivery). Such allowances must be carefully expended and not used for any other purpose.

—application for.

3. Car fare should not be allowed to special-delivery messengers in all cases, but only where it is impossible to make delivery in the usual way.

—how expended.

Vouchers for expenditures.

4. Postmasters will take vouchers for all expenditures, noting thereon that the car fare is for special delivery messengers in emergent cases, and forward them to the Auditor with the quarterly account. (See sec. 380.)

Note.

NOTE.—Recent appropriation acts have contained appropriations for car fare for special-delivery messengers.

Special-delivery reports at free delivery offices.

Sec. 795. Reports of the special-delivery business transacted at free-delivery offices must be made semi-annually to the First Assistant Postmaster-General, (Division of Free Delivery), on the first of January and first of July of every year. These reports will be made on card Form 3952, which will be furnished upon requisition to the First Assistant Postmaster-General (Division of Post-Office Supplies). (See sec. 324.)

—to be made biennially.

—to whom made.

TITLE FIVE.

REGISTRY SYSTEM.

CHAPTER 1.

REGISTRATION OF DOMESTIC MAIL MATTER.

I.—General Provisions.

Establishment of system of registration. R. S., § 3926.

Sec. 796. For the greater security of valuable mail matter the Postmaster-General may establish a uniform system of registration. * * *

See sec. 899 as to balance of R. S., § 3926, as amended by the act of February 27, 1897, which relates to indemnity for certain lost registered matter.

Security of registered matter. —how obtained.

Sec. 797. The special security given registered matter is obtained by the use of a distinctive cover, its transmission in the custody of sworn postal employees, and a system of records and receipts whereby it may be traced from sender to addressee.

Regulations applicable to all registered matter. —except.

Sec. 798. The regulations under this chapter apply to all registered matter, except as otherwise modified or superseded by the regulations relating to "Registration of Foreign Mail Matter" (chap. 4, this Title) and "Through Registry Service" (chap. 3, this Title).

Postmasters must encourage registration.

Sec. 799. Postmasters must register all mailable matter properly prepared and offered for that purpose, and they must encourage, by all proper means, the registration of valuable mail matter.

—to promote efficiency of service.

2. Postmasters must make every legitimate effort to promote the efficiency of the registry system, and must report promptly to the Third Assistant Postmaster-General any neglect or violation of these regulations which may come to their knowledge.

Hours for registry business at post-offices.

Sec. 800. Post-offices must be kept open for registry business during ordinary business hours and a reasonable time before and after the arrival and departure of mail trains to meet the registry needs of the public. Offices of the first class and their stations and substa-

tions must be kept open for the receipt and delivery of registered matter until 6 o'clock p. m. These hours may be extended in special cases if deemed advisable by the Third Assistant Postmaster-General.

—extension of.

2. All postmasters at whose offices the stamp window is kept open after the close of the registry window must, if it be possible to do so with safety, provide for the registration of mail matter at the stamp window until that also be closed.

Registration at stamp window after registry window is closed.

Sec. 801. Mail matter shall be registered only on the application of the party posting the same, and the fee therefor shall not exceed twenty cents in addition to the regular postage, to be, in all cases, prepaid (sec. 803); and all such fees shall be accounted for in such manner as the Postmaster-General shall direct. But letters upon the official business of the Post-Office Department which require registering shall be registered free of charge, and pass through the mails free of charge.

Registration of mail matter.
R. S., § 3927.
—on application of party mailing same.
—fee for.
Free registration.
—official postal matter.

2. * * * Any letter or packet to be registered by either of the Executive Departments or Bureaus thereof * * * or by the Public Printer, may be registered without the payment of any registry fee. (See note.)

—letters and packets on official business of Executive Departments.
1884, July 5, ch. 234, § 3, 1 Supp., 468.

3. All mail matter, of whatever class, relative to the census and addressed to the Census Office, the Director of the Census, Assistant Director, chief clerk, supervisors, enumerators, or special agents, and indorsed "Official business, Department of the Interior, Census Office," shall be transmitted free * * * by registered mail if necessary, and so marked: *Provided*, That if any person shall make use of such indorsement to avoid the payment of postage or registry fee on his or her private letter, package, or other matter in the mail, the person so offending shall be guilty of a misdemeanor and subject to a fine of three hundred dollars, to be prosecuted in any court of competent jurisdiction.

—census matter free.
1899, Mar. 3, ch. 419, § 27, 2 Supp., 986.

NOTE.—The above statutes, except those which relate to matter upon the official business of the Post-Office Department, or the Census, apply to such matter only as is registered at the seat of government. Government officers located at Washington, D. C., and whose official mail may be registered free there, under the above statutes, may have such mail registered free elsewhere, when they are temporarily away from Washington; but not those officers who are permanently away from that city, or who are engaged in field service for their respective Departments.

Note.

See sec. 513 for act of March 3, 1899, as to transmission of ordinary mail relating to the census. Authority for use and penalty for misuse of penalty indorsement and registry mark are comprised in same act; see secs. 1562 to 1566 as to prosecution for offenses.

Sec. 802. Official matter otherwise entitled to free registration, but weighing in excess of four pounds, must not be registered. This limitation does not, however, apply to printed or written matter emanating from any of the Executive Departments, when presented at the post-office at Washington, D. C., or to census mat-

Limitation as to weight of official matter.
—not to apply to certain matter.

ter, or matter relating to the business of the Post-Office Department without regard to the office of mailing. All such matter shall be registered free notwithstanding the weight thereof.

—not to apply to revenue stamps.

2. The four-pound limit of weight does not apply to parcels of internal-revenue stamps sent by or to internal-revenue officers.

See secs. 836 and 837 as to currency for redemption and publications for copyright entitled to free registration; secs. 487 and 488 as to limitation of weight of mail matter.

Registration fee.

Sec. 803. The fee on registered matter, domestic or foreign, shall be 8 cents in addition to the postage for each letter or parcel, both to be fully prepaid with ordinary postage stamps affixed to the article registered.

—to be prepaid.

One fee not to cover two or more letters or articles.

Two or more letters or parcels addressed to, or intended for, the same person, unless inclosed in one envelope or wrapper, can not be tied or otherwise fastened together and registered as one.

See sec. 941 as to fee on foreign registered matter.

Fees for registration.

Sec. 804. The postage and registry fee on a registered letter or parcel are required to be prepaid with stamps affixed to the letter or parcel, such stamps to be then canceled, but no special record of such items should be made on the quarterly postal account rendered by postmasters to the Auditor for the Post-Office Department. Money received for stamps used for this purpose must be included in the receipts from the general sale of stamps.

—to be prepaid.

—not to be entered in postal account.

Money received for stamps used, to be accounted for with sales.

Registration by letter-carriers.

Sec. 805. At free-delivery post-offices letters or small parcels of first-class mail matter will be registered by letter carriers on their routes. (See sec. 759.)

—at free-delivery offices.

—special instructions as to.

2. The registration of mail matter by letter carriers and rural free-delivery carriers will be governed by special instructions issued by the Third Assistant Postmaster-General.

Correspondence relative to the registry system, etc.

Sec. 806. All correspondence or other business, as well foreign as domestic, relating wholly to matters of registration, shall be conducted through the office of the Third Assistant Postmaster-General. (See sec. 952.) All papers coming into the possession of any other branch of the postal service or other office of the Department in connection with such business must be referred, either entire or by copies or appropriate extracts, to the office directly in charge of the registry system; but all cases involving the loss, disappearance,

—how conducted.

Cases of losses, depredations, etc.

or depredation of a registered article, and all inquiries for missing registered matter, as well as cases of wrong delivery, shall be referred or reported in the first instance to the Fourth Assistant Postmaster-General, Division of Post-Office Inspectors and Mail Depredations, for investigation. (See secs. 505 and 547.)

II.—Preparation and Dispatch of Registered Matter.

Sec. 807. Postmasters, before receiving matter for registration, must require the sender to have it fully, legibly, and correctly addressed, and the name and address of the sender written or printed upon the envelope or wrapper, and the necessary stamps to pay postage and fee must be affixed. **Preparation of matter for registration.**

2. Letters must be placed in a firmly sealed envelope strong enough to safely carry inclosures in the mails. Third and fourth class matter for registration must be so wrapped as to safely bear transportation, and easily admit of examination, which the postmaster should make before registering. First-class matter. Matter of third or fourth class.

3. The letter covers for coin or heavy articles should be as strong at least as the envelopes provided by the Post-Office Department for inclosing coin. Letters containing coins or heavy articles of small size must be enveloped or wrapped so that the cover will be as strong as the paper in registered-package envelopes. Silver dollars, gold pieces, coin in bulk, or heavy articles of medium or large size, when sent in registered letters, must be sewed in canvas or covered with material of equal strength and then wrapped in strong paper pasted or wax-sealed in every part. No letter should be accepted for registration the condition of which is doubtful or which bears the appearance of having been opened and resealed. Postmasters may recommend to senders of registered letters to write their names across the sealed flaps of envelopes or to seal them with wax. (See sec. 808 as to responsibility for loss of matter unfit for transportation.) Envelopes for coin or heavy articles. Matter apparently resealed not to be accepted.

4. Postmasters and their employees are forbidden to address registered matter, place the contents in the envelope, seal it, or affix the stamps. Postmasters not to address, etc., matter.

5. Matter vaguely and indefinitely addressed, or addressed to fictitious names other than legitimate trade names, to initials, or to box numbers simply, must not be accepted for registration. (See sec. 634 as to right to use a trade name.) Vaguely and indefinitely addressed matter.

Entry on registration book.

6. If the article presented for registration be mailable and properly prepared, the postmaster must fill up the receipt in the registration book, giving the name and address of the sender, name of addressee and destination of letter or parcel, registry number and date of mailing, and the class of the article (whether "first class," "second class," "third class," or "fourth class"), filling out the stub (where stubs are provided) and the registry receipt alike. The letter or parcel must be numbered to correspond with number on the registry receipt, and the receipt must be signed, removed from the registration book, and given to the sender immediately. Registered pieces must not be accepted unless receipts are given at the time when the postmaster assumes the custody of the registered articles.

Sender's receipt.

Registered pieces not to be accepted unless receipts are given.

Official matter. —how treated.

7. Official matter entitled to free registration (secs. 801 and 802) will be treated the same as other matter.

See sec. 940 as to registration of, and sec. 943 as to return receipts for, matter for foreign countries; see chapter 2 for regulations governing post-office stations.

Responsibility for loss of letters or matter manifestly unfit to bear transportation.
—will lie with sending postmaster, when.

Sec. 808. Postmasters disregarding section 807, by admitting to the mails and dispatching registered letters in unsealed or imperfectly sealed envelopes, money or valuable articles in registered-package envelopes, without other cover, or in envelopes or wrappers which are manifestly not strong enough to safely carry inclosures, will be held responsible in cases where their neglect causes loss or depredation which can not be traced to another person.

Registration of matter found in ordinary mail.

—where name, etc., of sender not given, etc.

Sec. 809. Letters and parcels found in the post-office drops for ordinary mail, with stamps attached sufficient for registration, yet without the name and address of the sender, must not be registered. If a letter has been marked by the sender "Registered," and then for proper cause it is not registered at the post-office, the words "Not in the registered mail" should be stamped or written across the envelope so as to prevent detention while in transit.

—where name, etc., of sender given etc.

2. Letters and parcels found in post-office drops, which are not marked "special," or with words denoting immediate dispatch, having sufficient stamps attached for registration, acceptable in other respects, and bearing the name and address of a sender, should be registered. The employee registering such articles must give a receipt to the mailing branch of the office when taking custody of them, and he must also mail in an

official envelope to the address of the sender a registration receipt in usual form, together with a note to the sender, warning him against mailing matter for registration in ordinary mail drops.

Continued use of ordinary mail drops for registered matter.

3. Whenever it appears that any sender, after due notification, willfully and knowingly continues to use the post-office drops for letters and parcels presumably intended for registration, and refuses to present such matter at registry window, then the said articles will be dispatched as ordinary mail in which they have been deliberately placed by the sender, and action in each case should be reported to the Third Assistant Postmaster-General.

Registered matter.

Sec. 810. All registered matter must be kept separate from ordinary matter, and properly protected from accident or theft. No unauthorized person should be permitted to have access to the place where registered matter is kept; and all persons employed in a post-office who handle registered matter must be duly sworn. The postmaster will be held accountable for all registered matter coming into his post-office and he must take such precautions as may be necessary to safeguard it.

—to be kept separate from ordinary, and secure.

—accountability for.

See sec. 278 as to responsibility of postmaster for negligence.

Registry return receipt.

Sec. 811. A registry return receipt must be filled out for and accompany every registered domestic letter or parcel addressed to any post-office in the United States or Territories. On the face of such receipt must be written the name of the sender, street and number, or post-office box, name of post-office, county, and State. The space for postmark is reserved for post-office of delivery. On the other side must be entered the registry number, mailing post-office and State, office and State of destination, and address of the registered letter or parcel. (See sec. 852.)

—how filled out.

See sec. 943 as to return receipts for matter sent to foreign countries.

Numbering registry receipts, stubs, etc.

Sec. 812. Registration receipts, their counterparts or stubs, and the articles described in them must be consecutively numbered, beginning with No. 1 on the 1st day of January and July, respectively, of each year.

Registered package and tag envelopes to be similarly numbered.

2. Registered package and tag envelopes must be similarly numbered, without regard to the numbers on the articles inclosed in them unless special directions to the contrary are given.

Correction of address before dispatch.

Sec. 813. Where a receipt has been inadvertently given for a registered piece which, before dispatch, is found to be unmailable, either because of noncompliance with the requirements of the regulations, or because it is addressed to a place not listed in the Postal Guide as a post-office, the address must not be changed,

—must be made by sender.

but the sender must be notified and the same precautions taken for his identification before permitting him to change the address as are prescribed for the recall of registered matter before dispatch. (See secs. 858, 860, and 872.)

—on matter mailed at stations, etc.

2. Incorrect addresses, as to destination only, on registered articles mailed at stations or substations, and which have been erroneously sent to the main office, may be corrected thereat upon the written request of the sender, verified by the superintendent of the registering station or substation. No extra charge therefor will be required, but all records and receipts given for the articles must be changed to cover the new address.

—must be noted on original receipt and on registry book.

3. All corrections of address must be noted on the original receipt, which the sender should be required to produce, also on the counterparts or stubs in the registration book.

Registered matter before dispatch not to leave custody of post-office.

4. Unmailable registered articles for which receipts have been given must not be allowed to leave the custody of the post-office for correction of address or otherwise, unless the formalities for "Withdrawal by writer," prescribed in section 872, are fully complied with.

—except.

When matter becomes registered.

Sec. 814. After a receipt has been given therefor, as prescribed in preceding sections, the letter or parcel becomes registered, and must be guarded with the utmost care.

Cancellation of stamps, registry mark, and postmark.

Sec. 815. All stamps on registered matter must be effectually canceled with black ink, and the letter or parcel marked "Registered," and plainly postmarked on the address side with the date of its registration. Offices provided with the postmarking stamps therefor must postmark the hour, as well as the date, of registration.

See secs. 565 to 568 as to canceling and postmarking.

Registry bill.

Sec. 816. Unless otherwise specially directed by the Postmaster-General, a registry bill (Form No. 1550), properly made out, must be inclosed with all registered letters or parcels dispatched. (See sec. 852.)

—no blanks on.

2. Blanks should not be left between entries on regis-

try bills. A diagonal line should be drawn across the bill from the last item to the place for signature.

See sec. 914 as to record of registered packages inclosed in registered pouches or inner sacks.

Registered-package receipts.

Sec. 817. All registered matter dispatched in locked mail bags must be accompanied with a registered-package receipt card (Form 1556) properly filled up and describing each registered package. This receipt card must be tied on top of the bundle of letters which is to be first handled by the postmaster or postal clerk who next opens the pouch. Registered matter and package receipts must never be inclosed in a newspaper or tie sack.

—to be tied on top of bundle of ordinary letters.

2. In making out registered-package receipts the sending postmaster or his clerk will fill in the blanks provided for the return address, and, on the reverse side of the card, will enter, in the columns arranged for the purpose, a description of the packages dispatched, giving the numbers of packages, the name and date of postmark of the mailing office, and the office of address. The receipt must be postmarked at the lower left-hand corner with date of its dispatch.

—how made out.

3. The page of the postmaster's or postal clerk's record must also be entered in the space provided therefor.

—page of record to be entered on.

4. Transit packages, as well as packages of local origin, must be entered on the same receipt. (See sec. 826.)

—transit and local packages on.

5. No blanks should be left between the entries where there are two or more items on a receipt; and after the last entry a diagonal line should be drawn with the pen from the left of the card to the lower right-hand corner.

—no blanks between entries on.

6. If blank lines or spaces are left on the receipt by the sending postmaster the receiver should fill them with waved lines made with the pen. Every such case should be promptly reported to the Third Assistant Postmaster-General.

—blanks on, to be filled by receiver.

NOTE.—Receipts made out by railway-postal clerks referred to in section 1549 will be filled in as provided in above section.

Registered-package envelopes.

Sec. 818. Registered-package envelopes must be used in preference to registered tag envelopes, whenever possible, to inclose registered matter between the office of dispatch and the office of delivery. They must never be sent outside the domestic service. (See sec. 944.)

—when used.

—not to be sent out of the country.

—not to be replaced by penalty envelopes.
—when containing special-delivery letters.

Penalty envelopes must not be used as substitutes. The words "For special delivery" must be written by the mailing postmaster conspicuously across the registered-package envelope when registered special-delivery matter is inclosed therein.

—how used.

2. The registered letter or parcel with registry bill and registry-return receipt must be placed together in the registered-package envelope, addressed to the same post-office as the letter or parcel. The number of the registered-package envelope must then, and not before, be entered in the proper place on the registration book where such letters and parcels as are inclosed in the envelope are described. Where the special form of mailing book is used, the number of the registered package, or tag envelope, with a description of contents and other particulars, should be recorded therein, instead of upon the registration book.

—when special form of mailing book is used.

Responsibility for losses growing out of failure to seal envelopes.

3. If a registered-package envelope be dispatched from a post-office unaddressed, unsealed, or otherwise in bad order, and a depredation be committed on such package which can not be traced directly to the person committing it, the mailing postmaster will be held responsible for the loss because of his neglect of duty (see sec. 808). Postmasters and postal clerks should report every instance of this irregularity.

First-class matter too large to be inclosed in; how prepared.

4. First-class matter too large to be inclosed in registered-package envelopes must be rewrapped in a strong paper wrapper, sealed, and a registered-package envelope split open and so pasted thereon as to expose both front and back for address and record of transit.

5. Registered letters and parcels should be made up for dispatch to other post-offices at rural free-delivery stations the same as they are made up and dispatched at post-offices. Receipts for registered packages dispatched from rural free-delivery stations may be taken from the rural free-delivery carrier direct and receipts should be taken by the rural free-delivery carrier from the postmaster or railway postal clerk to whom the registered packages are delivered. These receipts may be taken upon the rural carriers registry delivery book or upon the yellow registered-package card receipt form.

Registered tag envelopes.
—when used.

Sec. 819. Third and fourth class parcels too large for inclosure in registered-package envelopes should have registered tag envelopes tied to them in which

will be inclosed registry bills and return receipts, but nothing else. A separate tag envelope must be used for each parcel. The tag envelope must be attached to the registered parcel, always on the address side, by passing a stout twine around the tag and then through the eyelet holes, when it should be knotted loosely and then tied firmly about or at the cross fastenings of the parcel. Samples showing the manner of tying will be furnished by the Post-Office Department, one of which should be posted up in every post-office. Postmasters must promptly report to the Third Assistant Postmaster-General all cases where tags are not tied according to the samples furnished.

—how tied.

2. Registered tag envelopes must be addressed, indorsed, and preserved on file, the same as registered-package envelopes, and be numbered in the same manner. The tags must never be used on sealed matter, nor should postmasters rewrap articles upon which they are used, unless the original wrappers be in bad condition.

—to be treated the same as registered-package envelopes.

—not to be used on first-class matter.

See sec. 843 as to tag envelopes torn off or damaged in transit.

Official matter registered at Washington.

Sec. 820. Most of the official matter, other than letters, registered at the post-office at Washington, D. C., will be prepared and dispatched in a special manner, labels being used in the place of registered package or tag envelopes, and some other deviations from the foregoing regulations being allowed. Postmasters at other offices must not, however, register or dispatch matter in like manner, unless specially directed to do so. (See secs. 801 and 802.)

—specially prepared.

Registered matter retains its character as such until properly delivered.

Sec. 821. Matter once properly registered can never lose its character as such until it has been properly delivered.

Undelivered, found in ordinary mails.

2. Registered matter which has not been properly delivered if found in the ordinary mails must be taken up and given all the safeguards provided for registered matter. A report of the finding of such matter in the ordinary mails must be made in every instance to the Third Assistant Postmaster-General.

—treatment of.

—report of, to Third Assistant Postmaster-General.

See sec. 871 as to forwarding of registered matter after delivery.

Pouching of registered matter.

Sec. 822. Postmasters must not wrap or tie registered packages with ordinary mail matter. Such packages should be tied in a separate bundle, and so placed in the mail pouch that they can be seen at once by the person opening the pouch.

—to be separate from ordinary matter.

See chap. 3 this title, as to "Through Registry Service."

Delivery of registered packages or inner registered sacks to mail messenger or carrier.
—to be inclosed in locked pouch.

Sec. 823. Registered packages or inner registered sacks must not be delivered to a mail messenger or mail carrier without first being inclosed in a locked pouch, nor must a pouch which contains registered matter ever be intrusted to any one but an authorized mail carrier, mail messenger, railway postal clerk, or sworn employee of a post-office.

Mail carriers and messengers not to receipt for registered matter.

2. Mail carriers and mail messengers are not such sworn employees as are authorized to receipt for registered matter, within the meaning of the registry regulations, and therefore they are not permitted to receipt for or handle it outside of locked mail bags.

Certification to proper dispatch.
—postmaster to be prepared to make affidavit.

Sec. 824. The postmaster, his assistant, or a duly qualified clerk must be prepared at any time to make affidavit that any particular package was either given to an employee of the Railway Mail Service or left the post-office in a pouch properly locked and labeled, and was sent by the proper route. Where practicable two persons should be present at the mailing of a registered package and be prepared to testify as above in case it should be required. When two persons witness the dispatch, they must write their initials in the Transit Book or other proper record.

—witness to dispatch.

—witnessing of.

2. The deposit of registered packages in a pouch, and their removal therefrom, should be witnessed by two employees in the office, if practicable, who must write their names or initials as evidence thereof in the Transit Book or other proper record. This is for the protection of the office in case any packages should be missing from the pouch when it is opened.

Registered packages on railroad or steamboat routes over which there is no railway mail service.
—how dispatched.

Sec. 825. Postmasters at offices on railroad or steamboat routes over which there is no railway mail service must dispatch registered packages in pouches which contain the ordinary letter mail, labeled in accordance with the special orders given them. A record of such matter is to be kept and registered-package receipts for the matter must be prepared, sent, signed, and returned, as directed in section 817. (See secs. 840 and 847, as to signing in transit and at delivery office, and return of receipts.)

—record of.

Registered matter at offices on railway mail routes.

Sec. 826. Postmasters at offices on routes over which there is railway mail service must pouch or deliver registered matter to the postal clerk in charge of the railway post-office. It must not be sent in a direct pouch labeled to a post-office on the route, or by an

—not to be sent direct, nor by express trains not carrying postal clerks, except.

express train which does not carry a postal clerk, without special authorization, and such special authorization must not be given without the approval of the Third Assistant Postmaster-General.

Hand-to-hand receipts.

2. Where it is practicable, registered packages must be delivered by the postmaster direct to the railway postal clerk and his receipt obtained at once for them. In such cases the packages—both local and transit—shall be recorded and the receipt taken on the Transit Book or other authorized record.

Package receipts when to be used.

3. When hand-to-hand receipts can not be obtained, the signature of the postal clerk should be obtained on the registered-package receipt. (See sec. 817.)

See sec. 840 as to transit packages; secs. 839 and 918 as to record of matter for which hand-to-hand receipts are received.

Matter must be sent by most secure route.

Sec. 827. Postmasters on "star" routes must dispatch registered matter by the route which offers the best security.

—R. M. S. routes to be preferred.

2. Routes over which there is railway mail service are always to be preferred to "star" routes.

Delays.

3. If unusual delay results from sending matter by one route in preference to another, a report of the facts should be made to the Third Assistant Postmaster-General.

Record of matter by "star" route.

4. Matter of local origin, for dispatch by "star" route, may be recorded in the Transit Book. (See sec. 839.)

Registered packages dispatched over "star" routes.

Sec. 828. All registered packages on a "star" route must be placed in one locked way pouch. Registered packages dispatched from post-offices on "star" routes must not be placed in through mail bags labeled so as to pass another office without opening.

—not to pass intermediate offices.
—exception.

2. Registered packages passing between authorized brass-lock or inner-sack exchange offices are specially excepted from these requirements. (See secs. 910, 913 and 930.)

Note.

NOTE.—For list of brass-lock, inner-sack, and through registered-pouch offices, see current annual Postal Guide.

Dispatch of matter from offices not on railway or boat line.
—on "star" route, manner of.

Sec. 829. Postmasters at offices on "star" routes at a distance from a railway or steamboat line should never send registered matter in through pouches direct to a postal clerk if other offices intervene, even though ordinary mail be so sent. Such registered matter must be sent in the regular way-pouch to be examined, recorded, and receipted for at intermediate offices, and delivered or pouched to the postal clerk by the postmaster at the

junction office connecting with the railway or steamboat line. (See sec. 840 as to treatment of such matter in transit.)

Rule requiring handling of mail at junction office.

2. The rule requiring that registered mail shall be handled and recorded at junction post-offices, as described in this section, must be strictly complied with, unless an exception for special reasons is authorized by the Third Assistant Postmaster-General.

—on railroad or boat routes, manner of.

3. Postmasters located on railroad or steamboat routes, having a closed-pouch service only, should place through registered mail in pouches labeled to offices at terminals of such closed-pouch routes, or to junction offices on such routes connecting with railway post-offices.

Registered packages in catcher pouches. —how placed.

Sec. 830. Postmasters at offices using a catcher pouch will place registered packages therein for dispatch the last thing before locking, so that when the pouch is hung for catching the registered packages will rest at its mouth, thus avoiding the direct contact of the postal-car mail catcher at the middle of the pouch.

—care of.

Sec. 831. Postmasters and mail messengers dispatching registered mail in catcher pouches must invariably await the passing of the train to make sure that the pouch has been safely caught and received thereon.

See sec. 599 as to exchange of mails by catcher pouches.

Registry schemes.

Sec. 832. Registry schemes, showing the hour when, and the routes by which, registered matter should be dispatched, will be furnished by the authorized officers of the Railway Mail Service, and they must be strictly complied with.

—by whom furnished.

—must be complied with.

—errors or suggested changes in.

2. Postmasters must carefully examine these schemes, and if any errors are detected, or if improvement can be made by any changes, the facts must be immediately reported to the division superintendent of the Railway Mail Service.

Registered-package receipts and bills. —return of, to be checked.

Sec. 833. On the return of a registered-package receipt or registry bill, the postmaster must at once note the date of its return on the registration book or other proper record, and file it for future reference. If the return of the package receipt be checked on the transit book, or the return of the bill be checked on the mailing book, no further checking is required.

Failure to return package receipt or registry bill.

Sec. 834. Where a registered-package receipt is not promptly returned by the postmaster or postal clerk to whom it was sent for signature, the postmaster who

sent it must fill out and send a duplicate, noting date thereof on registration book. Failure to return either original or duplicate receipt in due season must be reported to the Third Assistant Postmaster-General, and will be treated as a serious delinquency. Duplicate of package receipt to be sent.

2. In case the registry bill is not returned to the mailing post-office in reasonable time, which should not extend beyond the arrival of the second return mail, a circular of inquiry, giving particulars of the package and its contents, must be sent to the post-office to which the package was addressed, and the date of mailing such circular must be entered in the proper place on the registration book. Failure to return registry bills in due time is a grave neglect of duty, and must be reported by every employee who observes it. Failure to return registry bill.—circular of inquiry in case of.

3. If the circular of inquiry is returned stating that the package has not reached its destination, or if the circular with a satisfactory reply is not received by the third return mail at the latest, a full report of the case must be made to the Fourth Assistant Postmaster-General (division of Post-Office Inspectors and Mail Depredations), for investigation, and also to the inspector in charge of the division in which the post-office is situated. (See sec. 43.) Circular of inquiry returned indorsed "Not received."

Sec. 835. When a registered package of stamps, envelopes, or postal cards has been dispatched and no acknowledgment thereof is received by due course of mail, or the bill is returned marked "Not received" or "In bad order," a coupon tracer must be sent to ascertain whether the package reached its destination in safety, or where and through whose fault it disappeared or was damaged. **Tracers for stamp, envelope, or postal-card packages.**—how sent.

2. If through this means it should be ascertained that the package reached its destination in good order, the tracer may be retained when it returns; but should it appear that the package was received in bad condition, or was lost or stolen in transit, the tracer must be forwarded to the Third Assistant Postmaster-General. Should the tracer be not returned in due season, a duplicate must be sent to the post-office whence last coupon was returned, or special inquiry sent until package is accounted for or loss ascertained, when the tracer with full report of the facts must be sent to the Third Assistant Postmaster-General. —when returned.—when not returned.—report to Department, when.

III.—Registration of Currency for Redemption and Postal or Money-Order Funds.

Free registration of United States currency for redemption and new currency for currency redeemed. R. S., § 3932.

Sec. 836. Under such regulations as the Postmaster-General may prescribe, all postmasters are authorized to register in the manner prescribed by law, but without payment of any registration fee, all letters containing fractional or other currency of the United States, which shall be by them sent by mail to the Treasurer of the United States for redemption; and the postmaster at the city of Washington, in the District of Columbia, shall register in like manner, without charge, all letters containing new currency returned for currency redeemed, which shall be received by him from the Treasurer, in sealed packages, marked with the word "register" over the official signature of the said Treasurer.

Letters containing currency.

Sec. 837. Whenever letters containing currency to be sent to the Treasurer of the United States for redemption are offered for registration, postmasters must require the contents of every such letter to be exhibited to them, and a list must be furnished, giving an accurate and detailed description of the money to be remitted. In case of fractional currency, the number and denomination of pieces will be sufficient; but of currency of the denomination of $1 and upward, the letter, number of series, and date of each note, as well as the denomination, must be given.

—registration of.

—contents to be exhibited.

—list of contents.

2. The list must be carefully examined and compared with the money to be remitted, and when found to be correct will be filed in the office, to be subject at all times to the inspection of proper agents of the Post-Office Department.

—preparation of.

3. The money must be inclosed and the letter sealed in the presence of the postmaster, who, after postage is prepaid by the sender, will mark plainly upon the envelope the words "Accepted without registry fee under section 836, P. L. and R.," and then issue the usual registry receipt therefor.

—additional security as to.

4. The letter must then be disposed of in the manner provided for other registered letters; but, for the sake of further security, the postmaster must be ready to prove beyond question in every case, by a competent witness, that such letter was duly mailed in the mode prescribed for registered letters; otherwise, should the letter be lost, he may be held responsible therefor.

Remittances of postal or money-order funds.

Sec. 838. Where remittances of postal or money-order funds are registered, the package will be prepared as follows:

—how inclosed.

a. If in bulk small enough to be inclosed in a registered-package envelope, the money should first be

inclosed in a strong envelope (such as the Department provides expressly for the purpose), which must be securely sealed, addressed to the proper official, and placed in the registered-package envelope, in the proper manner, for dispatch.

—if in coin, etc., how wrapped.

b. If in coin in bags or in currency in envelopes too large for inclosure in the registered-package envelope, the bag or envelope should be rewrapped with strong paper, and this additional wrapper thoroughly sealed with mucilage. A split registered-package envelope should then be pasted thereon in such a manner as to expose address and record of transit. (See sec. 818.)

See sec. 367 as to preparation of remittances of postal and money-order funds.

IV.—Registered Matter in Transit.

Transit book. —kept at all offices.

Sec. 839. A Transit Book must be kept at *all* offices, for recording registered packages (and also inner sacks or registered pouches) addressed to some other office, which may be received, whether in due course of transmission or because missent; and all such matter must be recorded in the Transit Book immediately upon its arrival, every column being properly filled, showing full particulars of arrival and dispatch, properly witnessed, of every transit article, the hour of dispatch being noted where there is more than one dispatch a day over the same line of railroad.

—open to examination.

2. The Transit Book must be carefully preserved in good order and be at all times open to examination by post-office inspectors.

—for answers to inquiries.

3. From the particulars shown by this record postmasters must be at all times prepared to make prompt reply to any inquiry concerning outgoing local, transit, or missent registered packages, pouches, or sacks.

—other arrangements at large offices.

4. At large offices other arrangements as to the Transit Books may be specially authorized by the Third Assistant Postmaster-General.

—registered packages in pouches or inner sacks not to be recorded in.

—pouch or sack to be recorded in.

5. Registered pouches or inner sacks, in transit, should be recorded upon the Transit Book or other authorized record, by their labels and the serial and rotary numbers of their locks.

See sec. 914 as to record of registered articles inclosed in registered pouches or sacks; sec. 826 as to recording matter of local origin for dispatch by "star" route or for hand-to-hand delivery to postal clerks, and registered pouches or sacks, in Transit Book.

Packages in transit.

Sec. 840. Where a postmaster, upon opening a way pouch, finds inclosed a registered package addressed to an office beyond his own, he must sign and return the accompanying package receipt and indorse the package as directed in section 843. He will then fill up a new package receipt, returnable to his own post-office, and describe thereon all the transit and other registered packages to be dispatched. The packages, after being properly recorded, must, with the new receipt card therefor, then be deposited in the pouch, as described in section 822, and sent forward by the same mail.

—indorsement on.

Matter not to be delayed.

2. Transit registered matter must not be delayed from one mail to another, unless such delay is unavoidable.

Treatment of official matter from Washington.

3. Where official matter registered at Washington, D. C., in a special manner, is received in transit, it must be treated in all respects as other registered matter. (See sec. 820.)

Examination and receipt for registered packages.

Sec. 841. The process of examining, indorsing, recording, filling out package receipts anew, and depositing registered matter in pouch must be repeated by every postmaster on the route over which a way pouch is carried.

—by all postmasters on route.

Transit packages on "star" routes.

Sec. 842. Postmasters on "star" routes must make proper entries in the Transit Book of all packages in transit from such packages and package receipts.

—record of.

See sec. 826 as to record in Transit Book of local matter dispatched.

Receipts for packages in transit.

Sec. 843. When a postmaster or railway postal clerk signs a receipt for a registered package, he must carefully examine the package and indorse upon it, in the spaces provided therefor, the date of its receipt and the name of his post-office or railway post-office. He must also enter a statement of the facts over his signature whenever a package is in bad condition. The absence of a mark in the space marked "condition" will be deemed a certification that the article was in good condition. Whenever registered packages are in bad condition the facts must be stated by the indorsing postmaster or postal clerk on the package itself, the package receipt, and other records.

Indorsement on packages.

Packages in bad condition.

Indorsement by stamps.

2. Stamps may be used for indorsing registered packages if the impression covers no more than two lines on the registered package envelope, but the postmaster's signature when required must be written.

Damaged tag envelopes.

3. If registered tag envelopes are torn off or damaged in transit, they must be securely reattached to the parcels from which they became separated. (See sec. 819.)

Matter in pouches with defective locks.

—treatment of.

Sec. 844. Whenever a postmaster is compelled to pass a way pouch unopened to the next office on the route, as directed in sections 1365 and 1389, he must make a note upon his Transit Book, stating the fact, the cause, and the date, and advise the postmaster to whom the pouch is forwarded.

Delivery of packages to postal clerks.

Sec. 845. Transit registered packages must be delivered to railway postal clerks, and hand-to-hand receipts obtained therefor, the same as local matter. (See sec. 826.)

Receipt for registered matter at terminal offices.

Sec. 846. Postmasters at terminal offices of routes on which there is railway-mail service must at all times be prepared to receive and properly receipt for registered matter brought to their offices by railway postal clerks. No delay of trains or unseasonable hours of arrival will authorize a deviation from this regulation.

V.—Receipt of Registered Matter at Offices of Delivery.

Matter received for delivery.
—how treated.
—receipt for.

Sec. 847. Every postmaster who opens a pouch containing registered packages must sign the package receipt, erasing the word "postal clerk," so that his official title will be correctly stated. He must write, in words, within the rectangle after his signature, the total number of packages described in the receipt and received by him, postmark the receipt on the address side, and return it by next mail, without cover of an envelope or postage.

—errors and irregularities in connection with.

2. Before signing the receipt the postmaster must correct any errors which it may contain, and also note upon it any irregularities observed in connection with the packages described therein.

—if no receipt received with.

3. If no receipt is received with the articles the receiving postmaster must himself prepare, sign, and return one without delay.

Pouch passed by another office.

—treatment of, and matter therein.

Sec. 848. When a pouch that has been passed as provided in sections 1365 or 1389 on account of defective lock is received and opened, the receiving postmaster will retain the registered matter for the office or offices passed and enter it upon his Transit Book. If the pouch has been passed for the reasons stated in sec-

tion 1389, the postmaster will retain such matter until he is advised that a new key has been received at the office passed. If the pouch was passed for the reasons stated in section 1365, the postmaster will return the registered matter for the office passed in the first locked pouch sent to that office.

Registered packages. —how opened.

Sec. 849. Postmasters in opening registered packages containing matter for delivery at their offices will cut the package envelope on the end with a knife, so as not to detach any part of the envelope. The initials of the person opening the package must be indorsed on the envelope and the articles found therein compared with the bill, which, if correct, must be signed, postmarked, and returned by the first mail.

—comparison of, with bill.

—return of bill.

—examination and recording of.

2. Letters and parcels must be examined as to their condition, postmarked on the back with date and the hour, where hour stamps are provided, of their receipt, and recorded at once in the delivery book in the order in which they appear on the bill, the following particulars being given: Date of arrival, date of bill, class, registry number, registered-package envelope number, office of origin, and name of addressee, which latter must always be taken from the letter or parcel itself and not from the bill.

—when billing office other than office of origin.

3. When the office from which a registered letter or parcel is received is not the office of origin, the names of both offices should be recorded if columns are provided therefor in the delivery book or other authorized record, as in case of forwarded and foreign articles.

—return receipt for.

4. The return receipt must be attached with a wire clip, a rubber band, or thread to the back of the letter or parcel to which it relates.

Record and receipt on delivery book of official articles.

5. All official registered articles addressed to a postmaster, including packages of postage stamps, postal cards, and stamped envelopes, must be recorded and receipted for on the delivery book by the postmaster. (See secs. 807, 840, and 852.)

Official matter from Washington.

6. Official matter registered at Washington, D. C., in a special manner, must be treated the same as other registered matter, except as provided in section 852. (See sec. 820.)

Letter or parcel omitted from envelope. —should be sought in ordinary mail.

Sec. 850. When a registered-package envelope arrives at an office with only a registry bill and return receipt inclosed, the postmaster must ascertain if the letter or parcel to which bill and receipt refer has been received in the ordinary mail, in which case he must, if

possible, obtain the receipt of the addressee for it on the delivery book and the return receipt. The bill and receipt after being properly signed and postmarked should be dispatched in the first outgoing mail. The facts should be reported to the Third Assistant Postmaster-General. In case the missing letter or parcel has not been received by the addressee, the matter must be reported to the Fourth Assistant Postmaster-General (Division of Post-Office Inspectors and Mail Depredations) without delay.

—report of, to Department.

Errors in registry bill and return receipt.

Sec. 851. If the sending postmaster has failed to properly fill up his registry bill or registry-return receipt, the receiving postmaster must correct it. Before returning the registry bill he must note thereon, over his signature, any error or irregularity.

—to be supplied by receiving postmasters.

Failure to send registry bill or return receipt.

Sec. 852. If, on opening a registered package, no bill is found, the receiving postmaster must fill out one, indorse it "No bill received," sign it, address it properly, postmark it, and send it without cover to the mailing post-office. If no registry-return receipt accompanies a registered letter or parcel, the postmaster opening the package must fill one out, attach it to the letter or parcel, and mail it to the sender when signed. (See sec. 811.) A report of every such case must be made to the Third Assistant Postmaster-General.

—report of, to Department.

2. Where official matter registered at Washington, D. C., in a special manner, is not accompanied by a registry bill or return receipt, none need be supplied. (See sec. 820.)

—with official matter from Washington.

Registry bills and receipts exempt from postage.

Sec. 853. Registered-package receipts, registry bills, and registry-return receipts, when mailed require no envelope or postage; they are simply to be postmarked and mailed without delay.

Signing of receipts.

Sec. 854. When a subordinate in a post-office receipts for registered matter he must sign as follows: "_____ _____, P. M., by _____ _____, Ass't P. M.," or Clerk. When the postmaster himself receipts for registered matter his name must be written. When receipts are signed by a subordinate the postmaster's name may be written or stamped, but the signature of the assistant postmaster or clerk must be in writing.

—by subordinates for postmaster.

—by postmaster.

2. On certain special forms, such as registered-pouch bills, registry route bills, and some other manifold forms, the postmaster's signature or name is not required, but the signatures of the dispatching or receiving clerks are to be written in lieu thereof.

—by dispatching and receiving clerks, when.

VI.—Delivery of Registered Matter.

Return receipt. R. S., § 3928. —to be taken from addressee. —prima-facie evidence of delivery.

Sec. 855. A receipt shall be taken upon the delivery of any registered mail-matter, showing to whom and when the same was delivered, which shall be returned to the sender, and be received in the courts as prima-facie evidence of such delivery.

Delivery book and postmark to show date of delivery.

2. The delivery book and the postmark on the return receipt must in every case show the actual date of delivery of a registered article.

Receipt to be returned invariably by next mail.

3. The return receipt, after being properly signed, must invariably be mailed to the sender of the article by the next mail.

See sec. 951 as to delivery of dutiable matter, and sec. 947 as to foreign return receipts.

Registry notices at other than free-delivery offices.

—to be used.

Sec. 856. Immediately upon the arrival of a registered letter or parcel at a post-office where there is no letter-carrier service, the postmaster must notify the addressee of its arrival. The standard form of registry notice—Form 1525—postmarked with the date of issue must be used and placed in the general delivery or the addressee's post-office box, if he have one, for delivery.

—second notice.

2. If the letter or parcel be not delivered within three days, a second notice, so marked, and postmarked with date of issue, must be prepared and served in the same way, and the letter or parcel indorsed or stamped "2d Notice Sent."

—date of, to be indorsed on.

3. The letter or parcel must always be indorsed with the dates when such notices are served.

Registry notices at free delivery offices.

—when used.

Sec. 857. At free-delivery offices registry notices for all pieces which do not bear a house or business address, even though such address may afterwards be supplied from the city or office directory, as it must be, if possible, must immediately and invariably be deposited without cover of an envelope in the general delivery unless the addressee has a post-office box.

—standard form.

2. The standard form of registry notice—Form 1525—will be provided for this purpose, and the name of the office and State of issue, as well as of the addressee of the registered article, must be written upon it in the proper place. (See sec. 892.)

—must bear total number of pieces.

When the notice is for more than one piece the total number of pieces held for delivery must be written in words on the face of the notice. On card-delivery notices, Forms 3849 and 3849a, the number of each article must appear.

3. The clerk charged with depositing these notices must postmark them with the year, month, and day, and, where the office is supplied with stamps therefor, with the hour when the notice is thus deposited. —postmarking and stamping with date and hour.

4. When registry notices are sent to guests at hotels, or when for any special reason it is necessary to send them by carriers to business places or residences, they must be inclosed in sealed penalty envelopes. —sent to guests at hotels, or by carriers to business houses or residences.

5. Persons to whom registry notices are served should be advised to retain them, unless they are returned bearing delivery orders, to meet any possible question as to the time of their service. —retention of, by persons on whom served.

6. Notices bearing delivery orders must be retained on file in the post-office. —bearing delivery orders to be filed.

SEC. 858. Registered matter must not be delivered to anyone but the person to whom it is addressed, or the person to whose care it is addressed, without a written order from the addressee, duly verified; and no exception will be made to this rule because of relationship of any nature between the addressee and the person claiming the matter. **Delivery of registered matter.**

2. Written orders authorizing the delivery of registered matter to another than the addressee may be for a specific letter or parcel, or they may cover all registered articles addressed to the person giving the order, except those the delivery of which to the addressee in person has been demanded by the sender by an indorsement upon the articles themselves. —written orders for.

3. Registered mail indorsed for delivery to the addressee in person must be delivered to no one but him, not even upon his written order; and if it can not be so delivered, it must be returned, after the expiration of the proper period, to sender. The word "Personal" is not to be construed as an indorsement so restricting delivery. (See sec. 642, relating to delivery of registered letters to pensioners.) —indorsed for delivery to addressee in person.

4. Persons in whose care registered mail is directed may receive and receipt for it without a written order unless the addressee has specially directed otherwise. —addressed in care of persons other than addressee.

5. Registered mail addressed to guests must never be delivered to the manager or clerk of a hotel unless it be plainly directed to his care. —for hotel guests

6. Where the addressee is dead or insane, delivery may be made to his legal representative only. (See secs. 861 and 862.) —where addressee is dead or insane.

—where addressee is a minor.

7. Registered mail addressed to a minor living with or under the control of his parents is, as a general rule, subject to the parents' control unless it be indorsed for personal delivery, when the special rule applies. (See paragraph 3.) In such cases, if delivery be forbidden by parents or guardians, the mail must be returned to senders so indorsed.

—addressed to public or corporation officer by title.

8. Registered mail addressed to a public officer, or to an officer of a corporation, *by his title*, should be delivered to the person holding the title addressed.

—where applicant is unknown, identification of before.

9. Identification must always be required where the applicant for registered mail is unknown, whether delivery is to be made to the addressee or to the sender for any purpose; and in case of doubt, instructions should be obtained from the Third Assistant Postmaster-General (Division of Registered Mails).

—orders for, to be filed and observed until countermanded in writing.

10. All written orders for the delivery of registered mail must be verified and placed among the permanent files of the post-office, and all general orders should be complied with until countermanded in writing.

Delivery to person other than addressee.

Sec. 859. When registered matter is delivered upon the order of the addressee, the person to whom delivery is made must sign both the delivery book and the return receipt with his own signature, followed by the words "By order of (adding the addressee's name)."

—how made.

—if in his care.

2. If delivery be made to a person in whose care the letter or parcel is addressed, that person should sign his own name, followed by "For (adding the addressee's name)."

Stamped signature.

3. If a stamped signature of the addressee be used by a person duly authorized in writing by the addressee to use it, it should be followed by the signature of such person: For instance, "Continental Insurance and Banking Co., per John Smith."

Delivery upon order of sender.

Sec. 860. At any time prior to its delivery, a registered article may be delivered to such person, other than the addressee, as the sender may direct, in a written order filed with the mailing postmaster, under the following conditions:

—how made.

—identity of sender to be established.

a. The sender must first satisfactorily establish his identity as such, and the mailing postmaster must certify thereto, over his signature, on the order itself, which must then be postmarked with the stamp of the mailing office and be sent, at the sender's expense, to the postmaster at whose office the article is held, who

will then make delivery accordingly and file the order as his voucher.

b. Deliveries of this character must not be made upon telegraphic orders, but articles described in such orders may be withheld from delivery upon telegraphic requests, until the receipt of a duly certified written order from the sender. The name of the addressee of articles so delivered must never be changed.

—not to be made on telegraphic orders.

Name not to be changed.

Sec. 861. Where it is satisfactorily shown that the addressee of a registered article is dead, delivery may be made to a duly qualified legal representative, such as his executor or administrator, upon satisfactory proof of his character as such.

Disposition of matter when addressee is dead.
—delivery to legal representative.

2. If there be no such representative, domestic letters or parcels should be returned as provided in section 886, unless the sender shall, through the mailing postmaster, request that they be delivered to some relative of the deceased or other person who may apply for them.

—if there be no legal representative, domestic articles to be returned to sender.

3. All articles withheld from delivery under paragraph 2 must be plainly indorsed with the reason for their nondelivery. If claimed by a relative of the deceased addressee, such relative may be furnished with the name and address of sender, if possible.

—indorsement of reason for nondelivery.

—claim by relative.

See sec. 948 as to the disposition of foreign matter which can not be delivered to legal representative of deceased addressee.

Sec. 862. Registered matter addressed to a person who has been legally declared to be insane may be delivered to the person appointed by the proper tribunal to have charge of his estate. If there be no such person, the matter should be properly indorsed with the reason for its nondelivery and disposed of as directed in the preceding section.

Disposition of matter when addressee is insane.
—to be delivered to legal representative.

—if no legal representative.

NOTE.—Sections 634 to 658 of these regulations, concerning the delivery of ordinary mail matter, apply to the delivery of registered matter in all cases where applicable, except as otherwise modified by this chapter. (See especially sec. 858.)

Note.

Sec. 863. When registered matter is received from the Dead-Letter Office for delivery to the owner, diligent effort must be made to deliver the same. Such matter will be treated, as provided in section 655, and if it can not be delivered must be returned to the Dead-Letter Office. All registered matter received from the Dead-Letter Office must be registered when returned thereto.

Matter received from Dead-Letter Office.

—delivery of.

—return of.

Responsibility of postmasters for registered matter.

Sec. 864. Postmasters will be held personally responsible by the Post-Office Department for the wrong delivery, depredation upon, or loss of any registered letter or parcel while in their custody, if such wrong delivery, depredation, or loss be due to negligence or disregard of the regulations. They are also liable on their bond for any damage resulting to the Department on account of such wrong delivery, depredation, or loss.

—in case of loss through negligence.
—on their bonds, when.

VII.—Delivery of Registered Matter by Letter-Carriers.

Delivery by letter carriers.
Except.

Sec. 865. Postmasters at free-delivery post-offices must, unless requested to the contrary by addressee, deliver by letter carriers all registered letters and registered parcels except those whose weight and bulk make it impracticable, when such letters or parcels are addressed to street and number, or to parties whose house or business address appears in the city or office directory. Registered packages and letters addressed to banks, trust companies, and other institutions, or persons, and known to or reasonably presumed by the postmaster to contain, either singly or in the aggregate, large sums of money or securities, the delivery of which can not be made by carriers without unusual risk or danger, will not be delivered in such manner, but the addressee must be notified by the postmaster to call at the post-office and receive and receipt for the same.

Packages containing money, securities, etc., to be held for desk delivery.

If addressee be box holder, matter to be held for desk delivery unless.

2. Where the addressee is a box holder all of his registered mail should be held for desk delivery, unless he specially requests such matter to be delivered by carrier, when the request must be complied with unless the letter or package is of extraordinary value, and to so deliver it be incompatible with the provision herein concerning letters and packages of extraordinary value. Postmasters must encourage desk deliveries of registered matter, especially where the number of registered pieces to be delivered to a single patron is considerable, or where, for other important reasons, such deliveries are desirable.

Desk delivery to be encouraged.

Delivery of registered matter of 3d and 4th classes.

3. Registered matter of the third and fourth classes shall have preference of delivery over matter of the same classes not registered.

4. Rural free-delivery carriers must deliver registered mail at the house or place of business of the addressee, if possible.

Delivery of registered matter by carriers. —special rules as to.

Sec. 866. Letter-carriers must study and thoroughly understand the delivery rules herein prescribed and comply therewith.

—examination of before delivery, etc.

2. Carriers must not allow registered letters or parcels to be examined until the identification of the person entitled to receive and receipt for them has first been fully established, nor must they permit envelopes or wrappers to be opened until after delivery has been made and the proper receipts obtained.

Attempts to deliver.

3. Carriers must make as many attempts to deliver registered articles each day as their arrangement of trips will permit, unless it clearly appears after any trip that delivery by them is impossible.

—memorandum as to.

4. After each unsuccessful trial the carrier must write in pencil, on the left end or back of the letter or parcel, the reason for nondelivery, and sign it with his initials and number.

Where delivery can not be effected.

5. Whenever, on any day, it be found impossible to deliver a letter or parcel, it must be returned to the post-office or carrier's station and delivered to the postmaster, superintendent, or authorized clerk, and his receipt for the same taken upon the carrier's delivery book or other authorized form. This must be done also after the last trip each day, and after any trip which is followed by the carrier's lay-off.

Undelivered matter, how treated.

6. Undelivered letters and parcels returned by carriers must, at each return, be reentered on the post-office or station delivery or retrial book, and every time thereafter that they are taken out for delivery by the carrier they must be receipted for by him, and he must reenter them in his delivery book, unless they are to be delivered under the tissue-receipt system.

Change of address.

7. Carriers are forbidden to change the address of any registered letter or parcel, or to transfer it from one district to another, except through the registry clerk at the post-office or station, who must write the new address in red ink if the change be made on a written order, but if the order is verbal only it should be so noted over the carrier's initials and number upon the letter or parcel without changing its address.

Forwarding.

8. Carriers, when indorsing registered matter "For notice at," must always add the post-office, as well as the street and number address to which the addressee has removed, in accordance with the information given them. If the addressee has removed to a new address

in the same city, effort to make delivery thereat must be promptly made by carriers. If the new address be unknown, this information must be given in the indorsement on the registered article.

Carriers' delivery books—what to show.

9. Carriers' delivery books must always show the name of the carrier or substitute who delivers a given registered letter or parcel.

—entries to be made in ink and to include name and address in full.

10. Entries in delivery books must be made in ink and show, in each case, the registry number of the letter or parcel, the name of the addressee, and his house address, except in the case of well-known persons, corporations, or firms. When an article is addressed in care of another, the full address must be entered in the book.

—two lines in, for each entry.

11. Two lines should be reserved in the delivery book for each entry, for convenience in case the article should be receipted for by an agent of, or person other than, the addressee.

—receipt on, before delivery.

12. In delivering registered matter, carriers must take receipts therefor on both their delivery books or other authorized form and the registry return receipts. The signatures to such receipts must be in ink or indelible pencil. The actual date of delivery must, in each instance, be written in the carrier's book or delivery form.

—entry, where several pieces to one address.

13. Where there are several pieces to one address entered consecutively on the delivery book, the addressee, or the person to whom delivery is made, should be requested to sign his name opposite the last entry, and write immediately above it, *in words*, not figures, the total number of pieces thus receipted for.

Deposit and examination of undelivered matter, delivery books, and return receipts.

Sec. 867. At free-delivery offices carriers must invariably deposit undelivered registered matter, their delivery books and registry return receipts in the post-office, or at the delivery station to which they are attached, after each trip preceding a lay-off and after their last delivery trip. Such matter, with the books, must then be examined and checked by the proper post-office employee.

Registered special-delivery letters. —delivery of.

Sec. 868. At free-delivery offices registered letters for special delivery should be intrusted only to adult employees of a post-office, or, if this be not practicable, only to sworn messengers of undoubted discretion and good judgment. Postmasters may make delivery of such letters in person.

See sec. 778 as to delivery of special-delivery matter.

VIII.—Forwarding and Recall of Registered Matter.

Sec. 869. All registered matter, except that which has once been properly delivered, may be forwarded, without additional charge for registry fee, upon the written request of the addressee or of his agent, authorized in writing to control such matter, and, in cases of emergency, where the postmaster is satisfied that no fraud is intended, a telegraphic order from the addressee may be honored.

Forwarding matter upon request of addressee.

—no additional charge for registry.

—telegraphic order for.

2. No additional postage is chargeable for forwarding first-class matter, or matter inclosed in or sent under cover of official penalty envelopes or labels, but additional postage is chargeable for forwarding all other matter, and such additional postage must be prepaid with postage stamps which, when furnished, must be affixed and canceled by the forwarding postmaster. If such stamps or the money to buy them do not accompany the forwarding order, the addressee, or the sender, as may be proper, must be notified to send them, the amount required being given. If he fails to do so within thirty days, the article is to be disposed of the same as an undeliverable registered article. (See sec. 886.)

No additional postage for first-class matter, etc.

Additional postage for other matter.

3. In forwarding registered articles, the postmaster will change their address as to destination only, plainly mark them "Forwarded," reregister them as if they were mailed anew at his office, and dispatch them in a properly prepared registered-package envelope, accompanied by the original return receipt and a registry bill returnable to his office. The proper column of the delivery book in the forwarding office must always show when and where a given article was forwarded.

Method of forwarding.

Entry in delivery book.

4. At offices where the "Distribution Book" is used, "missent," "forwarded," and "returned to writer," articles are recorded therein instead of being reregistered on the registration book.

Entry in distribution book, when.

5. Forwarding orders must invariably be retained on file as vouchers. (See sec. 628.)

Forwarding orders to be filed.

Sec. 870. A registered letter or parcel may be forwarded from one post-office to another for delivery, upon the written order of the sender, filed with the mailing postmaster, under the following conditions:

Forwarding matter upon order of sender.

1. The sender must first satisfactorily establish his

Identity of sender must be established.

identity as such and the mailing postmaster must certify thereto, over his signature and the postmark of his office, on the order itself, which must then be communicated by the mailing postmaster to the postmaster at whose office the article is held, either by mail or telegraph, at the sender's expense.

Compliance with request.

2. A postmaster who receives a duly certified forwarding order of this character, or a telegraphic request from another postmaster, based upon a written order of the sender, must promptly forward the registered article described therein to such post-office as may be designated, for delivery to the addressee, or upon his written order, but to no other person.

Forwarding and return of matter after delivery.

Sec. 871. When a registered article is properly delivered and receipted for its connection with the registry service ceases, and it must not be again received in the registered mails without prepayment of a new registry fee.

—new fee to be paid.

—additional postage not required.

2. If a new fee be paid, such an article may be forwarded, or returned, without additional charge for postage in every case where it might be so treated if it had not been registered in the first instance. In such a case it must be reregistered and a new registration receipt issued bearing the words "Reregistered after delivery." The article must be likewise marked.

—form of receipt in case of.

3. The new receipt will describe the original addressee as the addressee under the new registration.

Indorsement on article.

4. The name and address of the person requesting the reregistration of the article will be indorsed upon the article itself and appear as those of the sender in the registration and return receipts.

Examination before reregistration.

5. When a registered letter once delivered is offered for reregistration, it should be carefully examined to ascertain its condition. If there be evidence that it has been opened and resealed, tampered with, or if otherwise in bad order, it should be refused, until it has been reenveloped by the sender, in which case new postage as well as a new registry fee is chargeable.

Matter found in ordinary mail drops with address changed.

6. Where a registered article which has been properly delivered is afterwards found in the ordinary mail drop, with address changed, to be forwarded, or returned, it must be marked "Remailed after Delivery—Not in registered mail," and promptly dispatched as a piece of ordinary mail.

Matter in care of consuls, returned.

7. Foreign articles for sailors and other persons addressed in care of a consul, and returned by that official to the local post-office as unclaimed, must be received and treated in the manner prescribed for undeliverable articles in general.

Recall of registered matter.

Sec. 872. A registered letter or parcel may be reclaimed or recalled by the sender at any time before its delivery, upon compliance with the requirements of this regulation.

—before dispatch.

2. Before dispatch the sender must—

Identification.

a. If unknown, furnish satisfactory identification as such.

Indorsement on receipt.

b. Write on the face of his registry receipt the words "Withdrawn before dispatch" and sign his name thereto.

Surrender of receipt.

c. Surrender his registry receipt to the postmaster, to be pasted to its stub or counterpart in the registration book.

Procedure by postmaster.

3. The postmaster, or his authorized clerk, must write or stamp the words "Withdrawn before dispatch" on the stub or counterpart of the receipt in the registration book, sign his name thereto, and paste the surrendered receipt on the stub or margin of the counterpart.

Indorsement on receipt stub.

Indorsement on article.

4. The postmaster or clerk must then write or stamp the words "Withdrawn before dispatch" on the face of the letter or parcel, to which must be added the postmark of his office. The letter or parcel may then be returned to the sender. The postage stamps should not be canceled; but if they have been, no reimbursement can be made.

Recall after dispatch.

5. After dispatch the sender must—

Identification.

a. If unknown, furnish satisfactory proof of his identity as such.

Application.

b. File with the mailing postmaster, or his authorized clerk, a written request for the return of the letter or parcel, giving name and address of sender, name and address of addressee, and the registry number of the article to be recalled.

Procedure at mailing office.

6. Upon receipt of such a request the mailing postmaster must immediately send to the postmaster at the office of address, in his own name, by mail or telegraph, at the sender's option and expense for postage or telegram, a request for the return of the letter or parcel, giving the sender's name and address, the ad-

dressee's name and address, the registration number of the article, date of its dispatch, and the number of the registered-package envelope in which it was inclosed.

Procedure at office of address.

7. Immediately upon receipt of such request the postmaster at the office of address will return such letter or parcel by registered mail.

Additional postage, when.

No additional registry fee.

8. No new postage is chargeable for returning first-class matter (see secs. 670 and 672), but full postage is chargeable for all other classes (see sec. 675). No new registry fee is chargeable on any class. When other than first-class matter is recalled, the sender must supply the money or postage stamps, to be remitted with the postmaster's letter of recall, to cover the return postage.

Records.

9. The same records must be made and the same receipts taken for registered articles recalled after dispatch as are made and taken for any other registered matter returned to writer, except that the article itself, as well as all the records, must show that it was "Recalled" or "Reclaimed." (See sec. 886.)

Filing of sender's request.

10. The sender's written request must be carefully filed at the mailing office; and the postmaster's letter or telegram of recall must be similarly filed at the office receiving it, with a note of the action indorsed upon it, giving the return registry number of the article and the date of its return.

Liability of postmaster.

11. A postmaster who fails to require satisfactory identification of the sender will be held responsible if a mistake results therefrom, and he will also be held accountable if he fails to require a deposit sufficient to fully cover all expenses of recalling a letter or parcel.

IX.—Short-Paid Registered Matter.

Short-paid registered matter.

—collection of deficiency on.

—report of.

Sec. 873. When a registered letter or parcel is received for delivery to the addressee or restoration to the sender, and the postage and registry fee thereon have not been fully prepaid, the postmaster will collect the POSTAGE due from the addressee or sender, as may be proper, and report the amount due as REGISTRY FEE to the Third Assistant Postmaster-General for collection from the dispatching postmaster, as a penalty for his neglect.

See secs. 961 as to foreign registered matter.

—stamps on, to be first credited to payment of postage.

2. To ascertain the amount due for postage or for registry fee, the postmaster will credit the stamps attached, first, to pay the postage, and then, if there be a surplus, to pay the registry fee.

—deficiency, how marked.

3. The amount of deficiency in postage should be plainly marked on the letter or parcel thus: "*Postage* due, — cents." Postage-due stamps to the amount of such deficiency in *postage* must be attached to the letter or parcel, and canceled before delivery. (See sec. 621.)

—postage-due stamps to be used on.

—treatment of, where refused.

4. Where the addressee refuses to pay the deficient postage, the letter or parcel must be marked "Refused" and disposed of as such, either by being returned to sender, or, when refused by sender, by being sent to the Dead-Letter Office, as directed in sections 886 and 889.

—forwarded, without prepayment.

5. If any matter upon which forwarding postage is chargeable has been inadvertently forwarded without prepayment thereof, the delivering postmaster must collect the amount from the addressee.

—weekly reports of.

6. Reports of shortages in registry fees must be made weekly to the Third Assistant Postmaster-General (Division of Registered Mails), and must show the number and weight of the letter or parcel, the date of mailing, the registered package envelope number, the office and station or substation of origin, in alphabetical order, the name of the reporting office, and the amount of deficiency.

—care as to.

7. Postmasters and registry clerks must exercise special vigilance to detect and properly treat short-paid registered matter.

See secs. 412 and 618 as to collection of double rates where no postage is paid; sec. 772 as to postage due on special-delivery matter where no postage is paid; sec. 871 as to new registry fee on forwarded or returned matter which has been once delivered.

X.—Registered Matter Missent, Misdirected, Damaged, Unsealed, or Without Cover.

Missent packages.

—to be resent.

Sec. 874. Where a registered package is missent to a post-office, its address being plain or its true destination manifest, the postmaster must make proper record of it on his transit book, and dispatch it to its address by the proper route.

See sec. 799 as to reports of registry irregularities.

Missent letters or parcels.

—how forwarded.

Sec. 875. When on opening a registered package addressed to his post-office a postmaster finds therein a

registered letter or parcel addressed to another post-office, he will indorse the bill "Missent," sign, postmark, and return it, file the registered-package envelope, and enter the letter or parcel on his delivery book, making a note in delivery column "Missent and forwarded," reregister it free, using his own name as the name of sender, and forward it to its proper destination.

—at offices where distribution book used.

2. At offices where the use of the distribution book is allowed the articles must be entered thereon and returned under their distribution number instead of being reregistered on the registration book.

Misdirected packages. —how treated.

Sec. 876. Misdirected and unaddressed registered packages, or packages addressed to a place not a post-office, except as provided in section 878, must be returned to the mailing office for better direction. The postmaster detecting the error in any such case must indorse the package "Returned for better direction," register, and place it under cover of a regularly numbered registered-package envelope, with a registry bill describing it, and send it to the mailing post-office, making due note of the facts on his transit book. In cases where, from absence or illegibility of postmarks, or from any other cause, it is impossible for the postmaster receiving a misdirected or unaddressed package to ascertain the office of mailing, he must send the package with a letter of advice to the Third Assistant Postmaster-General, by registered mail, after making the proper entry on the transit book.

See preceding section for instructions for offices allowed to use the distribution book, which apply to the treatment of articles mentioned in this section also.

Packages must not be delayed because of slight irregularities.

2. A package plainly addressed to a post-office in operation must not be delayed simply because it is not postmarked, or because some simple irregularity is noted in connection with it. Registered packages or inner sacks in transit or addressed to another post-office must not be opened, except as provided in these regulations, or by special order of the Third Assistant Postmaster-General.

Misdirected or unaddressed letters or parcels.

Sec. 877. Where a postmaster finds in a registered-package envelope addressed to his office first-class matter not addressed, misdirected, or directed to a place not a post-office, he will record it in his delivery book, with the note, "Returned for proper direction," reregister

—how treated.

it free, and return it to the mailing office marked "Returned for proper direction." When first class to be returned for proper direction.

See preceding section for instructions for offices allowed to use the distribution book, which apply to the treatment of articles mentioned in this section also.

2. A misdirected or unaddressed article prepaid at other than the letter rate must be similarly recorded, and the sender must be notified to send stamps to prepay return postage or it will be sent to the Dead-Letter Office; and upon the receipt of the stamps they should be attached to the article, which should then be reregistered and returned, indorsed as above. When other than first class chargeable with return postage.

3. If the name of the mailing office of any such letter or parcel can not be ascertained by careful examination, such letter or parcel should be sent by registered mail to the Dead-Letter Office, accompanied by a letter of advice. The same course must be followed if stamps are not furnished for the return of third or fourth-class parcels, within thirty days of the mailing of the notice to the sender. When name of mailing office can not be ascertained or stamps for return not furnished, to be sent to Dead-Letter Office.

Sec. 878. Postmasters on receiving a registered package of stamps, envelopes, or postal cards, bearing an incorrect or imperfect address, must record it on the transit book, hold it, and at once notify the Third Assistant Postmaster-General (Division of Postage Stamp Supplies), giving the registry number, date of postmark, and full address of the package, and await instructions. When such package is disposed of under instructions from the Third Assistant Postmaster-General, such disposition must be noted on the transit book. **Misdirected packages of stamps, etc.** —report of. —special instructions as to disposition of.

Sec. 879. Damaged registered packages, or those opened by mistake, must be at once reenveloped at the post-office where the injury occurs or is discovered. **Packages damaged in transit or opened by mistake.** —must be reenveloped.

2. The original registered-package envelope must not be removed or changed, but must be indorsed with a full statement of the facts, signed by the postmaster, or by the postal clerk from whom it was received. (See secs. 843 and 1550.) It must be placed in a new package envelope bearing the same number, postmark, office of origin and address, and the postmark of the office at which the new envelope is supplied, and must be indorsed "Re-enveloped at (name of office and State)." A record of the facts must be made in the transit book. —how re-enveloped. —recorded in transit book.

3. Damaged packages too large for inclosure in package envelopes, and put up as prescribed in section —too large for inclosure in package envelope.

819, must be rewrapped and treated as prescribed herein, except that the tag envelope must be detached before rewrapping, and the facts of the damage and of the placing under cover indorsed thereon, after which it should again be attached to the parcel.

Packages of postage stamps, stamped envelopes, or postal cards damaged in transit.
—to be rewrapped, readdressed, and forwarded to destination.

Sec. 880. Registered packages of postage stamps, postal cards, or stamped envelopes which become damaged must be securely rewrapped and sealed by the postmaster who discovers the damage. A split registered-package envelope, plainly marked "Registered postage-stamp package," "Registered postal-card package," or "Registered stamped-envelope package," as may be proper, must be pasted to the new wrapper, and be numbered, postmarked, and addressed precisely like the original label attached to the package, and the following inscription must also be marked on it: "Placed under cover at (giving name of the office supplying the new wrapper)."

—record of in transit book.

2. The package must then be recorded upon the transit book, whereon a note of the facts as to the damage and the reenveloping must be made, and sent to its proper destination. A report of the facts must be made in every case to the Third Assistant Postmaster-General (Division of Postage Stamp Supplies).

Report of.

Registered letters received in bad order.
—treatment of.

Sec. 881. Where a registered letter is received in bad order, it must be indorsed over the signature of the postmaster, "Received in bad order," inclosed in an appropriate, sealed penalty envelope, properly addressed, numbered and postmarked like the original envelope (which must not be removed), and marked "Have this examined on delivery," and recorded in the delivery book. Special penalty envelopes are furnished by the Department for this purpose to the presidential post-offices, and the directions printed upon them must be strictly followed.

—to be opened at office of delivery in presence of postmaster, clerk, or carrier.

2. At the office of delivery the addressee should be requested, at the time of the delivery of such letter, to open it in the presence of the postmaster or of the delivery clerk or letter carrier. If any of the contents be missing, the envelopes (both letter and penalty) should be obtained from the addressee, with his indorsement of the facts, and sent, with the registered-package envelope in which the letter was received, to the Fourth Assistant Postmaster-General (Division of Post-Office Inspectors and Mail Depredations), accompanied by a full report of the facts.

—report of, when.

Sec. 882. If a registered letter arrives at an office unsealed, it must be indorsed "Received unsealed," over the signature of the postmaster, the letter placed in a penalty envelope, ordinary or special, as may be appropriate, delivered as directed in section 881, and the original envelope of the letter, obtained from the addressee with his indorsement thereon stating whether the contents are correct or incorrect. If the letter has been inclosed in a special form of the penalty envelope, that envelope should be obtained and the indorsement made thereon.

Letters found unsealed.
—how delivered.

2. If the contents are found correct, a report of the case, accompanied by the penalty envelope, must be made to the Third Assistant Postmaster-General. If found incorrect, the report and the envelopes (both letter and penalty) and the registered-package envelope in which the letter was received must be sent to the Fourth Assistant Postmaster-General (Division of Post-Office Inspectors and Mail Depredations).

—report of to Department.

Sec. 883. If a registered-package envelope contains nothing when opened, the receiving postmaster must indorse the facts upon it and report them to the mailing postmaster, the Third Assistant Postmaster-General, and the Fourth Assistant Postmaster-General (Division of Post-Office Inspectors and Mail Depredations).

Registered-package envelope empty when opened.
—to be indorsed with facts and reported.

See sec. 850 as to registered package containing only a registry bill or return receipt.

Sec. 884. If a registered-package envelope contains loose money, or other matter not inclosed in an envelope, the receiving postmaster must note all the particulars on the registered-package envelope and have the statement signed by two witnesses, if possible.

Matter found without cover in registered-package envelope.
—how treated.

2. If the inclosure be a postal or money order remittance the postmaster will receipt for it and make proper disposition thereof.

—if a postal or money order remittance.

3. Where there is anything connected with the loose matter to indicate without doubt the name and address of the person for whom it is intended, the matter may be carefully inclosed in a sealed penalty envelope, addressed, and delivered as prescribed in section 881, and a full report of the case made to the Third Assistant Postmaster-General. In such case the postmaster must not fail to collect the postage and report the deficiency in registry fee as prescribed in section 873.

—must be delivered if possible.

—report of.

If doubt as to ownership, instructions to be obtained from Department.

4. If the postmaster is in doubt as to the ownership of the matter he must report the facts and await instructions from the Third Assistant Postmaster-General.

Special penalty envelopes for the treatment of "damaged," "unsealed," and "without cover" registered matter.

SEC. 885. Special penalty envelopes for the treatment and reinclosure of matter received for delivery which is damaged, unsealed, or without cover, will be furnished to presidential offices only. Other offices must use the ordinary penalty envelope for this purpose.

—sealing of.

2. After inclosing such matter in the special envelope, postmasters will carefully seal it first with mucilage and then with wax.

—record of condition of at receiving offices.

3. Postmasters receiving matter inclosed in the special envelope provided for damaged or unsealed matter will carefully note the condition of the envelope, and make record of it in their delivery books from the particulars on the envelope. It must not be opened except by the addressee, or the sender, if delivery be not made to the addressee, when the printed instructions at the bottom of the envelope and the provisions of section 881 must be carefully observed.

—manner of opening.

4. Postmasters or employees authorized to witness the opening of the special envelope, at the time of delivery to the addressee, should request the addressee to cut the envelope at the end and preserve the sealing intact.

XI.—UNDELIVERED, REFUSED, AND FRAUDULENT REGISTERED MATTER.

Undelivered and refused matter.

—to be held thirty days, unless return request directs otherwise.

SEC. 886. Domestic registered letters and parcels which remain undelivered at either the office of their original address, or the office to which they have been properly forwarded, for thirty days after their arrival, or such other period, not less than three nor more than ninety days, as may be stated in a return request on the envelope or wrapper, must be marked on the face with the reason for their nondelivery, and be disposed of as hereinafter provided.

When first-class, official, franked, or fraudulent matter, or matter refused by addressee, to be returned without charge.

2. Undelivered registered articles of first-class matter and those inclosed in penalty envelopes, or under official penalty labels or franks, as well as those the delivery of which is forbidden by the Postmaster-General (see sec. 888), and letters refused by the addressee, must be returned to the mailing office, or be sent to the office given in the sender's address, if that be not the mailing office, by registered mail, free of extra charge.

Matter to be immediately returned.

3. Refused articles prepaid at the letter rate and all those whose delivery is forbidden by the Postmaster-General must be returned immediately.

Other than first-class matter sender required to furnish postage.

4. Undelivered registered articles originally prepaid at other than the first-class rate of postage are chargeable with return postage, and a notice must be promptly mailed to the sender, requesting him to send the stamps, or money, to pay such return postage (but not registry fee). When the stamps are received they must be affixed to the article and canceled, and such article must be reregistered and returned without delay. If the stamps or money be not furnished within thirty days the articles must be sent to the Dead-Letter Office, indorsed with the reason therefor.

—if return postage not furnished, to be sent to Dead-Letter Office.

Matter, how returned.

5. Undelivered articles returned must be marked "Returned to writer," registered as if mailed anew, and dispatched in the usual way by registered mail, accompanied with the original return receipts and a new registry bill, returnable to the office which returns the article. A note of such return, with the date thereof, must be made in the receipt column of the delivery book, opposite the record of the article, and the new registration number must be written therein. The new registration receipt, prepared at the returning office, will correctly describe the letter but will describe the returning postmaster as the sender. At offices furnished with the Distribution Book, "Returned to Writer" articles must be recorded therein instead of being reregistered on the window Registration Book. (See secs. 869, 875, and 905.)

—note of return of in delivery book.

—new registration receipt.

Change of address on articles returned.

6. The address on an article to be returned must be changed as to office, street, and number of destination only—never as to the name of addressee, but the registry bill must be plainly marked with the letters "R. W.," to indicate that the article is returned to writer.

Treatment of matter when returned to mailing office.

7. When an undelivered article reaches the office to which it is sent for restoration to sender, it must be recorded as billed, and be receipted for by the sender as such on the delivery book, thus: "John Doe, Sender;" but the letters "R. W." must appear in every record of such letter to show its character. The original return receipt may be destroyed. Note must be made on the original record of every letter or parcel returned to the mailing office, stating its return

and date, with a reference to its new record on the delivery book.

Matter once returned for restoration to sender, addressee has no further claim to.

8. After a registered letter or parcel has been returned for restoration to the sender, the addressee has no further claim upon it. After it has been returned to the sender it must not be again received in the registered mail without prepayment anew of postage and registry, and its reinclosure in a new envelope properly indorsed and addressed. It must then be registered anew. The same rule applies to a registered letter or parcel which has been returned from another post-office as undeliverable on account of its misdirection by the sender.

When matter returned and undeliverable to sender, to be sent to Dead-Letter Office.

9. Where a returned registered letter or parcel can not be delivered to the sender within thirty days after its return, it must be sent to the Dead-Letter Office, indorsed with the reason therefor.

Registered matter known to be undeliverable. —treatment of.

Sec. 887. When a postmaster positively knows that a registered letter or parcel received at his office for delivery can not be delivered, he should immediately notify the mailing postmaster of the fact and give the reason why delivery can not be made. Upon receipt from the mailing postmaster of a request therefor, the letter or parcel must be returned at once, provided such request be accompanied with stamps or money to pay return postage, if any be chargeable therefor. (See sec. 872.) When request is made as provided in sections 869 and 870, the letter or parcel may be forwarded to another office for delivery.

Fraudulent and lottery matter.

R. S. § 3929; 1890, Sept. 19, ch. 908, § 2, 1 Supp., 804.

Sec. 888. The Postmaster-General may, upon evidence satisfactory to him that any person or company is engaged in conducting any lottery, gift enterprise, or scheme for the distribution of money, or of any real or personal property by lot, chance, or drawing of any kind, or that any person or company is conducting any other scheme or device for obtaining money or property of any kind through the mails by means of false or fraudulent pretenses, representations, or promises, instruct postmasters at any post-office at which registered letters arrive directed to any such person or company, or to the agent or representative of any such person or company, whether such agent or representative is acting as an individual or as a firm, bank, corporation, or association of any kind, to return all such registered letters to the postmaster at the office at which they were originally mailed, with the word "Fraudulent" plainly written or stamped upon the outside thereof; and all such letters so returned to such postmasters shall be by them returned to the writers thereof, under such regulations as the Postmaster-General may prescribe. But nothing contained in

—P. M. Gen'l may direct return of.

—to be marked fraudulent.

—under seal, not to be opened.

this section shall be so construed as to authorize any postmaster or other person to open any letter not addressed to himself.

Note.

NOTE.—By act of Congress approved March 2, 1895, chap. 191, § 4, 2 Supp. R. S., 436, the powers conferred upon the Postmaster-General by R. S., § 3929, as amended, were extended and made applicable to all ordinary mail matter. (See sec. 503.)

Fraud orders. —issue of.

Sec. 889. A "fraud order" will be issued by the Postmaster-General, under the provisions of the preceding section, whenever the evidence and facts in any case warrant said action. Registered matter is not to be marked "Fraudulent" and returned to sender by any postmaster unless he has express orders directed to him from the Postmaster-General to so dispose thereof. An order directing the postmaster at one post-office to return registered letters as fraudulent does not authorize the postmaster at another office to take similar action upon letters arriving at his office addressed to the same persons or concerns. A "fraud order" is not general to all postmasters, but special to particular postmasters.

—matter not to be returned except under.

2. No extra postage or registry fee will be charged for returning registered matter of any class under the provisions of a "fraud order."

—matter returned under, not subject to additional postage or fee.

Letters or parcels sent to Dead-Letter Office. —how prepared.

Sec. 890. When registered letters or parcels are sent to the Dead-Letter Office they must be postmarked with the date of sending, indorsed with reason therefor, be accompanied by duplicate lists specially prepared by the postmaster or his authorized clerk, showing the sending post-office and the number and address of each letter and parcel, and the lists, with the articles described thereon, must be placed in an official penalty envelope addressed to the Superintendent of the Dead-Letter Office, Washington, D. C., indorsed "Inclosing registered matter." The packet must then be registered as one free registered letter, and placed with registry bill and registry-return receipt describing it, *not its contents*, under cover of a registered-package envelope addressed to the postmaster, Washington, D. C.

—must be registered.

—not to be entered on registry bill.

2. The *contents* of a sealed packet of matter sent to the Dead-Letter Office must not be entered on the registry bill, but only the packet itself as made up.

Caution.

3. Postmasters must remember that undelivered domestic registered letters are never to be sent to the Dead-Letter Office until after their failure of restoration to the sender. (See sec. 886.)

XII.—Records and Reports.

Registry records.

Sec. 891. The following registry records must be kept by all postmasters:

—registration book.

a. Registration book, showing a description of all matter that is registered.

—delivery book.

b. Delivery book, showing a description of all registered matter received for delivery.

—transit book.

c. Transit book, showing a full description of all registered packages, inner registered sacks, and registered pouches addressed to some other post-office.

—how obtained.

2. No excuse will be accepted for failure to keep these records. Books therefor may be obtained upon application to the First Assistant Postmaster-General (Division of Post-Office Supplies).

—special, at Presidential offices.

3. Postmasters at Presidential offices may be furnished specially arranged delivery and transit books, as well as other special forms, with instructions for exceptional treatment of registered mail at their offices.

Blanks and envelopes for registry business to be kept on hand.
—at every post-office.

Sec. 892. The following blanks and envelopes must also be kept on hand by every postmaster for use when occasion requires it, to wit:

a. Registry bills, registry-return receipts, registered-package receipts, registry notices, circulars of inquiry, semiannual registry reports (Form 3848), requisitions for registered package and tag envelopes (Form 3282), and registry tracers. All these forms may be obtained upon proper application to the First Assistant Postmaster-General (Division of Post-Office Supplies).

b. Registered-package and registered-tag envelopes, which may be obtained upon requisition from the Third Assistant Postmaster-General (Division of Postage Stamp Supplies).

c. Reports of short-paid registered letters and parcels, and registry irregularity reports, which may be obtained from the Third Assistant Postmaster-General (Division of Registered Mails).

—at free-delivery offices.

2. In addition to the foregoing, the following forms are required to be kept at free-delivery offices:

a. Letter carrier's delivery book (for registered matter), which may be had from the First Assistant Postmaster-General (Division of Post-Office Supplies).

b. Carrier's registration book (Form 3896R), and information cards concerning carrier registration (Form

3899R), which may be had from the Third Assistant Postmaster-General (Division of Registered Mails).

—at offices having rural free-delivery carriers.

c. At offices having rural free-delivery carriers, rural-carrier registration books (Form 3897R) and rural-carrier information cards (Form 3898R) are required and may be obtained upon requisition from the First Assistant Postmaster-General (Division of Free-Delivery).

—requisitions for supplies of blanks and envelopes.

3. Requisitions for supplies of blanks and envelopes must be made in time to receive the new supplies before those on hand become exhausted. As a rule, one month is required by the Public Printer for the preparation of printed blanks and circulars, and three months for the preparation of books of all kinds.

Fourth-class postmasters to write names of their offices upon registered-package envelopes.

4. Fourth-class postmasters must write, in ink, the names of their offices on all registered-package envelopes immediately upon their receipt from the Post-Office Department or the contractor. A special space in the envelope is provided for this purpose.

—also to postmark registered-package envelopes.

5. The writing of the name of the post-office and State on the envelope in advance does not relieve the postmaster from legibly postmarking registered-package envelopes when dispatched with registered letters or parcels inclosed.

Supplies and carbon for offices having stations or substations, etc.

6. Offices having stations or substations, and offices authorized to use manifold books or receipts, will obtain their registry supplies for such stations or substations and carbon paper cut to fit the manifold books from the First Assistant Postmaster-General (Division of Post-Office Supplies). (See Sec. 894).

Witnessing books. —at what offices used.

Sec. 893. Postmasters at large offices will be furnished, on application to the First Assistant Postmaster-General (Division of Post-Office Supplies), with a form of record known as a witnessing book for purposes mentioned in section 825.

—what to show.

2. Postmasters will require mailing clerks to enter in the book a description of all registered packages and inner registered sacks which they deposit in or take from locked mail pouches; also the hour when the pouch containing the registered pieces is locked or unlocked.

—to show dispatch and arrival of mail.

3. Where possible two clerks should enter their initials in the appropriate column of the book as witnesses to the dispatch or arrival of the registered

pieces. At smaller offices the Transit Book must be used for this purpose.

Receipts.

4. Receipts must be given whenever registered packages or inner sacks are transferred in either direction between registry clerks and mailing clerks. Mailing clerks should receipt and return all registered-package receipt cards arriving with registered packages, and should also note on the witnessing book the date of return of similar cards originally dispatched by them, after which they will file such return cards for their own protection.

—in manifold.

5. Manifold books in duplicate and triplicate are supplied to important post-offices, and when such books are used mailing clerks can receipt through carbon paper; detach and retain in mailing department the manifold red sheets for proper entries thereon.

Special registry books and forms.

Sec. 894. Registry books and forms of a special character, and not known as standard forms, will be furnished upon the authority of the Third Assistant Postmaster-General only, and by "special allowance," when the volume of registry business transacted warrants it, or when, for other reasons, the registry business would be benefited by the use of a special registry book or form.

—at what offices furnished.

2. The special forms allowed, and subsequently supplied, by the Third Assistant Postmaster-General to certain post-offices of the first, second, and third classes are:

—list of.

Manifold Registration Books for post-offices, stations, and substations, as well as for firms or patrons who present many articles at one time.

Manifold Registry Route Book.

Manifold Witnessing Book.

Temporary Bulk Receipt.

Registry Statistical Book.

Desk Delivery Book used in the "Card Receipt Delivery System."

Book showing lock numbers of registered pouches received.

Books and forms of every description used at United States foreign exchange post-offices in the exchange of registered matter with foreign countries.

The following will be furnished by the First Assistant Postmaster-General, Division of Post-Office Supplies:

Distribution Book.
Registry standing order blank.
Registry forwarding order blank.
Memorandum slips for "Received without bill."
Memorandum slips for "Split bills."

Standard forms and carbon sheets, how obtained.

3. Standard registry books and forms, not "specially allowed," and also carbon sheets for all manifold books, will be furnished on requisition to the First Assistant Postmaster-General (Division of Post-Office Supplies). Exact sizes of carbon sheets required should be specified in requisitions.

Old forms not to be changed nor new forms adopted without authority.

4. Registration forms must never be changed by postmasters in any particular, or new forms adopted without special authority from the Third Assistant Postmaster-General.

Books and forms with office headings.

5. After due authorization books and forms with office headings can be ordered direct from the First Assistant Postmaster-General (Division of Post-Office Supplies).

Manifold writing with carbon sheets. —directions as to.

Sec. 895. Carbon sheets should be used only so long as they will give a good record. For quick reading of red-ink sheets, and also to save friction in writing, black pencils no harder than No. 3 should be used. Thin white paper sheets found between the carbon sheets should never be used in writing with carbon to prevent soiling of records, as such use destroys the indelible character of the writing.

2. For manifold writing the pencil should be held upright and a vertical handwriting used. The record should be distinct and easily readable.

Used registered-package envelopes.

Sec. 896. Registered-package envelopes, wrappers with registered-package envelopes pasted thereon—with the seals and cord fastenings preserved as nearly as possible intact, and registered-tag envelopes, all of which have been emptied of their contents, must be retained on file one year, and then disposed of as waste paper. (See sec. 357.)

—to be filed.
—to be disposed of as waste paper after one year.

2. Package envelopes before being disposed of, as herein directed, should be carefully examined to see that they contain nothing, and they should be so mutilated as to prevent their use again in the mails.

—to be carefully examined and mutilated before disposed of.

Registry records.

Sec. 897. The registry records of a post-office, including registration, delivery, and transit books, registry bills and registered package receipts for matter dispatched, and carriers' delivery books, are the prop-

—are property of Government.

—must be preserved among files of office.

—not to be retained by outgoing postmasters, or damaged, or disposed of, except.

erty of the Government, and must be preserved among the files of the post-office and turned over by a retiring postmaster to his successor. Under no circumstances are they to be retained as private vouchers by outgoing postmasters, or in any way damaged or disposed of other than as herein directed.

—destruction of as waste paper, when.

2. Where the circumstances require it, permission will be granted to postmasters at Presidential post-offices only, upon application to the Third Assistant Postmaster-General, stating the reasons therefor, to dispose of initial and final registry records, such as the original stubs or copies of the registration receipts given to senders, and the final receipts taken from addressees, after they are six years old, and other registry records after they are three years old, in the manner in which waste paper is disposed of; but no such records shall be so disposed of without the special permission therefor having first been obtained. (See sec. 357.)

—of discontinued post-offices.

3. All books, blanks, and other papers relating to registry business received by a postmaster from any discontinued neighboring office must be regarded by him as a part of the records of his own office, and must be kept carefully, subject to call or examination by the Post-Office Department or its authorized officials.

Reports of registry business to be rendered every six months.

Sec. 398. Promptly on the first day of January and July, respectively, of each year, postmasters must send to the Third Assistant Postmaster-General, on Form 3848, reports showing the number of letters and parcels, domestic, foreign, and free, registered at their offices during the preceding SIX MONTHS of the year. Registry reports of this character *must not be rendered quarterly.*

—at discontinued offices.

2. Postmasters at offices which are discontinued during such periods must send reports covering the time their offices were in operation; but in all other cases the reports must cover the registrations for the entire six months, even though there may be a change in the name of the office, or of the postmaster.

—where name of office or postmaster is changed.

XIII.—INDEMNITY FOR LOSSES.

Indemnity for loss of first-class registered matter.
R. S., § 3926.
1897, Feb. 27, ch. 340; 2 Supp., 564.
—Postmaster-General to provide rule for payment of.

Sec. 899. * * * As a part of such system (of registration) he (the Postmaster-General) may provide rules under which the sender or owners of first-class registered matter shall be indemnified for losses thereof in the mails, the indemnity to be paid out of the postal revenues, but in no case to exceed ten dollars for any one registered piece, or the actual value thereof when that is less

than ten dollars, and for which no other compensation or reimbursement to the loser has been made: *Provided*, That the Post-Office Department or its revenues shall not be liable for the loss of any other mail matter on account of its having been registered. —limit of indemnity.

See sec. 796 as to first part of statute relating to establishment of registry system.

Sec. 900. Claims for indemnity must be made within one year from the date of the loss. **Claims for indemnity for lost registered matter.**

2. No indemnity will be paid— For what indemnity will not be paid.

a. For the loss of official mail matter;

b. For the loss of any matter upon which the registry fee was not paid;

c. For the loss of any but registered first-class matter which originated in and was addressed to a post-office in the United States; or even for registered first-class matter unless it was rightfully in the mails and was lost while in the custody of the postal service, and for which no other compensation or reimbursement therefor had been made.

3. When the sender or owner of a lost piece of registered first-class matter desires to make a claim for indemnity he must apply to the postmaster who mailed the lost piece, who will obtain from the post-office inspector in charge for the division in which the office is located, or from the Fourth Assistant Postmaster-General, Division of Post-Office Inspectors and Mail Depredations, a blank form of application. This form must then be properly filled out and returned to the Fourth Assistant Postmaster-General, Division of Post-Office Inspectors and Mail Depredations, without delay, for the action of the Post-Office Department. —by sender or owner.

4. Applications for indemnity must show that claim for indemnity was made within one year from the date of loss Applications for indemnity.

a. They must give a correct description of the lost registered piece, together with the particulars of its disposition, certified to over the signature of the postmaster at the mailing office, whenever possible; and if not possible then certified in his name by his authorized assistant, over his signature for him. —description in.

b. The sender must, in the form of an affidavit, state the nature and value of the contents of the lost article, the name of the owner, the fact of the loss, and that no compensation or reimbursement on account thereof has been made. Nature and value of contents to be given.

—to include proof of ownership.

c. The owner must furnish an affidavit as to his ownership of the lost article and its contents, that according to the best of his knowledge and belief the article and its contents have been lost in the mails, and the value of same, and that no compensation or reimbursement has been made therefor.

—amount claimed, to be stated in.

d. The amount of the indemnity claimed must always be plainly written in the application.

Investigation by inspector.

5. All of the circumstances of the case will be carefully investigated by post-office inspectors to verify the facts set forth in the application, and, if possible, to recover the lost article or its value.

Payment, not to affect efforts to recover.

6. Payment of indemnity does not in any respect relieve post-office inspectors from the duty of endeavoring by all legitimate means to recover the lost article or its value.

Articles recovered subsequent to payment of claim.

7. Lost articles which are recovered subsequent to the payment of indemnity will be surrendered to the owner upon reimbursement of the amount of indemnity paid.

When article not claimed.

8. If the article be not claimed and the amount of indemnity refunded by such owner within thirty days of the date of notice given him for that purpose, the lost article and its contents shall become the property of the United States and be disposed of in such manner as the Postmaster-General shall direct, and no indemnity shall be paid until the claimant therefor shall have signed an agreement to this effect.

XIV.—Miscellaneous Provisions.

Mail matter not to be surrendered upon service of legal process.

Sec. 901. Postmasters and other persons employed in the postal service must not surrender registered matter upon the service of process of attachment, garnishment, or other legal process. A postmaster or other employee served with such process will make answer to the court from which it issues, setting forth his official character and the fact that the matter in dispute came into his hands by virtue of his official authority. If, after such answer, the court direct the delivery, the postmaster will request the suspension of the order until he can communicate with the Third Assistant Postmaster-General by telegraph and obtain further instructions.

Answer to service of process.

—delivery directed after.

Report to 3d Asst. P. M. Genl.

Penalty for disclosure of facts connected with registry business of any firm, corporation, or individual.

Sec. 902. Postmasters and employees of the postal service are forbidden, under penalty of removal from office, to disclose to any person but the sender, the addressee, or the authorized agent of either, or to a representative of the Post-Office Department, any facts connected with the registry business of any corporation, firm, or individual.

Inquiries and tracers. —to be given immediate attention.

Sec. 903. Postmasters must give immediate attention to all official inquiries or tracers regarding registered packages, letters, or parcels, and all inquiries as to registry business.

Doubtful matters. —to be submitted to Department.

Sec. 904. When postmasters are in doubt as to their duty under any regulations relating to the Registry System, they must submit the matter to the Third Assistant Postmaster-General. Ignorance of the law or regulations can not be accepted as an excuse for their violation or for neglect of any duty therein prescribed.

CHAPTER 2.

EXCHANGE OF REGISTERED MAIL BETWEEN POST-OFFICES AND STATIONS THEREOF.

Delivery stations. —defined.

Sec. 905. Delivery stations are those not only where mail matter may be registered, but where registered matter may be delivered.

—to be supplied with registration book.

2. Each station shall be supplied with the usual form of registration book.

—to have separate numbers.

3. Unless specially directed otherwise, each station shall have a separate series of registration numbers, beginning with No. 1 on the first day of January and July of each year.

—not to make up bills and envelopes.

4. Registry bills and registered package envelopes must not be made up at the stations for dispatch to other post-offices, except by special authority from the Postmaster-General.

—to prepare return receipts.

5. Registry return receipts must be prepared at the stations and attached with rubber bands or wire clips to the registered articles which they describe. The station registration numbers must be written in the receipts, and proper numbers afterwards supplied at the main office must be written or stamped on the receipts just above the station numbers.

—when to use registered package envelopes.

6. In preparing registered matter for dispatch from the stations to the main office, when the registered articles are not to be sent under cover of inner regis-

tered sacks closed with rotary locks, superintendents of stations must inclose the matter in registered package envelopes (two sizes of which are supplied and may be used for this purpose) addressed to the main office. Registered tag envelopes may also be used for this purpose on large parcels of third and fourth class matter, but not on first-class matter. The registered package and tag envelopes should be consecutively numbered, and manifold bills from the station bill book should be inclosed in them with the matter transmitted.

—exchanging inner sacks with main office.

7. When inner registered sacks are exchanged between the main office and stations, the matter must not be inclosed in registered package or tag envelopes, but must be recorded on the manifold bill, and after being tied up in bundles in the order of the entries on the bill, must be placed with the bill in the sack, which must then be securely locked. Except where clearly inappropriate, chapter 3 of this Title of the regulations must be complied with.

—when no dispatch to or from.

8. When there is no registered matter to send to a station or to the main office by any regular dispatch, a signed manifold bill giving the serial and rotary lock numbers must nevertheless be prepared, indorsed "Nothing sent," and transmitted at the usual time in the inner sack.

Inner sacks.

9. Inner-sack dispatches must be made regularly and reciprocally. Inner sacks must always be inclosed in a locked mail bag before being intrusted to anyone but a postal clerk, a letter carrier, or a sworn clerk of a main office or station.

Entries on bill and coupon.

10. The number of the registered-package envelope (or the serial and rotary lock numbers when inner sacks are used) should be entered on the bill and coupon in the spaces provided therefor and all pieces sent must be described in the proper columns of the bill. Large parcels, which it may be found necessary to send outside the registered-package envelope, should be entered on the bill as "outside pieces." The coupons attached to the bills must be promptly signed, postmarked, detached, and immediately returned, to be pasted in the bill book over their counterparts.

Matter dispatched by carrier.

11. If registered matter be dispatched to the main office or to a station by a letter carrier, the letter carrier should receipt for the registered-package envelope

as made up (its exterior form), or for the inner sacks by the serial letter and numbers of the lock attached to them, on the stub of the special letter-carrier receipt book, two forms of which are provided. The stub, as well as the receipt attached thereto, should be filled up by the clerk at main office or station. The carrier, after comparing it with the stub and signing the stub, will detach the receipt and obtain thereon his receipt at the main office or station. These receipts are to be carefully preserved by carriers for their own protection.

Matter dispatched by wagon.

12. When registered dispatches are made to the main office or to a station by wagons of the mail-messenger service, or by contractors or their employees, on foot or by street cars, or when dispatches are made in express mails on railroads to or from stations or the main office, the inner sacks, as well as the registered packages containing the matter dispatched, must be placed in locked mail pouches and a registered-package receipt must be inclosed therewith to be signed at the main office or station and promptly returned by next mail.

Matter dispatched by trains.

13. When dispatches are made to or from stations or the main office by trains bearing postal clerks, the locked mail pouch should be labeled to the railway post-office, and the package receipt made up for signature and return by the postal clerk therein.

Record in "witnessing book."

14. When registered matter is deposited in locked mail pouches, a record of such deposit, properly witnessed, must be made in the "witnessing book."

"Main office manifold bill."

15. Registered matter sent from the main office to stations should be dispatched in the same manner as from stations to the main office, except that the main office manifold bill must be used in the former case. This bill has a column for the addressee's signature, in case delivery be made at station; but if made by carrier, the carrier must receipt on the bill in that column and obtain the addressee's signature on his carrier's delivery book. The coupons of these bills are to be signed, postmarked, and returned at once to the main office, but the bills will be pasted in the stub scrapbook (one for each station), the first bill received being pasted to the last stub in the book, the second bill to the stub next to the last, and so on.

Failure of carrier to deliver matter from station.

16. When a letter carrier fails to deliver registered matter received from the superintendent of a station, he must return it, obtain superintendent's receipt for

"Retrial book."

it on his delivery book, and the superintendent will then record it on a book called the "retrial book," upon which he will obtain addressee's signature, or the carrier's, if the article is sent out again. (See secs. 866 and 867.)

Return of matter undelivered for six days.

17. Unless the superintendent of the station has positive information that he can make delivery within the time limited by the regulations, he will return to the main office all registered matter which remains undelivered at his station for the period of six days. Registered pieces bearing requests for return in a shorter period, letters to be forwarded, or which it is positively known can not be delivered, should be returned to main office immediately, or after the expiration of the period stated in the return request. Superintendents of stations must not change the address of a registered piece except upon the written order of the addressee, or of some one authorized in writing by him to give such order, or of the person in whose care the article is addressed, and then only to the extent and for the purposes authorized by sections 869, 870, and 886. The name of the addressee must never be changed in any manner by a postmaster or postal employee.

Record in delivery book.

18. Registered matter sent to stations for delivery must not be recorded on the delivery book at the main office but on the manifold bill sent to the station. If such matter be returned to the main office for notice or delivery it should be entered on the delivery book.

Record in distribution book.

19. Where the use of a distribution book is authorized at the main office, a series of distribution numbers will be commenced therein beginning with number 10001 on the 1st day of January and July of each year. In this book, unless special directions to the contrary have been given, will be recorded all registered letters and parcels received from stations, which letters and parcels will be numbered to correspond with the numbers given them in the book, but the original station numbers should first be erased with a light stroke of the pen. The articles recorded in this book should be fully described, using only, however, such columns of the book as may be necessary.

Forwarded matter, record of.

20. The distribution book may also be used for recording all registered letters and parcels forwarded to some other office, all such as may have been missent and all that are to be returned to offices for restoration

to senders. When thus entered on the distribution book, the pieces need not be reregistered and entered on the registration book; but opposite the entries on the delivery book the new number given to the entries on the distribution book should be recorded.

Matter for dispatch to other offices.

21. In making up packages at the main office for dispatch to other post-offices, and registry bills to accompany them, matter registered at stations should be included with that registered at the main office; but the distribution, not the station, numbers should be used for the station pieces on registry bills. When stations are authorized to dispatch matter direct to other offices, the station numbers must be used in billing such matter. Matter registered at stations should be included with that registered at the main office, counting all as if registered at the main office, in making semiannual registry reports on Form 3848, required by section 898.

Correspondence with postal officials forbidden.

22. Superintendents of stations (except independent stations) are forbidden to correspond with postmasters or officers of the service outside of the main office respecting registry matters of any kind.

Supplies.

23. Supplies of all the books and blanks herein mentioned, and any others that are necessary to the system, will be furnished upon requisition to the First Assistant Postmaster-General (Division of Post-Office Supplies), accompanied by sample sheets of the book of forms required; and the exact size of stub scrapbooks should be given.

Changes.

24. Where postmasters at any time deem changes necessary in the manner of dispatching registered matter to or from stations, report thereof should be made to the Third Assistant Postmaster-General for instructions.

Registering or substations.

Sec. 906. Substations are those where mail matter may be registered, but where registered matter is not delivered to addressees; and the instructions given in the preceding section for the registration and dispatch of matter at delivering stations will apply to the registration and dispatch of matter at substations.

—rules as to.

Dispatch of registered matter from substations.

Sec. 907. Postmasters at post-offices where substations are maintained, which, from their location, are required to dispatch registered matter through another station to the main office, should send the letters or parcels under cover of registered-package

envelopes, containing registered coupon bills (where the use of grey card registry bills is not directed), addressed to the main office.

Matter in transit to main office.

2. When sent by a letter carrier to a station en route to the main office, a receipt for the registered-package envelopes thus prepared should be given and taken by such letter carrier on the blanks provided therefor. Where stations handle registered packages while in transit such packages should be described by their outward form on the station manifold-coupon bills and included with the dispatches to the main office.

Deliveries in district of receiving stations.

3. If a letter or parcel registered at a substation is intended for delivery at a station within whose district the substation is located, it should be sent, with return receipt and a grey card registry bill, in a registered-package envelope addressed to the delivery station. The carrier's receipt at the delivery station, if delivery be made there by carrier, must be taken on the form known as the "Retrial Book." If the substation dispatches direct to the main office, delivery will be made with the service there provided.

Sender's receipts.

4. When a letter or parcel is registered at a delivery station and is to be delivered from the same station, the registration receipt must be issued to the sender, and the letter or parcel then recorded on the "Retrial Book or Delivery Record," whereon the receipt of the addressee, or the carrier who makes delivery, will be taken.

Independent post-office stations.

SEC. 908. Post-office delivery stations so located on lines of railway post-offices that the bulk of the registered matter handled at said stations can be dispatched and received without passing through the main offices to which such stations are attached, will hereafter be known as "Independent" stations, when they are specially authorized to handle registered mail in that way.

—to handle registered matter independently of main offices.

—to dispatch matter direct.

2. Independent stations will so make up return receipts, registry bills, and registered-package envelopes that they will not be confused with those of the main office, and dispatch articles direct to the post-offices mentioned in their addresses.

—matter registered to.

3. All postmasters registering matter directed to independent stations will inclose the same for dispatch in registered-package envelopes, which they will address to the name of the independent station followed by that of the post-office to which such station is attached.

4. The superintendents of independent stations will sign registry bills for matter received with their own names, thus: "John Smith, Superintendent, for Postmaster." In handling registered matter they will be guided by the regulations governing postmasters. —signature of superintendents at.

Sec. 909. In receiving matter for registration employees at post-office stations should carefully guard against accepting articles that are unmailable. (See sec. 500.) In case of any uncertainty as to whether the office of address on a registered letter is a post-office, the Postal Guide should be consulted before dispatch from station to main post-office. If a registered article, unmailable from any cause, has inadvertently been receipted for, it should be held at the station, and the superintendent thereof should, without delay, notify the sender to present the registration receipt and comply with the regulations for a correction of address or withdrawal of the letter or parcel. The same precautions must be taken at stations as are prescribed for main offices in this class of cases. **Unmailable articles.** —to be refused. —inadvertently registered at post-office stations. —should be held and sender notified.

See secs. 813, 858, 860, and 872 as to identification of sender.

CHAPTER 3.

THROUGH-REGISTRY SERVICE.

I.—General Provisions.

Sec. 910. Three special methods will be provided for the transmission of registered matter: **Through-registry exchanges.**

a. The registered-pouch service, for the exchange of registered mail between offices, when hand-to-hand receipts can be had over the entire route. (See secs. 1547 and 1551.) Registered-pouch service.

b. The inner-sack service, for the exchange of registered mail in through sacks closed with rotary locks, between offices where hand-to-hand receipts can not be had over the entire route. (See secs. 926 to 929.) Inner-sack service.

c. The brass-lock pouch service, for the exchange of registered mail in bags fastened with special brass locks, between offices on and where the service is mainly over star routes; also for the exchange of ordinary through mail, when it does not interfere with the proper transaction of the registry business. (See secs. 930 to 939.) Brass-lock pouch service.

Exchanges to be made only by direction of Department.

2. Through-registry exchanges must never be conducted without special orders from the Third Assistant Postmaster-General, and every unauthorized change in such exchanges must be reported promptly to that officer.

General regulations to apply, except.

3. The general regulations relating to the registry system will apply to through-registry exchanges, except where otherwise modified in this chapter.

Internal revenue matter.

4. Internal-revenue registered matter is dispatched from Washington, D. C., to certain selected offices in registered pouches closed with rotary locks of the "T" series. These pouches must be invariably returned empty with the locks attached. Where several are to be returned at one time, one should be used to inclose the remainder, and a pouch bill or a letter of advice, describing all the pouches and locks thus returned, should be sent to the postmaster at Washington.

Supplies and instructions.

Sec. 911. When a post-office is authorized by the Third Assistant Postmaster-General to dispatch "registered pouches or inner sacks" the postmaster will be provided with the necessary pouches, sacks, locks, keys, pouch bills, and labels, and with instructions as to the office or offices with which he is to exchange and the time and frequency of dispatch. Such articles are made expressly for the registry system; must not be used for any other purpose, and must be securely kept—the locks and keys in the safe, if the postmaster has one, and the pouches, sacks, labels, and bills in that part of the post-office set apart for the transaction of registry business. Under no circumstances must any other pouches, sacks, or locks be used in transmitting registered matter to post-offices with which registered pouches or inner sacks are exchanged, except by special direction of the Post-Office Department. If a postmaster has no printed pouch labels he must use written ones until a supply of the regular kind can be obtained.

Care of locks, keys, pouches, sacks, etc.

Timely notice of need of additional supplies.

2. Timely notice of the need of additional registered pouches, sacks, and locks must be given to the Second Assistant Postmaster-General, by whom they are furnished. Requisition for registered pouch bills, carbon sheets for such bills, and labels must be made upon the First Assistant Postmaster-General (Division of Post-Office Supplies).

3. Distribution schemes for the dispatch of registered matter in registered pouches or inner sacks are furnished by the Second Assistant Postmaster-General through the General Superintendent or other proper officer of the Railway Mail Service. Distribution schemes.

II.—Preparation and Dispatch of Through Registered Matter.

Sec. 912. Postmasters must make dispatches of registered pouches and inner sacks as directed, whether there is any registered matter to be sent in them or not. In case there is no matter to be dispatched a pouch bill marked, "No packages sent," properly filled up, signed, and postmarked, must be placed in the pouch or sack, which must then be locked and regularly dispatched. **Exchanges to be invariably made.** "No package sent."

Sec. 913. Registered matter passing between offices authorized to exchange registered pouches and inner sacks must be inclosed in such pouches and sacks, or dispatched as otherwise directed by the General Superintendent of Railway Mail Service, according to the schemes furnished therefor. Packages too large for inclosure in the pouch or sack may be sent as hand pieces by the proper postal clerk. **Matter dispatched in registered pouches and inner sacks.** Packages too large for inclosure in, to be sent as hand pieces.

Sec. 914. A pouch bill must be properly prepared and sent in each registered pouch or inner sack dispatched. A book of these bills, in manifold, with carbon paper for use therewith, will be furnished to each exchange office upon requisition to the First Assistant Postmaster-General, Division of Post-Office Supplies. (See sec. 324.) **Preparation of matter for pouches.** Pouch bills.

2. Carbon paper must be placed between the bill to be written and its counterpart, and the following particulars must be written on the bill: —how prepared.

a. The bill number, beginning with No. 1, on the 1st day of January and July of each year, and continuing consecutively through the following six months. Number.

b. The name of the dispatching office. Office of dispatch.

c. The date of dispatch. Date.

d. The name of the office and State to which the pouch or sack is to be sent. Office of address.

e. The serial letter and number, and the rotary number of the lock to be used. Lock.

f. A full description of each registered article to be dispatched in the pouch or sack. Description of articles.

Special observations.

g. Special observations concerning inclosed pouch-bill coupons, pouches, sacks, locks, etc.

Second sheet of bill.

h. When more than one sheet of the bill is required, the bill number, with the page number in addition, should be written at the top of each bill sheet, and the total number of packages sent by the same dispatch must be entered in the body, as well as on the coupon of the last page of the bill.

Two or more pouches to same office.

i. When more than one pouch or sack is sent to an office by the same dispatch, the bill for the last pouch must show also the total number of packages and pouches sent, and a letter of advice, on Form 3891, must be sent in the ordinary mail to the postmaster to whom the pouches are sent, immediately preceding or at the time of the dispatch of the pouches or sacks.

Coupon of bill, what to show.

j. On the coupon of the bill must be written the bill number, the lock letter and numbers, serial and rotary, the total number of registered articles inclosed in the pouch, and in the proper space must be plainly stamped the postmark of the dispatching office, giving name of office and State, as well as date of dispatch.

Signing and dispatch of bill.

k. The bill must be signed by the two dispatching clerks, and, with the coupon attached, must be torn from the book along the perforated line at the left, and inclosed with the registered articles in the pouch which it describes.

Counterpart of bill.

3. The counterpart of the bill must be retained in the book, as the office record.

Labeling and locking pouches.

Sec. 915. Registered pouches or sacks must be properly labeled before any packages are placed therein, and the packages, tied together in bundles in order of entry on bill, should be compared with the bill, and the bill with the label of the pouch, the lock number proved correct, and the bill and packages then placed in the pouch or sack, which must be securely locked.

Inspection of pouch before closing.

Sec. 916. Before closing a registered pouch or inner sack for dispatch, the dispatching clerks must be absolutely certain that all the packages agree with the entries upon the pouch bill and are inclosed, and that the serial letter and number and the rotary number of the lock, as well as the total number of packages inclosed, are correctly stated.

—to insure proper locking.

2. To insure the proper locking of pouches and sacks, the persons charged therewith must, after locking,

shake and endeavor to turn the shackle of the lock in such a manner that they may be able to certify on oath, if required, that the lock was securely fastened when it left their custody. No rotary lock is to be used that is broken or wanting in any of its parts, is imperfect in the operation of its rotary numbers, or is difficult to unlock; and all locks should be tested before use. On delivery of the pouch or sack to the railway postal clerk whose duty it is to receive it, receipt therefor must be taken on the proper record of the office.

—imperfect locks not to be used.

—receipt on delivery of pouch.

III.—Through Registered Matter at Receiving Offices.

Sec. 917. Registered pouches must be opened by two clerks, who must enter on the coupon the hour when the pouch is unlocked, verify with the bill the serial letter and the numbers of the lock, and, after emptying the pouch, inspect its interior to see that nothing remain. The contents of the pouch must then be checked against the entries on the pouch bill, and any discrepancies, as well as the bad condition of any article received, noted on both bill and coupon receipt. Bill and coupon should then be postmarked and signed by the two clerks and the coupon detached and returned to the dispatching postmaster, under cover of a penalty envelope, by the first registered mail. When thus returned the dispatching postmaster will attach the coupon with mucilage over its counterpart in the manifold bill book.

Opening of registered pouches at receiving offices.

Checking of contents.

Return of coupon.

2. Inner sacks and registered pouches must be described on the transit book, and other records, or receipts, by serial letter and number and rotary number, and label as provided in section 839.

Record on transit book.

Sec. 918. At receiving offices, registered pouch bills must be used for checking and indicating the distribution within the office, of the articles recorded in them, and each entry showing such distribution must be signed with the initials of the clerk who makes it and records the articles thus distributed on any of the other registry books in the office. The spaces under the heading "Tracing at receiving office" must invariably be properly filled out.

Pouch bills at receiving offices.

—to be signed.

2. Registered packages for which hand-to-hand receipts are to be taken from postal clerks (known as "hand pieces") and registered packages which are to be

"Hand pieces" to be recorded in transit book.

dispatched in mail bags other than registered pouches or inner sacks, are the only packages received and recorded on pouch bills which need to be afterwards recorded on the transit book or other similar record. (See secs. 824, 825, and 826.)

Pouch bills to be filed.

3. The pouch bills, after being checked, must be filed away for future reference, should occasion require it.

IV.—Discrepancies—Missent and Damaged Pouches.

Discrepancies in dispatch.

Sec. 919. In every case of a discrepancy between the number of pouches or sacks reported upon Form 3891 (see sec. 914) and the number actually received,

—to be telegraphed to sending office.

the receiving postmaster must immediately telegraph notice of the discrepancy to the sending postmaster (prepaying the telegram and claiming credit therefor in his quarterly account), who, if the discrepancy be due to clerical or other remediable error, will make immediate explanation by letter to the receiving office; but if the discrepancy be such as to indicate loss or miscarriage of the matter, he must immediately telegraph (collect) the facts to the Chief Post Office Inspector, and to the inspector in charge of the division in which the sending office is located, for investigation; and at the same time he must report the facts by letter to the Third Assistant Postmaster-General (Division of Registered Mails) and to the General Superintendent of the Railway Mail Service. Should the matter afterwards arrive at its destination, or should discovery be made otherwise than through the investigation herein referred to, information of the facts must be promptly given by letter to the said officers by the postmaster who first ascertains the whereabouts of the missing matter or the cause of its miscarriage or delay. At places where there are no telegraph lines reports must be made by mail.

—to be reported to Department.

—when explained, to be reported to Department.

—nonarrival of pouches due.

2. The course prescribed in the preceding paragraph must also be pursued whenever an entire dispatch, whether in one pouch or sack or more than one, fails to arrive at the office of destination when due, unless the postmaster at such office shall have positive information showing that it has been unavoidably detained or delayed, or unless he shall have good reason to believe that the missing dispatch will arrive within a reasonable time.

See sec. 1555 as to delivery of blank by postal clerk, giving reason for nonarrival of pouches due.

3. Every discrepancy between the serial or rotary numbers of the lock attached to a registered pouch or inner sack and the pouch bill received with it, should be at once reported to the Third Assistant Postmaster-General (Division of Registered Mails), as well as to the dispatching postmaster. The lock, in every such case, must be withheld from further use unless it is certain that the discrepancy is due to clerical error. If a damage to the lock shall appear in connection with the discrepancy, a report of the facts, accompanied with the lock, must be sent by registered mail to the Second Assistant Postmaster-General (Division of Mail Equipment), in addition to the report made to the Third Assistant Postmaster-General. Discrepancy in lock numbers.

4. If the contents of a registered pouch do not agree with the pouch bill, the fact must be immediately noted thereon, as well as on the coupon, and a report sent by mail to the Third Assistant Postmaster-General (Division of Registered Mails). In addition, in case there are entries on the bill for which no corresponding packages are found, the discrepancy must be telegraphed to the dispatching post-office, in order that the error may be rectified or immediate action taken concerning the loss. When there are packages in the pouch for which there are no entries on the pouch bill, they should be entered on the bill with a note of explanation and the particulars stated on the coupon which must be returned to the mailing office with a letter of explanation. The packages, if missent, must be promptly sent to their proper destinations. Discrepancy between contents and bill.

5. When a wrongly labeled pouch or sack is received, entry thereof with explanation should be made on the proper record (see secs. 921 and 922), and the same precautions must be taken as to opening and verifying lock numbers and contents, as are prescribed in section 917. An explanatory note as to the mislabeling and opening must be made on both bill and coupon, and be signed by the opening clerks (see sec. 921). The lock numbers must then be correctly written in the bill and coupon, the original numbers being erased with a light pen stroke, and the pouch or sack must be properly labeled, locked, and sent to correct destination. Wrongly labeled pouch or sack.

6. If any of the articles inclosed can be expedited thereby, the coupon may be signed and sent to the —articles in, may be dispatched, when.

dispatching office, and all the articles may be distributed and dispatched to their destination according to the schemes of the office opening the pouch.

Postmaster to be notified.

7. The postmaster at the office to which the mislabeled pouch should have been sent must, however, be advised of the facts by prepaid telegram, for which credit should be claimed in the postmaster's quarterly account. The facts must in any event be reported to the Third Assistant Postmaster-General (Division of Registered Mails).

Examination of pouches, sacks, and locks.

Sec. 920. Postmasters and all employees of the postal service who receive or dispatch registered pouches or inner sacks, in transit or otherwise, must in every case carefully examine them and the rotary locks attached to them that any damage to them, or discrepancy in the lock numbers, may be detected and properly treated.

See sec. 1349 to 1351 as to use of damaged pouch; sec. 1365 and 1366 as to damaged locks.

Missent registered pouches. —treatment of.

Sec. 921. Where a transit registered pouch or sack is received at an exchange office for which it is not intended, it must be treated as follows:

Record in transit book.

a. The pouch must be recorded in the transit book, the hours of arrival and departure and the lock numbers being given in every instance.

Receipts.

The receipt given or taken therefor should always be carefully compared with the label and lock numbers, so that if required at any time an affidavit may be made that the lock numbers were the same when it was dispatched as when it was received, and that it was not in any manner tampered with.

Care of pouch.

b. The pouch must not be opened, except for the reasons hereafter stated, and special care must be taken to protect it from depredation.

Report to Department, when.

c. If the pouch or sack has been missent, or has missed connection, the fact should at once be reported to the Third Assistant Postmaster-General (Division of Registered Mails) and to the Superintendent of the Railway Mail Service for the division in which the receiving office is located.

Damaged pouch or lock.

d. If the pouch or sack or the lock attached to it be in bad condition it must be treated as directed in sections 919, 1365, and 1390.

Pouch bill.

e. If the pouch or sack has to be opened as directed in those sections the original pouch bill must be

indorsed "Pouch delivered to this office because (giving the reason) contents (correct, or not, as the case may be; but if incorrect, the full details should be given)," and such indorsement must be signed by two clerks.

f. If a new lock has to be substituted because of damage to the original lock, the fact should be stated in the original bill, and the new lock numbers, serial and rotary, must be given. If a new pouch or sack has to be supplied, that fact also should be stated in the bill. New lock, note of.

g. The articles should always be checked against the pouch bill, and if any are found missing a report of the fact, with all the circumstances of the case, should be made to the dispatching postmaster and to the Fourth Assistant Postmaster-General (Division of Post-Office Inspectors and Mail Depredations). Checking of articles.

h. The registered articles received in a pouch thus opened must be recorded on the transit book, or other proper record, and then, with the original bill properly indorsed, repouched. The pouch must then be locked and dispatched to destination. Record of articles and dispatch.

See sec. 1351 as to disposition of damaged pouches; secs. 919, 924, and 1366 as to disposition of damaged locks.

Sec. 922. If a pouch in transit be so damaged as to endanger the safety of the contents it must be sent to the next registered pouch or inner sack exchange office, and there opened in the manner described in section 1365, the contents repouched, and the pouch bill indorsed "Pouch delivered to this office because of ——. Contents ——." (Correct or incorrect, as the case may be, any discrepancy being stated.) If the contents do not agree with the pouch bill a report of the facts must be made by first mail to the Third Assistant Postmaster-General (Division of Registered Mails), and to the Fourth Assistant Postmaster-General (Division of Post-Office Inspectors and Mail Depredations). (See sec. 1351. See also sec. 921.) The pouch must then be forwarded to the office of destination. **Damaged pouches.** —in transit, to be taken into intermediate exchange office and contents repouched. —discrepancies in contents of. —to be reported to Department.

2. Upon the arrival of a damaged pouch at any office having a rotary lock key, the receiving clerk must withhold his receipt until the contents have been examined and checked with the entries on the pouch bill. Proper facilities should be allowed the postal clerk to be present at such examination; and if there be any discrep- —at destination. —receipt for, to be withheld. —contents to be examined and checked in presence of postal clerk.

ancy or if the contents be not in good order, the receipt must state the fact.

See sec. 1351 as to disposition of damaged pouches; secs. 919, 924, and 1366 as to disposition of damaged locks.

V.—Pouches, Sacks, Locks, and Keys.

Return of pouches, sacks, and locks.

Sec. 923. Postmasters must invariably return without delay registered pouches, sacks, and rotary locks equivalent in number to those received from dispatching offices, in order that each office may preserve its complement. The articles thus returned must be inclosed in the next regular pouch or sack dispatch and be recorded on the pouch bill.

Accumulation of locks, pouches, etc.

2. Postmasters must not allow an undue accumulation of locks, pouches, or sacks at their offices; yet they must see that there is always on hand a sufficient number to meet their needs.

Registry locks and keys.

Sec. 924. Registry locks and keys must be made objects of special care by postal employees. When a pouch or sack is opened at an office of destination the

—locks to be kept in safe.

lock must at once be placed in the safe of the registry branch and kept there until it is again needed. The

—keys to be attached to safe.

—may be detached when.

keys used in opening registry locks must be attached to the safe by a chain, and may be detached therefrom by only the postmaster or the clerk in charge, or by a post-office inspector, when, in the course of investi-

—report of.

gation, he may specially require it. In each case where the key is removed by a post-office inspector the postmaster must make report of the fact at once to the Second Assistant Postmaster-General.

Comparison of lock numbers with receipts before signing.

2. Receipts for registered pouches or inner sacks should never be signed until the lock numbers have been compared with them and found correct, or discrepancies noted.

—damaged to be withdrawn from use, and sent to Department.

3. Damaged registry locks and keys must be withdrawn from use as soon as discovered, securely wrapped, and sent by registered mail to the Second Assistant Postmaster-General (Division of Mail Equipment), except as provided in paragraph 3 of section 919.

Locks to be carefully handled.

Sec. 925. All persons charged with the duty of dispatching or transferring registered pouches or sacks are cautioned against violently handling them, or treating them in such a manner as to expose the rotary locks on them to damage or loss. To injure designedly, or to tamper with rotary locks in any way, is a serious offense.

VI.—Inner-Sack Registry Service.

Inner-sack exchanges.

Sec. 926. In conducting inner-sack exchanges, postmasters and employees of the postal service will be guided by the foregoing regulations relating to registered-pouch exchanges, whenever they are not manifestly inapplicable.

—general regulations to apply to, except.

Only regular sacks and locks to be used.

Sec. 927. None but the regular sacks and locks expressly furnished for the purpose may be used in conducting inner registered sack exchanges.

Inner-sack exchanges.

Sec. 928. Where the quantity of registered articles warrants it, inner registered sack exchanges may be authorized by the Third Assistant Postmaster-General between offices and over wholly or partly railroad routes on which it is impossible to transmit the sacks in the special custody of a postal clerk and obtain direct receipts at every transfer, such, for instance, as where one or both the offices is a nonterminal for a railway post-office.

—when and how established.

2. Inner sack exchanges may also be authorized in exceptional cases when, in the judgment of the Third Assistant Postmaster-General, the best interests of the registry service require them.

—in special cases.

3. In applications or recommendations for exceptional cases all the facts must be reported to the Third Assistant Postmaster-General, who will authorize the exchange if he deem it expedient to do so.

—application for establishment of.

Pouching of inner sacks.

Sec. 929. When an inner sack can not be delivered direct to a postmaster, or a railway postal clerk, and a hand-to-hand receipt for it obtained, it must invariably be inclosed with the other mail in a locked mail bag labeled to the proper post-office, in which case a registered package receipt describing the inner sack by its label and lock letter and numbers must be inclosed with it in the mail bag.

—with ordinary mail.

Each inner sack to be counted as one piece.

2. In receipting, each inner sack must be counted as one registered piece in the totals written on registered package receipts.

Inclosed with other registered mail.

3. Inner sacks may be inclosed in registered pouches with other registered packages when in transit, in which case they must be entered on all bills and transit records by the descriptions shown on labels and by the serial letters and numbers and the rotary numbers of their locks.

VII.—Brass-Lock Registry Service.

Dispatch of pouches.

Sec. 930. Postmasters will dispatch registered mail in brass-lock pouches to such offices only and at such times only as may be specified by the Third Assistant Postmaster-General. (See sec. 910.)

Care to be taken of brass locks and keys.

Sec. 931. Postmasters are enjoined to take especial care of all brass locks and keys received at their offices. The keys should as far as possible remain in the custody of one person in the office, and such a record kept that it may be shown beyond question who had possession of a key on any given day.

Keys to be kept in safe when not in use.

2. When not in actual use the brass-lock keys should be attached by a chain to the inside of the safe, if there be one in the office.

oss of locks.

3. The loss of brass locks or keys, or carelessness in the use thereof, so far as it may affect the security of registered matter, will be considered a subject for special action by the Post-Office Department.

Brass-lock pouches for ordinary through mail.

—may be used when.

Sec. 932. Brass-lock pouches may be used for the exchange of ordinary through mail, provided it does not interfere with the proper transaction of the registry business.

If more than one pouch.

2. If more than one brass-lock pouch be required for both the registered and ordinary letter mail in any one dispatch, the postmaster will, as far as possible, avoid a division of the registered portion of the mail, placing it all in one pouch or as few pouches as will contain it.

Separate receipts. —when.

Sec. 933. Where two or more brass-lock pouches are used in any one dispatch, separate registered-package receipts should be inclosed in each pouch; and

—how indorsed.

in such cases a note should be made at the foot of each registered-package receipt specifying the number of pouches sent, as follows: "—— brass-lock pouches sent by this dispatch."

Accumulation of pouches and locks prohibited.

Sec. 934. If more than the usual number of brass-lock pouches are received at one time from any post-office, the extra locks and pouches duly billed and recorded must be returned to the sending office by the next mail, in order that each office may have its proper complement of locks and pouches.

Brass-lock pouches not to pass brass-lock offices.

Sec. 935. Brass-lock pouches must not be exchanged with any other than the first brass-lock post-office on the route nor must they be permitted to pass such

office, and they should be properly labeled and registered-package receipts prepared for such office direct.

Brass locks not to be sent to offices not authorized to exchange them.

Sec. 936. Brass locks must never be used instead of iron locks on bags sent to offices not authorized to exchange brass-lock pouches. If, however, a postmaster not authorized to exchange brass-lock pouches receives a mail bag secured with a brass lock and labeled to his office, he will file or cut the staple to which the lock is fastened, as provided in sections 1365 and 1390, and properly dispose of the contents of the bag.

—report of irregularity to Department.

2. In every such case the brass lock must be returned and the postmaster who improperly used it must be notified. The facts should also be reported to the Third Assistant Postmaster-General (Division of Registered Mails).

Miscarriage of brass lock pouches.

—treatment in case of

Sec. 937. Whenever a brass-lock pouch is brought to a brass-lock office, whether labeled thereto or not, it must at once be opened and the packages inclosed checked against the entries on the package receipt, indorsed as to condition, and recorded in the transit book. If the pouch be labeled to some other office, the registered package receipt must be indorsed "Pouch delivered at this office because of [giving the reason]; contents [correct or not, as the case may be, but if incorrect the details should be given]," and this indorsement must be signed by the postmaster and postmarked with the date thereof and the name of his office. The registered package receipt must always be signed, postmarked, and mailed to the postmaster who originally dispatched the pouch. A new package receipt, returnable to the postmaster who prepares it, must be dispatched with the registered packages to the post-office for which the pouch was originally intended.

—receipts in case of.

—treatment where no key to open.

2. If a properly labeled brass-lock pouch be left by mistake at an office having no key to open it, it should be forwarded, unopened, to its destination by first mail thereafter.

Witnessing dispatch and receipt of brass-lock pouches.

Sec. 938. If possible, two persons should witness the dispatch or receipt of registered packages in brass-lock pouches.

Report of all irregularities.

Sec. 939. All discrepancies and irregularities in the brass-lock service must be recorded, and a report of them sent by mail to the Third Assistant Postmaster-General (Division of Registered Mails).

CHAPTER 4.

REGISTRATION OF FOREIGN MAIL MATTER.

I.—Preparation and Dispatch.

Registration of foreign matter.

Sec. 940. Letters and parcels admissible to the Postal Union mails are registered in the same way asd omestic matter. (See secs. 538, 805, and 807.)

—for Canada, Mexico.

2. Where letters or parcels are intended for Canada, the Province, and for Mexico, the State, should be given in the address.

—by parcels post.

3. Parcels sent by parcels post, addressed to any of the countries mentioned in section 540, except Barbados, may be registered the same as other matter; no charge besides the regular registration fee will be made for the return receipt.

See secs. 540 to 543 as to foreign-parcels post; sec. 547 as to report of complaints of lost or damaged registered matter, etc.

Fee for registration of foreign matter.

Sec. 941. The fee for registering a letter or parcel, or a parcel sent by parcels post, addressed to a foreign country will be 8 cents, in addition to the postage, and both must be invariably prepaid with ordinary postage stamps attached to the article registered.

—how paid.

Restrictions on registration.

Improperly addressed matter.

Sec. 942. Articles addressed to initials only, or with lead pencil, must not be accepted for registration.

Matter not admissible to domestic mails.

2. Articles not admissible to the domestic registered mails are not admissible to the registered mails for foreign countries.

Matter prohibited transmission in the foreign mails except by parcels post.

3. The following can not be sent in the foreign mails except by parcels post:

a. Articles liable to customs duties, and current coin.

b. Gold and silver bullion, precious stones, jewelry, and precious articles where their transmission in the mails is forbidden by the legislation of the country of destination. (See current annual Postal Guide under caption "Foreign Mails.")

c. Explosive, inflammable, or dangerous articles, and those likely to soil or injure the mails.

d. Articles which do not conform in size and weight, or which are not prepared according to the require ments of the Postal Union Convention.

See secs. 540 to 543 as to parcels-post matter.

Sec. 943. If a return receipt is desired by the sender for an article sent to a foreign country, he must write on the envelope or wrapper the words "*Return receipt demanded*," otherwise none will be obtained. Postmasters must inform patrons of this regulation.

Return receipt.—none obtained unless demand therefor be written on envelope or wrapper.

2. When the sender requests a return receipt after the registered article has been dispatched, or when he applies for a return receipt which has been regularly demanded but not sent back, the mailing postmaster will so inform the postmaster at the United States exchange office to which the registered article was dispatched, giving a full description of it and the particulars of its dispatch, and the postmaster at the exchange office will take the action provided for such cases by the Postal Union Convention.

—when requested after dispatch of the registered article.

See sec. 963 as to preparation of return receipts at exchange offices.

Sec. 944. Registered letters and parcels for dispatch to foreign countries must be billed and inclosed in registered-package envelopes addressed to the office in the United States which is designated to exchange registered matter with such countries, and be plainly marked "*Foreign.*" The exchange office will supply the return receipt form when one is properly demanded. Registry bills must be sent with all letters or parcels sent to a United States exchange office for dispatch to a foreign country.

Dispatch of registered foreign matter.

2. A list of the exchange offices and the countries with which they exchange will be found in the Postal Guide for January each year, and modifications of such list in the monthly supplements. New York is the principal exchange office for trans-Atlantic mails, and San Francisco for trans-Pacific mails.

—list of exchange offices for.

3. Directions given in the address on registered matter as to the route by which it shall be sent must, whenever practicable, be complied with. Such correspondence is called "Specially addressed correspondence."

—directions as to route.

Sec. 945. Registered package envelopes must not be addressed or sent to foreign offices. Should an envelope thus addressed be received in transit, the postmaster should forward it to the proper United States exchange office, and report the sending office to the Third Assistant Postmaster-General (Division of Registered Mails). The postmaster at the exchange office will open such envelope and dispose of the contents in proper manner.

Registered package envelopes not to be addressed to foreign offices.

II.—Receipt and Delivery of Foreign Registered Matter.

Treatment of matter for delivery.

Sec. 946. Postmasters receiving *from exchange post-offices* registered packages containing letters or parcels, including parcels by parcels-post, which originated in foreign countries, will treat such packages and their contents the same as domestic registered matter received for delivery, except as provided in sections 951 and 961.

See sec. 948 as to treatment of matter when addressee is dead; sec. 705 as to foreign parcels post.

Return receipt.
—to be signed by addressee or his agent.

Sec. 947. When a return receipt accompanies a letter or parcel from a foreign country it must be signed by the addressee or his agent when delivery is made, and then postmarked and returned by registered mail, under cover of a penalty envelope, marked "Foreign Registry Return Receipt," to the postmaster at the United States exchange post-office from which the letter or parcel was received. If no return receipt accompany the letter or parcel it may be assumed that none is required, and the addressee's receipt upon the delivery book or other authorized record will be sufficient.

—return of, where not accompanying matter.

Undelivered foreign matter.
—to be held 30 days, and then sent to Dead-Letter Office.
Exceptions.

Sec. 948. Should a foreign letter or parcel remain undelivered at the expiration of thirty days from the time of its receipt (unless it is specially directed to be held for delivery (see sec. 950) it must, even though bearing the name and address of the sender or a return request (unless it originated in Canada or Mexico, see sec. 949), be indorsed with the cause of its nondelivery and sent to the Dead-Letter Office, in the manner prescribed by section 886. The return receipt, should one accompany it, must be indorsed with the reason for nondelivery, postmarked, and sent by registered mail to the United States exchange office whence it came.

—return receipt for.

—where addressee dead.

2. Letters or parcels of foreign origin which can not be delivered to the legal representative of the addressee, where addressee is dead, must be sent to the Dead-Letter Office, unless they bear the name and address of the sender and originated in Canada or Mexico, in which event they will be sent to the proper United States exchange office shown by the Foreign Registered Mail Scheme published in the January Postal Guide, to be transmitted to the country of origin. Such articles must be plainly indorsed with the reason for

their nondelivery. If claimed by a relative of the deceased addressee, such relative may be furnished with name and address of sender, if possible.

Return of undelivered matter to Canada and Mexico.

Sec. 949. Letters and parcels originating in Canada or Mexico on which the names and addresses of the senders appear, whether printed or written, should, in case of nondelivery, be indorsed with the cause thereof, reregistered free, and sent to the proper exchange office in accordance with any return requests that may appear upon them; or, if they bear no return requests they should be so disposed of at the expiration of thirty days. The return receipts for them must be disposed of as directed in section 948.

Return receipt.

Matter specially held for delivery.

Sec. 950. When a postmaster has good reason to believe that a registered letter or parcel of foreign origin remaining uncalled for can be delivered to the person addressed, if held longer than thirty days, he may indorse it "SPECIALLY HELD FOR DELIVERY," and retain it not longer than three months before sending it to the Dead-Letter Office. Registered letters indorsed "POSTE RESTANTE," or "TO BE CALLED FOR," and those addressed to a sailor or a passenger on a vessel expected to arrive, must also be held not longer than three months.

"Poste restante."

Matter liable to customs duties. —treatment of.

Sec. 951. When a registered article stamped "SUPPOSED LIABLE TO CUSTOMS DUTIES" is received at a post-office, the postmaster will request the addressee to call, receipt for, and open it at the post-office, in the presence of a customs officer, who will instruct the postmaster as to the collection of the proper duties. If it be impossible for the customs officer to visit the post-office, he should be notified of the arrival of the article and be asked for instructions, upon receipt of which the addressee should be requested to call, receipt for, and open the article, that the instructions thus received may be followed.

—when sent to another office for inspection of customs office.

2. If the customs officer shall deem it inexpedient to determine, upon the postmaster's report, the customs charges upon any such article, it may, at his request, be sent, under official registration, *to the* POSTMASTER at the place where the customs officer is located, to be examined while in the postmaster's custody and the duty rated by the customs officer, after which *the* POSTMASTER will return it by registered mail free to the postmaster at the office of delivery, for collection of the duties and delivery of the article.

—not to leave custody of postal service until delivered.

3. Under no circumstances are registered articles of this description allowed to be taken from the custody of the postal service, or opened by anyone but the person to whom they are addressed, or the person duly authorized by him in writing, and by him only after he has properly receipted for them.

—'refused.'

4. If the addressee refuses to pay the customs charges, or if he refuses to receipt for and open the article for the purposes stated herein, it must be marked "Refused" and sent to the Dead-Letter Office, with a report of the facts in the case, after due notice to the addressee.

Note.

NOTE.—Section 708 should be carefully read and observed in connection with this section. See sec. 960 as to treatment as *sealed* matter of unsealed registered matter containing articles liable to customs duty.

Correspondence with foreign officials. —how conducted.

Sec. 952. Postmasters, except those at Exchange Offices, must not correspond with foreign postal officials on registry business. All matters of this kind requiring foreign correspondence should be reported to the Third Assistant Postmaster-General (Division of Registered Mails), except where otherwise directed herein. (See sec. 806.)

III.—FORWARDING, RECALL, AND RETURN OF FOREIGN REGISTERED MATTER.

Applications for recalling and change of address on foreign articles.

Sec. 953. All applications for the recall of registered letters or parcels sent to foreign countries, or for the delivery of such articles to others than the persons to whom they were addressed, should be made to the Second Assistant Postmaster-General (Division of Foreign Mails).

Countries from which registered articles may not be recalled.

2. Registered articles may not be recalled from Great Britain and the British Colonies (except Cape Colony and the Australasian colonies), Canada, and British India, Haiti, the Dominican Republic, the Republic of Colombia, Japan, and Korea.

Forwarding and return of registered matter.

Sec. 954. Registered letters or parcels *of foreign origin* may be forwarded to the addressee, for delivery at any other post-office, either in this country or any other country in the Postal Union, *without extra charge*, upon direct request of the postmaster at the office of origin.

—originating abroad, no additional fee.

Requests for return, or change of addressee, how treated.

2. Requests for the recall of letters or parcels which have been dispatched to foreign countries, or for a change in the name of the addressee, or for delivery to some other than the addressee, must be referred

to the Second Assistant Postmaster-General (Division of Foreign Mails), for proper action.

Matter originating in United States chargeable with additional postage only.

3. When a request is received to forward a domestic registered letter or parcel to the addressee in a foreign country, additional postage should be required sufficient, with that originally paid, to equal amount required had the article been addressed to the foreign country at the time of its original registration, and if stamps are furnished for that purpose, they should be affixed and canceled before forwarding; otherwise the amount will be collected from the addressee upon delivery of the article. No additional registry fee is required in such a case.

Requests by sender for change of address or recall.

4. The sender of a registered article may make a request direct to the postmaster of a post-office in another country to which an article is addressed for delivery, to forward the article to the same addressee at any other post-office in the Postal Union, and such request will be complied with. But if the sender wishes the article to be forwarded or delivered to a person other than the one named in the address of the article, or that the article be returned to him, the request must be made by the mailing postmaster through the Second Assistant Postmaster-General (Division of Foreign Mails). Such requests when received by United States postmasters direct from persons in other countries, must be referred to the Second Assistant Postmaster-General (Division of Foreign Mails), and the article must be held until instructions concerning it are received.

See secs. 869 and 870 as to forwarding domestic registered matter.

IV.—Registry Exchange Offices.

Postal Union Convention.

Sec. 955. Postmasters at United States exchange offices must procure from the Second Assistant Postmaster-General (Division of Foreign Mails) copies of the Postal Union Convention, with Regulations of Detail and Order attached, and see that their requirements are faithfully complied with, except as herein otherwise provided.

—requirements of to be complied with.

Registered matter to be postmarked at exchange offices.

Sec. 956. All registered matter to or from foreign countries, or in transit through the United States, must be *postmarked at exchange offices* with the date of dispatch or receipt, except transit matter sent in sealed bags, as through matter, under article 4 of the Postal Union Convention.

—except where sent as through matter.

Label for registered foreign matter.

Sec. 957. Article XI of the Regulations of Detail and Order of the Postal Union Convention requires

that a paper label bearing the letter "R," the name of the office of origin, and the registry number, shall be attached to each registered article dispatched to a Postal Union country. If a new number is given the article at the exchange office, all previous numbers should be crossed out, taking care, however, to leave them legible.

—design. 2. A label bearing the letter "R," the words "United States of America," with the name of the exchange office and its exchange number, or the spaces for both, will be furnished by the Third Assistant Postmaster-General (Division of Registered Mails), and must be attached by every United States exchange office to every registered letter or parcel sent to foreign countries, except to Canada and Cuba.

Canada and Cuba excepted.

Dispatch of foreign registered matter.

Sec. 958. Registered matter for dispatch to foreign countries must be made up at United States exchange offices in the following manner:

"Letter bill." *a.* The total number of registered articles, the total number of packages or sacks containing these articles, and the total number of "outside registered articles," if there be any, must be indicated at the head of the letter bill.

—number of articles.

—each article to be entered. *b.* Each registered article dispatched must be entered on Table No. 1 of the letter bill, or if the number of articles requires it upon the special list provided by the Postal Union Convention, both of which may be obtained from the Second Assistant Postmaster-General (Division of Foreign Mails).

—special lists.

—if special lists used, fact indicated, how. *c.* If special lists be used, the number of registered articles entered on such lists, the number of lists, and the number of packages or sacks containing the articles must be entered on the letter bill.

Description of registered article. *d.* In entering a description of the registered articles on either the Table No. 1 of the letter bill or the special lists the following particulars must be given unless special directions have been furnished:

(1) The United States exchange office number.

(2) The name of the office of origin of the article and its number; OR

(1) The United States exchange office number.

(2) The name of the office of origin.

(3) The name of the addressee.

(4) The name of the office and country of destination.

e. When a return receipt for an article is demanded, the fact must be indicated in the "Observation" column of the bill, or opposite the entry of the article on the special list, by the letters "A. R." If return receipt demanded, fact indicated, how.

f. Return receipts of foreign origin, when sent back, must be entered on the letter bill individually, if few, or collectively, if many. Return of receipts of foreign origin.

g. The return receipt must be tied crosswise to the article for which it is demanded. Return receipts.

h. Under the caption "Official registrations" must be entered the open letters on official business, the various communications or registered letters from the dispatching office in connection with the service, as well as the number of empty sacks returned, if any. Official registration.

i. The registered articles, arranged in the order of entry on the letter bill or special list, with the return receipts properly attached, and the special lists themselves (each inclosed in the sack or package of articles which it describes) must be placed in a separate sack or package, which must be securely fastened and sealed with the letter bill inclosed in a special envelope tied crosswise by a string. The package or sack must then be placed in the center of the ordinary mail. Sacks or packages.

2. Registered matter for Canada or Mexico must be treated and dispatched as directed in the special conventions entered into with those countries. In other exceptional cases, or where matter is to be dispatched in international registered pouches closed with telltale or rotary locks, special instructions will be given. Matter for Canada or Mexico.

Sec. 959. When a short-paid registered letter or parcel (except one which has been *forwarded* as provided in sec. 954) is received at an exchange office for dispatch to a foreign country, the postmaster at the exchange office will attach ordinary postage stamps sufficient to cover the entire deficiency, and forward the letter or parcel to its destination without unnecessary delay. A report of the facts must then be made to the Third Assistant Postmaster-General, in order that credit may be given for the stamps so used and the deficiency collected by the Post-Office Department from the postmaster who sent the letter or parcel to the exchange office. **Short-paid matter for dispatch abroad.** —to be fully paid at exchange office and forwarded. Credit allowed by Department. Deficiency collected by Department.

Sec. 960. Registered letters or parcels received from abroad must be dispatched by United States Exchange Offices to their destination in this country, **Dispatch of matter from exchange offices.**

or to other United States Exchange Offices if they are again to be dispatched to other countries, according to the rules governing the domestic registry system.

Unsealed matter liable to customs duty.

2. Unsealed registered matter (except parcels-post matter) containing articles liable to customs duty shall be treated as sealed matter.

Short-paid matter from foreign countries.
—to be treated as if fully prepaid.
—report of.

Sec. 961. Short-paid registered letters or parcels, or those which bear no postage stamps at all, received in the mails from Postal Union countries, must be treated by the postmaster at the exchange office as if fully prepaid, but a full report of each case is to be made by Bulletin of Verification to the administration of the country from which the short-paid matter is received. No charge for such articles must be exacted by the delivering postmaster.

Articles received from foreign countries to be recorded, etc.

Sec. 962. Postmasters at exchange offices will, on receipt of registered articles addressed to or coming from foreign countries, after carefully comparing the articles with the accompanying bill, record them on the special record furnished by the Post-Office Department, giving the date when the articles are received, and the office, country of origin, date of postmark, name of addressee, and post-office of address, original number and United States exchange office number, which latter should be of a series commencing January 1st and July 1st of each year with No. 1. Registered pieces thus received addressed to interior post-offices of the United States should be sent to destination under domestic registration, and under the domestic exchange office numbers. The date of dispatch, the number of registered-package envelope in which dispatched, and the date when the registry bill is returned, should be entered on the special book above mentioned.

—renumbered for domestic delivery.

2. When renumbering registered articles for delivery or for domestic dispatch, care must be taken to strike out all other numbers on the articles with light pen marks.

See secs. 696, 698, 699 and 700; also secs. 881 and 882 as to damaged or unsealed articles.

Return receipts.
—to be prepared and sent with articles.

Sec. 963. When demanded, return receipts for registered articles sent abroad must be prepared by the United States exchange office and sent with the articles. Such receipts must properly describe the registered article, give its original number, office of origin, and

date of mailing as well as the exchange office number and postmark.

2. If such return receipts are asked for after the articles have been dispatched, the exchange office will prepare the forms and forward them, with proper request, to the foreign office, as required by the Postal Union Convention. —asked for after dispatch.

3. All return receipts for foreign matter sent to interior post-offices must be accompanied with the form furnished for the purpose, headed "Special instructions," which directs the delivering postmaster to obtain proper signature and return the receipts by registered mail to the United States exchange postmaster from whom the article described in the receipt was received. —sent to interior offices.

Sec. 964. When a return receipt is demanded for a registered letter or parcel received from or dispatched to a foreign country, the postmaster at the exchange office of receipt must enter in the appropriate column of the special record referred to in the foregoing section the letters "A. R." (indicating return receipt), and when the receipt is sent back from the delivering office he must check the return on the record, inclose the receipt in an envelope, and dispatch it, registered, to the office of origin of the article to which it relates. If two or more return receipts are to be sent back to the same office, they may be inclosed in the same envelope and registered as one piece. All envelopes in which receipts are returned to foreign offices must bear the following inscription: "Return receipt returned. Post-office of ———, country ———." **Record and dispatch of return receipts.** Indorsement on envelope.

2. If interior postmasters do not send back such receipts by registered mail to the exchange office within ninety days, the facts must be reported to the Third Assistant Postmaster-General (Division of Registered Mails). Failure of interior postmasters to return receipts to exchange office.

3. Exchange postmasters will comply with paragraphs 4 and 5 of Section XIII of the Regulations of Detail and Order, Postal Union Convention, when requested by United States postmasters to procure a return receipt, after a registered article has been mailed, or to reclaim a missing return receipt; but no extra charge is required, and no stamps need be attached to the receipt form. Request for return receipt after dispatch of article. Missing receipt.

TITLE SIX.

MONEY-ORDER SYSTEM.

CHAPTER 1.

GENERAL PROVISIONS.

I.—Establishment of Service.

Authority for establishment of money-order system. R. S., § 4027.

Sec. 965. To promote public convenience, and to insure greater security in the transfer of money through the mail, the Postmaster-General may establish and maintain, under such rules and regulations as he may deem expedient, a uniform money-order system, at all suitable post-offices, which shall be designated as "money-order offices."

"Money-order offices."

Note. "Limited" offices.

Note.—Sec. 10 of the act of January 27, 1894 ch. 21 (2 Supp., R. S., 168), authorizes the Postmaster-General to establish "limited money-order offices" merely for the issue of money orders for a sum not in excess of $5 each. All such offices heretofore in operation have been changed to regular money-order offices, and no "limited" offices will hereafter be established. See chap. 5, this Title, as to international money-order service; see current annual Postal Guide for instructions in connection with the Philippine Islands and rural free delivery money-order service.

Establishment of money-order offices. —application for.

Sec. 966. Any postmaster may, upon application in the form of an ordinary letter addressed to the First Assistant Postmaster-General, Division of Money Orders, have his office designated as a "money-order office," provided he first files in the Department a new and satisfactory bond, conditioned for the faithful performance of all duties imposed upon him by the laws relating to the postal and money-order business. (See sec. 238.) A printed form for such new bond will be furnished by the Department after receipt of the application. The penalty of the new bond will be fixed according to the amount of business transacted at the post-office.

—new bond.

II.—Allowances for Clerical Services at Money-Order Offices.

Allowance for clerks. 1894, Jan. 27, ch. 21, § 3, 2 Supp., 167. R. S., § 4047.

Sec. 967. Postmasters at money-order post-offices of the first and second classes may be allowed by the Postmaster-General to employ such number of clerks in the transaction of their money-

order business, and at such rates of compensation, respectively, as he may deem expedient. The allowances for clerk hire made to postmasters of the first and second class post-offices by the Postmaster-General, out of the annual appropriation for clerks in post-offices, shall cover the cost of clerical services of all kinds in such post-offices, including the cost of clerical labor in the money-order business. And at all other money-order post-offices the compensation for the clerical labor in the money-order business shall be paid out of the fees received for the issue of money orders, and shall be three cents for each domestic or international money order issued (see sec. 307): *Provided*, That the Postmaster-General may allow to the postmaster at each international exchange office such additional amount in each case, out of the annual appropriation for clerks in post-offices, as he may deem expedient, to enable these postmasters to obtain the clerical labor necessary for the performance of such special duties as are imposed upon them by the operations of the money-order system and are not required of other postmasters.

—at 1st and 2d class offices.

—at other money-order offices.

—at international exchange offices.

NOTE.—The compensation of clerks in post-offices of the first and second classes is based upon the classification provided by law (see secs. 287 and 288). See note, sec. 286, as to clerks for money-order business. The proviso relating to clerks at exchange offices is of no effect, inasmuch as allowances for clerk hire for all purposes are entirely within the discretion of the Postmaster-General.

Note.

See sec. 260 as to salaries allowed postmasters being full compensation for money-order business.

III.—CONDUCT OF MONEY-ORDER BUSINESS.

Sec. 968. Post-offices of the first class must be kept open for the transaction of money-order business from 9 a. m. until 5 p. m.; offices of the second class from 8 a. m. until 6 p. m., and stations of offices of the first and second classes from 8 a. m. until 6 p. m. Additional time, in the morning or evening, must be allowed by the postmaster if necessary for the convenience of the people transacting money-order business at such offices or stations.

Office hours.
—at 1st class offices.
—at 2d class offices.
—at stations of 1st and 2d class offices.
—additional, when.

2. Third and fourth class post-offices doing money-order business must be kept open for such business during the hours for the transaction of postal business thereat; and, as a general rule, money-order business must be transacted during the period in which stamps are sold.

—at 3d and 4th class offices.

Sec. 969. Postmasters are not required to transact any money-order business on Sunday. They should not, however, refuse to pay a money order issued on Sunday if it be in other respects regular.

Money-order business on Sunday.

Sec. 970. Postmasters at money-order offices must not accept from any express company, banker, banking institution, or other corporation or firm any

Postmasters not to act as agents in competitive business.

agency for the issue or payment of money orders, drafts, bills of exchange, or similar instruments for the transmission of money, whether such individual, company, or corporation transacts business within the United States only or between localities in the United States and in foreign countries, except under special permission of the First Assistant Postmaster-General.

Employees in post-offices not to act as agents.

2. No employee of any post-office, or of any station of such office, may be permitted to transact business of the character referred to in the preceding paragraph, except as above provided for.

Changes in lists of money-order offices.

Sec. 971. On receipt of each number of the Postal Guide postmasters must observe all circulars and orders concerning the money-order system and note in their pamphlet lists of money-order offices all changes given.

—must be noted.

Correspondence.

Sec. 972. Postmasters must observe the following instructions in correspondence with the Post-Office Department:

—with Auditor.

a. Money-order statements, requests for the return of paid orders, or other matters pertaining to the auditing of money-order accounts should be addressed directly to the Auditor for the Post-Office Department. Letters must not be inclosed with statements. In requesting the return of paid orders, postmasters will state definitely the purpose for which the order is desired.

—with Division of Money Orders.

b. Correspondence regarding other matters should be addressed to the First Assistant Postmaster-General (Division of Money Orders), and the envelopes inclosing such communications must bear the letters "M. O. B.," written or printed.

Envelopes to be indorsed with brief of contents.

c. In every case the envelope inclosing a communication must bear, at the upper right-hand corner, after the word "Contents," a brief description of the matter inclosed.

See sec. 285 as to signing of reports and papers by assistant postmasters; secs. 1123 to 1131 as to money-order accounts.

IV.—Supplies for Money-Order Business.

General supplies for money-order business. —furnished by Department.

Sec. 973. When a post-office is designated as a money-order office, the postmaster will be furnished by the Post-Office Department with the necessary record books, blank forms, M. O. B. dating stamp, ink pad, etc.

—additional, obtained from First Assistant Postmaster-General.

2. When additional supplies of this kind are needed, application therefor must be made to the First Assist-

ant Postmaster-General (Division of Money Orders). The blanks used in money-order business bear the numbers from 6000 to 6999, and in some cases letters are also used. Blanks upon which money orders are drawn are called "forms" to distinguish them from ordinary blanks.

See sec. 77 as to purchase and contracts for money-order forms, supplies, etc.; secs. 997 to 1000 as to money-order forms and use of; sec. 1122 as to records of money-order transactions; sec. 1134 as to transfer of blanks, etc., to successor; sec. 626 as to destruction of supplies in case of infectious disease.

Sec. 974. Postmasters must not incur any expense whatever on account of the money-order business without special permission from the Department. **Expenditures on money-order account.** —special permission required for.

Sec. 975. Printed envelopes exclusively must be used by postmasters in the transaction of money-order business. These envelopes will be furnished upon requisition to the Third Assistant Postmaster-General (Form 3082). **Special envelopes for M. O. B.** —no others to be used. —obtained from 3d Asst. P. M. G.

CHAPTER 2.

ISSUE OF DOMESTIC MONEY ORDERS.

I.—General Provisions.

Sec. 976. Domestic money orders may be drawn only upon United States post-offices named in the lists of money-order offices furnished by the Post-Office Department. **Offices upon which money orders may be drawn.**

2. Money orders may be drawn upon and made payable at the office of issue. (See sec. 993.) —on office of issue.

Note.—The domestic form is to be used in drawing orders on offices in Canada, Cuba, and Newfoundland. There will be sent annually, on July 1, to all offices, a pamphlet list of money-order offices, and changes in this list will appear in the monthly postal guides issued in August, September, October, November, and December. The Postal Guide for January will contain a complete list, corrected to January 1, of offices in operation at that date; hence, two complete lists of offices are practically furnished in each year. Note.

Sec. 977. Postmasters must not receive or pay out in the transaction of money-order business any money that is not legal tender by the laws of the United States, except national-bank notes and silver certificates. (See sec. 330.) **Payment of orders.** —how to be made.

2. Promissory notes must not be accepted in any case for the issue of money orders; but Government Promissory notes, checks, etc., not to be accepted.

paper of any kind (pension checks, disbursing officers' checks, Post-Office Department warrants, etc.) may be received from responsible persons, whose endorsement thereon the postmaster is willing to guarantee, provided such paper will be accepted at par by the depository to which the postmaster remits it as surplus funds. (See sec. 1110.)

Subsidiary coin.

3. Postmasters must accept, and may pay out, the silver, nickel, and copper coins of the United States in amounts for which they are legal tender. (See sec. 330 as to mutilated money.)

Note: Explanation of legal tender.

NOTE.—Standard silver dollars of the United States are legal tender at their nominal value for all debts and dues, public and private, except where otherwise expressly stipulated in the contract; subsidiary silver coins—that is, the silver coins of denominations less than one dollar—are legal tender in sums not exceeding ten dollars, in full payment of all dues, public and private; the minor coins—copper, nickel, and bronze—are legal tender at their nominal value for any amount not exceeding twenty-five cents in any one payment.

Postmasters are not permitted to cash paper of any kind *with postal funds*, but, if necessary, such funds may be transferred to money-order account and thereafter be used as provided in the above paragraph.

Issue of money orders at branch offices.
R. S., § 4029.

Sec. 978. The postmaster of every city where branch post-offices or stations are established and in operation, subject to his supervision, is authorized, under the direction of the Postmaster-General, to issue, or to cause to be issued, by any of his assistants or clerks in charge of branch post-offices or stations, postal money orders, payable at his own or at any other money-order office, or at any branch post-office or station of his own, or of any other money-order office, as the remitters thereof may direct; and the post-

—accountability for moneys received from.

master and his sureties shall, in every case, be held accountable upon his official bond for all moneys received by him or his designated assistants or clerks in charge of stations, from the issue of money orders, and for all moneys which may come into his or their hands, or be placed in his or their custody by reason of the transaction by them of money-order business.

Note.

NOTE.—Branches of post-offices are now designated as "stations" and "substations." See sec. 231. See sec. 238 as to bonds of postmasters; sec. 312 as to bonds of post-office clerks.

Waiver of identification of payee forbidden.
1899, Mar. 1, ch. 327, § 5, 2 Supp., 959.

Sec. 979. * * * Postmasters shall not issue any money order conditioned that identification of payee, endorsee, or attorney may be waived, nor shall any postmaster pay any money order * * * without requiring identification of the payee, endorsee, or attorney.

Identification of remitter who is also payee.
—by signature of remitter on advice.

Sec. 980. Remitters of money orders are sometimes also the payees thereof, having purchased them for protection against the risks of loss incident to travel. Postmasters issuing orders in such cases should, if the remitter believes he may not readily be identified at the

office of payment, obtain his signature on the advice, as a means of identification by the paying postmaster. But postmasters are not thereby wholly relieved from responsibility for improper payment in such cases.

—responsibility of postmaster in such cases.

II.—Fees and Limitations.

Sec. 981. A money order shall not be issued for more than one hundred dollars, and fees for domestic money orders shall be as follows, to wit:

Fees and limitations.
1894, Jan. 27, ch. 21, § 2, Supp., 166.
R. S. § 4032.
Single order limited to $100.
Fees for money orders.

For orders not exceeding two dollars and fifty cents, three cents.

For orders exceeding two dollars and fifty cents and not exceeding five dollars, five cents.

For orders exceeding five dollars and not exceeding ten dollars, eight cents.

For orders exceeding ten dollars and not exceeding twenty dollars, ten cents.

For orders exceeding twenty dollars and not exceeding thirty dollars, twelve cents.

For orders exceeding thirty dollars and not exceeding forty dollars, fifteen cents.

For orders exceeding forty dollars and not exceeding fifty dollars, eighteen cents.

For orders exceeding fifty dollars and not exceeding sixty dollars, twenty cents.

For orders exceeding sixty dollars and not exceeding seventy-five dollars, twenty-five cents.

For orders exceeding seventy-five dollars and not exceeding one hundred dollars, thirty cents.

NOTE.—The above fees are also applicable to orders drawn on Canada, Cuba, and Newfoundland. (See sec. 1049.)

Note.

2. Money orders may be drawn by the Superintendent of the Money Order System without the exaction of an additional fee for the purpose of correcting errors made by issuing or paying postmasters.

Orders may be drawn to correct errors without additional fee.
1899, Mar. 1, ch. 327, § 5, 2 Supp., 959.

3. No money order shall be issued for less than one cent, and no order shall contain a fractional part of a cent.

No order to be issued for fraction of a cent.

See sec. 1588 as to penalty for fraudulent issue of money orders; sec. 1589 as to penalty for issue of orders without receiving money therefor.

Sec. 982. If money orders amounting in the aggregate to more than two hundred dollars should be drawn in any one day on any one post-office of the *fourth class*, notice thereof should at once be given to the First Assistant Postmaster-General (Division of Money-Orders) so that arrangements may be made for their payment in case the postmaster at the office drawn on shall not have sufficient funds available for the purpose.

Aggregate of orders more than $200.

—report of, when.

2. In such exceptional cases the postmaster must

Notice to remitter.

inform the remitter that the Post-Office Department can not guarantee *immediate* payment, but will endeavor to effect payment with as little delay as possible.

Note.

NOTE.—This regulation does not apply to offices drawn on of the first, second, and third classes. See sec. 1103 as to drafts for payment of orders.

III.—APPLICATION AND ISSUE.

Form of applications. R. S., § 4023; ¶ 1894, Jan. 27, ch. 21, § 7, 2 Supp., 168.

SEC. 983. The Postmaster-General shall supply such money-order offices, as he may deem expedient, with blank forms of application for money orders, in such form as he may direct.

Applications.

—to be filled in by applicants.

SEC. 984. The applicant for a money order should fill in the printed application (Form 6001) with the particulars required to be stated in the money order and advice, but this may be done by another person.

NOTE.—If remitter is not a resident of the place where the order is issued he should be requested to enter his permanent (home) address at bottom of his application.

—particulars necessary in.

2. When the order is payable in a city the postmaster must see that the full address of the payee (street and number) is entered in the application; but he must not decline to issue the order if the applicant is unable to give such complete address.

—to be filed.

3. Applications, after having been numbered to correspond with the orders issued, must be filed for ready reference and preserved for not less than four years. At the end of this time such applications may be disposed of as waste paper. (See sec. 357.)

Issue of money orders.

SEC. 985. Money orders will be drawn from the information contained in the application, as follows:

—list of offices to be examined before.

a. The list of money-order offices will be consulted, if necessary, to see that the name of the paying office is given therein.

Numbering of application.

b. The number of the order to be issued must be written in the space provided therefor on the application.

Placing of carbon between order and advice.

c. The order, and the corresponding advice with receipt for remitter, are on two separate sheets—the order on one sheet and the advice and receipt on another. Without detaching these forms from the book a sheet of carbonized paper, supplied for this purpose, will be placed between the order and the combined advice and receipt, and a strip of tin, also provided for the purpose, will be placed under the advice.

d. In entering in the order the particulars contained in the application full words must be used in the body of the order to express the number of dollars; and the amount must be repeated in figures on the right-hand margin of the order. By means of the carbonized paper the writing in the body of the order will be reproduced on the advice, and that on the right-hand margin of the order will be duplicated on the receipt. What order to contain.

e. The name of the postmaster should be signed at the proper place before the forms are detached or the carbon paper removed. (See sec. 996.) Signing of order.

f. The "M. O. B." stamp will be imprinted upon the order and receipt. Where a steel "M. O. B." stamp is used, the order and receipt may be stamped simultaneously by means of the carbon paper; otherwise, the two forms must be stamped separately, as a rubber stamp will not produce a carbon copy. The stamp must show the actual date of issue. "M. O. B." stamp on order and receipt.

g. The application and order must be carefully compared, and the order and receipt must be detached and handed to the purchaser. Delivery of order to purchaser.

h. The name of the remitter and the address of the payee will be written with pen and ink in the advice after the forms have been detached from the book. Advice.

See secs. 993 and 994 as to "advices;" sec. 997 as to money-order forms; sec. 1000 as to "not-issued" forms; sec. 996 as to signing of postmaster's name by clerks.

Sec. 986. An order should be made payable to only one person or one firm. An order must not be drawn in favor of "John Doe *and* Richard Roe," or of "John Doe *or* Richard Roe." **Precautions in drawing orders.** Order should be made payabl. to one person or firm.

2. If only the surname of the payee be given by the purchaser the postmaster must decline to issue the order; but the order will be issued— If only surname of payee given order not to be issued.

a. If the single name given is the business name of the payee, as "Mason's," "Brentano's," "Johnson's Store," "Madam Saville"; Exceptions. —if single name is business name.

b. If the payee is designated only by an official title indicative of the capacity in which he is to receive payment, as "Receiver, U. S. Land Office," "Cashier, First National Bank"; —official titles.

c. If the payee is designated by a name adopted under membership in a religious order, the name and address being so combined as to clearly indicate the person intended, as "Sister Theresa, Academy of Visitation," "Brother Joseph, St. Anselmo's College." —names of members of religious orders.

Stations, etc., of offices, how designated.

3. All stations and substations are money-order offices, but the word "sub" will not be prefixed to the title, in money-order business, it having reference to the designation of the station for postal purposes alone. (See sec. 231.)

Orders not to be drawn on stations.

4. Money orders are not to be drawn on any station whatever. If, for example, an application be made for an order to be drawn on "Station A, Chicago, Ill.," the name of such station is not to so appear in the order, which is to be drawn on "Chicago, Ill."

—remitters to be advised.

5. Intending remitters will be informed, when such an application is made, that, as stations are merely parts of the main office, orders presented at stations may be cashed (the payees being identified) quite as readily as at the respective main offices. The object of the restriction is to cause all the advices, records, etc., to be concentrated at the main offices, where there are ample facilities for permanent preservation.

Spaces not used to be filled in with ~~~

6. When an order is issued for a sum less than one dollar, or for an amount in complete dollars, the space for "dollars" in the body of the order must be filled in with a waved line, so as to prevent any alteration in the amount, thus: "~~~~~~~~~~~~ dollars, 98 cents," or "five ~~~~~~~~~~~~ dollars." When issued for even dollars the space for cents will be filled in with the character #, and the same character will be used in the margin at the right when the order is drawn for less than one dollar.

Pencil not to be used.

7. The use of a pencil of any kind in issuing money orders is forbidden. Pen and ink must be used. The pen must be stiff enough to endure pressure sufficient to produce a legible carbon copy.

Record of money orders.
—to include all particulars, and subsequent action.

Sec. 987. Postmasters must promptly record in the "Register of money orders issued" all the particulars of orders issued at their offices, as shown by the applications therefor; and any subsequent action taken in reference to any of these orders will be noted opposite the entries thereof in the register under the head of "Remarks."

Note.

NOTE.—This section is not applicable to offices authorized by special order to use the "Filing system." See sec. 1122 as to "Register of money orders issued."

IV.—Errors and Changes.

Error before delivery to remitter.

Sec. 988. If an error in an order is discovered *before delivery to the remitter*, that order must not be corrected. The form bearing the next higher number must be filled in in its stead, as a new order, no additional fee being charged therefor, and the spoiled form and the corresponding advice treated as "Not issued." Any erasure, alteration, or change whatever of the particulars written in a money order is forbidden.

—not to be corrected.

—new form to be filled out.

Spoiled form "Not issued."

See sec. 1000 as to treatment of not issued orders.

Error after dispatch of advice.

Sec. 989. When, *after the dispatch of the advice*, the postmaster discovers that the order has been drawn upon an office not a money-order office, he must immediately dispatch to the postmaster at the office drawn upon a special notice, informing him of the error, and requesting the return of the advice; after which he must endeavor to recall and repay the order by a new order correctly drawn. And in this case, the original order having been actually issued, the fee for the new order must be paid by the postmaster, he being in fault because of failure to consult the list of money-order offices.

Advice to be immediately recalled.

Order to be recalled and repaid in form of new order.

Fee for new order to be paid by postmaster.

2. The same rule will be observed where an order is returned by the remitter or payee of his own accord, after the dispatch of the advice, on account of the office drawn upon not being a money-order office. If, however, the error be otherwise, the fee is also to be paid by the postmaster, if he made the error; by the remitter if the error was in the application.

Same rule where order returned by remitter or payee.

3. If the place of payment be incorrect and the office erroneously named is a money-order office (the postmaster being unable to recover the order from the remitter), the original advice should, nevertheless, *be forwarded to the office named therein*, accompanied, however, by an explanatory letter briefly reciting the facts. Record of the matter, showing name of office to which the advice was sent, should be entered upon the application and in the Register of Orders Issued. It is probable that the order might be sent by the payee to that office for collection. For example, an order drawn on *Brooklyn, N. Y.*, intended for a payee at *Brockport, N. Y.*, is forwarded by the payee through a bank to Brooklyn for collection.

When order is drawn on wrong money-order office and not recovered.

Error after delivery to remitter but before dispatch of advice.

Sec. 990. If, *after delivery* of an order to the remitter, *but before dispatch* of the advice, the postmaster

should discover that the order has been drawn upon an office which is not a money-order office, or that some other serious error has been made in the order, he should endeavor to recall and repay it, withholding the advice from dispatch. (See sec. 1021.)

—order to be recalled and repaid.
—advice to be withheld.

2. Should the order be subsequently presented by the remitter, prior to the rendering of the statement in which the order is described in consecutive number, the order and corresponding advice should be treated as "Not issued" and repaid in either of two ways, as the remitter may desire:

—order to be treated as "Not issued" and repaid to remitter—how.

If order repaid in money, fee to be refunded.

a. In money; in which case the fee must be refunded.

If repaid by new order, original fee to apply thereto.

b. In the form of a new order drawn upon such money-order office as the remitter may designate; in which case the fee already paid will be applied to the new order.

Same rule where order returned by remitter of own accord.

3. The same rule will be observed where an order is returned by the remitter of his own accord, before the dispatch of the advice, on account of the office drawn upon not being a money-order office, or for some other reason.

Where order returned after statement rendered.

4. If the order be not returned until after the statement is rendered, it must be treated in all respects as repaid, and the fee debited.

Note.

NOTE.—If treated as "not issued" after an entry of the amount has been made in the cash book, a corresponding credit entry should be interlined on the credit side—not, however, to appear in the statement.

Order to be repaid to payee only in form of new order, and treated as "Not issued."

5. Should the order duly receipted be returned by the payee before the dispatch of the advice, such order and the corresponding advice must be treated as "Not issued" and replaced by a new order, drawn upon such money-order office as the payee may designate, and sent to him without charge for postage. And in such case the fee already paid will apply to the new order.

Original fee to apply to new order.

See secs. 1021 to 1023 as to repaid orders.

Request for change in place of payment before dispatch of advice.
—by remitter.

Sec. 991. If, before dispatch of the advice, an order is returned by the remitter with a request for a change in the place of payment, such order and the corresponding advice will be treated as "Not issued" (see sec. 1000), and a new order issued in its stead, drawn upon such office as the remitter may designate, the fee already paid being applied thereto; a new application is, however, to be filed.

First order treated as "Not issued."

Fee to be applied to new order.

Same rule, where order returned by payee.

2. The same rule will be observed where an order is returned by the payee, before dispatch of the advice, with a request for a change in the office of payment.

Request for change in place of payment after dispatch of advice. R. S., § 4038.

Sec. 992. After a money order has been issued, if the purchaser desires to have it modified or changed, the postmaster who issued the order shall take it back and issue another in lieu of it, for which a new fee shall be exacted.

—by remitter.

Original order must be receipted and surrendered.

2. If, after the dispatch of the advice and during the period of validity (see sec. 1035), an order is returned by the *remitter* with a request for a change in the place of payment, the postmaster shall first require that it be duly receipted, and will then issue a new order in its stead, drawn upon such money-order office as the remitter may designate, exacting the usual fee therefor.

New order issued—fee to be paid by remitter.

—by payee.

3. The same rule must be applied in case the order is returned by the *payee* during a like period with a request for a change in the place of payment.

In either case notice of repayment and recall of advice to office first drawn upon.

4. In either of the above cases the postmaster must transmit, by the first mail, a special notice (Form 6036) to the postmaster at the office first drawn upon, informing him of such repayment and requesting the return of the advice.

See sec. 1014 as to treatment of advice of first order where new order issued to change place of payment; see sec. 1127 as to attaching recalled advices to statements.

V.—Advices—Original and Duplicate.

Advices—original. R. S., § 4035.

Sec. 993. The postmaster issuing a money order shall send a notice thereof by mail, without delay, to the postmaster on whom it is drawn.

—how made out.

2. The advice of an order will be filled in, except the name of remitter and address of payee, by means of carbon paper, at the time the order is written. (See sec. 985.) The name of the remitter and address of payee, as shown in the application, should be added to the advice with pen and ink.

—dispatched by first mail.

3. The advice will be stamped with the "M. O. B." stamp and dispatched in a sealed envelope to the office of payment by first mail.

—when order is drawn upon office of issue.

4. When the order is drawn upon the office of issue the advice must be filed among the unpaid advices, and treated exactly as though it were regularly received from another office. (See sec. 976.)

—when spoiled, spare advice to be used.

5. If an original advice is spoiled, the words "Not issued" must be written across it and one of the spare advices, headed "Second advice" (Form 6006), substi-

tuted, by changing the heading to "First advice;" and in such case both advices should be fastened together and mailed to the office of payment.

Both advices to be mailed to office of payment.

6. When a postmaster has no carbon paper, or when the reproduction is not distinct, or is illegible, an advice should be made out separately with pen and ink on one of the forms headed "Second advice" (Form 6006), the heading being changed to "First advice," which should be attached to the original advice form, and both mailed to the office of payment. An attempt to trace an illegible advice with either pencil or pen must not be made.

—to be made on spare advice where carbon can not be had.

7. Where the corresponding order of an advice is cancelled for any reason, such advice must not be used, but will be endorsed "Not issued" and disposed of in the same manner as the order. (See secs. 999 and 1000.)

—to be cancelled when corresponding order not used.

8. The order becomes actually "issued" at the moment of dispatching the advice to the office of payment.

Order actually "issued" when advice is dispatched.

Advices—second or "duplicate."

Sec. 994. When a second (duplicate) advice is required where the original advice is reported not to have reached its destination, or when it is necessary to furnish additional information regarding any reported discrepancy in number, name of payee, or amount, one of the spare advice forms headed "Second advice" (Form 6006) must be used.

—when necessary.

Letter of inquiry.

2. Whenever the issuing postmaster receives a "Letter of inquiry" from the office drawn upon, in case of "discrepancy between the advice and the statement of the payee," he will carefully examine the original application, and if it agrees with the statement of the payee, or holder, make out a second advice from the application. If, however, the application agrees with the first advice, the issuing postmaster will, when practicable, ascertain from the remitter what correction, if any, is required in the application, and draw the second advice accordingly.

Discrepancies in original advice.

No discrepancies.

Remitter to request correction, when.

3. The postmaster drawn upon also, when the name given in the advice differs from that of the person claiming to be the payee, should advise the holder to write to the remitter, requesting the latter to make such amendment as may be necessary in the application, so as to enable the issuing postmaster to furnish a correct advice. In case the remitter can not be readily found, the postmaster will simply draw, in accordance with

When remitter can not be found.

the particulars contained in the application, a second advice, and write thereon the words REMITTER NOT FOUND, adding thereto any information he may have regarding the matter.

Note.

NOTE.—The *remitter's application* must always be examined for the correct particulars of an order. Special caution should be taken to see whether the remitter's application was for an order to be drawn on the office from which the inquiry was received. A second advice must not be sent to any office other than that named in remitter's application. Whenever a second advice is issued always note that fact in the application as follows: Second advice sent to (Office)—(date).

VI.—MONEY-ORDER DATING STAMPS, AND SIGNATURES TO MONEY ORDERS.

"M. O. B." stamps.

Sec. 995. A special dating stamp, known as the "M. O. B." stamp, will be furnished by the Department to postmasters for stamping money orders and advices. This stamp bears the name of the post-office and the State or Territory, and the letters "M. O. B." (money-order business) arranged in a circle, with the date in the center.

—how supplied.

—description of.

2. The M. O. B. stamp is also to be used upon requisitions for books, blanks, and other money-order supplies.

—to be used upon requisitions for supplies.

3. The M. O. B. stamp must never be used in stamping envelopes.

—not to be used in stamping envelopes.

4. When a M. O. B. stamp is lost, stolen, or destroyed, the ordinary postmarking stamp may be used temporarily.

—when lost, stolen, or destroyed, ordinary stamp may be used.

Signature of postmaster to orders.

Sec. 996. Postmasters may authorize any clerks employed in their offices to sign their names to money orders and advices. The name of the postmaster must be written, not stamped, and underneath it the clerk will put his own initials.

—by clerks, may be authorized.

—how written.

Acting postmasters, signatures of.

2. Acting postmasters may authorize clerks in their offices to sign their names to money orders and advices the same as postmasters.

Signing of orders when assistant postmaster or clerk in charge of office.

3. Where an assistant postmaster, or other clerk designated by the postmaster, is in charge of the post-office during the temporary absence or sickness of the postmaster, or upon his death or resignation before an acting postmaster takes charge, all money orders should be signed in the name of the postmaster the same as if he were present. An assistant postmaster or clerk designated by the postmaster may, while in

—to be in name of postmaster.

charge of the office, select the clerks that shall be authorized to issue and sign money orders.

Note.

NOTE.—Where a clerk is authorized to sign the name of the postmaster to money orders, the postmaster and his sureties are responsible for any loss to the Government by the improper exercise of such authority. (See secs. 238 and 313.) See sec. 245 as to acting postmasters; secs. 249 and 250 as to performance of duties of office during temporary absence of postmasters; sec. 285 as to signing of papers, etc., by assistant postmasters in name of postmaster.

VII.—TREATMENT OF MONEY-ORDER FORMS.

Money-order forms.
R. S., § 4034.
1894, Jan. 27, ch. 21, § 9, 2 Supp., 168.
No order valid unless on regular form.

Sec. 997. The Postmaster-General shall furnish money-order offices with printed or engraved forms for domestic money orders, * * * and no money order shall be valid unless drawn upon such form.

Note.

NOTE.—R. S., § 4034, as amended by the act of January 27, 1894, prescribed the forms for money orders, but this part of the section was repealed by the act of March 1, 1899 (ch. 327, § 5, 2 Supp. R. S., 959), which provided that "the Postmaster-General shall prescribe the forms for the issue of money orders." See sec. 1591 as to penalties for issue of advertisements, circulars, business or professional cards, etc., in likeness of money order.

Safety of forms.
—postmasters responsible for.

Sec. 998. Postmasters must keep their stock of blank money-order forms in their own custody, under lock and key, in some place of security to which unauthorized persons can not have access, and they will be held responsible for any loss which the Department may suffer arising from fraud made possible through a disregard of this regulation.

Blank forms.

Sec. 999. Forms for money orders, and advices with attached receipts, bear consecutive numbers for each money-order office.

—must be accounted for.

2. Every blank money-order form sent to a postmaster for issue at his office must be duly accounted for in its proper numerical order in the statements of money-order business transacted by him.

—examination of, for irregularities.

3. Books of money-order forms supplied to an office should be examined immediately upon receipt, and all irregularities therein reported promptly to the First Assistant Postmaster-General (Division of Money Orders).

—omitted.

4. Where a form is omitted from any book the postmaster will make a note of the fact opposite the proper consecutive number in the statement in which the order, if supplied, would have been reported as issued, and a similar note in the "Register of orders issued."

—defective or mutilated.

5. Where any form is defective or mutilated it will be treated with the corresponding advice and receipt as "Not issued."

6. Where two forms bear the same number one of them will be cancelled by writing across the face thereof the words "Number duplicated," and returned with the corresponding advice and receipt to the First Assistant Postmaster-General (Division of Money Orders). —duplicated.

Sec. 1000. A form is to be treated as "Not issued"— "Not issued" forms.

a. When a mistake is discovered in it *before it is delivered to the remitter;* —defined.

b. When a mistake is discovered in it after delivery to the remitter but before dispatch of the advice;

c. When a blank form or the corresponding advice is not fit for use through defective printing, mutilation, or disfiguration.

2. No fee will be charged for a "Not issued" order. —fee not chargeable for.

3. A form falling within any of the classes named above must be canceled by writing the words "Not issued" across the face of the form and the corresponding advice and receipt, and transmitted, together with such advice and receipt, to the Auditor for the Post-Office Department with the next statement, in which statement it must be entered in its proper numerical order, with the words "Not issued" written opposite the entry, the particulars being left blank. A similar entry must be made in the register of money orders issued. —how disposed of.

See sec. 1128 as to attaching "Not issued" forms to accounts.

CHAPTER 3.

PAYMENT OF DOMESTIC MONEY ORDERS.

I.—General Provisions.

Sec. 1001. Postmasters will provide as far as possible against delay in the payment of money orders on presentation. Prompt payment of orders.

2. Should a postmaster who has sufficient funds, whether arising from the issue of money orders or from postal receipts, in his hands, refuse to pay money orders drawn upon his office, such refusal will be deemed cause for removal, as will also failure to make Refusal to pay when funds sufficient deemed cause for removal.

Failure to make prompt application for draft.

prompt application to the Post-Office Department for a draft when necessary for the payment of orders.

See sec. 1100 as to transfer of postal funds to money-order account; secs. 1103 to 1105 as to applications for drafts for payment of money orders and credit on New York; sec. 1106 as to supplying funds at stations.

Payment in advance of receipt of advice.

Sec. 1002. Cashing of money orders in advance of the receipt of the corresponding original or second advice may be made—

—when specific authority given by Department.

a. When the Department gives authority therefor in specific cases;

—when order is presented by responsible person.

b. When the order is plainly drawn upon the office receiving it, bears no evidence of erasures or alterations, and is presented by a responsible person.

—not to be credited until advice received.

2. In either case the order is not to be considered as paid until the original or second advice shall be received, when formal credit may be taken for the payment. The date when the amount is advanced will be indicated by so stamping the *back* of the order; the date when formal credit is taken by so stamping the *face* of the order.

Payment of orders forbidden at office not drawn upon.

Sec. 1003. Postmasters must not pay orders not drawn upon their own offices, and must not cash them except when a mistake has evidently been made by the issuing office in drawing the order upon an office not

—exception, where evident error.

authorized to transact money-order business; upon an office that does not exist; or in writing the name of office, State or Territory drawn upon. In either such case the order may be cashed and transmitted to the superintendent of money order system for reissue under the provisions of section 981. In case the advice corresponding to such an order shall have been received such advice must be pinned to and forwarded with the order, but in no case may a postmaster request the advice of an order drawn on another office.

Exception inapplicable to second advice.

2. In such a case payment may not be made upon a *second* advice at any office other than that named in the order as the office of payment.

Precautions in paying orders.

Examination of order and advice.

Sec. 1004. When a money order is presented for payment the postmaster must examine it to see that it is properly drawn, signed, and stamped; that it corre-

Signature of payee or person authorized to receive payment.

sponds exactly with the advice, and that it is signed by the payee or by the person authorized by the payee to receive payment. The signature must be that of the person who presents and receives payment of the order.

Identification of applicant for payment.

2. Unless the applicant for payment is personally known by the postmaster or paying clerk to be the

rightful owner of the order, he should be required to prove his identity. (See section 980 as to payee who is also remitter.)

Responsibility of paying postmaster for wrong payment.

3. If an order be paid to the wrong person through lack of precaution on the part of the postmaster, the latter will be held accountable for the amount of the order.

Amount not to be paid until original order or duplicate is received.

4. The amount of an order must not be paid until the original order, or a duplicate thereof issued by the Department, is presented.

If applicant unable to write.

5. If the payee or the person applying for payment be unable to write, his mark must be witnessed in writing, in the presence of the postmaster, by a person known to the latter. Neither the postmaster nor the paying clerk is permitted to act as witness.

Postmaster not to act as witness.

When payee is a society or corporation.

6. When the payee is a society or corporation, the person who has authority to receive payment of moneys due such payee should receipt the order in his official capacity, and, if occasion arises, the postmaster may require satisfactory proof of such authority.

Stamped signature in receipt may be authorized by First Assistant Postmaster-General.

7. The use of a stamped signature in receipt may be authorized by the First Assistant Postmaster-General, upon request by a business house, provided an agreement be duly executed and filed whereby the payee becomes responsible for the unauthorized use of such stamp, and when orders bearing such stamped signature are deposited in a bank for collection.

Paid money orders to be stamped and recorded.

Sec. 1005. After payment of an order the date of payment must immediately be stamped upon the order and advice, and also entered opposite the record of the latter in the register of advices received.

See sec. 1128 as to attaching paid orders to accounts as vouchers.

Department not responsible after payment.

Sec. 1006. After an order has once been paid at a money-order office, by whomsoever presented, the Department will not be liable to any further claim therefor, but in case of wrong payment it will endeavor to recover the amount for the owner, provided such wrong payment was not brought about through the fault of the *remitter, payee, or endorsee.*

Recovery of amount in case of wrong payment.

II.—Payment of Orders to Other than Payees.

Transfer of orders.
R. S., § 4037.
—upon payee's indorsement.

Sec. 1007. The payee of a money order may, by his written indorsement thereon, direct it to [be] paid to any other person, and the postmaster on whom it is drawn shall pay the same to

the person thus designated, provided he shall furnish such proof as the Postmaster-General may prescribe that the indorsement is genuine, and that he is the person empowered to receive payment; but more than one indorsement shall render an order invalid and not payable, and the holder, to obtain payment, must apply in writing to the Postmaster-General for a new order in lieu thereof, returning the original order, and making such proof of the genuineness of the indorsements as the Postmaster-General may require.

More than one indorsement invalidates order.

When order is invalidated by indorsements, how secured.

See sec. 1030 as to payment by duplicate of order invalidated by more than one indorsement.

Payment to others than persons named.

—on indorsement.

—on power of attorney or order.

Sec. 1008. A money order must not be paid to a second person without written transfer or indorsement of the same to such person, by the payee, in the prescribed form provided on the order, unless the payee has, by a duly executed power of attorney, designated and appointed some person to collect moneys due or to become due him (in which case the attorney should be required, before payment is made to him, to file at the office of payment a certified copy of such power of attorney), or unless the payee has given a separate written order, addressed to the postmaster at the office drawn upon, and filed with the latter, authorizing payment to another person, and designating such person by name as the one to receive payment of and to receipt for any specified order, or for all orders payable by the same postmaster to the payee.

—upon assignment.

2. When a person or firm makes an assignment, and the assignor intends that money orders payable to him shall be paid to the assignee, he should execute a power of attorney, or give such written order separate from the instrument of assignment, to be filed in the post-office. The person receiving payment as attorney, or as agent designated in separate written order, should receipt the money order as such, indicating beneath his signature the capacity in which he acts.

—in case of death of payee.

3. In case of the death of the payee the money order is to be paid to his "legal representative," whether executor or administrator, who should be required to present to the paying postmaster satisfactory evidence of his authority to act in such capacity, and to sign the receipt to the money order as executor or administrator, as the case may be.

—to concern which has ceased to exist.

4. A money order payable to a firm, bank, or company which has ceased to exist must be paid to the legal representative thereof.

Bank indorsements.

5. The stamp impressions which banks ordinarily place upon orders left with or sent to them for collection, are not to be regarded as indorsements within the meaning of the law transferring ownership of the orders. (See note.)

Order presented by first indorsee.

6. If an order which has been indorsed twice or oftener is presented for payment by the *first indorsee* it may be paid to him if regular in all other respects; or if presented by the payee at the issuing or the paying office, it may be paid, and the inconsistent indorsements may but need not necessarily be stricken off.

Order presented by payee.

7. When an order is presented for payment by the payee, it is immaterial what signatures appear at the place for receipt or what indorsements there may be on the order; payment should be made if the order is otherwise regular and there is space for the payee to sign his name below or near the words "Received payment."

Unnecessary signatures may be crossed out.

8. In case of payment to the payee of an order variously receipted or indorsed, or both, inconsistent or unnecessary signatures or indorsements need not necessarily be crossed out.

Substitution of name written in error by payee or remitter.

9. The payee or the remitter of an order (but no one else) may be allowed to substitute any other name for one which he has already written by mistake in the body of a first indorsement thereon, and payment may be made on due presentation of the order by the person whose name has thus been substituted, if the order be not irregular in other respects.

Payments to banks.

10. When a money order purporting to have been *receipted* by the payee, or first indorsee, is deposited in a bank for collection, the postmaster at the office drawn upon may effect payment on due presentation of the same thereat by the bank, provided there be a clear understanding and guarantee on the part of the bank that the latter will refund the amount if it afterwards appear that the depositor was not the owner of the order. A money order thus paid should bear upon its back the impression of the stamp of the bank. The person receiving payment in the bank's behalf on a money order thus receipted, the signature of the payee or endorsee being left undisturbed, may, if the postmaster deem it advisable to secure such additional evidence of payment, be required to execute a separate manuscript receipt, to be filed with the advice.

Payment to remitter.

11. A money order may be paid to the original purchaser (remitter) thereof at the office on which it is drawn, if presented by him thereat, when that office is not the office of issue, provided it be a money-order office. (See sec. 1021.)

Note.

NOTE.—At offices where the "Clearing House system" is authorized, special instructions concerning the same will be given, which may modify or supersede the above section.

III.—WHEN PAYMENT OF ORDERS TO BE REFUSED.

Payment of orders withheld.

Sec. 1009. Payment of money orders must be withheld under the following circumstances:

—when order over one year old.

a. When the order is presented after the expiration of one year from the last day of the month of its issue. (See sec. 1035, as to payment of such orders.)

—when presented by second or subsequent indorsee.

b. When the person presenting the same is a second or subsequent indorsee. (See sec. 1030, as to payment of such orders; also, see sec. 1008, as to disregard of indorsements when presented by original payee; sec. 1021, by remitter, for payment.)

—when name given by payee differs from that in order and advice.

c. When the name given by the payee does not correspond with that given in the order and the advice. In such case the postmaster at the paying office must immediately address a letter of inquiry (Form 6006) to the issuing postmaster, giving full particulars; and pending the receipt of a second advice in response to such inquiry he should withhold payment. If the name given in the second advice disagrees with that entered in the body of the order, but is that of the person or firm claiming to be the payee, the postmaster, upon payment to such person or firm, should write or stamp across the back of the order the words "Paid in accordance with second advice."

—when stamp of issuing office and date missing.

d. When the stamp of the issuing office is missing from the order. In such case the paying postmaster must immediately address a letter of inquiry (Form 6006) to the issuing postmaster, as in the preceding paragraph, provided the order and advice both are regular in all other respects. In a case of the kind first stated, pending the receipt of the second advice properly stamped and dated, the postmaster may, if the payee is known to him to be a responsible person, advance the amount of the order, holding the receipted order as a corresponding amount in cash.

e. When the amount named in figures in the margin of the order differs from that named in the body of the order or of the advice. Under no circumstances can an order be made a voucher for a larger amount than that written in full in the body, or indicated by the figures on the right-hand margin thereof; but in any case of discrepancy between the amount written in the body of the order and the amount indicated by the figures in the margin payment may be made on due presentation after receipt of a second advice naming either of those amounts, if the order be not otherwise irregular. Pending the receipt of the second advice in such case, the smaller amount may be paid, if the payee so desires. In such event the paying postmaster should take from the payee a manuscript receipt for the amount paid in advance, and should hold the same (with the order) as representing a corresponding sum in cash until the second advice is received. The formal receipt of the payee for the true amount should then be obtained on the order itself, and the same should be forwarded in the usual way, as the voucher, with the statement in which credit is taken for the payment. Across the back thereof, before it is thus forwarded, the paying postmaster should write or stamp a statement of the amount paid, thus, "Paid $———, in accordance with second advice." —if amounts dissimilar, and second advice names either sum.

f. If the amount named and repeated in the order is greater than the amount named in the advice (which may be the case when the advice is not filled in by the carbon process and a second advice used instead), the smaller amount may be paid at once if the payee desires it, the postmaster taking a receipt from the payee for the amount thus paid, and holding the same (with the order) as cash on hand until the second advice is received and the formal receipt of the payee for the true amount is obtained on the order itself. If the amount named in the second advice and paid be less than the amount originally named in the order, the paying postmaster should, before forwarding the order to the Department as a voucher, write or stamp across its back the words, "Paid $———, in accordance with second advice," naming the true amount. —if amounts not similar, and advice names greater amount.

g. When the amount named and repeated in an order is less than the amount named in the advice (which also may be the case when the advice is not filled in by the carbon —if amounts not similar, and advice names less amount.

process, and a second advice used instead), application must immediately be made for a second advice, but the smaller amount may be paid, and the payee's receipt taken on the order, at once. Across the back of the original advice, upon payment, should be written or stamped the words, "Paid $———, the amount named in order." Credit should then also be taken for the amount paid, and the order should be forwarded with the next statement as a voucher for that amount. If the second advice, when received in such case, agrees with the original advice in naming the larger amount, the postmaster should report the case by letter, inclosing both advices, to the First Assistant Postmaster-General (Division of Money Orders), so that the Department may direct the issue of an additional order for the difference between the amount named in the original order and the advices thereof.

—when allegations of fraud in obtaining of order.

h. When request is made, by the issuing postmaster or by the remitter, that payment be withheld for sufficient time to enable the remitter to furnish the paying postmaster with proof that the order was purchased by him through false representations or other fraudulent action of the payee, who is furthermore alleged by him to be engaged in conducting a scheme or device for obtaining money through the mails by means of false or fraudulent pretenses, representations, or promises, the case, together with the proof furnished, must be forwarded to the First Assistant Postmaster-General (Division of Money Orders), so that the Postmaster-General may, if the evidence is satisfactory to him, forbid the payment of all orders drawn to the order of said payee, as provided in sec. 1010. Where the payment of a money order is not forbidden by the Postmaster-General, under the provisions of sec.—, the payee is entitled to payment, "notwithstanding the protest of the remitter of the money order; and the remitter of a money order can not forbid the payment of it by any notice to the postoffice at which it is made payable before it has been paid."

Payment of money orders to persons or concerns conducting fraudulent schemes, lotteries, etc.
R. S., § 4041.
1890, Sept. 19, ch. 908, § 3, 1 Supp., 804.

Sec. 1010. The Postmaster-General may, upon evidence satisfactory to him that any person or company is engaged in conducting any lottery, gift enterprise, or scheme for the distribution of money, or of any real or personal property by lot, chance, or drawing of any kind, or that any person or company is conducting any other scheme for obtaining money or property of any kind through the mails by means of false or fraudulent pretenses, representa-

tions, or promises, forbid the payment by any postmaster to said person or company of any postal money-orders drawn to his or its order, or in his or its favor, or to the agent of any such person or company, whether such agent is acting as an individual or as a firm, bank, corporation, or association of any kind, and may provide by regulation for the return to the remitters of the sums named in such money-orders. But this shall not authorize any person to open any letter not addressed to himself. The public advertisement by such person or company so conducting any such lottery, gift enterprise, scheme, or device, that remittances for the same may be made by means of postal money-orders to any other person, firm, bank, corporation, or association named therein shall be held to be prima facie evidence of the existence of said agency by all the parties named therein; but the Postmaster-General shall not be precluded from ascertaining the existence of such agency in any other legal way.

—may be forbidden, when.

—orders payable to agents may be included.

Amount of orders to be returned to remitters.

What constitutes evidence of agency.

Note.

NOTE.—Sec. 1 of the act of March 2, 1895 (ch. 191, 2 Supp. R. S., 435), provides for the punishment of any person who shall cause to be brought into the United States for the purpose of disposing of the same, etc., or shall cause to be carried from one State to another, any lottery ticket or advertisement (see sec. 1620); and sec. 2 of said act provides that sec. 4041, as amended, "shall apply in support, aid, and furtherance of the enforcement of this act." See sec. 889 as to return to writers of registered letters addressed to persons or concerns conducting lotteries or fraudulent enterprises; sec. 499 as to punishment for mailing lottery matter; secs. 499 and 1617 as to mailing fraudulent matter; sec. 1070 as to international money orders.

Payment by issue of a new order.

Sec. 1011. When a postmaster receives by mail a letter containing a domestic order drawn upon him, purporting to be receipted on the face by the payee thereof, or to be made payable to such postmaster by the indorsement of the payee, with a request to transmit to the payee by mail, *in money or by draft*, the amount of the order, the postmaster should decline to comply with this request, and should notify the payee that he will, however, if desired, issue a new order, *drawn in favor of the latter*, at any money-order office which he may designate, for the same amount, less the fee for the new money order. Across the back of the advice of this new order should be written a statement of the transaction after this form:

—at request of payee.

Drawn in lieu of order No. ——. Issued at ———, on this office, ———, 190—. Remitter, ———. Sent to this office, purporting to be receipted by the payee (or *indorsed by the payee to me*, as the case may be), for issue of new order in his favor.

——— ———,
Postmaster.

If payee declines new order.

2. If the payee declines, in a case of this kind, to give his consent to the issue of a new order in his favor, the postmaster will send back to him the receipted or indorsed order.

Payment by new order, at request of indorsee.

3. If the order is sent by the indorsee with request for a new order, the postmaster, unless satisfied of the genuineness of the signature of the payee to the indorsement, must return the order to the sender, advising him that his request will be complied with if he will have the signature guaranteed by the postmaster where he resides. Such guarantee should be written on the back of the order, thus: "Endorsement guaranteed, ———, P. M. ——— ———," followed by the stamp of the office.

Signature to be guaranteed.

IV.—Advices.

Defects in advices.

Sec. 1012. Every advice should be examined by the postmaster, immediately upon receipt, to ascertain whether it is drawn upon his office. If it is not so drawn, he should write the word "Missent" at the upper margin of the advice, stamp the face with the M. O. B. stamp, and mail it to its proper destination.

Missent advices—to be stamped and forwarded.

Advices not drawn on money-order offices, how treated.

2. Advices drawn on offices that are not authorized to transact money-order business, or on offices that do not exist, must be endorsed "Not a M. O. office," or "No such office," and returned to issuing office.

Delayed advices—how treated.

3. If an advice bears a date indicating unusual delay in its receipt, the postmaster should ascertain whether there is among the paid advices a second advice upon which payment has already been made. If such paid advice be found it should be attached to the original advice and filed without further action.

Advices drawn on "second advice" form not accompanied by original form, how treated.

4. Where an advice is received in the first instance drawn upon a "second advice" (Form 6006), and the original advice form is not attached, the postmaster at the office of issue should be requested to forward the same, as provided in section 993, which should be attached to the advice and filed with it. Where the advice is otherwise correct payment should not be withheld on account of failure to attach the original advice form.

Missing advice.

Sec. 1013. Upon presentation for payment of a money order, the advice for which has not been received, a letter of inquiry (Form 6006) must be addressed to the issuing postmaster, and a record of the date made in the space provided for that purpose on the dummy advice (Form 6647).

—Inquiry for.

Examination of files upon receipt of second advice.

2. Upon receipt of a second advice, the register and the file of paid and unpaid advices must be carefully

examined to see whether an original, or a second advice corresponding thereto, has not already been received. This precaution should be observed *in every case*, even though the advice be the result of a letter of inquiry to the issuing office.

When second advice received for which no original is on file.

3. When a second advice is received, of which there is no original on file, it must be treated as if it were the original advice.

When second advice gives name of another office as place of payment.

4. If a second advice is received which gives the name of another office as that drawn on, the facts must be reported to the First Assistant Postmaster-General (Division of Money Orders), and instructions awaited.

Advice of order where office of payment changed by new order, how treated.

Sec. 1014. Where the office upon which drawn is changed by the issue of a new order, as provided in section 992, the advice of the first order will be treated the same as the advice of a paid order.

Correspondence part of advice.

Sec. 1015. The correspondence regarding an order is a part of the official record, and should be attached to the advice. Employees must not destroy such correspondence until the advice of which it forms a part is destroyed under the provisions of section 1018.

—not to be destroyed.

Second advice to be entered when received.

Sec. 1016. Where a *second* advice is received, correcting the name of payee, or amount of the original advice, the entry of the latter in the register should be altered accordingly, and the second advice should be attached to the original and placed on file.

Advices to be filed.

Sec. 1017. As soon as practicable after the close of each day's business, all advices received during the day must be arranged and filed in alphabetical order, according to the State and name of the issuing post-office, so that, whenever needed, they may be referred to without difficulty. The advices of paid orders must be kept separately from the advices of unpaid orders.

—paid and unpaid to be filed separately.

Paid advices.

Sec. 1018. Paid advices should be retained on file for a term of four years, at the expiration of which time they may be disposed of as "waste paper." (See sec. 357.)

—how disposed of.

See sec. 1132 as to report of unpaid advices more than one year old.

V.—Unclaimed Money Orders.

Unclaimed money orders.

Sec. 1019. Once in the course of each week postmasters must make examination of the dates of all *unpaid* advices in their possession, and in every case where an order has remained unpaid for the space of two

Notice to payee.

weeks or more the postmaster must notify the payee (Form 6075) that there is on file an advice of an unpaid order in his favor purchased by ——— (the remitter), at ——— (the issuing office), and request him to present the order for payment, or, if he has not received it, to communicate with the remitter and ask him to forward it, or, in the event of its loss, to make application, through the issuing office, for a duplicate. A record of every such notice, giving the date, must be made on the back of the advice and opposite the original entry of the order in the "Register of Advices Received."

Record of notice.

Notice to issuing postmaster and to remitter.

2. At the end of the following week, if meanwhile the order shall not have been presented, the postmaster at the office upon which the order is drawn will address the issuing postmaster (Form 6089), advising him of the fact of nonpayment, and requesting him to communicate with the remitter, and cause the latter, if the order is still in his possession, to present it for repayment or forward it to the payee; or, if it has already been mailed to the payee, to write to the latter and urge him to present it for payment. Upon receipt of such letter (to which reply must be made within 10 days of receipt) the issuing postmaster will *at once* communicate with the remitter (Form 6092), inclosing an addressed official penalty envelope for reply.

Second notice to issuing postmaster and to remitter.

3. The date of dispatch of Form 6089 must be noted on the advice; and if a reply thereto shall not have been received within twenty days from that date the paying postmaster, unless the order shall have been presented meanwhile, will fill in another such notice, marking the same "Second Request," and will forward it, with a statement of the facts, to the First Assistant Postmaster-General (Division of Money Orders) for transmission to the issuing postmaster. For orders issued in Alaska, Hawaii, Porto Rico, or remote points in United States a longer period must be allowed.

If order is lost, remitter to apply for duplicate.

4. In case it appear that the order has been lost, in transit or otherwise, the remitter should make application for a duplicate, in accordance with section 1025.

If remitter can not be found, payee to apply for duplicate.

5. *If it appear from the reply made by the issuing postmaster on Form 6089 that the remitter can not be found*, the paying postmaster may, without further delay, if he knows the payee personally, or is satisfied as to his identity, receive and forward his application

for a duplicate (sec. 1025) to be issued in his own favor, and will at once send him notice to that effect (Form 6075), changing the request therein so that it shall read, "*You are hereby requested to present the corresponding order for payment, if it be in your possession, or if you have not received it, to make application through this office for a duplicate.*"

When payee may not apply for duplicate.

6. If the payee, after notice of unpaid advice shall have been sent him, make application on his own account for a duplicate thereof, the postmaster will decline to receive such application, and request him to cause application to be made through the issuing office by the remitter, unless the payee can produce satisfactory evidence that the original was actually mailed to him by the remitter and lost; but these instructions shall not preclude the payee from making voluntary application for duplicate, to be drawn in his own favor, before he shall have been notified of unpaid advice.

When payee may, in any event, apply for duplicate.

7. At the end of two months from the date of issue of the order, if application for duplicate shall not have been made by the remitter, such application may be received from the payee by the postmaster at the office of payment. The Post-Office Department, however, reserves the right in all cases, before issuing a duplicate of a lost order to the payee, to exact from him a bond of indemnity in a penal sum double the amount of the order, the condition of such bond being that if after payment of a duplicate issued to the payee any other person shall establish a valid adverse claim to the original order, the amount paid on the duplicate shall be refunded by the payee to the Post-Office Department upon demand.

Bond of indemnity.

See sec. 1132 as to monthly statement of unpaid advices more than one year old.

Contents of advices not to be revealed.

Sec. 1020. Except as provided for in the preceding section, postmasters and their clerks are forbidden to reveal to any person the information contained in advices in their possession of orders drawn upon their respective offices.

CHAPTER 4.

REPAYMENT OF, AND DUPLICATE, MONEY ORDERS. PAYMENT OF INVALID ORDERS BY WARRANT.

I.—Repayment of Domestic Orders.

Repayment upon application of remitter. R. S., § 4039. Fee not to be returned.

Sec. 1021. The postmaster issuing a money order shall repay the amount of it upon the application of the person who obtained it, and the return of the order; but the fee paid for it shall not be returned.

Conditions upon which repayment will be made.

2. An order upon which repayment is requested will be duly receipted; must be presented within one year from the last day of the month of its issue, and shall not bear more than one endorsement, and it may not then be repaid if a duplicate of it has been issued. See sec. 1035 as to repayment of orders more than one year old. Repayment may be effected upon presentation of order without awaiting the return of the advice.

Where endorsements erased.

3. If an order which has been endorsed twice or oftener is presented by the remitter at the issuing office for repayment, with all the endorsements stricken off, it may be repaid. (See sec. 1008.)

Endorsements and signatures immaterial.

4. Where an order is presented for repayment by the remitter it is immaterial what signatures appear at the place for receipt or what endorsements there may be on the order; repayment should be made if the order is otherwise regular and there is space for the remitter to sign his name below or near the words "Received payment."

—may be crossed out.

5. In case of repayment of an order variously receipted or endorsed, or both, inconsistent or unnecessary signatures or endorsements may be crossed out with the pen.

Recall of letters of advice.

6. The issuing postmaster upon repayment of any order will at once dispatch a special notice (Form 6036), advising the postmaster at the office drawn upon of the fact and date of repayment of such order, and *requesting the return of the advice thereof.* The postmaster drawn upon must at once comply with such request. If two or more advices of the same repaid order have been received, all of them must be returned at the same time. The advice, if drawn on a money-order office, must not be recalled until repayment has been actually effected.

Certificate in lieu of letter of advice lost.

7. If the original advice of the repaid order has been lost, the certificate to that effect (Form 6028) of the postmaster at the office drawn upon must be substituted therefor, and in such case it will be his duty to furnish the issuing postmaster, on receipt of notice of repayment of the order, with such certificate.

Certificate in case of letter of advice not received.

8. If the original advice has not been received at the paying office, the postmaster must give his certificate (Form 6028) and make full entry in the register of the particulars of the order, together with the record of repayment, in the same manner as if the advice had been regularly received. In a case of this kind the postmaster must be careful to see that the "Notice of repayment" is addressed to his office, before giving the certificate, as it may have been missent.

Repaid order not complete voucher, except.

9. A repaid order will not be accepted as a complete voucher unless accompanied by the advice thereof, or the proper certificate of loss in the form above prescribed.

Credit for repayment.

10. The *actual date of repayment* must be stamped on the back of the order; but credit for the repayment must not be taken until the corresponding advice shall have been recalled and received, or, in case of loss of the advice, until the required certificate of loss shall have been received from the office drawn upon, and the date shall have been stamped on the face of the order in the space provided therefor. The advice or certificate should then be attached to the repaid order and forwarded to the Auditor for the Post-Office Department with the statement in which credit for the repayment is claimed.

—in case advice or certificate not received.

11. If the advice has not been returned or a certificate of its loss furnished before rendition of the statement for the period within which the repayment was made, the repaid order must be regarded as part of the "cash on hand," and the amount thereof thus accounted for in that statement.

Entry in statement.

12. When the amount reported in the statement as "cash on hand" includes the amount of a repaid order, the postmaster should make a note to that effect on the margin of the statement, giving the amount of the order.

See sec. 1128 as to attaching advices of repaid orders to accounts. See current annual Postal Guide for instructions in connection with Philippine Islands and Rural Free-Delivery Money-Order Service.

Repayment to other than remitter.

Sec. 1022. Every order repaid should be presented by the remitter or person who procured it. But if he should be unable to present it in person repayment can be made to another party, in which case the remitter will fill in the indorsement upon the back with the name of the person to whom he wishes the repayment made, and sign his own name thereto, substituting the word "Remitter" for that of "Payee" where the latter occurs. Postmasters must, however, exercise the greatest caution in repaying an order to a second person.

—may be made upon indorsement.

—in case of payee or indorsee, how made.

2. It may occasionally happen that an order is presented for payment at the office of issue by the *payee* or indorsee. The issuing postmaster is at liberty to pay the order in such case, and treat it as "Repaid," provided he is satisfied as to the identity of the payee, or the genuineness of the signature of the payee to the indorsement, as the case may be. (See sec. 1008.)

—in case of, how orders to be indorsed.

3. Across the back of orders repaid in accordance with the terms of this section should be written these words: REPAID TO THE INDORSEE, OR PAYEE, as the case may be, and a special "Notice of repayment" should be forwarded to the office on which the order was drawn.

Record of repaid orders.

Sec. 1023. In the column of "Remarks" in the "Register of Orders Issued," against the particulars of every repaid order, and across the face of the remitter's application, the postmaster should write the date of payment and the words "Repaid to remitter," "Repaid to indorsee," or "Repaid to payee," as the case may be; and in the column of remarks in his "Register of Advices Received," the postmaster who receives a special notice of repayment of an order by the issuing postmaster will write the words "Repaid at———" (naming the place and date) "to remitter," "to indorsee," or "to payee," as the case may be. A like inscription must also be written on the original advice, which must be promptly mailed to the office of issue.

—at office of issue.

—at office drawn upon.

Return of advice to office of issue.

See sec. 1122 as to "Register of Orders Issued."

II.—APPLICATIONS FOR, AND ISSUE OF, DUPLICATE ORDERS.

Lost valid orders.
R. S., § 4040.
1894, Jan. 27, ch. 21, § 11, 2 Supp., 169.

Sec. 1024. Whenever a money order has been lost within one year from the last day of the month of issue the Postmaster-General, upon the application of the remitter or payee of such order, may cause a duplicate thereof to be issued, without charge, provid-

—payment of by duplicate.

ng the person losing the original shall furnish a certificate from the postmaster by whom it was payable that it has not been, and will not thereafter be, paid; and a similar certificate from the postmaster by whom it was issued that it has not been, and will not thereafter be, repaid. Certificate of issuing and paying postmasters.

NOTE.—The part of the above act of Jan. 27, 1894, relating to payment by warrant of money orders that have not been paid within one year, is given in sec. 1035. Note.

Sec. 1025. An application for a duplicate of a lost money order may be received by either the issuing or the paying postmaster, within one year from the last day of the month of issue of such order. Such application should be made on Form 6002, and should be filled in by the postmaster, who, after signing the certificate on the back, will mail it to the postmaster at the office of issue, or of payment, as the case may be, for his certificate, after which it should be sent direct to the First Assistant Postmaster-General (Division of Money Orders). **Duplicate of lost valid orders.** —application for, how made.

See sec. 1035 as to applications for warrant where orders more than one year old.

2. A duplicate in lieu of a lost order can be made payable only to the payee, or, in case of indorsement, to the indorsee of the original, unless the written consent of the payee or indorsee to the repayment of the order, by duplicate to the remitter, shall have been obtained by the latter or by the postmaster upon whom it was drawn, and duly filed in the Department. Duplicate payable to whom. Consent of payee or indorsee.

3. The written consent of a payee or indorsee to the repayment by duplicate of a lost order must bear a certificate as to its genuineness from the postmaster at the place where the payee resides. Issuing and paying postmasters must aid the remitter, as far as they may be able, in obtaining the consent required by this section. If the payee or indorsee is dead, the written consent of his legal representative must be obtained, who should be required to exhibit to the postmaster who certifies to such consent the proper documentary evidence of his authority to act in that capacity. If the payee or indorsee, or his legal representative, can not, after the lapse of a reasonable time, be found, satisfactory evidence of that fact should be forwarded to the Department, with application for duplicate, if he desires repayment. A blank bond of indemnity, in a penal sum of double the amount of the lost order, will then, if necessary, be sent the remitter, to Certificate of genuineness of such consent. If payee is dead. Bond of indemnity.

be executed and returned to the Department, the condition of such bond being that if, after the issue and payment of a duplicate to the remitter, any other person establishes a valid adverse claim to the original order, the amount so paid by duplicate shall be refunded to the Department upon demand.

Application for duplicate orders at paying office.

Sec. 1026. When an application for a duplicate money order is made or received at the paying office, the postmaster must, before certifying to nonpayment,

Examination and comparison.

examine all entries in the register of advices received subsequent to and including the date on which the order was issued, to ascertain if the original order has been paid, and special care should be taken to see that the number of the order on the application for a duplicate is identical with that on the advice. A search must also be made among the paid advices to ascertain whether the order has been paid on a second advice before receipt of the original advice.

Duplicate advices received.

2. In case two consecutively numbered advices with the same particulars are received from an office, special inquiry should be made of the issuing postmaster, as to whether both orders were intended to be drawn on the office making the inquiry, before certifying to an application for duplicate of either order.

Second advice, when applied for.

3. In case no advice has been received, a second advice should be applied for at once, but the certificate of nonpayment should not be made until such advice shall have been received. When the second advice is received it should be treated in the same manner as an original.

Treatment of advice where certificate of nonpayment given.

4. When the certificate of nonpayment is made, the advice should be filed with the unpaid advices, and the following should be written or stamped across the face of the advice, and under the entry thereof in the register of advices received: "Duplicate applied for in favor of ——— (payee or remitter), ——— 19—," the date to be inserted being that of the certificate.

Notice of repayment.

5. Upon receipt of "Special notice of repayment," by duplicate (Form 6036), from the issuing postmaster, the advice should be returned to him, the notice of repayment filed with the paid advices, and the fact of repayment noted in the "Register of Advices Received."

Application for duplicate orders at office of issue.

Sec. 1027. When an application for a duplicate money order is made at the office of issue the postmaster must enter on said application the particulars of

the order from the original application on which the order was issued, and not from the register.

Comparison and examination.

2. When an application made at the paying office is received at the issuing office, the postmaster must compare the particulars of the order as entered in the application with the remitter's application on which the order was issued, to see if the number and all other particulars are correctly given and whether the order should have been drawn on the office where the application for duplicate originated. Postmasters will be held strictly accountable for errors or loss resulting from negligence of this precaution.

Responsibility for neglect to compare and examine.

Examination of register.

3. The "Register of Orders Issued" should also be examined for any record of repayment before the certificate of nonrepayment is given.

Record of application.

4. When an application for a duplicate is certified at the issuing office the following should be written or stamped across the remitter's original application, and under the entry of said order in the "Register of Orders Issued": "Duplicate applied for in favor of ——— (remitter or payee), ———, 19—. Original not to be repaid."

Loss of advice.

Sec. 1028. When, in case an application is made for a duplicate of a lost order, the advice is lost, the issuing postmaster will, upon receiving notice from the paying postmaster of the loss or nonreceipt of the advice, forward to him a "Second advice," giving all the particulars of the missing advice.

"Second advice."

Recovery of lost order.

Sec. 1029. Should a money order alleged to have been lost come into the possession of the remitter, payee, or indorsee thereof, after application for a duplicate has been made, the postmaster to whom the order is presented should notify the Post-Office Department of the fact. Permission will then be given to pay or repay, as the case may be, such original order, *provided no duplicate has been issued in lieu thereof.* In case a duplicate of such original order has been issued, the postmaster to whom the order is presented will write across it the words, "*Canceled—Duplicate issued.*" If the person who presents the order requires the postmaster to return it to him, he may do so; but if not, the order should be sent to the Department for disposal.

Payment of, before duplicate is issued.

Cancellation of, after duplicate issued.

Payment of orders invalidated by endorsement.

Sec. 1030. An original or duplicate order bearing more than one endorsement is invalid. (See sec. 1007.) The holder of such an order, *if he is the second or any subsequent indorsee*, to obtain the amount thereof, must

—when presented by second or subsequent indorsee.

—by triplicate.

make application for a duplicate or triplicate, as the case may be, and furnish such proof as the Post-Office Department may require relative to the genuineness of the endorsements.

Applications, how made.

2. Application for a duplicate of an illegally indorsed order will be made on Form 6002, and may be received at either the issuing or paying office. The order must in all cases accompany the application, which will be transmitted by the postmaster directly to the First Assistant Postmaster-General (Division of Money Orders).

See sec. 1008 as to payment of order in case of several indorsements to first endorsee.

Issue of duplicate orders.

Sec. 1031. Duplicate orders will be issued only by the Superintendent of the Money-Order System. Postmasters are not permitted to issue them under any circumstances.

Offices upon which duplicates may be drawn or paid.

Sec. 1032. A duplicate order will be drawn upon the issuing or the paying office of the original order, only, and can be paid or repaid in same manner as could the original order which it represents.

III.—Payment and Repayment of Duplicate Orders.

Record of payment by duplicate. —how made.

Sec. 1033. When an order is paid by duplicate the following should be written or stamped across the face of the advice and in the "Register of Advices Received" opposite the entry of the advice in the column "Remarks:" "Paid by duplicate No. ——, ———, 19—," and the number of the duplicate should be written in addition to the original number in the money-order statement. The advice should be stamped and filed among the paid advices.

Record of repayment by duplicate.

—how made.

Sec. 1034. When an order is repaid by duplicate, the following must be written in the "Register of Orders Issued" in the column of "Remarks," opposite the entry of the original order: "Repaid by duplicate No. ———, 19—." A special notice (Form 6036) must also be dispatched promptly to the postmaster on whom the original order was drawn, informing him of repayment and requesting the return of the advice which is to be forwarded by the issuing postmaster to the Auditor for the Post-Office Department, together with the duplicate, the same as when repayment is made on an original order. (See sec. 1021.)

2. In taking credit for repayment by duplicate in the money-order statement the postmaster will enter the number of the original order, and also that of the duplicate, thus: "By Money Order No. ——, repaid by Duplicate No. ——, $——." —credit for repayment.

See sec. 1035 as to payment of duplicate invalid orders by warrant.

IV.—Invalid Orders and Postal Notes Payable by Warrant.

Sec. 1035. Domestic money orders shall not be paid at the upon which they are drawn, or at the offices of issue after one year from the last day of the month of issue of such money orders; but such money orders shall be sent to the Post-Office Department and shall be paid by a warrant of the Postmaster-General countersigned by the Auditor for the Post-Office Department out of any money in the Treasury to the credit of the Post-Office Department, to the extent of the moneys paid in on this account, the payments so made to be charged to an appropriation account hereby created to be denominated "Unpaid money orders more than one year old." **Invalid money orders.** 1894, Jan. 27, ch. 21, § 4, 2 Supp., 168. R. S. § 4036. —payable only by warrant. —appropriation out of which payable.

2. The Postmaster-General, upon evidence satisfactory to him, and under such special regulations as he shall prescribe, may cause payment to be made in the manner prescribed in sections four and eleven of the act approved January 27, 1894 (see note), of the amount of any money order remaining unpaid after the lapse of seven years from the date of issue. —more than seven years old. 1894, July 16, ch. 137, § 4, 2 Supp., 196. 1897, Mar. 3, ch. 385, 2 Supp., 599.

3. Duplicate money orders are invalid if not presented for payment within one year from the last day of the month of issue of the original order. Duplicate orders.

4. In order to obtain payment of the amount of an original or duplicate order which is more than one year old from the last day of the month of issue, the holder must present the same to the postmaster at any post-office (not necessarily the office of issue or of payment), who will forward it to the First Assistant Postmaster-General (Division of Money Orders) with an application (Form 6003a) for a warrant. Application for warrant.

5. Upon receipt of the application, if the Post-Office Department is satisfied that the order has not been paid, a warrant for the amount of the original order, drawn upon the Treasurer of the United States, will be issued without charge to the applicant and mailed to his address. Issue of warrant.

6. The regulations governing application for and payment of duplicate orders will apply to orders coming under this section. Regulations applicable.

Note.—Under the provisions of the first part of sec. 4 of the act of January 27, 1894, given as sec. 1024, postmasters are required to Note.

render statements to the Auditor for the Post-Office Department of unpaid advices more than a year old, and the amount of such advices may from time to time be turned into the Treasury by the Postmaster-General, and the moneys paid in on this account are used to meet the appropriation referred to, denominated "Unpaid money orders more than one year old." The payment of money orders more than seven years old provided for in paragraph 2 may be made notwithstanding the destruction of paid orders as provided in sec. 1133. Secs. 4 and 11 of the act of January 27, 1894, referred to in paragraph 2, are given in paragraph 1 above and sec. 1036, respectively.

Lost invalid money orders.
R. S., § 4040.
1894, Jan. 27, ch. 21, § 11, 2 Supp., 169.
—warrant for payment of, issued on application.

Sec. 1036. * * * Whenever a money order, which has not been paid within one year from the last day of the month of issue, has been lost, the Postmaster-General, upon the application of the remitter or payee of such order, shall issue a warrant for the payment thereof, as provided for in section four of this Act, without charge, on the certificate of the Auditor for the Post-Office Department, or upon such other proof satisfactory to the Postmaster-General, that the order has not been paid.

—proof of nonpayment of.

—application for warrant for, how presented.

2. Application for the issue of a warrant in lieu of an order invalidated by age, which is alleged to be lost, must be made in accordance with the preceding section. Satisfactory proof of such loss must be submitted to the postmaster, who will transmit the same to the Post-Office Department with the application for the warrant.

Note.

NOTE.—See sec. 1024 as to first part of above statute regarding payment of lost orders within one year from date of issue. Sec. 4 of the above act is given as part of sec. 1035.

Postal notes.
—issue of, discontinued.

Sec. 1037. The issue of postal notes was discontinued in pursuance of the act approved January 27, 1894, ch. 21, § 1, 2 Supp. R. S., 166; and all postal notes remaining unpaid are invalidated by age. The holder of an outstanding postal note, to obtain payment thereof, must surrender the note, forwarding it, through any postmaster, to the First Assistant Postmaster-General (Division of Money Orders), with an application (Form 6003b) for a warrant. Upon receipt of such application a warrant for the amount, drawn upon the Treasurer of the United States, will be issued by the Third Assistant Postmaster-General, without charge, to the applicant, and mailed to his address.

—unpaid, invalid.

—payment of.

Note.

NOTE.—The warrants referred to in the preceding sections are negotiable at banks and among business people generally. Postmasters can not employ them as vouchers to be sent with their statements to the Auditor for the Post-Office Department, nor take credit for their payment in such statements; but at money-order offices they may be cashed from money-order funds, and used in making money order remittances, in lieu of coin or bank notes. See secs. 1109 to 1113 as to deposits and remittance of money-order funds and secs. 363 to 371 as to deposits and remittance of postal funds.

CHAPTER 5.

INTERNATIONAL MONEY-ORDER SERVICE.

I.—General Provisions.

Establishment of international money-order service.
R. S., § 4028.
1889, Jan. 30, ch. 100, 1 Supp., 638.
Conventions.
Fees.
Expenses.

Sec. 1038. The Postmaster-General may conclude arrangements with the post departments of foreign governments with which postal conventions have been or may be concluded for the exchange, by means of postal orders, of small sums of money, not exceeding one hundred dollars in amount, at such rates of exchange * * * and under such rules and regulations as he may deem expedient; and the expenses of establishing and conducting such systems of exchange may be paid out of the proceeds of the money-order business.

Note.

NOTE.—Money-order conventions have not been made with all foreign countries. Some do not transact money-order business as part of their postal systems; with others negotiations are in progress. When conventions are concluded, due notice of the details thereof will be given to postmasters at offices authorized to issue international money orders, either through the Postal Guide or by circular. The clause omitted and shown by stars refers to "compensation to postmasters." This provision is in conflict with sec. 3 of the act of January 27, 1894, given as sec. 260, which provides that the salaries allowed to postmasters shall be in full compensation for services in connection with the money-order business, and the Post-Office Department does not allow extra compensation to postmasters for international business; see sec. 967 as to commissions allowed to postmasters for issue of orders at third and fourth class offices. See also secs. 286 and 307.

Domestic regulations.
—applicable to international service, except.

Sec. 1039. So far as is practicable, the regulations concerning domestic money-order business will be followed in the transaction of international business, except as otherwise modified herein or by special money-order conventions.

International money-order offices.

Sec. 1040. The transaction of international money-order business will be authorized at all post-offices of the first and second classes, and at such offices of the third and fourth classes as may be designated by the First Assistant Postmaster-General (Division of Money Orders).

Applications for establishment of service.

2. Applications for the establishment of international money-order service will be addressed to the First Assistant Postmaster-General (Division of Money Orders).

Orders payable in Canada, Cuba, or Newfoundland

3. Money orders payable in Canada, Cuba, or Newfoundland may be issued at any post-office authorized to transact domestic money-order business. (See sec. 1049.)

New bond not required.

Sec. 1041. No new or additional bond is required of a postmaster whose office is made an international money-order office.

Notice to the public of establishment of international service.

Sec. 1042. When authorized to conduct international money-order business, publicity of the fact should be given by the postmaster through local newspapers and otherwise, without expense to the Department, and by posting the placards furnished by the Department for that purpose.

Compensation for transaction of international business.

Sec. 1043. Postmasters at offices of the *third and fourth classes* will be allowed for clerical work three cents for each order issued. Postmasters at *first and second class* offices do not receive any specific compensation for the transaction of international business. (See sec. 286.)

Note.

NOTE.—The compensation for the clerical labor in connection with international money-order business at offices of the third and fourth classes is fixed by the act of January 27, 1894, ch. 21, § 3, 2 Supp. R. S., 167, at three cents for each order issued. (See sec. 967.)

Statements.

Sec. 1044. Postmasters at international offices must render to the Auditor for the Post-Office Department statements of the business transacted at their respective offices during the periods named in the schedule furnished them annually. (See secs. 1124 to 1132.)

—when furnished.

II.—DIRECT AND INDIRECT EXCHANGE—EXCHANGE OFFICES.

Direct exchanges.

Sec. 1045. *Direct* exchange of money orders will be made between the United States and the following-named countries:

—list of countries with which maintained.

APIA, SAMOA.
AUSTRIA.
BAHAMA ISLANDS.
BELGIUM.
BERMUDA.
BOLIVIA.
BRITISH GUIANA.
BRITISH HONDURAS.
*CANADA.
CAPE COLONY.
CHILE.
*CUBA.
DENMARK, ICELAND, AND FAROE ISLANDS.
EGYPT.
FRANCE, ALGERIA, AND TUNIS.
GERMANY AND HELIGOLAND.
GREAT BRITAIN AND IRELAND.
GREECE.
HONDURAS, REPUBLIC OF.
HONGKONG, CHINA, BRITISH COLONY OF.
HUNGARY.
ITALY.
JAMAICA.
JAPAN, *including* FORMOSA.
LEEWARD ISLANDS.
LUXEMBURG, GRAND DUCHY OF.
MEXICO.
NETHERLANDS (HOLLAND).
*NEWFOUNDLAND.
NEW SOUTH WALES.
NEW ZEALAND.
NORWAY.
PORTUGAL, THE AZORES, AND MADEIRA ISLANDS.
QUEENSLAND.
RUSSIA.
SALVADOR.
SOUTH AUSTRALIA.
SWEDEN.
SWITZERLAND.
TASMANIA.
TRINIDAD AND TOBAGO.
VICTORIA.
WINDWARD ISLANDS.

Note.

*NOTE.—Orders payable in Canada, Cuba or Newfoundland are issued on the domestic form. See secs. 1048, 1050, 1053, 1054, 1063, 1064, 1068, 1069, for special instructions.

Indirect exchange.

Sec. 1046. In addition to the *direct* exchange of international orders with the countries enumerated above, orders may be issued in the United States for payment in certain other countries and places through the intermediary of the post-office departments of other countries with which a direct exchange is in operation. This method of exchange will be termed "indirect" as distinguished from the "direct" exchange.

—with what countries maintained.

2. A list of countries and places with which an *indirect* exchange of orders is maintained will be published annually in the Postal Guide for January, and postmasters are directed thereto for detailed information.

Charges for intermediary service.

Sec. 1047. A small deduction from the value of each order is made by the Post-Office Department, which acts as intermediary in the case of orders forwarded through Germany, Great Britain, Italy, Sweden, or Switzerland.

—cases where not made.

No deduction will be made, however, in the case of orders payable at the German post-offices in Heligoland; at Klein-Popo, Lome, and Victoria (Kameroons), Africa; at the British postal agencies at Constantinople and Panama; and at the Italian post-offices at Assab, Massowah, and Tripoli, Africa.

—amount of.

2. The amounts thus charged for intermediary service are as follows:

Great Britain:	Pence.
Charges for sums not exceeding £2 sterling	3
Charges for sums exceeding £2 sterling but not exceeding £6	6
Charges for sums exceeding £6 sterling but not exceeding £10	9
Italy:	Centimes.
Charges for every 10 francs or fraction thereof	10
Sweden:	
Deducts from the face value of the order one-half of 1 per centum thereof, in round figures, for orders payable in Finland.	
Switzerland:	
Charges for every 25 francs or fraction thereof (but the deduction on a single order is not less than 50 centimes)	25

Great Britain.

Italy.

Sweden.

Switzerland.

Postmasters not to transact business directly, except.

Sec. 1048. Postmasters in the United States must not transact money-order business directly with foreign countries, except with Canada, Cuba, and Newfoundland.

Exchange offices.

2. The following "exchange offices" in all other cases will act as intermediary agencies in the conduct of international money-order business, viz:

New York. *a.* New York: For all countries with which the United States exchange orders, except British Honduras, Canada, Cuba, Mexico, Newfoundland, and those named under the head of Honolulu, San Francisco, and Seattle.

San Francisco. *b.* San Francisco: For Apia, Hongkong, Japan, New South Wales, New Zealand, Queensland, South Australia, Tasmania, Victoria.

Seattle. *c.* Seattle, Wash.: For Japan, for all offices in Alaska, Idaho, Minnesota, Montana, North Dakota, and Washington.

Honolulu. *d.* Honolulu: For all offices in the Territory of Hawaii for orders payable in trans-Pacific countries.

New Orleans. *e.* New Orleans, La.: For British Honduras.

Laredo. *f.* Laredo, Tex.: For Mexico.

CHAPTER 6.

ISSUE OF INTERNATIONAL MONEY ORDERS.

I.—Fees—Applications.

Fees. **Sec. 1049.** The following fees will be charged for the issue of international orders:

Canada, Cuba, or Newfoundland. *To be drawn on domestic form when payable in Canada, Cuba, or Newfoundland.*

For sums not exceeding $2.50	3 cents.
Over $2.50 and not exceeding $5	5 cents.
Over $5 and not exceeding $10	8 cents.
Over $10 and not exceeding $20	10 cents.
Over $20 and not exceeding $30	12 cents.
Over $30 and not exceeding $40	15 cents.
Over $40 and not exceeding $50	18 cents.
Over $50 and not exceeding $60	20 cents.
Over $60 and not exceeding $75	25 cents.
Over $75 and not exceeding $100	30 cents.

To be drawn on international form when payable in Bolivia, Mexico, and other countries.

Mexico and other countries.

International rates.	When payable in Bolivia or Mexico.	When payable in all other foreign countries.
For sums not exceeding $10	5 cents.	10 cents.
Over $10 and not exceeding $20	10 cents.	20 cents.
Over $20 and not exceeding $30	15 cents.	30 cents.
Over $30 and not exceeding $40	20 cents.	40 cents.
Over $40 and not exceeding $50	25 cents.	50 cents.
Over $50 and not exceeding $60	30 cents.	60 cents.
Over $60 and not exceeding $70	35 cents.	70 cents.
Over $70 and not exceeding $80	40 cents.	80 cents.
Over $80 and not exceeding $90	45 cents.	90 cents.
Over $90 and not exceeding $100	50 cents.	1 dollar.

See sec. 1038 as to authority of Postmaster-General to prescribe fees for international orders.

Applications for orders. —how made.

Sec. 1050. The applicant for an order payable in a foreign country must give the particulars in writing, on the special form of application (Form 6701) furnished postmasters for the purpose, and in accordance with the instructions printed on such forms.

—or Canada, Cuba, or Newfoundland.

2. Applications for orders payable in Canada, Cuba or Newfoundland will be made on Form 6001, the same as for domestic orders.

Postmasters prohibited from filling in applications.

Sec. 1051. A postmaster may advise an applicant for an international order, but should not fill in the form of application. If the applicant is unable to write, he should request some one not connected with the post-office to prepare the application. Should a postmaster disregard this caution, and an improper payment abroad be occasioned by his stating the address imperfectly, he will be held accountable for the amount.

Particulars to be given in application.

Sec. 1052. Upon receiving an application for an international order the postmaster should examine it carefully to see that the necessary particulars are plainly given therein, and that there is no misunderstanding between him and the applicant in regard thereto.

Name and address of payee.

2. The full name and exact address of the payee should be stated, including the name of the city, town, or village, and country, and also the name of the canton, department, or district, as the case may be.

—if in town or city. 3. When the payee resides in a town or city, the name of the street and the number of the house should, if possible, be given.

—if a soldier. 4. If the person to whom the money is to be sent is a soldier, his rank, company, regiment, and the arm of the service (infantry, cavalry, artillery, etc.) to which he is attached should be stated, in addition to the name of the place where he may be stationed.

—if a sailor. 5. If the payee is a sailor, his rank or rating and the name of the ship on which he is serving should be stated, besides the name of the place where the vessel was stationed at latest accounts.

—if a woman. 6. If the payee is a woman, it should be stated whether she is single, married, or a widow. If married, her maiden name should be given, as well as her name by marriage.

Interpreter. 7. In case of the inability of the applicant to converse with the postmaster intelligibly, in a common language, recourse should be had to the services of an interpreter.

II.—Issue of Orders—Advices.

Form of order. **Sec. 1053.** The forms for the issue of all international orders except Canada, Cuba and Newfoundland

—advice and receipt. will be the same, and consist of the coupon order, advice, and receipt, which are numbered consecutively for each office and are bound in books. (See sec. 973.)

—for Canada, Cuba, or Newfoundland. 2. Money orders payable in Canada, Cuba or Newfoundland will be drawn on the domestic money-order forms.

Manner of issue. **Sec. 1054.** From the items contained in the application, the coupon, order, advice, and receipt will be prepared, according to the form of each.

Country of payment. 2. The country in which payment is to be made must be indicated by writing at the top of the coupon and receipt, in the space provided for the purpose, the words "Great Britain," "Germany," etc., as the case may be.

Carbon process. 3. The carbon process will be used, the particulars as written in the coupon being reproduced in the advice; those which are written in the order being duplicated in the receipt.

Canada, Cuba, or Newfoundland. 4. Orders payable in Canada, Cuba or Newfoundland will be drawn in the same way as domestic orders.

See 985 as to use of carbon process in issue of domestic orders.

Coupon and advice.

Sec. 1055. The amount, the name of the paying office, and the name and residence of the payee must be written in the coupon in a neat and perfectly legible hand, and all proper names must be spelled correctly, or at least as spelled by the remitter, if the issuing postmaster is unacquainted with the correct orthography thereof.

—to be legibly written.

2. If the address furnished by the remitter is so written that it can not be copied accurately the remitter may write, in his own language, the payee's address on Form 6083, which should be attached to the advice and forwarded to the exchange office. This is particularly important in the case of orders payable in Russia. Unless the name and address of the payee are written in English letters, and are unusually distinctly written, a slip written by the remitter in *Russian* characters should be obtained and attached to the advice. The payee's name and address on such slip must not be written in Hebrew characters inasmuch as the Russian office will not accept or consider communications written in that alphabet.

—when address written by remitter to be attached to.

Orders drawn on Apia or Germany.

Sec. 1056. For each order payable in Apia or Germany the postmaster must prepare an additional form, printed on cardboard, and called, technically, to distinguish it, the "Card order" (Form 6309), which should be forwarded with the advice to the exchange office.

—special form of advice for.

2. Special care should be exercised in entering all the particulars of the payee's address on the card order, because payment is made in Germany on such order.

—caution.

3. Postmasters should scrutinize closely the applications for orders payable in Germany, for the reason that in that country the delivery and payment of orders is commonly made at the same time by letter-carriers, and no greater precautions are observed than in the delivery of valuable letters. If erroneous payment occurs, unless proof of neglect on the part of the paying officer be quite clearly established, the rightful claimant is without redress from the country of payment.

—to be carefully made out.

Foreign offices on which orders may be drawn.

Sec. 1057. International money orders will be drawn directly upon the office designated by the remitter, in the case of France, and Great Britain and her colonies, provided such office is authorized to transact international money-order business.

—list of.

2. The pamphlet "International List of Money-Order Offices in Foreign Countries," and supplements thereto, which are published by the Department and furnished to postmasters at international offices, should be consulted to ascertain whether the office designated is authorized to transact international money-order business. For Canada, Cuba, and Newfoundland the pamphlet known as the "Domestic List" should be consulted.

Note.

NOTE.—As a general rule for the guidance of issuing clerks it may be stated that—

a. In orders drawn on English-speaking countries the name of the office of payment is designated by the issuing postmaster, in accordance with the application of the remitter.

b. This rule applies also to France and Algeria (although not "English-speaking countries"), by special arrangement made with that postal administration.

c. In orders drawn on all non-English-speaking countries (France and Algeria excepted), the place of payment is designated by the postal administrations of such countries. (See table following sec. 1065.)

Designation of office of payment by foreign administration.

SEC. 1058. Where the name of the paying office is to be designated by the postal administration of the country upon which the order is drawn, as shown in section 1065 (no list of money-order offices in such countries being furnished to postmasters), it is only necessary for the remitter to give the correct residence and address of the payee. Upon this information the money-order office most conveniently located is authorized by the foreign post department to pay the amount of the order.

—preparation of advice in case of.

2. Only the address of the payee should be entered in the advice of an order where the office of payment is to be designated by the paying country, and in the case of orders payable in Apia or Germany in the *card order* also.

—caution.

3. Postmasters are strictly enjoined not to omit from the advice or *card order* any portion of the payee's address contained in the application.

—drawing of coupon and order in case of.

4. The coupon and order will, where the office of payment is to be designated by the paying country, be drawn upon the "Exchange Office, New York," excepting in the case of orders payable in Apia or Japan, which will be drawn upon the "Exchange Office, San Francisco, Cal.," or "Seattle, Wash.," as the case may be; and Mexican orders, which will be drawn upon the "Exchange Office, Laredo, Tex."

Country of payment not to be omitted.

5. The nationality of the order—that is, whether French, German, Italian, etc.—should never be omitted from the face of the coupon or order.

Sec. 1059. International money orders drawn for payment in any of the countries or localities named in the *indirect* exchange list should be drawn in the manner prescribed for money orders payable in the country which, in each case, acts as intermediary. **Money orders for payment in any of the countries named in the indirect exchange list.** —how drawn.

2. No lists of money-order offices in any of the countries with which the United States maintains an indirect exchange will be furnished. No list of offices furnished.

NOTE.—See Indirect Exchange, pamphlet "International list of money-order offices in foreign countries." Note.

Sec. 1060. A combined conversion table will be furnished by the First Assistant Postmaster-General (Division of Money Orders) for use in issuing international orders. One portion shows the equivalent in United States currency of sums in *sterling* money, and the other is used for all currencies except sterling. **Conversion table.** —how prepared.

2. An application having been presented for an order, reference to this table will show the amount in foreign money for which the order may be drawn on any one of the countries mentioned in the table for the sum paid therefor in United States money. —amount for which order to be drawn shown by.

3. Orders payable in Great Britain and Ireland and British Colonies, except British Honduras and Hongkong, are drawn in sterling (pounds, shillings, and pence), and must contain amounts in United States money for which *exact equivalents in British money* can be paid to the payees. It will be observed that there are no exact equivalents in British money for $1, $2, $5, $6, $20, $40, $45, $48, etc., so that it is always necessary when persons desire to send one of these amounts to inform them that they will have to send a cent more or a cent less in order that an exact equivalent in British money may be paid to the payees. Orders payable in Great Britain.

Sec. 1061. Fractions of a cent, of a penny, of a demidecime (5 centimes), of 4 öre, of 10 reis, of a copeck, of a pfennig, etc., must not be included in the amount of an international order. **Fractions of a cent inadmissible.**

Sec. 1062. The coupon and order, after being filled in, should be carefully compared with each other and with the remitter's application, to ascertain whether they fully agree and are regular in all respects. **Comparison of coupon and order.**

Sec. 1063. The advices of orders issued on the international form must not be sent by the issuing postmaster direct to the office of payment, but will be sent for certification through one of the exchange offices as des- **Advices.** —to be forwarded to exchange offices.

—to be listed at exchange offices.

ignated in section 1048. International advices will be numbered and listed by nationality at exchange offices.

List of exchange offices to be consulted.

2. The pamphlet "International list of money-order offices in foreign countries," and all supplements thereto, must also be consulted as to the exchange office to which the advice of an order must be sent.

Orders payable in Canada, Cuba, or Newfoundland.

3. Advices of money orders payable in Canada, Cuba, or Newfoundland will be sent direct to the paying post-office. (See sec. 1048.)

Special envelopes for advices.

Sec. 1064. The utmost care must be observed in dispatching advices to the proper exchange office by the earliest mail after the issue of the corresponding orders.

—how procured.
—to be always used.

German card orders.

2. Special envelopes may be obtained upon application to the Third Assistant Postmaster-General for covering international advices and German card orders transmitted to the several exchange offices. *Postmasters should be careful to use these envelopes and no others for international advices and German card orders.*

Advices for Canada, Cuba, or Newfoundland.

3. Advices of orders drawn on Canada, Cuba, or Newfoundland will be inclosed in envelopes such as are used in domestic business.

Directions and precautions concerning issue of foreign orders.

Sec. 1065. Postmasters will refer to the subjoined table to ascertain:

a. The foreign countries with which the United States maintains a direct exchange of money orders.

b. The currency in which such orders should be drawn.

c. Whether the conversion into foreign money is to be effected by the issuing postmaster in accordance with the *conversion table* furnished to him, or by the foreign post-office department.

d. The maximum amount for which such money orders may be issued in this country.

e. Whether the issuing postmaster or the foreign post-office department designates the paying office.

f. The disposal to be made of advice by the issuing postmaster.

1 Countries.	2 Denomination of currency.	3 Conversion effected by—	4 Maximum amount.	5 Paying office designated by—	6 Exchange office to which advice is to be sent.	7 Disposal of order by remitter.
Austria	Francs and centimes (converted into Austrian money at Vienna).	Postmaster	$100=Frs. 515	Foreign office	New York	In all cases the order should be mailed to the payee by the remitter. The
Belgium	Francs and centimes	Postmaster	100=Frs. 515	Foreign office	New York	
France, Algeria, and Tunis.	Francs and centimes	Postmaster	100=Frs. 515	Issuing postmaster	New York	
Hungary	Francs and centimes (converted into Hungarian money at Budapest).	Postmaster	100=Frs. 515	Foreign office	New York	
Italy	Lire and centesimi (francs and centimes)	Postmaster	100=Frs. 515	Foreign office	New York	
Luxemburg (Grand Duchy of).	Francs and centimes	Postmaster	100=Frs. 515	Foreign office	New York	
Switzerland	Francs and centimes	Postmaster	100=Frs. 515	Foreign office	New York	
Denmark Norway Sweden	Kronor and öre	Postmaster	100=Kr. 370	Foreign office	New York	
Germany	Marks and pfennigs	Postmaster	100=M. 416.67	Foreign office	New York	
Netherlands	Florins and cents	Postmaster	100=Flo. 243.90	Foreign office	New York	
Portugal	Milréis and reis	Postmaster	100=M. 125	Foreign office	New York	
Russia	Rubles and kopecks	Postmaster	100=R. 194.33	Foreign office	New York	
Egypt Chile Honduras, Republic of. Salvador	Dollars and cents	Foreign office	100	Foreign office	New York	
Great Britain and Ireland. Bermuda British Guiana Cape Colony Jamaica	Pounds, shillings, and pence (£, s., d.)	Postmaster	50=£10, 5s., 4d	Issuing postmaster	New York	

1 Countries.	2 Denomination of currency.	3 Conversion effected by—	4 Maximum amount.	5 Paying office designated by—	6 Exchange office to which advice is to be sent.	7 Disposal of order by remitter.
Bahamas	Pounds, shillings, and pence (£, s., d.)	Postmaster	100=£20, 10s., 8d.	Issuing postmaster	New York	receipt form should be retained by the remitter.
Leeward Islands						
Trinidad and Tobago						
Windward Islands						
New South Wales	Pounds, shillings, and pence (£, s., d.)	Postmaster	100=£20, 10s., 8d.	Issuing postmaster	San Francisco	
New Zealand						
Queensland						
South Australia						
Tasmania						
Victoria						
Japan	Dollars and cents	Foreign office	100	Foreign office	San Francisco or Seattle.	
Hongkong	Dollars and cents	Foreign office	100	Issuing postmaster	San Francisco	
Newfoundland	Dollars and cents	Foreign office	100	Issuing postmaster	Mailed direct	
British Honduras	Dollars and cents	No conversion	100	Issuing postmaster	New Orleans, La.	
Cuba	Dollars and cents	No conversion	100	Issuing postmaster	Mailed direct	
Mexico	Dollars and cents	Foreign office	100	Foreign office	Laredo, Tex	
Canada	Dollars and cents	No conversion	100	Issuing postmaster	Mailed direct	
Apia	Marks and pfennigs	Postmaster	96=M 400.00	Foreign office	San Francisco	

Errors.

Sec. 1066. If a mistake is made in filling in either the coupon or order, *which is observed before delivery of the order to the purchaser*, the next following coupon, order, advice, and receipt form must be substituted therefor.

—how treated before delivery.

2. Spoiled blanks (coupon, order, advice, and receipt), must be detached from the book of forms, marked "Not issued," and sent to the Post-Office Department with the next statement. (See sec. 1128.)

—how treated after delivery.

3. *In no case, however, should an international order be canceled or treated as "Not issued" after either the order, advice, or the receipt has passed beyond the control of the issuing postmaster.* In case an error has been made in filling in the original advice, which is not detected until after the corresponding order has been delivered to the remitter and has passed beyond the control of the issuing office, *a duplicate advice must be issued*, and the original advice will be destroyed to prevent its ever reaching the exchange office. In that case the words "Original advice spoiled in issuing and destroyed" should be written in red ink across the face of the duplicate advice, or in the margin at the top. Such duplicate advice should be made out on Form 6702.

Corrections of errors after certification.

Sec. 1067. If an error is discovered after the certification of an advice, or if a remitter desires to alter the particulars of the name or address of a payee, notice of the correction must be given to the exchange office to which the advice was sent; *a second advice form must not be used for this purpose.*

—notice of, how given.

2. Form No. 6760 will be used for the above notice for all countries.

Missing advices of orders issued in the United States for payment in foreign countries.

Sec. 1068. Upon receipt by a postmaster in the United States of a notification from an exchange postmaster that the advice of an international order issued by the former has not been received by the latter, a duplicate advice should be issued and forwarded to the exchange office. Such duplicate advice must bear the same number as the original, which it replaces. *The name of the issuing office must be written at the top of the form.* The impress of the money-order stamp should indicate the *actual date of issue* of the duplicate advice, but the written date in the body of the form should be that of the original advice. For such duplicate advice Form 6702 should be used.

—duplicate of.

—duplicates of, payable in Canada, Cuba, or Newfoundland.

2. Duplicate (second) advices of orders payable in Canada, Cuba, or Newfoundland will be furnished on receipt of applications from the office drawn upon, and will be forwarded in the same manner as the original advice. (See sec. 1063.) Such duplicate advice is to be drawn on Form 6006.

—care in issue of duplicate of.

3. Postmasters must exercise the utmost care in the issue of duplicate advices. Should a double payment result from lack of due precaution in the issue of a second advice, the postmaster at fault will be held responsible for the amount overpaid.

—issue of duplicate of, on request of exchange office.

4. As a general rule, a duplicate advice must not be issued except upon formal application from the exchange office to which the original was sent. In such case the application for an advice should be returned to the exchange office accompanied by the duplicate asked for. A memorandum of the action taken should also be noted upon the register of orders issued and the remitter's application.

—issue of duplicate of, on other information.

5. Should information reach the issuing postmaster from other sources, however, indicating the loss of the original advice, he should take immediate steps, by communicating with the exchange office, to ascertain whether the loss occurred between that office and the place of issue or upon foreign territory, and at the same time forward a duplicate advice, being careful to caution the exchange office against possibility of double certification.

Inquiries about payment of international orders.

Sec. 1069. Inquiries concerning payment of international money orders will be addressed to the exchange post-office through which the advice was transmitted on Form 6684, but such inquiries concerning orders drawn on Canada, Cuba, or Newfoundland will be forwarded directly to the paying post-office on Form 6089 or 6193, as the case may be.

—for Canada, Cuba, or Newfoundland.

Non or wrong payment of orders drawn on certain countries.

2. Complaints of alleged non or wrong payment of money orders drawn on Austria, Denmark, Germany, Hungary, Luxemburg, Netherlands (and Dutch East Indies), Norway, Russia, Sweden, and Switzerland, will not be considered unless such applications, inquiries, or complaints are made within one year from the date of payment of the order, if that date be known, or within one year from the date on which the order, if unpaid, would have become invalid by reason of age.

—inquiries concerning.

Orders forbidden certification under fraud order.

Sec. 1070. Where orders are issued to postmasters at exchange offices forbidding the certification under the provisions of section 1010 of money orders addressed to any particular person or concern in a foreign country, the offices of issue will be notified to repay said orders. Exchange offices receiving advices of orders drawn in favor of persons to whom payment of money orders has been forbidden by the Postmaster-General will return such advices to the issuing office with notice to that effect, and with instructions to apply for repayment.

Note of action in regard to orders.

Sec. 1071. A memorandum of all action taken in regard to a money order, such as the issue of a duplicate advice, application for repayment, inquiry as to payment, etc., should be made by the issuing postmaster on the remitter's application, to prevent the possibility of conflicting action being taken in the future.

—to be made on application.

CHAPTER 7.

PAYMENT OF INTERNATIONAL MONEY ORDERS.

I.—General Provisions.

Payment of orders.

Sec. 1072. The regulations relative to the payment of domestic money orders will, except where inapplicable or otherwise modified, apply equally to international orders. Greater care must be exercised in regard to the latter class of orders because of the increased liability to error arising from the inability, in many instances, of the persons presenting such orders to speak the English language.

—care in.

Examination of orders and advices.

2. When an order is presented for payment, the postmaster will carefully examine the same to see that it is in proper form and agrees as to date, number, and amount with the advice.

See sec. 1079 as to defects in advice.

3. If the order and advice are in proper form, and the postmaster is satisfied that the person presenting such order is entitled to receive payment thereon, the same will be paid.

See sec. 1004 as to precautions to be observed as to identity of applicants for payment of orders.

Payment of orders to be withheld.

Sec. 1073. Payment of an international order should be refused:

—no advice.

a. When no advice has been received.

—advice not certified. *b.* When the advice has not been certified by the exchange office—Canada, Cuba, and Newfoundland excepted—or when the amount to be paid is not plainly stated on the advice.

—differences. *c.* When the name stated in the advice differs from that of the person presenting or indorsing the order.

—alterations. *d.* When either order or advice contains any erasure or alteration affecting the name of the payee or the amount of the order.

—more than one indorsement. *e.* When the order bears more than one indorsement.

—more than one year old. *f.* When a longer period than one year has elapsed since the date of issue.

Irregularities which do not affect payment. **Sec. 1074.** Payment of an international money order should not be refused solely for any of the following irregularities, provided the order is regular in all other respects, *and that the advice has been duly certified to, Canada, Cuba, and Newfoundland excepted, and is in possession of, the postmaster of the office at which payment is claimed:*

Transposition of names. *a.* When, for example, the payee signs the receipt form as *Jean* Lafitte, whereas the advice is drawn as payable to *Lafitte, Jean.* In money orders and other official documents drawn on the Continent of Europe the given and family names of persons mentioned are frequently transposed.

Failure to stamp advice. *b.* When the order or advice lacks the stamp of the issuing office, but is not otherwise defective.

Error in office of payment. *c.* When the order is drawn on an office other than the one at which it is presented. In such case the postmaster after effecting payment should write across the face of the order, in red ink, the words "ADVICE CERTIFIED TO THIS OFFICE," if such be the case.

Payment to person not residing at money-order office. —when and how effected. **Sec. 1075.** When international money orders are sent to an international money-order office, with directions to forward the money for the same to the payee, who resides at a place where there is no money-order office, the postmaster at such international money-order office should, if satisfied that the applicant is the person intended and named in the advice, inclose the amount of the order in a penalty envelope (duly registered) to the party entitled to receive the same, without charging the usual registry fee.

Payment to indorsees, attorneys, or the legal representatives. **Sec. 1076.** The laws and regulations which govern the payment of domestic orders to indorsees, attorneys, and the legal representatives of deceased payees apply also to international orders.

2. No printed form of indorsement appears upon most orders of foreign issue, but an indorsement may be written similar to the form printed on the back of the domestic order. —how effected.

3. When an order is presented by an indorsee or attorney he occupies precisely the same position as the payee were the latter to claim payment in person, and, if unknown, should be required to establish his identity to the satisfaction of the postmaster, furnishing such proof as the postmaster may require as to the genuineness of the indorsement. —identification in case of.

See sec. 1008 as to indorsement and payment of domestic order to other than payee.

II.—ADVICES.

Sec. 1077. When an order is presented for payment, if no advice has been received immediate application must be made (Form 6752) for an advice to the exchange office in this country through which the advice should have passed. **Missing advices of orders payable in the United States.** —application for, to exchange offices.

2. If a money order issued in Canada, Cuba, or Newfoundland is presented for payment and the corresponding advice has not been received, the postmaster at the office drawn on should apply for an advice to the issuing postmaster on Form 6006. —issued in Canada, Cuba, or Newfoundland.

3. Postmasters must use, in applying for missing advices to the exchange offices at Laredo, New Orleans, New York, and San Francisco, Form 6752. —form for applications for.

Sec. 1078. When a postmaster receives an international advice which has not been certified, he should promptly return it to the proper exchange office with the request that the omission be rectified. (For list of exchange offices see sec. 1048.) **Disposal of uncertified advices and card orders.** Return of advices.

2. When an uncertified card order of foreign issue is received by a postmaster, or presented to him for payment, it should be forwarded to the First Assistant Postmaster-General (Division of Money Orders) for proper disposal, accompanied by a statement of the facts in the case if the holder is willing to surrender it. The latter should be informed that the card will be returned to the issuing postal administration, and will, in due time, be replaced by a formal international money order. Forwarding of card orders to Dept.

Correction through exchange offices.

Sec. 1079. In case of a difference between the name of the payee as stated in the advice and that given by the applicant, or in the event of an alteration or erasure affecting the value of the order, the proper exchange office must at once be notified of the facts by means of Form 6751 and requested to obtain a correction.

—direct, in case of Canada, Cuba, or Newfoundland.

2. Application for the correction of a defective order issued in Canada, Cuba, or Newfoundland will be made direct to the issuing office on Form 6006.

Recall of advices of orders issued in Canada, Cuba, or Newfoundland.

Sec. 1080. Where notice is received from the issuing office in Canada, Cuba, or Newfoundland of repayment of a money order payable in the United States, the paying postmaster should attach the corresponding advice to the notice and return it to the issuing office, but if the advice is not in his possession, or payment has been made on a duplicate order, he should report the fact.

Disposal of void advices.

2. Ivalid advices of orders issued in Canada, Cuba, or Newfoundland will be forwarded to the First Assistant Postmaster-General (Division of Money Orders) for disposal.

Rate of conversion for orders payable in the United States.

—fixed by country of origin, except.

Sec. 1081. *The rate of conversion for the amounts of international money orders payable in the United States is fixed by the post-office department of the country of origin*, except that in the case of orders issued in Russia, and in countries in which the currency is sterling (pounds, shillings, and pence), the rate of conversion will be the same as for orders issued in the United States and payable in said countries.

—in use by foreign departments.

2. With the exceptions mentioned the rates now used by the foreign departments are not the same as those used by this department; further, that in the case of advices drawn abroad in sterling money the amount certified to the United States for payment is frequently one cent less than the eqivalent of the same sterling amount, as given by the conversion table furnished by this department. This is due to the taking account of or dropping fractions of a cent.

Orders and advices sent to United States.

Sec. 1082. Orders issued in the countries named below *are forwarded to the payee* in the United States. The corresponding advices will be sent through the proper exchange office or directly to the paying offices, as the case may be.

—list of countries from which orders, etc., sent.

2. The countries from which orders and advices are sent are: Bermuda, British Guiana, British Honduras,

Canada, Cape Colony, Cuba, France, Algeria and Tunis, Hongkong, Great Britain (including also orders issued in Constantinople), Jamaica, Leeward Islands, Newfoundland, New South Wales, New Zealand, Queensland, South Australia, Tasmania, The Bahamas, Trinidad and Tobago, Victoria, and Windward Islands.

Note.

NOTE.—The advice of every order originating in a foreign country, except Canada, Cuba, or Newfoundland, for payment in the United States is sent by the issuing postmaster to the exchange office in his country. There the advices are verified and the particulars entered upon descriptive lists, a special international number in a current series being assigned to each order in addition to the original or printed number which appears thereon. In the exchange of orders with France the office at New York acts for both countries, certifying the advices of orders issued in France, Algeria, and Tunis, as well as the advices of the United States orders.

When orders are reissued in the United States.

Sec. 1083. *Where orders are issued in any of the countries hereinafter named* a list containing the particulars of such orders is sent by the exchange office of the country of origin to that at Laredo, New York, or San Francisco, as the case may be, and the United States exchange office will make out new (termed "reissued") orders and advices in accordance with the particulars contained in such list. The forms used will be printed upon distinctive paper.

List of countries from which orders, etc., not sent.

2. The countries from which orders and advices are not sent are: Apia, Austria (Bosnia and Herzegovina), Belgium, Bolivia, Chili, Denmark (and the Faroe Islands and Iceland), Egypt, Germany (and Heligoland and the German Protectorates of Africa), Greece, Honduras (Republic of), Hungary, Italy, Japan, Luxemburg, Mexico, the Netherlands, Norway, Portugal (and the Azores and Madeira Islands), Russia, Salvador, Sweden, and Switzerland.

When value of order in United States money to be endorsed thereon. —orders issued in Great Britain, etc.

Sec. 1084. Orders issued in Great Britain or in the British colonies (except British Honduras and Hongkong), and by the British dependencies through London, are drawn in sterling money. At United States exchange offices the value of such orders will be written in United States money upon the corresponding advice. The paying postmaster must make a similar entry of the amount in the upper margin upon the face of the order, writing the same in figures in red ink.

—orders issued in France.

2. The New York exchange office will note in red ink on the advices of all orders issued in France the amount thereof in United States money; and a similar indorsement must be made by the paying postmaster on the face of the order.

Stamping, etc., of paid orders.

Sec. 1085. The date of payment should be stamped upon the advice as well as upon the order.

International number.

2. The international number, stamped on the back of the advice (except when issued in Canada, Cuba, or Newfoundland, these not being certified), must also be written in red ink on the face of every paid order, except such as are issued by the exchange offices at Laredo, New York, and San Francisco, which bear the reissued number printed on and the international number written or stamped on the face.

Unclaimed international orders. Notice to payee.

Sec. 1086. At the end of each month the postmaster at each office should notify the payee of every international order (Form 6706) the advice of which remained unpaid at the close of the previous month to apply for payment.

Invalid orders.

Sec. 1087. By the terms of the conventions with the various foreign countries with which the United States exchanges money orders the amounts of orders which remain unpaid for one year from the date of issue revert to the *country of origin*. Postmasters must, therefore, send promptly to the First Assistant Postmaster-General (Division of Money Orders) the advices of all international orders which become invalid by reason of age. Such advices *should not be inclosed with the statement, but should be placed in separate envelopes marked "Invalid international advices."*

—return of advice of.

CHAPTER 8.

REPAYMENT OF, AND DUPLICATE, INTERNATIONAL ORDERS.—INVALID ORDERS.

I.—Repayment of International Orders.

Repayment of international orders. —not to be made without authority.

Sec. 1088. *Repayment of the amount of an international money order must not, in any case, except as provided in section 1089 for orders payable in Canada, Cuba, or Newfoundland, be made without the express authority therefor of First Assistant Postmaster-General (Division of Money Orders), to whom formal application should be made (Form 6759).*

—applications for authority for.

2. Application for the repayment of an international order, except when issued in Canada, Cuba, or Newfoundland, must be made on Form 6759 and transmitted to the exchange office to which the correspond-

ing advice was sent for certification, and such office will forward the same to the First Assistant Postmaster-General (Division of Money Orders).

—order and advice to be attached to application for, when.

3. If the order or the advice, or both, are in the hands of the issuing postmaster they should be attached to the Form 6759. If the advice is held by the exchange office the postmaster of the latter will attach it to the application for repayment.

—when advice has been certified.

4. After the advice has been certified by the exchange office and forwarded to the country drawn upon, the formal consent of the postal administration of that country must be obtained before permission for repayment can be granted.

Repayment of orders drawn on Canada, Cuba, or Newfoundland.

Sec. 1089. Repayment of a money order payable in Canada, Cuba, or Newfoundland may be made on presentation of the original order (provided an application for a duplicate order has not been certified, sec. 1090). The advice should be recalled from the paying office (Form 6036). See sec. 1021 as to taking credit for repayment.

II.—Duplicate International Orders.—Invalid Orders.

Duplicates of orders payable in the United States.

Sec. 1090. Duplicates of international orders, payable in the United States, in lieu of orders missent, lost, or destroyed, *will be issued by or through the Post-Office Department except as noted in next paragraph.* Application for such duplicates must be made on Form 6753 by the postmaster of the office drawn upon to the First Assistant Postmaster-General (Division of Money Orders).

—application for.

—issue of.

—issued in Canada, Cuba, or Newfoundland.

2. Where a duplicate order is needed to effect payment of a money order issued in Canada, Cuba, or Newfoundland, the paying postmaster will receive the payee's application therefor on Form 6002, execute the certificate of the paying postmaster and forward it to the First Assistant Postmaster-General (Division of Money Orders.)

Duplicates of orders issued in France.

Sec. 1091. Duplicates of lost or destroyed orders issued in France will be furnished by the country of issue and not by the country of payment. Applications for duplicates of such lost or destroyed orders payable in this country will be made (Form 6753) to the First Assistant Postmaster-General (Division of Money Orders), who will apply for such duplicates to the postal admin-

—application for.

—issue of.

istration of the country of origin. Upon receipt of such duplicates they will be transmitted to the paying postmaster in this country.

Duplicates of orders payable in foreign countries.

Sec. 1092. Should the remitter of an international money order, the advice of which has been forwarded to its destination, notify the issuing postmaster in this country that the order was lost, or was not received by the payee; or should he make complaint that payment was made to a person other than the rightful claimant; or for a sum less than the correct amount, the remitter's written statement on the subject should be obtained on Form 6684, which should be forwarded to the First Assistant Postmaster-General (Division of Money Orders), through the exchange office to which the advice was sent for certification.

Orders payable in France, etc.

2. If the order was payable in France, Algeria, or Tunis, application for a duplicate should be made by the remitter on Form 6753a.

Orders payable in Canada, Cuba, or Newfoundland.

3. Where a remitter of a money order drawn on an office in Canada, Cuba, or Newfoundland requests for any sufficient reason the issue of a duplicate order in favor of the payee, or if a duplicate order is needed to effect repayment, the issuing postmaster should receive the remitter's application (Form 6002), execute the certificate of the issuing postmaster attached thereto, and forward it to the First Assistant Postmaster-General (Division of Money Orders).

Duplicates of invalid orders.
—applications for.

Sec. 1093. If application be made to a postmaster for payment of an order issued in any foreign country which has become invalid by reason of being more than a year old, the order should be attached to Form 6753 and sent to the First Assistant Postmaster-General (Division of Money Orders), who will arrange for settlement of the case.

—issue of.

2. Application for authority to pay the amount will be made to the issuing country, if it be found that the order has not been reported to the country of issue as void and that repayment has not been authorized.

CHAPTER 9.

MONEY-ORDER FUNDS, ACCOUNTS, AND RECORDS.

I.—Money-Order Funds—General Provisions.

Money-order funds. R. S., § 4045.

Sec. 1094. All money received for the sale of money orders, including all fees thereon, all money transferred from the postal revenues to the money-order funds, all money transferred or paid from the money-order funds to the service of the Post-Office Department, and all money-order funds transferred from one postmaster to another, shall be deemed and taken to be money-order funds and money in the Treasury of the United States. * * *

—to be considered money in the Treasury.

Note.—Money-order funds are not part of the postal revenues. See sec. 1116 as to balance of above statute; secs. 1098 to 1102 as to transfers of funds.

Note.

General regulations as to public funds.

Sec. 1095. All regulations under subdivision 1, "Care of public funds and property," chapter 8, Title Two, will apply to money-order funds unless they specifically refer to postal funds or are otherwise modified in this chapter.

—to apply to money-order funds, except.

Disposal of quarterly balances not subject to same rules as postal funds.

Sec. 1096. The regulations and special instructions from the Post-Office Department with respect to the disposal of quarterly balances due to the United States arising from the sale of stamps, stamped paper, etc., do not apply to money-order funds, but only to postal funds.

Money-order cash to be kept separately.

Sec. 1097. Postmasters must keep their money-order cash apart from all other cash whatsoever, and a special drawer should be provided therefor. All receipts, whether for orders issued, fees therefor, or remittances from other postmasters, and all postal money transferred to money-order account, should be deposited therein; and all disbursements, whether payments of orders, remittances made to other postmasters, or transfers to postal account, should be made therefrom.

II.—Transfers of Money-Order Funds.

Payments and transfers of money-order funds. R. S., § 4042.

Sec. 1098. All payments and transfers to and from money-order offices shall be under the direction of the Postmaster-General. He may transfer money-order funds from one postmaster to another, and from the postal revenue to the money-order funds, and he may transfer money-order funds to creditors of the Department, to be replaced by equivalent transfers from the postal revenues.

—to be under direction of Postmaster-General.

See secs. 1570 and 1574 as to penalty for embezzlement of, and failure to properly remit, money-order funds.

Transfers by warrant from postal revenues to money-order account.
R. S., § 4043.

Sec. 1099. The Postmaster-General may transfer to the postmaster at any money-order office, by warrant on the Treasury, countersigned by the Auditor for the Post-Office Department, and payable out of the postal revenues, such sum as may be required over and above the current revenues at his office to pay the money orders drawn upon him.

Note.

NOTE.—See secs. 1103 to 1106 as to credits on New York; secs. 1116 and 1117 and note as to accounts of money-order funds with assistant treasurers and depositories.

Transfer of postal funds to money-order account.

Sec. 1100. Postmasters at all money-order offices will transfer to the money-order account such available postal funds as may be needed for the payment of orders, whenever the money-order funds on hand are not sufficient. Every such transfer should be made in complete dollars.

—how and when made.

—surplus on account of, how disposed of.

2. If, having duly transferred a certain sum, it is found that a portion of the money will not be required for money-order purposes, the residue should be deposited as money-order funds, the same as other surplus money-order funds.

—authority for.

3. No permission from the Department other than this regulation is necessary for making transfers from the postal to the money-order account.

Transfer of money-order funds to postal account.
—authority for.

Sec. 1101. Postmasters may transfer funds from the money-order to the postal account to provide for payment of expenses on postal account, or for reimbursement for sums transferred from postal account in excess of the amount found due the Government in closing up the postal account for a quarter.

Transfer not to be made at stations.

2. Superintendents of stations are not to transfer funds from either account to the other under any circumstances. In cases of emergency they are supplied with funds from the main office for the payment of money orders, as provided in section 1106.

Record of transfers of funds.
—postal to money-order account.

Sec. 1102. In making a transfer of funds from the postal to the money-order account, postmasters will debit themselves therewith in the money-order cash book, enter the transaction under its proper head in the money-order statement following such transfer, and make a corresponding credit entry in the general postal account.

—money-order to postal account.

2. In the case of transfer from the money-order to the postal account the amount must be entered on the credit side of the money-order cash book, and a corresponding entry made on the debit side of the general

postal account—the transfer to be noted in the money-order statement, as provided in the preceding paragraph.

Entry of transfer, how made.

3. All entries pertaining to a transfer must appear only in the accounts for the quarter in which the transfer is made. For example, if $100 is transferred from the postal account on March 31, the debit entry must appear in the statement rendered March 31, in the cash-book record for March 31, and in the postal account for the first quarter.

Notice of transfers.

4. A notification (Form 6024) should in all cases be sent to the Auditor for the Post-Office Department immediately after a transfer of funds from either account.

See sec. 1098 as to authority for transfers of funds from one account to another; sec. 1100 as to disposal of balance of funds transferred from postal to money-order account, where not needed.

—entries in, how made.

III.—Money-Order Drafts and Credits on New York.

Special money-order drafts.

Sec. 1103. Whenever it appears from the advices in the hands of a postmaster that he will probably be called upon to pay orders in excess of the amount of his money-order and available postal funds (see sec. 1001), he should (if he has no credit on money-order account with the postmaster at New York, N. Y.) *at once* make application to the First Assistant Postmaster-General (Division of Money Orders), Form 6033 (or, lacking that form, by letter), for a special draft on the postmaster at that office for the necessary amount.

—when issued.

—application for.

2. The application for such special draft should not be delayed until the orders are presented for payment. Postmasters must provide funds in anticipation of the presentation of orders the advices of which are in their hands. Superintendents of stations in emergencies of this kind will be governed by the provisions of section 1106. They are not authorized to transfer funds from the postage to the money-order account. (See sec. 1001.)

Advances by postmasters to pay orders.

3. If a postmaster is willing to advance from his private funds the amount required to pay an order he may do so. In that event the postmaster should cause the order to be indorsed in his favor and hold it as his personal property until he shall have received the draft he has applied for or until he has procured sufficient funds from the sale of orders to reimburse himself. An order so paid must not be entered in the

cash book, register, or statement as paid, nor should it be stamped on the face as paid, *until the debit side of his account is sufficiently large to cover the amount.*

Credits on postmaster at New York.
—when allowed.

Sec. 1104. Whenever the payments at any office continuously exceed the money-order receipts thereat, the First Assistant Postmaster-General (Division of Money Orders) will grant the postmaster at such an office a credit, on money-order account, for a specific amount, with the postmaster at New York, N. Y.

—drafts against.

2. When at any office having a credit on New York the funds arising from the business are insufficient to pay the orders presented the postmaster will draw a draft, against the amount placed to his credit, for such a sum as may be necessary to meet the exigency, and no more. The entire amount must not be drawn immediately unless the whole of it is needed at once for the payment of orders.

—not to be used until all funds exhausted.

3. A postmaster having a credit account with the postmaster at New York *should exhaust both his money-order funds and his available postal funds before drawing against such credit.* (See secs. 1001, 1098, and 1099.)

—entry of amount of drafts on.

4. The amount of a draft must be entered by the postmaster to his *debit* in the cash book upon the day it is drawn, and also in the money-order statement, when rendered.

—renewal of.

5. Where a credit on New York allowed to any office is about to become exhausted the postmaster should make timely application to the First Assistant Postmaster-General (Division of Money Orders) for a renewal thereof. (Form 6035.)

Drafts.
—form of.

Sec. 1105. A book of blank drafts, consecutively numbered, will be supplied to each postmaster having a credit on New York.

—entries in margin of.

2. In the margin of a book of blank drafts must be entered the amount of the credit allowed, and each draft and the amount thereof must be noted in such margin, so that the available balance will always be apparent.

—coupons of, to be forwarded to Department.

3. Each draft will bear a coupon which the postmaster drawing the draft will fill in, date, and sign, and which the postmaster at New York will transmit to the First Assistant Postmaster-General (Division of Money Orders) when the draft is paid.

—to be on forms furnished by Department.

4. Postmasters must not draw drafts in manuscript or upon any form other than the engraved one sup-

plied by the Department. Drafts must invariably be signed by the postmaster if he is present, or if it be impossible for him to personally sign them they must be signed in his name by the authorized clerk. (See sec. 250.)

—negotiation of.

5. Where a postmaster is unable to negotiate a draft in the vicinity of his office he will promptly notify the First Assistant Postmaster-General (Division of Money Orders). If at the time a credit is applied for the postmaster believes that he can not cash a draft in his vicinity he should so state in his application.

—when can not be negotiated.

6. Where a draft can not be negotiated by a postmaster, and notice is given as herein provided, the postmaster at the nearest large office will be authorized to negotiate such draft, and the amount thereof will be returned in bank bills by registered mail to the postmaster from whom the draft is received.

Supplying of funds at stations of post-office.

—through main office.

Sec. 1106. Stations in need of funds for the payment of money orders exceeding in amount the money-order funds on hand thereat are supplied differently. Instead of making application to the First Assistant Postmaster-General on Form 6033 for a draft, the superintendent of the station, in an emergency of the kind mentioned, forwards an application (Form 6034) to the postmaster at the main office for the necessary amount, and is supplied therewith by the postmaster from money-order funds of the main office. For the amount furnished on such application the superintendent gives a receipt on Form P—Acknowledgment of Funds Received—and enters the same on the debit side in the cashbook of the station and in the next statement of money-order business transacted thereat. Such acknowledgment is retained on file at the main office, and credit for the amount named therein is taken by the postmaster in the cashbook and in the summary of the next weekly statement of the office.

Receipts.

See Sec. 1101 as to Superintendents of stations being forbidden to transfer from postal to money-order account.

IV.—Temporary Deposits of Money-Order Funds.

Deposits in national banks designated by Secretary of Treasury.

R. S. § 4046.

Sec. 1107. * * * Nothing herein contained shall be construed to prohibit any postmaster depositing, under the direction of the Postmaster-General, in a national bank designated by the Secretary of the Treasury for that purpose, to his own credit as postmaster, any money-order or other funds in his charge, nor

prevent his negotiating drafts or other evidences of debt through such bank, or through United States disbursing officers, or otherwise, when instructed or required to do so by the Postmaster-General, for the purpose of remitting surplus money-order funds from one post-office to another, to be used in payment of money orders.

Use of drafts, etc., in remitting funds.

Disbursing officers of the United States shall issue, under regulations to be prescribed by the Secretary of the Treasury, duplicates of lost checks drawn by them in favor of any postmaster on account of money-order or other public funds received by them from some other postmaster.

Duplicates of lost checks, how issued.

Note.

NOTE.—The first part of the above statute relates to the embezzlement of money-order funds, and is given as sec. 1571. See sec. 358 as to deposit of public funds in national banks, etc.; sec. 1111 as to remittance of money-order funds by bank drafts, etc.

National banks designated by the Secretary of the Treasury to receive deposits of money-order funds under the provisions of this statute are distinct from regular Government depositories. Deposits are made in such banks in the name of the postmaster, and are maintained by the Department at various points and in such amounts as may be necessary to meet the needs of the service, such as the settlement of drafts, clearing-house balances, etc. (See secs. 1098 and 1099.) Whenever a balance exceeds the authorized reserve such excess is to be remitted to the depository designated. Such deposits are different from those maintained at post-offices as provided in sec. 1108 for the use of the particular offices.

The provision relating to the issue of duplicates of lost checks drawn by any disbursing officer, on account of money-order funds received by them, is applicable where drafts are obtained by postmasters from disbursing officers for use in making remittances. (See sec. 1111.)

Temporary deposits of money-order funds.

—how may be made.

Sec. 1108. Postmasters may deposit the money-order funds of their offices in a national bank, or may make a special deposit thereof for safe-keeping in any other bank, as provided in sections 358 and 359.

—at offices where Government depository may be made in other national banks.

2. At offices where there is an assistant treasurer or national bank designated as a Government depository, postmasters will deposit the money-order funds of their offices in any other national bank if directed to do so by the First Assistant Postmaster-General (Division of Money Orders).

Regular remittances to be made.

3. Where postmasters maintain temporary deposits, regular remittances of surplus funds must be made as provided in section 1110.

Note.

NOTE.—See preceding section, note, as to deposits in national banks in name of postmasters maintained to meet needs of service.

V.—DEPOSIT OF SURPLUS FUNDS—REMITTANCES—RESERVES.

General regulations as to deposits.

Sec. 1109. All regulations under Subdivision IV, "Deposit of surplus funds—Preparation and dispatch of remittances," chapter 8, Title Two, will apply to

—to apply to money-order funds, except.

money-order funds, unless they specifically refer to postal funds or are otherwise modified in this chapter.

Sec. 1110. All postmasters at money-order offices must remit daily to the depository designated by special instructions to each office (see sec. 1117) all surplus money-order funds, unless the amount is less than $50, in which case no remittance is required. (See sec. 1113.) **Deposit of money-order funds.**

2. Remittances must consist of complete dollars only and not include fractions of a dollar. Small coins may be used in making remittances, but should amount to even dollars. Where drafts, checks, etc., are used in making remittances the total of the remittance need not necessarily be in even dollars. Remittances not to include fractions of a dollar.

3. Remittances must be prepared and dispatched after the close of the money-order business for the day, but this is not to be construed as limiting remittances to that time. If, for example, the mails are regularly dispatched from an office on Monday at 3 p. m., the postmaster should prepare and transmit a remittance at that hour, including therein the surplus which at that time had accrued. The remittance next made, on Tuesday at 3 p. m., will of course include the sum which accrued between the hours of 3 p. m. Monday and 3 p. m. Tuesday. Where, however, there is not sufficient time to properly prepare a remittance (see sec. 367), or it can not be sent by registered mail (see sec. 838), it must be dispatched by the first mail leaving the office after the beginning of business on the following day. —when to be made.

4. In some cases national banks are designated as depositories for money-order funds. (See sec. 1117.) —may be in national banks, when.

5. Money-order funds are not always to be remitted to the same depository as postal funds; this distinction must be observed. —not always at the same place as postal funds.

6. Whenever a postmaster is in doubt as to the proper depository for money-order funds, application should be made to the First Assistant Postmaster-General (Division of Money Orders) for instructions. Instructions as to depository, when in doubt.

7. Where surplus funds are not remitted in accordance with the regulations, credit will not be allowed for the amount thereof in case of loss. (See sec. 204.) Losses in transit.

See sec. 367, as to preparation and dispatch of remittances; sec. 1113, as to what surplus money-order funds consist of; sec. 1114 as to reserves; sec. 1575 as to penalty for failure to remit or pay over money-order funds as instructed.

Remittances by drafts, checks, etc.

Sec. 1111. Remittances of surplus money-order funds may be made by means of drafts drawn by a national bank upon a national bank of the city where the post-office designated as the depository is located, or by means of drafts drawn by a national, State, or private bank, upon a State bank or private banking institution of that city, or by a State or private bank upon a national bank there located.

—of national banks.

—of other banks.

—of private parties.

2. Where it is not practicable to use drafts such as are described in the foregoing paragraph, and postmasters are able to procure the checks of a reliable firm or individual, to be used for a like purpose, the use of such checks may be authorized, provided the postmaster and the sureties on his bond shall enter into a special agreement (Form 6848b) whereby they obligate themselves to be responsible for the payment of any check so used for the purpose named.

Application for authority to use other than national bank drafts.

3. Postmasters who desire to remit by means of drafts *other than those of national banks drawn upon national banks*, or by checks of firms or individuals, however, must apply to the First Assistant Postmaster-General (Division of Money Orders) for special permission and instructions.

Note.

NOTE.—See sec. 1107 as to statute (R. S., § 4046) under which drafts other than those of national banks may be used in making remittances of money-order funds; such drafts can not be used to remit postal funds. See sec. 1120 as to treatment at depository offices of unauthorized drafts.

Credit for remittances before certificate is obtained prohibited.

Sec. 1112. Postmasters must not take credit in their cash books or in their statements for the amount of any remittance until a certificate of deposit is received therefor from the depository to which it was sent.

Entry of amounts for which no certificate has been received.

2. The amount of each remittance for which no certificate has been received must appear in the cash book and in the statement as a part of the "cash balance on hand," *exactly as though no remittance had been made;* but it should be entered with its proper date in the blank space provided for such entries at the bottom of the statement.

Surplus funds.
—how ascertained at offices not allowed a reserve.

Sec. 1113. At offices where a reserve is not authorized the amount of "surplus funds" on hand at a given time is to be ascertained by deducting from the amount of the balance any amounts previously remitted, for which certificates of deposit have not been received,

and the amounts of repaid orders awaiting return of corresponding advices. For example:

If the balance at the close of business be	$178.32
And of this amount a remittance, say of $73.00, had been made, for which a certificate had not been received, the amount of this remittance is to be reckoned as in transit and deducted	73.00
The surplus is, therefore, the difference between the balance and the aggregate of the remittances in transit	105.32
Hence the amount to be remitted is the even dollars	105.00
Or if a reserve is allowed, say of $50.00, the amount of such reserve is to be deducted	50.00
And the sum to be deposited is	55.00

No remittance of less than $50 need be made.

"Reserve."—allowance and use of.

Sec. 1114. At such offices as it may be deemed necessary by the First Assistant Postmaster-General, on account of the fluctuating character of the business, to keep on hand a sum of money to insure the prompt payment of money orders on presentation, he may allow a "reserve," the amount thereof to be determined by him.

—unpaid advices, where amount of, may be retained.

2. Postmasters to whom a "reserve" is allowed may retain from deposit the amount thereof, and no more.

Surplus funds, how determined.

3. From the amount of funds on hand at the close of business each day the postmaster may deduct the amount of the "reserve" allowed his office; the remainder will be the amount of *surplus* funds; every dollar of which must be remitted to the designated depository. (See sec. 1110.) No remittance, however, need be made for any sum less than $50, as provided in the preceding section.

A reserve need not be retained unless necessary.

Sec. 1115. Where a reserve is authorized it is not obligatory upon postmasters to retain all or any portion of such reserve. The authorization simply permits the sum named therein to be retained, if it be necessary in order to provide for the payment of orders. If the entire amount of the reserve be not needed, no part thereof need be retained; if a portion be needed, such portion only is to be retained. Postmasters must exercise good judgment in this matter, and act accordingly.

VI.—Depositaries and Depository Offices for Money-Order Funds.

Deposit of money-order funds with assistant treasurers. R. S., § 4045.

Sec. 1116. * * * And it shall be the duty of the assistant treasurer of the United States to open, at the request of the Postmaster-General, an account of "money-order funds" deposited

by postmasters to the credit of the Postmaster-General, and of drafts against the amount so deposited, drawn by him and countersigned by the Auditor for the Post-Office Department.

Note.

NOTE.—Money-order funds are not part of the postal revenues, and such funds, when deposited with assistant treasurers, may be paid out or transferred upon the draft of the Postmaster-General. (See sec. 1098; see sec. 1094 for first part of above statute.)

Depositories for money-order funds.

—to be designated by special instructions.

Sec. 1117. Depositories for money-order funds will be designated by special instructions from the First Assistant Postmaster-General (Division of Money Orders). (See sec. 117.)

Note.

NOTE.—Assistant treasurers, national banks designated as Government depositories, and postmasters at certain offices are depositories of money-order funds. Such funds are generally collected in the various depository post-offices, and are thence transmitted to larger depository offices. After passing through various depository offices all surplus money-order funds finally reach the post-offices at Chicago and New York, where they are deposited with the assistant treasurers at those places to meet the needs of the service. (See sec. 1116.) As a rule, the funds deposited with the assistant treasurer at Chicago are not drawn upon, but after reaching a certain amount are transferred to the assistant treasurer at New York. Money-order funds deposited by postmasters directly with assistant treasurers and Government depositories are transferred by means of checks drawn by the Treasurer of the United States to the order of the postmaster at New York or Chicago. (See sec. 1116.) Money-order funds are never covered into the Treasury, but are held in post-offices and by the assistant treasurers at New York and Chicago for the payment of money orders. The fees for the issue of money orders are used for the expenses of the service, and the balance is deposited in the Treasury as the "net proceeds of the money-order business," which forms a part of the postal revenues. (See secs. 113 and 114.) The amount of unpaid money orders more than one year old may be deposited in the Treasury under the direction of the Postmaster-General, and the amount of such deposit constitutes an appropriation for the payment of unpaid money orders more than one year old. (See sec. 1132.)

General regulations for depositories.

—to apply to money-order depositories, except.

Sec. 1118. All regulations under Subdivision III, "Treatment of depositaries," in chapter 7, Title One, will apply to depositories of money-order funds, unless they specifically refer to postal funds or are otherwise modified in this chapter.

Accounts and report of deposits.

Sec. 1119. Postmasters at depository offices for money-order funds must enter every deposit of money-order funds in the proper account and on a "Memorandum of remittances received on money-order account" (Form 6025), which will be forwarded daily to the Auditor for the Post-Office Department.

—certificates of deposit.

2. A certificate of deposit will be issued for every deposit and sent to the postmaster making such deposit.

—form of.

—duplicate of, how and when issued.

3. The certificates of deposit for money-order funds (Form O1) will be numbered consecutively. A special form (O) will be provided, to be used when the original has been spoiled in process of issue, when the remit-

ting postmaster fails to receive the original, when a post-office inspector requires a certificate of deposit to cover a collection, or when the supply of regular blank certificates becomes exhausted, in which case the consecutive number will be continued and written on the forms, and when the regular certificates are received, those corresponding in number with the special forms issued must be destroyed.

See sec. 124 as to certificates of deposit for postal funds.

Unauthorized checks used in remittances.

Sec. 1120. Where a remittance contains any checks or drafts other than those of national banks, the receiving postmaster will issue a certificate of deposit upon collection of the same, but, unless previously authorized to accept them, will report the facts to the First Assistant Postmaster-General (Division of Money Orders).

—report of.

See sec. 1111 as to money-order remittances by drafts other than those of national banks, and sec. 369 as to remittances by drafts of deposits of postal funds.

Deposits of money-order funds to be used the same as regular funds.

Sec. 1121. All money-order funds received at depository post-offices will be treated as money-order funds accruing at such office, and should be used whenever necessary for the payment of money orders drawn on such offices.

Remittances by depository postmasters.

2. Postmasters at depository offices will remit all surplus funds accruing at their offices and received from other postmasters, such surplus to be ascertained in the usual manner as provided in sections 1113 and 1114.

VII.—Money-Order Records, Accounts, and Statements.

Record books.

—at smaller offices.

Sec. 1122. The following records must be kept at the smaller money-order offices, at which the "filing system" is not authorized:

Daily register.

a. A register of orders issued, in which must be recorded daily the particulars of all orders issued.

Advice register.

b. A register of advices received, in which the particulars of every advice are to be entered upon receipt, and in which the date of payment of the corresponding order must be recorded.

Cash book.

c. A cash book, showing the debit and credit transactions of each day.

—should furnish complete record.

2. These books, which contain explicit printed instructions, should furnish a complete record of the

—must be filed.

business of the post-office. The registers, being the property of the Department, must be retained on file in the post-office as permanent records.

Note.

NOTE.—Special instructions will be issued to such offices as are authorized by order of the First Assistant Postmaster-General to use the "filing system."

Daily adjustments of accounts.

Sec. 1123. The money-order accounts must be kept separately from all other accounts, and must be adjusted at the close of each day's business in order that the balance of funds on hand may be accurately ascertained.

All business of day to be entered.

2. Postmasters must wait until they are positive that all business for the day has been transacted before they close the account or change the date in M. O. B. stamp. (See sec. 995.) Should it become necessary to issue or to pay an order after the account of the day has been closed, such account must be reopened and made to include the transaction.

Money-order accounts.
R. S., § 4044.
1894, Jan. 27, ch. 21, § 8, 2 Supp., 168.

Sec. 1124. It shall be the duty of postmasters at post-offices authorized to issue money orders to render to the Auditor for the Post-Office Department monthly, semimonthly, weekly, semiweekly, or daily accounts of all money orders issued and paid, of all fees received for issuing them, of all transfers and payments made from money-order funds, and of all money received to be used for the payment of money orders or on account of money-order business.

Note.

NOTE.—Money-order accounts are known as "money-order statements."

Money-order statements.
—how numbered.

Sec. 1125. The statements for offices which are directed to render monthly statements will be numbered consecutively according to the month rendered, for example:—No. 1, January; 2, February; 6, June; 9, September, etc. On January 1 of each year the postmasters at all other money-order offices will be furnished with a "schedule of rates and numbers of statements" to be rendered during such calendar year. These schedules will not be alike for all such offices, but will be arranged to meet the special requirements of the service.

—to be sent to Auditor.

2. Money-order statements will be sent to the Auditor for the Post-Office Department.

—weekly.

3. Statements will be rendered *weekly* at all offices of the first and second classes, and at offices of the third class authorized to issue and to pay international

—semimonthly.

orders; *semimonthly* at offices of the third class where

—monthly.

international business is not transacted, and *monthly*

at all offices of the fourth class authorized to transact money-order business, whether domestic only or domestic and international.

—at stations, how rendered.

4. *Weekly* statements of the business transacted at the international money-order stations, and *monthly* statements of the business at stations where the issue and payment of domestic orders only is authorized, will be rendered. Statements from stations must be forwarded, not directly to the Auditor, as from other offices, but to the main offices, there to be examined by the postmaster, and after such examination transmitted by him to the Auditor for the Post-Office Department.

Weekly statements to include only week's business.

Sec. 1126. Postmasters required to render *weekly* statements will be careful to enter therein neither more nor less than the transactions of one week, and the week will commence on Monday and end on Saturday. But at the expiration of each quarter of the year, viz, 31st of March, 30th of June, 30th of September, and 31st of December, should either of these days not fall on Saturday or Sunday, a statement must be made up and forwarded of the business transacted from the last Saturday but one in the month up to the close of the last day of that month and quarter. The next succeeding statement must embrace all the business transacted on and after the first day of the first month of the next quarter up to the close of the second Saturday of said month.

Special statements at close of quarter. —how rendered.

Advices of repaid orders to be attached to accounts.

R. S., § 4039. 1894, Jan. 27, ch. 21, § 6, 2 Supp., 168.

Sec. 1127. It shall be the duty of the postmasters to attach to their accounts rendered to the Auditor for the Post-Office Department the letters of advice, or if lost evidence of that fact, recalled from the post-office to which originally sent for all repayments of domestic money orders provided for in this section and in section four thousand and thirty-eight of the Revised Statutes of the United States.

Note.

NOTE.—The above section is an amendment to R. S., § 4039, given as sec. 1021, relating to repayment of money orders; R. S., § 4038, given as part of sec. 992, refers to issue of new orders in case change or modification is desired by purchaser. See sec. 1021 as to recall of advices in cases of repayment.

Vouchers to accompany statements.

Sec. 1128. The paid orders, together with the "not issued" (spoiled) forms and the repaid orders, with their corresponding advices, must invariably accompany the statement in which they are entered. The statement will not be considered complete without them.

Amount of unpaid advices on hand to be noted in statements.

Sec. 1129. Every postmaster at a domestic office must in making up his statements enter therein the

amount of unpaid advices in his hands. In case no unpaid advices are on hand at the close of the period covered by the statement, the fact should be noted therein by writing the words "*no unpaid advices on hand*" in the space reserved at the foot of the statement for that purpose.

Note.

NOTE.—This section does not apply to an international office.

Statements of "No business."

Sec. 1130. If no business has been transacted during the period for which a postmaster is required to forward a statement, he will send forward the usual statement form weekly, semimonthly, or monthly, as the case may be, *giving the last balance*, and bearing the words "*No business*" written across the face of the blank.

Cash balance from preceding statement to be brought forward.

2. The cash balance, however small, remaining on hand at the close of the period covered by the preceding statement must be brought forward and accounted for in the usual way, and from week to week, fortnight to fortnight, or month to month, as the case may be.

Compensation for money-order business.

Sec. 1131. Postmasters at *third* and *fourth class* post-offices will take credit in their cash books and in the summary of each statement rendered by them for the amount of commissions which have become due for the orders issued during the period covered by the same statement. The amount of commission due is to be ascertained by multiplying 3 cents by the number of orders actually issued within that period.

—amount of at 3rd and 4th class offices.

Pay of M. O. clerks at 1st and 2nd class offices not to appear in accounts.

2. No entry is to appear in the money-order accounts of payments made for clerk hire, notwithstanding the time of certain employees may have been wholly occupied in that branch. Such entries are to appear in the postal accounts alone.

See sec. 967 as to commissions for money-order business; sec. 286 as to clerk hire at money-order offices of first and second classes.

Monthly statements of unpaid orders one year old.
1894, Jan. 27, ch. 21, § 4, 2 Supp., 167.

Sec. 1132. * * * It shall be the duty of postmasters at all money-order offices to render to the Auditor for the Post-Office Department a monthly statement * * * of all domestic money orders payable at their respective offices, as evidenced by advice, remaining unpaid for one year from the last day of the month of issue, such statement to be accompanied by the advice, * * * and the amount of money represented by the Auditor's statement and by the monthly statements of the postmasters, as certified to the Postmaster-General by the Auditor, shall be turned into the Treasury by the Postmaster-General for account of the Post-Office Department to be used as current revenues.

Disposition of money represented by unpaid orders.

2. The statement of advices of unpaid orders more than one year old will be made out promptly at the close of each month, on Form 6686. Statements to be promptly made out.

NOTE.—The omitted portion of the statute shown by stars was merely temporary, and is therefore omitted. The first paragraph of sec. 4 of the act of January 27, 1894, relative to the payment of orders more than one year old, is given as sec. 1035. See sec. 1019 as to unclaimed orders. Note.

Sec. 1133. The Secretary of the Treasury and the Postmaster-General shall cause to be destroyed in such manner as they may deem best all money-order statements rendered by postmasters and all paid Money Orders and paid Postal Notes accompanying the same, now filed in the office of the Auditor for the Post-Office Department, or which may hereafter be filed therein, after seven years shall have elapsed from the expiration of the period covered by such statements. **Destruction of money-order statements and paid orders.** 1894, July 16, ch. 137, § 4, 2 Supp., 196; 1897, Mar. 3, ch. 385, 2 Supp., 599.

NOTE.—Postal notes are no longer issued. (See sec. 1037.) See sec. 1035 as to payment of orders more than one year old after the lapse of seven years from the date of issue, and note. Note.

VIII.—CHANGE OF POSTMASTERS AT MONEY-ORDER OFFICES.

Sec. 1134. When the postmaster at a money-order office turns the office over to his successor he must deliver to the latter in cash all money-order funds then due to the United States, where there is not a sufficient amount on hand to require a remittance and take a receipt therefor on Form 6994, which must be forwarded to the Auditor for the Post-Office Department with his final statement, and a credit for a like amount should be entered in the cash book. **Outgoing postmaster.** —must deliver money-order funds in cash. —receipt for cash turned over by. —credit for cash turned over by.

2. An outgoing postmaster must transmit to the Auditor the final statement of business transacted since the date of his last completed statement up to and including the day of his retirement from the office, even if the period embraced is only a fractional part of a week, fortnight, or month. A statement for such fractional period should be given a fractional number. For example, the final statement rendered by a retiring postmaster at a fourth-class office for the first ten days of February should be numbered 1½ instead of 2, the number to be borne by the first statement of the incoming postmaster, which will be for the remainder of the month. Final statement to Auditor.

3. In the summary of the final statement the outgoing postmaster must take credit for the amount of Credit in final statement.

funds actually turned over to his successor in cash, after the following form:

"By cash turned over to my successor, John Doe, per his receipt herewith, $——."

Receipt for surplus funds sent to depository.

4. Where an outgoing postmaster has made a remittance of surplus funds to his depository for which he has not received a certificate of deposit on the day of his retirement, his successor must not receipt for the amount of such remittance, nor make any entry thereof in his accounts. The outgoing postmaster must, in such case, delay forwarding his final statement until he shall have received the certificate, and take credit for the amount thereof in that statement. thus closing the account.

Records and supplies, delivery of, to successor.

5. A postmaster must, upon his retirement from office, deliver to his successor all record books covering the entire period subsequent to the establishment of money-order business at the office, forms, blanks, dating stamps, circulars, and instructions which have been received from the Department, and all advices on hand of money orders drawn upon the office—paid or unpaid. For the forms and record books a receipt (Form 6993) is required, and such receipt must show the first and last numbers of the forms so delivered.

Incoming postmasters.

Sec. 1135. Upon taking charge of a money-order office the incoming postmaster must debit himself in the cash book and in his first statement with the

Cash received from predecessor

amount of funds received in cash from his predecessor after the following form:

"To cash received from my predecessor, Richard Roe, per my receipt to him, $——."

General credit on New York.

2. If the outgoing postmaster has been furnished with a general credit on the postmaster at New York on money-order account (see sec. 1104) the new postmaster must apply at once by letter to the First Assistant Postmaster-General (Division of Money Orders) for a transfer to himself of the unexpended balance of such credit, or, if there be no balance, for a renewal in his favor.

Failure of outgoing postmaster to comply with instructions.

3. Where the outgoing postmaster fails to comply with the provisions of the preceding section such fact shall be reported to the First Assistant Postmaster-General (Division of Money Orders).

TITLE SEVEN.

TRANSPORTATION OF THE MAILS.

CHAPTER 1.

GOVERNMENT MONOPOLY OF MAIL TRANSPORTATION.

I.—PRIVATE EXPRESS—EXCEPTIONS.

Conveyance of mail matter by private express forbidden.
R. S., § 3982.

Sec. 1136. No person shall establish any private express for the conveyance of letters or packets, or in any manner cause or provide for the conveyance of the same by regular trips or at stated periods, over any post route which is or may be established by law, or from any city, town, or place to any other city, town, or place between which the mail is regularly carried; and every person so offending, or aiding or assisting therein, shall for each offense be liable to a penalty of one hundred and fifty dollars.

Penalty.

Exception.
1879, Mar. 3, ch. 180, 1 Supp., 245.

2. Nothing contained in (this) section * * * shall be construed as prohibiting any person from receiving and delivering to the nearest post-office or postal car mail matter properly stamped.

Note.
Government monopoly of transportation of letters.

NOTE.—The Congress, under authority of the Constitution (sec. 1) has vested in the Post-Office Department an absolute monopoly of the transportation of letters and packets by regular trips or at stated periods over all post routes. The above proviso and sections make certain exceptions to the general statute. The term "packet," as used in this and following statutes, means a packet of letters; therefore the Government monopoly does not extend to all matter admitted to the mails, but only to letters. Letter-carrier routes are post routes. (Sec. 1153.) See secs. 1622 and 1623 as to penalty for obstruction and detention of mails; sec. 1621 as to penalty for use of sign "U. S. Mail," etc.; sec. 194 as to recovery of penalties.

Definition of "packet."

Transmission of letters without compensation or on special occasions.
R. S., § 3992.

Sec. 1137. Nothing herein (meaning the Revised Statutes) contained shall be construed to prohibit the conveyance or transmission of letters or packets by private hands without compensation, or by special messenger employed for the particular occasion only.

When letters may be carried out of the mail.
R. S., § 3993.
—in stamped envelopes.

Sec. 1138. All letters inclosed in stamped envelopes, if the postage stamp is of a denomination sufficient to cover the postage that would be chargeable thereon if the same were sent by mail, may be sent, conveyed, and delivered otherwise than by mail, provided such envelope shall be duly directed and properly sealed, so that the letter can not be taken therefrom without defacing the envelope, and the date of the letter or of the transmission or receipt thereof shall be written or stamped upon the envelope. But the Postmaster-General may suspend the operation of this section

Suspension of this section.

upon any mail route where the public interest may require such suspension.

Note.

NOTE.—"Stamped envelopes" means Government stamped envelopes. (See sec. 136.)

See sec. 194 as to recovery of penalties.

Transportation of persons unlawfully conveying mail forbidden.
R. S., § 3983.

Sec. 1139. The owner of every stagecoach, railway car, steamboat, or other vehicle or vessel, which shall, with the knowledge of any owner, in whole or in part, or with the knowledge or connivance of the driver, conductor, master, or other person having charge of the same, convey any person acting or employed as a private express for the conveyance of letters or packets, and actually in possession of the same for the purpose of conveying them, contrary to the spirit, true intent, and meaning of this Title (meaning Revised Statutes, Title XLVI, "The Postal Service"), shall, for every such offense, be liable to a penalty of one hundred and fifty dollars.

Penalty.

See sec. 194 as to recovery of penalties.

Transmission of letters by private express forbidden.
R. S., § 3984.

Sec. 1140. No person shall transmit by private express or other unlawful means, or deliver to any agent of such unlawful express, or deposit, or cause to be deposited, at any appointed place, for the purpose of being transmitted, any letter or packet; and for every such offense the party offending shall be liable to a penalty of fifty dollars.

Penalty.

See sec. 194 as to recovery of penalties.

II.—Carrying of Letters Outside of Mail by Common Carriers, Vessels, Mail Carriers, etc.—Exceptions.

Illegal carrying of letters outside of mail.
R. S., § 3985.

Sec. 1141. No stagecoach, railway car, steamboat, or other vehicle or vessel which regularly performs trips at stated periods on any post route, or from any city, town, or place to any other city, town, or place between which the mail is regularly carried, shall carry, otherwise than in the mail, any letters or packets,

—except.

except such as relate to some part of the cargo of such steamboat or other vessel, or to some article carried at the same time by the same stagecoach, railway car, or other vehicle, except as provided

Penalty on owner.

in section three thousand nine hundred and ninety-three (sec. 1138); and for every such offense the owner of the stagecoach, railway car, steamboat, or other vehicle or vessel shall be liable to a

Penalty on driver.

penalty of one hundred dollars; and the driver, conductor, master, or other person having charge thereof, and not at the time owner of the whole or any part thereof, shall for every such offense be liable to a penalty of fifty dollars.

See sec. 1138 as to transportation outside of mail of letters inclosed in stamped envelopes; sec. 1246, as to ship letters; sec. 194 as to recovery of penalties.

Letters which may be carried by common carriers outside mail.

Sec. 1142. A railroad or steamboat company or other common carrier may carry letters written and sent by its officers and agents which relate to its business only, without inclosing the same in stamped envelopes. Such letters may be to other of such carriers' officers and

agents, to those of connecting lines, or to anyone else, so long as no other carrier intervenes.

—for connecting lines.

2. Letters of a company or carrier addressed to officers or agents of a connecting line on business relating to such company or carrier and delivered to an agent of the latter at the point of connection may be carried, and such carriage continued by the connecting company or carrier.

—for eating houses.

3. Letters written by a railroad company and addressed to the manager of an eating house operated by such company, or written by him and addressed to the company, may be carried.

Letters which can not be carried.

4. No company or carrier, or any officer or employee thereof, may carry letters which are neither written by the company or carrier, nor addressed to it. The fact that letters relate to through business over the lines of all companies or carriers transporting the same does not warrant a company in carrying such letters from one of its connecting lines to another.

Illegal carrying of mail by carriers and others.
R. S., § 3981.
Penalty.

Sec. 1143. Any person concerned in carrying the mail, who shall collect, receive, or carry any letter or packet, or cause or procure the same to be done, contrary to law, shall, for every such offense, be punishable by a fine of not more than fifty dollars.

Newspapers may be carried out of the mail.
R. S., § 3888.
Note.

Sec. 1144. Contractors or mail carriers may convey, out of the mail, newspapers for sale or distribution to subscribers.

NOTE.—Postage on such newspapers when placed in post-office must be paid by stamps affixed at the transient second-class rate. (See sec. 455.) The United States only assumes a monopoly of the transportation of letters and packets. (See sec. 1136.)

See secs. 1562 to 1566 as to prosecutions for offenses.

Carriers to receive and deposit properly prepaid matter presented to them.
R. S., § 3980.
Note.

Sec. 1145. Every * * railway postal clerk or other carrier of the mail shall receive any mail matter presented to him, if properly prepaid by stamps, and deliver the same for mailing at the next post-office at which he arrives, but no fees shall be allowed him therefor.

NOTE.—All postal cars and mail apartments in cars and steamboats are post-offices for the distribution of mail in transit, and mail matter placed therein is deposited in a post-office. The term "route agent" omitted from above section is obsolete.

See sec. 1486 as to acceptance of mail from public by railway postal clerks.

Vessels not to make entry until letters are delivered at post-office.
R. S., § 3988.
Oath.

Sec. 1146. No vessel arriving within any port or collection-district of the United States shall be allowed to make entry or break bulk until all letters on board are delivered at the nearest post-office, and the master thereof has signed and sworn to the following declaration, before the collector or other proper customs officer:

"I, A B, master of the ———, arriving from ———, and now lying in the port of ———, do solemnly swear (or affirm) that I have, to the best of my knowledge and belief, delivered, at the post-office at ———, every letter, and every bag, packet or,

parcel of letters, which were on board the said vessel during her last voyage, or which were in my possession or under my power or control."

Penalty for breaking bulk before delivery.

And any master who shall break bulk before he has delivered such letters shall be liable to a penalty of not more than one hundred dollars, recoverable, one half to the officer making the seizure, and the other to the use of the United States.

See sec. 1246 as to delivery at post-office of letters by master of vessel and payment therefor; sec. 1309 as to penalty for foreign vessels not delivering letters at post-office on arrival, etc.; sec. 537 as to retaliatory postage on letters carried to or from U. S. on foreign vessels; sec. 423 as to postage on ship letters.

Carrying letters out of the mail on board vessels.
R. S., § 3986.

Sec. 1147. No person shall carry any letter or packet on board any vessel which carries the mail otherwise than in such mail, except as provided in section three thousand nine hundred and ninety-three (sec. 1138); and for every such offense the party offending shall be liable to a penalty of fifty dollars.

Penalty.

See sec. 194 as to recovery of penalties.

III.—Searches for and Seizure of Letters Unlawfully Carried.

Postmasters and officers to report violations.

Sec. 1148. Whenever a postmaster, or other officer of the postal service, receives information or has good reason to believe that letters are illegally brought to or sent from any city, town, landing, station, or place, whether by steamboat, railroad, private carrier for hire, or any other mode of conveyance, or in any way in violation of law, he will give immediate notice of such violation of law to the Postmaster-General, with all the facts concerning it in his possession.

Officers of Post-Office Department may be specially authorized to make searches.
R. S., § 4026.

Sec. 1149. The Postmaster-General may, by a letter of authorization under his hand, to be filed among the records of his Department, empower any special agent or other officer of the Post-Office Establishment to make searches for mailable matter transported in violation of law; and the agent or officer so authorized may open and search any car or vehicle passing, or having lately before passed, from any place at which there is a post-office of the United States to any other such place, or any box, package, or packet, being, or having lately before been, in such car or vehicle, or any store or house, other than a dwelling house, used or occupied by any common carrier or transportation company, in which such box, package, or packet may be contained, whenever such agent or officer has reason to believe that mailable matter, transported contrary to law, may therein be found.

—of any car or vehicle.

—of store or building.

Agents of Department and customs collectors authorized to search vessels and make seizures.
R. S., § 3989.

Sec. 1150. Any special agent of the Post-Office Department, when instructed by the Postmaster-General to make examinations and seizures, and the collector or other customs officer of any port, without special instructions, shall carefully search all vessels for letters which may be on board or which have been conveyed contrary to law.

Agents of Department or collectors may seize or detain letters, etc., illegally carried. R. S., § 3990.

Sec. 1151. Any special agent of the Post-Office Department, collector or other customs officer, or United States marshal or his deputy, may at all times seize all letters and bags, packets, or parcels containing letters which are being carried contrary to law on board any vessel or on any post route, and convey the same to the nearest post-office, or may, by the direction of the Postmaster-General or Secretary of the Treasury, detain them until two months after the final determination of all suits and proceedings which may, at any time within six months after such seizure, be brought against any person for sending or carrying such letters.

Period of detention.

Seized packages unlawfully containing letters to be forfeited to the United States. R. S., § 3991.

Sec. 1152. Every package or parcel seized by any special agent of the Post-Office Department, collector, or other customs officer, or United States marshal or his deputies, in which any letter is unlawfully concealed, shall be forfeited to the United States, and the same proceedings may be had to enforce the forfeiture as are authorized in respect to goods, wares, and merchandise forfeited for violation of the revenue laws; and all laws for the benefit and protection of customs officers making seizures for violating revenue laws shall apply to officers making seizures for violating the postal laws.

Proceedings to enforce forfeiture.

See sec. 60 as to return to sender of letters or other matter seized or detained for violation of law. (See sec. 194.)

CHAPTER 2.

POST-ROADS AND ESTABLISHMENT OF MAIL SERVICE.

I.—Post-Roads.

Post-roads. R. S., § 3964.

Sec. 1153. The following are established post-roads:

All the waters of the United States, during the time the mail is carried thereon. —waters of United States.

All railroads or parts of railroads which are now or hereafter may be in operation. —railroads.

All canals, during the time the mail is carried thereon. —canals.

All plank-roads, during the time the mail is carried thereon. —plank roads.

The road on which the mail is carried to supply any court-house which may be without a mail, and the road on which the mail is carried under contract made by the Postmaster-General for extending the line of posts to supply mails to post-offices not on any established route, during the time such mail is carried thereon. —roads to court-houses, etc.

All letter-carrier routes established in any city or town for the collection and delivery of mail matters. —letter-carrier routes.

2. All public roads and highways while kept up and maintained as such are hereby declared to be post-routes. —public roads and highways. 1884, Mar. 1, ch. 9, 1 Supp., 423.

Note. Post-roads.

NOTE.—Prior to the act of March 1, 1884, all post-roads were established by specific acts of Congress; but inasmuch as all public roads and highways, while kept up and maintained as such, are now post-routes, this is no longer necessary. R. S., § 3972, authorizing the Postmaster-General, where there is more than one road between places designated by law for a post-road, to designate which shall be the post-road, is obsolete in view of the act of March 1, 1884.

Change of terminus of post-roads. R. S., § 3973.

Sec. 1154. The Postmaster-General may change the terminus of post-roads connecting with or intersecting railways when the service can be thereby improved.

Note.

NOTE.—Inasmuch as all public roads while kept up and maintained as such are post-routes, any change in the terminus of a mail route by the Postmaster-General does not divest the abandoned road of the character of a post-route.

II.—ESTABLISHMENT OF MAIL SERVICE.

Postmaster-General to provide for carrying mail on post-roads. R. S., § 3965.

Sec. 1155. The Postmaster-General shall provide for carrying the mail on all post-roads established by law, as often as he, having due regard to productiveness and other circumstances, may think proper.

Note.

NOTE.—As under the act of March 1, 1884 (sec. 1153), all public roads while kept up and maintained as such are now post-roads, the statute must be read in the light of this fact. The statutes under this chapter authorizing contracts for mail service apply to the various classes of transportation, which see. See chap. 3, this Title, as to transportation on railroads; chap. 4 as to electric-car service; chap. 5 as to mail-messenger service; chap. 6 as to independent contract wagon service; chap. 7 as to steamship, steamboat, and star routes; chap. 8 as to foreign mail service.

County seats to be supplied with mail. R. S., § 3966.

Sec. 1156. 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 in the United States which is without a mail.

Contracts for transportation of mail to and from post-offices. R. S., § 3975.

Sec. 1157. The Postmaster-General may, when he deems it advisable, contract for the transportation of the mails to and from any post-office. * * *

Note.

NOTE.—The latter portion of this section provided that where service "is performed over a route not established by law," the Postmaster-General "shall report the same to Congress, * * * and such service shall cease at the end of (its) next session * * * unless such route is established as a post-route," is obsolete in view of the fact that all public roads while kept up and maintained as such are now post-roads (see sec. 1153). See sec. 1237 as to carrying the mail on plank roads; sec. 1238 on canals; sec. 1239 as to extending line of posts.

Transportation of domestic mails through foreign countries. R. S., § 4006.

Sec. 1158. The Postmaster-General, after advertising for proposals, may enter into contracts or make suitable arrangements for transporting the mail through any foreign country, between any two points in the United States, and such transportation shall be by the speediest, safest, and most economical route; and all contracts therefor may be revoked whenever any new road or canal shall be opened affording a speedier, more economical, and equally safe transportation between the same points; but in case of the revocation of any such contract, a fair indemnity shall be awarded to the contractor.

See chap. 3, this Title, as to transportation of mails by railroad; chap. 7, this Title, by star and steamboat route.

Mail retarded on account of bulk. R. S., § 3994.

Sec. 1159. When the amount of mail matter to be carried on any mail route is so great as to seriously retard the progress or endanger the security of the letter mail, or materially increase the cost of carriage at the ordinary rate of speed, the Postmaster-General may provide for the separate carriage of the letter mail at the usual rate of speed; but the other mail matter shall not be

—when letters may be carried separately.

delayed any more than is absolutely necessary, having due regard to the cost of expedition and the means at his disposal for effecting the same.

Sec. 1160. Whenever, in the opinion of the Postmaster-General, the postal service can not be safely continued, the revenues collected, or the laws maintained on any post-road, he may discontinue the service on such road or any part thereof until the same can be safely restored.

Discontinuance of service on any road. R. S., § 3974.

Sec. 1161. No postmaster, assistant postmaster, or clerk employed in any post-office shall be a contractor or concerned in any contract for carrying the mail.

Postmasters and employees not to be contractors. R. S., § 3850.

2. No postmaster, assistant postmaster, or clerk in a post-office, nor any member of the immediate family of a postmaster or assistant postmaster, will be permitted to become a bidder, contractor, or subcontractor, or to receive compensation for carrying the mails. (See secs. 223 and 1201.)

—nor bidders.

See sec. 1597 as to penalty for being interested in contract or acting as agent for contractor.

Sec. 1161½. The Secretary of Agriculture, in cooperation with the Postmaster-General, may arrange a plan by which there shall be displayed on all cars and other conveyances used for transporting United States mail suitable flags or other signals to indicate weather forecasts, cold-wave warnings, frost warnings, and so forth, to be furnished by the Chief of the Weather Bureau.

Display of weather signals on cars and vehicles transporting the mail. 1896, Apr. 25, ch. 140, 2 Supp., 459.

CHAPTER 3.

TRANSPORTATION OF MAILS BY RAILROADS.

I.—Contracts and Compensation for Railroad Service.

Sec. 1162. The Postmaster-General shall arrange the railway routes on which the mail is carried, including those in which the service is partly by railway and partly by steamboat, into three classes, according to the size of the mails, the speed at which they are carried, and the frequency and importance of the service, so that each railway company shall receive, as far as practicable, a proportionate and just rate of compensation, according to the service performed.

Railroad routes to be classified. R. S., § 3997.

Note.—This provision was taken from the act of June 2, 1872. The acts of March 3, 1873, and March 3, 1875, incorporated in the Revised Statutes as § 4002, and the acts amendatory thereof (sec. 1164), fix the rate of compensation for carrying the mails at not exceeding a certain amount, according to the weight of such mails. Under chapter 7, this Title, "Transportation of mails on steamship, steamboat, and star routes" will be found certain statutes which apply to transportation of the mails generally.

Note.

Sec. 1163. The Postmaster-General may enter into contracts for carrying the mail, with railway companies, without advertising for bids therefor.

Postmaster-General may contract without advertising. R. S., § 3942.

See sec. 1158 as to contracts for carrying domestic mails over foreign territory.

Adjustment of compensation; conditions and rates.
R. S., § 4002.
Conditions.

Sec. 1164. The Postmaster-General is authorized and directed to readjust the compensation * * * to be paid for the transportation of mails on railroad routes upon the conditions and at the rates hereinafter mentioned:

First. That the mails shall be conveyed with due frequency and speed; and that sufficient and suitable room, fixtures, and furniture, in a car or apartment properly lighted and warmed, shall be provided for * * * (railway postal clerks) to accompany and distribute the mails.

Second. That the pay per mile per annum shall not exceed the following rates, namely: On routes carrying their whole length an average weight of mails per day of two hundred pounds, fifty dollars; five hundred pounds, seventy-five dollars; one thousand pounds, one hundred dollars; one thousand five hundred pounds, one hundred and twenty-five dollars; two thousand pounds, one hundred and fifty dollars; three thousand five hundred pounds, one hundred and seventy-five dollars; five thousand pounds, two hundred dollars, and twenty-five dollars additional for every additional two thousand pounds, the average weight to be ascertained, in every case, by the actual weighing of the mails for such a number of successive working days, not less than thirty, at such times, after June thirtieth, eighteen hundred and seventy-three, and not less frequently than once in every four years, and the result to be stated and verified in such form and manner as the Postmaster-General may direct.

Compensation reduced ten per cent.
1876, July 12, ch. 179, § 1; 1 Supp., 110.

2. The Postmaster-General * * * is hereby authorized and directed to readjust the compensation to be paid from and after the first day of July, eighteen hundred and seventy-six, for transportation of mails on railroad routes by reducing the compensation to all railroad companies for the transportation of mails ten per centum per annum from the rates fixed and allowed by the first section of an act entitled "An act making appropriations for the service of the Post-Office Department for the fiscal year ending June thirtieth, eighteen hundred and seventy-four, and for other purposes," approved March third, eighteen hundred and seventy-three (R. S., § 4002), for the transportation of mails on the basis of the average weight.

Compensation reduced five per cent more.
1878, June 17, ch. 259, § 1; 1 Supp., 187.

3. The Postmaster-General * * * is hereby authorized and directed to readjust the compensation to be paid from and after the first day of July, eighteen hundred and seventy-eight, for transportation of mails on railroad routes by reducing the compensation to all railroad companies for the transportation of mails five per centum per annum from the rates for the transportation of mails, on the basis of the average weight fixed and allowed by the (preceding paragraph) first section of an act entitled "An act making appropriations for the service of the Post-Office Department for the fiscal year ending June thirtieth, eighteen hundred and seventy-seven, and for other purposes," approved July twelfth, eighteen hundred and seventy-six.

Mails, how and when to be weighed.
1875, Mar. 3, ch. 128, § 1; 1 Supp., 70.

4. * * * (The Postmaster-General) is hereby directed to have the mails weighed, as often as now provided by law, by the employees of the Post-Office Department, and have the weights stated and verified to him by said employees under such instructions as he may consider just to the Post-Office Department and the railroad companies.

5. Out of the appropriation for inland mail transportation the Postmaster-General is authorized hereafter to pay the expenses of taking the weights of mails on railroad routes.

Expenses of taking weights.
Ib.

NOTE.—The rate of compensation fixed by act of March 3, 1873, incorporated in R. S., § 4002, was reduced 10 per cent by the act of July 12, 1876, and a second reduction of 5 per cent was made by the act of June 17, 1878; the net result of these reductions is indicated in the table given in note to the following section.

Note.
Legislation concerning compensation of railroads.

The act of March 3, 1875, merely provided that the weighing of the mails should be done by employees of the Post-Office Department, and that the expenses of such weighing should be paid out of the appropriation for inland transportation on railroad routes, as shown. The provision in this act concerning the stating of the weights is differently worded from that in the original statute, though the meaning is practically the same.

See sec. 1592 as to penalty for padding mails during weighing period; sec. 1332 as to fines and deductions; sec. 1178 as to reduction of pay for failure to furnish railway postal cars; sec. 1203 as to transportation of official matter by freight or express.

Sec. 1165. All railway companies to which the United States have furnished aid by grant of lands, right of way, or otherwise, shall carry the mail at such prices as Congress may by law provide; and, until such price is fixed by law, the Postmaster-General may fix the rate of compensation.

Land-grant roads.
R. S., § 4001.
—compensation to be fixed by Congress.
—by Postmaster-General when Congress fails.

Sec. 1166. Railroad companies whose railroad was constructed in whole or in part by a land grant made by Congress on the condition that the mails should be transported over their road at such price as Congress should by law direct shall receive only eighty per centum of the compensation authorized by this act.

Land-grant roads.
1876, July 12, ch. 179, § 13, 1 Supp., 110.
—rate of compensation to.

NOTE.—The maximum compensation for general railroad service and for service over land-grant railroads is shown in the following table:

Note.

Table of maximum rates for transportation of mails by railroads.

Average weight of mails per day carried over whole length of route.	Pay per mile per annum. Rates allowable under sec. 4002, R. S., (act of March 3, 1873).	Rates allowable under acts of July 12, 1876, and June 17, 1878.	Rates allowable to land-grant railroads, being 80 per cent of allowance to other railroads.	Intermediate weight warranting allowance of $1 per mile under the custom of the Department, subject to acts of July 12, 1876, and June 17, 1878.
				Pounds.
200 pounds	$50.00	$42.75	$34.20	
200 to 500 pounds				12
500 pounds	75.00	64.12	51.30	
500 to 1,000 pounds				20
1,000 pounds	100.00	85.50	68.40	
1,000 to 1,500 pounds				20
1,500 pounds	125.00	106.87	85.50	
1,500 to 2,000 pounds				20
2,000 pounds	150.00	128.25	102.60	
2,000 to 3,500 pounds				60
3,500 pounds	175.00	149.62	119.70	
3,500 to 5,000 pounds				60
5,000 pounds	200.00	171.00	136.80	
For every additional 2,000 pounds	25.00	21.37	17.10	
Over 5,000 pounds				80

No allowance is made for weights not justifying the addition of $1.

Special transfer service at St. Louis (Mo.) and East St. Louis (Ill.).
1899, Mar. 1, ch. 327, § 3, 2 Supp., 958.

—compensation for.

Sec. 1167. The Postmaster-General is hereby authorized, in his discretion, to pay from appropriations for transportation by railroad routes for the special transfer and terminal service between the Union Station at East Saint Louis, Illinois, and the Union Station at Saint Louis, Missouri, including the use, lighting, and heating of mail building and the transfer service at Saint Louis, at the rate of not exceeding fifty thousand dollars per annum.

Rates of compensation for mail transportation on Pacific railroads.
1862, July 1, ch. 120, 12 St.L., 493.

—how determined.

Sec. 1168. The grants aforesaid (to aid in the construction of a railroad and telegraph line from the Missouri River to the Pacific Ocean, see note) are made upon the condition that said company shall * * * transport mails * * * upon said railroad for the Government, whenever required to do so by any Department thereof, and that the Government shall at all times have the preference in the use of the same for all the purposes aforesaid (at fair and reasonable rates of compensation, not to exceed the amounts paid by private parties for the same kind of service). * * *

Payments to be withheld on account of interest on bonds issued by U. S. to aid railroads.
R. S., § 5260.

2. The Secretary of the Treasury is directed to withhold all payments to any railroad company and its assigns, on account of freights or transportation over their respective roads of any kind, to the amount of payments made by the United States for interest upon bonds of the United States issued to any such company, and which shall not have been reimbursed, together with the five per centum of net earnings due and unapplied, as provided by law.

Note.

List Pacific railroads.

NOTE.—Several railroad companies took grants under the provisions of this act, to wit: Union Pacific Railway Company, Central Pacific Railway Company, and Sioux City and Pacific Railway Company. The omitted portion of the statute provided that the compensation due the bond-aided railroads for mail service should be applied to the payment of the bonds issued by the Government to aid in the construction thereof. The act of July 1, 1864 (ch. 216, 13 Stat. L., 356), reduced the amount of compensation that should be retained to one-half, but the provisions of the original statute were restored by the act of May 1, 1878 (ch. 96, 20 Stat. L., 420), which, however, directed that one half only be directly paid on the bonds and the other half placed in a sinking fund for the ultimate redemption of all outstanding bonds. Inasmuch as a settlement has been made of practically all the bonds issued, the provisions concerning the retention of pay will soon be entirely obsolete.

Weights upon spur or lateral lines.

—how computed.

Sec. 1169. Where the main-line train carries onto a spur or lateral line mail matter which has no relationship therewith beyond the fact that the operations of the two are part of one railroad organization or train system, only such of the mails as are directly associated with and are dependent upon such spur or lateral line for advancement or distribution shall be taken account of in computing the average daily weight carried thereon.

Transportation of mail by other means than railroad when rates demanded exceed maximum.
R. S., § 3999.

Sec. 1170. If the Postmaster-General is unable to contract for carrying the mail on any railway-route at a compensation not exceeding the maximum rates herein provided, or for what he may deem a reasonable and fair compensation, he may separate the letter-mail from the other mail, and contract, either with or

without advertising, for carrying such letter-mail by horse-express or otherwise, at the greatest speed that can reasonably be obtained, and for carrying the other mail in wagons, or otherwise, at a slower rate of speed.

See sec. 1164 as to rates for railroad service; sec. 1332 as to fines and deductions.

Payment for service.

Sec. 1171. As soon as service is commenced on a route the railroad company should apply to the Auditor for the Post-Office Department for instructions as to the designation of an officer authorized to indorse warrants in payment for the service.

—relative to. Correspondence with Department.

2. All communications relative to the rate of pay for railroad service should be addressed to the Second Assistant Postmaster-General (Division of Railway Adjustment), and all communications relative to the settlement of accounts should be addressed to the Auditor for the Post-Office Department.

II.—Lap Service—Service on New Roads and Extensions.

Compensation for lap service.

Sec. 1172. The Post-Office Department will not favor the authorization of more than one mail route over the same railroad. Where, however, it becomes necessary to authorize more than one route, the second route will be at the lap rate; i. e., at a rate of compensation per mile per annum equal to the difference between the rate earned by the average daily weight of the first or original route and the rate which would be earned if the average daily weight of the lap route were added thereto.

Grant of trackage rights to include performance of service.

2. The Department will not favor the recognition of lap service originating during the term where such claim arises by reason of a grant or lease of trackage rights to another by a company operating a mail route. In all cases where such relations arise it is expected that the grantor or lessor will stipulate with the grantee or lessee that the former's obligation to carry the mails over the established post route shall be assumed and fulfilled by the latter for said grantor or lessor so far as it becomes desirable to forward mails by trains of the latter.

Mails not to be carried beyond a terminus without authority.

Sec. 1173. Where railroads are extended or trains run beyond the terminus of the route on which the transportation of mails is authorized, the mails must not be carried beyond such terminus until service is ordered by the Second Assistant Postmaster-General.

Service on new or extended railroad. —investigation of.

Sec. 1174. Before service is placed upon a new railroad or an extension of an existing road the Second Assistant Postmaster-General will, where he deems it advisable, refer the case to the General Superintendent of the Railway Mail Service (Form 2529) for report as to the necessity of service being placed on such line.

—report and recommendation.

2. The General Superintendent will refer the case to the proper division superintendent, who will make his report and recommendation. At the same time the superintendent will make a separate report respecting the necessity for the appointment of railway postal clerks, giving the number required.

—personal inspection as to.

3. Superintendents or their assistants should pass over the lines and learn from personal observation as to the necessity for the service before making report.

—commencement of.

4. Division superintendents will not arrange for the commencement of service on new or extended routes, either regularly or under waivers, until the same has been authorized by the Second Assistant Postmaster-General.

New service.

Sec. 1175. When a new railroad route shall be authorized after the regular weighing of mails for the section in which it is located has begun, the compensation for service thereon, until the beginning of the next term for which the succeeding general weighing shall be had for the section in which said route is located, shall be fixed by agreement at such rate, not exceeding $42.75 per mile per annum, as the importance and character of the service will warrant.

—compensation for, how determined.

III.—Railway Post-Office Car Service.

Additional pay for railway post-office lines. R. S., § 4004. —rates of.

Sec. 1176. Additional pay may be allowed for every line comprising a daily trip each way of railway post-office cars, at a rate not exceeding twenty-five dollars per mile per annum for cars forty feet in length; and thirty dollars per mile per annum for forty-five-foot cars; and forty dollars per mile per annum for fifty-foot cars; and fifty dollars per mile per annum for fifty-five to sixty-foot cars.

Note.

Note.—This statute does not authorize a pro rata compensation to be paid for cars which are less than forty feet in length.

Style, character, and equipment of post-office cars. 1879, Mar. 3, ch. 180, § 4, 1 Supp., 246.

Sec. 1177. All cars or parts of cars used for the Railway Mail Service shall be of such style, length, and character, and furnished in such manner, as shall be required by the Postmaster-General,

and shall be constructed, fitted up, maintained, heated, and lighted by and at the expense of the railroad companies.

NOTE.—This statute supplements R. S., § 4005. The next section prescribes different articles that shall be included in the equipment of a car. Note.

Sec. 1178. * * * When any railroad company fail or refuse to provide railway post-office cars when required by the Post-Office Department, or shall fail or refuse to provide suitable safety heaters and safety lamps therefor, with such number of saws and axes to each car for use in case of accident as may be required by the Post-Office Department, said company shall have its pay reduced ten per centum on the rates fixed (by law) * * * (See sec. 1164.) **Failure to provide cars and to properly equip.** 1881, Mar. 1, ch. 96, 1 Supp., 319. —penalty for.

NOTE.—R. S., § 4003, provides that "in case any railroad company now furnishing railway post-office cars shall refuse to provide such cars, such company shall not be entitled to any increase of compensation under the provisions of the next section." The section was only applicable to conditions at the time of its enactment, and the additional compensation referred to is only to be allowed for lines comprising railway post-office cars. The above statute imposes a direct penalty on a company for failure to provide railway post-office cars in the shape of a reduction of its pay. The omitted part merely recites R. S., § 4002, as amended by the acts of June 12, 1876, and June 30, 1877. (See sec. 1164.) Note.

Sec. 1179. No payment for railway post-office cars can be allowed unless full cars of the length authorized (inside measurement), fully equipped in accordance with the requirements of the General Superintendent of Railway Mail Service, are furnished and used exclusively for post-office purposes. **Full railway post-office cars and pay therefor.**

2. The assignment of space in cars used partially for other than railway post-office purposes will not entitle the railroad company to railway post-office car pay. Assignment of space in cars.

3. A line consists of a car or cars sufficient to perform a daily round trip over the whole route, and full pay therefor will only be allowed where such car or cars are accompanied by an employee or employees of the postal service in the discharge of the duties of distributing and handling the mails, as contemplated by the use of such ca s in the service. What line consists of.

4. No pay shall be allowed for railway post-office car service or for railroad mail service prior to the date upon which the service is authorized to commence; and in every case the authorization of the establishment of the service must have been made by a preceding order. When pay to commence.

5. All postal cars must be built upon plans and specifications furnished by the General Superintendent of Railway Mail Service, and such cars will be subject to his inspection before being accepted by the Department. Construction of cars.

Reports as to full railway post-office service.
—where full cars needed.

Sec. 1180. Division superintendents of Railway Mail Service will report to the General Superintendent all cases where full railway post-office cars are needed on lines in their divisions. Such reports should show the amount of mail carried, pouches and sacks separately, for a period of thirty days; the quantity of mail for distribution and the through mail for which simply storage space is needed, separately, and the number of separations made in letters and papers. Superintendents will also report cases where railway post-office cars are in use and are not needed—that is, where the mail could be worked in a 30-foot apartment or less. Superintendents will also report cases where a railroad company, for any reason, substitutes smaller cars than the Post-Office Department is paying for.

—where cars not needed.

—where smaller cars than contracted furnished.

IV.—General Performance of Service.

Postmaster-General to decide what trains shall carry mails.
1879, Mar. 3, ch. 180, § 3, 1 Supp., 246.

Sec. 1181. The Postmaster-General shall, in all cases, decide upon what trains and in what manner the mails shall be conveyed.

Mail to be carried on any train.
R. S., § 4000.

Sec. 1182. Every railway company carrying the mail shall carry on any train which may run over its road, and without extra charge therefor, all mailable matter directed to be carried thereon, with the person in charge of the same.

Note.

NOTE.—This section contemplates the carrying of mails on any train with or without an employee of the postal service in charge.

Mails to be carried on fastest trains.
1884, July 5, ch. 234, 1 Supp., 467.

Sec. 1183. * * * If any railroad company shall fail or refuse to transport the mails, when required by the Post-Office Department, upon the fastest train or trains run upon said road, said company shall have its pay reduced fifty per centum of the amount provided by law.

See sec. 1332 as to fines and deductions.

Post-office inspectors, agents, supplies, etc.
—to be carried without specific charge.

Sec. 1184. Railroad companies are required to convey upon any train, without specific charge therefor, all mail bags, post-office blanks, stationery, supplies, and all duly accredited agents of the Post-Office Department and post-office inspectors upon the exhibition of their credentials.

Transfer at place of wreck or washout.

Sec. 1185. Whenever a railroad company finds it necessary to transfer at the place of a wreck or washout, its officials and employees will be expected to see that the mails and railway postal clerks are promptly transferred, and every possible convenience furnished the clerks for working their mails.

Specific requirements of the service.

Sec. 1186. The rate of compensation for railroad service is computed upon the average weight of mail

per day carried the whole length of the route; but it is essential that not only a certain weight of mail be carried, but also that it shall be carried with due frequency and speed, and that suitable apartments, equipped with necessary fixtures and furniture, properly lighted and heated, provided with ice water, and built in accordance with plans and specifications to be furnished by the General Superintendent of Railway Mail Service, shall be provided for railway postal clerks to accompany and distribute the mail, as accessories to the weight of mails.

Apartments in cars.

2. Railroad companies, at stations where transfer clerks are employed, will provide suitable and sufficient rooms for handling and storing the mails, and without specific charge therefor. These rooms will be lighted, heated, furnished, supplied with ice water, and kept in order by the railroad company.

Quarters at transfer stations.

—how equipped.

3. The specific requirements of the service as to due frequency and speed, space required on trains or at stations, fixtures, furniture, etc., will at all times be determined by the Post-Office Department and made known through the General Superintendent of Railway Mail Service.

Department to determine requirements.

See sec. 1177 as to railway post-office cars.

Sec. 1187. Railroad companies will require their employees who handle the mails to keep a record of all pouches due to be received or dispatched by them, and to check all pouches when received or dispatched. In cases of failure to receive any pouch due, a shortage slip should be made out, explaining cause of failure, and forwarded in lieu of the missing pouch. If cause is not known, the employee, in addition to making out the shortage slip, should notify his superintendent at once by wire, who, without delay, will notify the division superintendent of Railway Mail Service. Specific instructions in regard to the use of shortage slips will be given by the General Superintendent of Railway Mail Service.

Railroad companies to keep a record of pouches.

Irregularities to be reported.

Shortage slips.

See secs. 597, 1228, 1485, and 1533 as to record of pouches to be kept in post-offices, by railway postal clerks, by transfer clerks, by mail messengers.

Sec. 1188. Railroad companies shall forward time-tables to the division superintendents and local officers of Railway Mail Service in time to reach them twenty-four hours before taking effect. If for any reason a train is to be annulled or train service temporarily cur-

Railroad companies to furnish time-tables.

Telegraphic notice of change of trains, when.

tailed or suspended, telegraphic notice shall be immediately given to the division superintendent and other local officers of the Railway Mail Service.

Notice of schedules to postmasters.

2. At places where railroad companies have agents, such agents shall notify the postmasters as soon as possible after receipt of any change in schedule of mail trains.

Superintendents to notify railroad companies of change in pouch lists.

Sec. 1189. Division superintendents will promptly notify the proper officers of railroad companies of any changes in the list of closed pouches to be handled by railroad employees.

Letter boxes at railroad depots. —companies may place, when.

Sec. 1190. When it appears that the public convenience will be subserved, the General Superintendent of Railway Mail Service may authorize railroad companies to place letter boxes in their depots for the receipt of mail matter other than that for local delivery.

See sec. 1529 as to taking of mail from boxes by railway postal clerks; sec. 554 as to erection of boxes at depots by postmasters.

V.—Receipt and Delivery of Mails.

Receipt and delivery of mails by railroad companies. —at terminal offices.

Sec. 1191. Every railroad company is required to take the mails from, and deliver them into, all terminal post-offices, whatever may be the distance between the station and post-office, except in cities where other provision for such service is made by the Post-Office Department. In all cases where the Department has not made other provision, the distance between terminal post-office and nearest station is computed in, and paid for, as part of the route.

—at intermediate offices.

2. The railroad company must also take the mails from and deliver them into all intermediate post-offices and postal stations located not more than eighty rods from the nearest railroad station at which the company has an agent or other representative employed, and the company shall not be relieved of such duty on account of the discontinuance of an agency without thirty days' notice to the Department.

When Department will provide for receipt and delivery.

3. The Department will provide for the carriage of mails to and from intermediate post-offices and postal stations located more than eighty rods from the nearest railroad station; and also to and from intermediate post-offices and postal stations located eighty rods or less from the railroad station when the railroad company has no agent or other representative employed at such station.

Measurement of distance between post-office and station.

4. In all cases the distance between the railroad station and the post-office or postal station must be measured by the shortest route open to public travel, avoiding angles, from the nearest door of the baggage room to the nearest door of the post-office building where the receipt and delivery of the mails is practicable. In case there is no baggage room or station the measurement shall be made from the middle of the station platform where mails are exchanged. The route need not be a way regularly dedicated to public use; and if it be over private property, no prohibition against the Government will be recognized which shall not also have been made and enforced against the general public.

Definition of "agent" or "representative."

5. Any person acting for an advantage to himself or another, by authority or consent of the railroad company and representing in any manner the interests of the company or railroad in its business transactions with the public, will be regarded as the company's agent or representative.

See chap. 5, this Title, as to mail messenger service.

Transfers between connecting trains.

Sec. 1192. At connecting points where railroad stations are not over eighty rods apart a company having mails on its train to be forwarded by the connecting train will be required to transfer such mails and deliver them into the connecting train, or, if the connection is not immediate, to deliver them to the agent of the company to be properly dispatched by the trains of said company.

—how made.

Employees of railroads.

Sec. 1193. At places where railroad companies are required to take the mails from and deliver them into post-offices or postal stations or to transfer them to connecting railroads the persons employed to perform such service are agents of the companies and not employees of the postal service, and need not be sworn; but such persons must be more than sixteen years old and of suitable intelligence and character. Postmasters will promptly report any violation of this requirement.

—not postal employees.

—qualifications of.

Advance delivery by companies.

Sec. 1194. Where it is desirable to have mails taken from the post-office or postal station to train at a terminal point where the terminal service devolves upon the company, in advance of the regular time of closing mails, the company will be required to make such advance delivery as becomes necessary by the requirements of the service.

—to be made when necessary.

When messenger can not wait for delayed train. —what company to do.

Sec. 1195. When a messenger employed by the Post-Office Department can not wait for a delayed train without missing other mails, the railroad company will be required to take charge of and dispatch the mails for the delayed train, and will be responsible for the inward mail until delivered to the messenger or other authorized representative of the Department.

Arrival of mail at late hour at night. —care of mails.

Sec. 1196. Whenever the mail on any railroad route arrives at a late hour of the night the railroad company must retain custody thereof by placing the same in a secure and safe room or apartment of the depot or station until the following morning, when it must be delivered at the post-office, or to the mail messenger employed by the Post-Office Department, at as early an hour as the necessities of the post-office may require.

Dispatch of mails at late hour of night.

Sec. 1197. When a train departs from a railroad station in the night time later than 9 o'clock, and it is deemed necessary to have the mail dispatched by such train, the division superintendent of Railway Mail Service will, where mail is taken from and delivered into the post-office by the railroad company, request the company, or where a mail messenger or carrier is employed by the Post-Office Department will direct him, to take the mail to the railroad station at such time as will best serve the interest of the mail service.

—care of mails.

Such mail will be taken charge of by the agent or other representative of the railroad company, who will be required to keep it in some secure place until the train arrives, and then see that it is properly dispatched.

—notice of, to company.

2. The division superintendent of Railway Mail Service will give reasonable advance notice to the proper officer of the railroad company, in order that the agent or representatives of the company may be properly instructed.

Mail cars to be accessible.

Sec. 1198. Railroad companies will be expected to place their mail cars at points accessible to mail messengers or contractors for wagon service. If cars are not so placed the companies will be required to receive the mails from and deliver them to the messengers or contractors at points accessible to the wagon of the messenger or contractor.

Mail trains must not leave when mails are being loaded.

Sec. 1199. A mail train must not pull out and leave mails which are in process of being loaded on the car or which the conductor or trainman has information are

being trucked from wagons or some part of the station to the cars.

Mail cranes to be furnished by companies.

Sec. 1200. At all points at which trains do not stop where the Post-Office Department deems the exchange of mails necessary a device for the receipt and delivery of mails satisfactory to the Department must be erected and maintained; and pending the erection of such device the speed of trains must be slackened so as to permit the exchange to be made with safety.

Reduction of speed or stoppage.

2. In all cases where the Department deems it necessary to the safe exchange of the mails the railroad company will be required to reduce the speed or stop the train.

Lights on cranes.

3. When night mails are caught from a crane the railroad company must furnish the lantern or light to be attached to the crane and keep the same in proper condition, regularly placed and lighted; but if the company has no agent or employee at such station, the company must furnish the light, and the care and placing of same will devolve upon the Department's carrier.

Signal of approach of train.

4. The engineer of a train shall give timely notice, by whistle or other signal, of its approach to a mail crane.

See sec. 1343 as to catcher pouches; sec. 599 to 601 as to use of mail cranes and catcher pouches.

VI.—Temporary Service.

Temporary service, employment of, when railroad service fails.

Sec. 1201. When a postmaster at a post-office dependent on a railroad for its mail supply deems temporary mail service necessary because of a failure of the railroad service, he should ascertain the lowest rate at which he can obtain such temporary service and immediately report the facts, by telegraph, if necessary, to the superintendent of Railway Mail Service in whose division the office is located, stating the cause and probable duration of the failure, the point from which temporary service is desired, and the lowest obtainable rate for such service.

Report to superintendent.

Report to Department.

2. The superintendent of Railway Mail Service will take the matter up immediately with the railroad company and endeavor to arrange for the resumption of the regular service, thereby rendering temporary service unnecessary. Failing in this, he will report the facts, without delay, to the Second Assistant Postmaster-

General and make such suggestions and recommendations for the temporary service as may to him seem necessary. If it be deemed advisable by the Department, the Second Assistant Postmaster-General will authorize the postmaster to employ the temporary service.

Authority for temporary service

Temporary service must first be authorized.

3. No temporary service rendered necessary by the failure of railroad service may be employed by a postmaster until he has first obtained authority therefor from the Second Assistant Postmaster-General.

Who not to be paid for carrying mails.

4. No postmaster, assistant postmaster, clerk in a post-office, or any member of the immediate family of a postmaster or assistant postmaster can be paid by the Post-Office Department for carrying the mail. (See sec. 1161.)

VII.—Miscellaneous Provisions.

Companies to furnish Department with data relative to operations.
1879, Mar. 3, ch. 180, § 6, 1 Supp., 246.

Sec. 1202. The Postmaster-General shall request all railroad companies transporting the mails to furnish, under seal, such data relating to the operating, receipts and expenditures of such roads as may, in his judgment be deemed necessary to enable him to ascertain the cost of mail transportation and the proper compensation to be paid for the same; and he shall, in his annual report to Congress, make such recommendations, founded on the information obtained under this section, as shall, in his opinion, be just and equitable.

Postmaster-General to make recommendation on such information.

Official matter may be transported by express.
1892, July 13, ch. 165, § 5, 2 Supp., 34.

Sec. 1203. The Postmaster-General is authorized to provide for the transportation of official matter of any Department of the Government, over any railroad or express company, whenever he can do so at a saving to the Government and without detriment to the public service: *Provided*, That nothing in this section shall apply to official matter franked by members of Congress.

—franked Congressional matter excepted.

Free transportation for railway postal clerks.
1896, June 9, ch. 386, 2 Supp., 510.

Sec. 1204. All railway companies carrying mail may furnish free transportation on the line of their respective roads to railway mail clerks.

CHAPTER 4.

TRANSPORTATION OF MAILS ON ELECTRIC AND CABLE CARS.

I.—Establishment of Service—General Provisions.

Rates of compensation for electric or cable car service.
See 1901, Mar. 3, ch. 851, 31 St. L., 1105.

Sec. 1205. The rates for the transportation of the mails by electric and cable car routes shall not exceed the following, to wit:

—in independent cars or apartments in independent cars.

First. For space the full width and height of inside of car, and not exceeding sixteen feet in length, au-

thorized to be used in independent cars, or in apartments in independent cars, seventy-five hundredths of one cent per linear foot for each mile run in the performance of service; for additional space, not exceeding four feet in length, three hundred and seventy-five thousandths of one cent per additional linear foot for each mile run in the performance of service; for additional space thereto, eighteen hundred and seventy-five ten thousandths of one cent per additional linear foot for each mile run in the performance of service.

—in trailer cars or apartments in trailer cars.

Second. For space the full width and height of inside of car, and not exceeding twenty feet in length, authorized to be used in trailer cars or in apartments in trailer cars, three hundred and seventy-five thousandths of one cent per linear foot for each mile run in the performance of service; for additional space thereto, eighteen hundred and seventy-five ten thousandths of one cent per linear foot for each mile run in the performance of service.

—for closed-pouch service.

Third. For closed-pouch service not performed in independent or trailer cars or apartments thereof, not exceeding the following rates, namely: At the rate of one hundred and fifty dollars per annum for miles run in the performance of service at the rate of not more than two thousand miles per annum; at the rate of one hundred and seventy-five dollars per annum for miles run in the performance of service at the rate of more than two thousand and not more than three thousand five hundred miles per annum; at the rate of two hundred dollars per annum for miles run in the performance of service at the rate of more than three thousand five hundred and not more than five thousand miles per annum; at the rate of two hundred and fifty dollars per annum for miles run in the performance of service at the rate of more than five thousand and not more than eight thousand three hundred and thirty-three miles per annum; at the rate of three cents per mile run for miles run in the performance of service at the rate of more than eight thousand three hundred and thirty-three miles per annum.

See 1901, Mar. 3, ch. 851, 31 Stat. L., 1105.

The act making appropriations for the postal service for the fiscal year ending June 30, 1902, includes an appropriation for transportation of mail by electric and cable cars, and provides "that the rate of compensation to be paid per mile shall not exceed the

rate now paid to companies performing said service." Similar provisions have been included in appropriation acts for several years past. Under this authority the Postmaster-General may make contracts without advertising for bids therefor.

Note.

NOTE.—The rates for electric and cable car service were originally fixed by the Postmaster-General. Appropriation acts have subsequently provided that compensation shall not exceed such rates. Certain of the statutes classified under chapter 7, this Title, "Transportation of mail on steamship, steamboat, and star routes," apply to the transportation of the mail generally.

Table of rates.

Following is a table of rates for service by electric and cable cars:

Electric and cable railway postal car service.			Closed-pouch service.	
Length of car, inside measurement.	Independent car, or apartment in same.	Trailer car, or apartment in same.	Service at rate of miles run per annum.	Rate of pay per annum.
Feet.	*Cents per mile run.*	*Cents per mile run.*	2,000 or less.....	$150.
5.....	3.75	1.87	More than 2,000, and not more than 3,500.	$175.
6.....	4.50	2.25	More than 3,500, and not more than 5,000.	$200.
7.....	5.25	2.62	More than 5,000, and not more than 8,333.	$250.
8.....	6.00	3.00	More than 8,333.....	3 cents per mile run.
9.....	6.75	3.37		
10.....	7.50	3.75		
11.....	8.25	4.12		
12.....	9.00	4.50		
13.....	9.75	4.87		
14.....	10.50	5.25		
15.....	11.25	5.62		
16.....	12.00	6.00		
17.....	12.37	6.37		
18.....	12.75	6.75		
19.....	13.12	7.12		
20.....	13.50	7.50		

If the Department should deem it necessary to authorize service in a car more than 20 feet in length, the rate per foot for the excess in length of car above 20 feet would be limited to one-half of the rate per foot of length between 16 and 20 feet.

Service authorized only by Department.

Sec. 1206. Mail service on electric and cable car lines will be established only by direct order of the Post-Office Department, and no increase, decrease, or change in the service, as ordered, shall be made without first securing authority therefor from the Second Assistant Postmaster-General.

Failure of service.

Sec. 1207. In case of failure on the part of an electric or cable car company to provide for the carriage of the mails in accordance with the requirements of the Department, temporary mail service, by some other mode of conveyance, may be authorized by the Second Assistant Postmaster-General.

—temporary service may be authorized by Department.

—action of postmasters in case of.

2. In case of failure in such service the action of postmasters will be governed by the provisions of section 1201 applying to failure of service on steam railroads.

Employees of companies.

Sec. 1208. Any person employed by an electric or cable car company and designated by such company to handle the mail is an agent of the company and not an employee of the postal service and need not be sworn as an employee of the postal service.

—not employees of postal service.

II.—PERFORMANCE AND REQUIREMENTS OF SERVICE.

Compensation includes carriage of employees and inspectors.

Sec. 1209. The rates prescribed in section 1205 for the transportation of the mails by electric and cable car service shall include the transportation, in cars carrying the mail or on trips designated by the Post-Office Department, of such employees of the postal service as accompany the mail or are necessary for and actually engaged in distributing and routing the same, and of all post-office inspectors or other accredited agents of the Post-Office Department in the discharge of their duties.

Style and equipment of cars.

Sec. 1210. All independent and trailer cars, or apartments in the same, used in the transportation of the mails on electric and cable car routes shall be of such style and so constructed, painted, lettered, equipped, furnished, heated, lighted, and maintained by the companies performing such service as required by the Second Assistant Postmaster-General and without expense to the Post-Office Department.

—to be prescribed by Department.

Mail space in cars—restriction of use.

Sec. 1211. No part of the space authorized in a full car or a mail apartment of a car, on an electric or cable car line, may be used for other than mail purposes. No person other than the duly authorized clerks, carriers, messengers, inspectors, or officers and agents of the Post-Office Department shall be admitted thereto, and these may be admitted only upon presentation of the proper credentials.

Unauthorized persons not to be admitted to.

Terminal and side service.

Mails to be taken from and delivered to offices by companies, when.

Sec. 1212. Every electric or cable car company over whose line the transportation of mails is authorized will be required to take the mails from and deliver them to each terminal post-office, railroad depot, mail car, or mail station (except where the Post-Office Department provides for such terminal service by contract wagon, or other service), to deliver the mails to, and take them from, each intermediate post-office or mail station, when the same is located directly on the street or road along which the cars pass.

Service to be performed by Department, when.

2. At all points where service is not required to be performed by the company, when the distance to be traveled is not too great, the postmaster will be expected to carry, or to require the post-office employees to carry, the mails between the cars and the post-office or mail station without expense to the Post-Office Department. Where the intermediate post-office or mail station is located a considerable distance from the point of exchange with the cars, the Department will make provision for the carriage of the mails. But when the conditions as to train service, agency, etc., are similar to those found in railroad service, the provisions of section 1191, relative to the exchange of mails at intermediate offices, shall, where practicable, apply.

Service to be performed by company, when.

All mail to be carried.

Sec. 1213. Electric and cable car companies transporting the mails will be expected to carry all mail, whatever its size, weight, or character, on the trip by which it is ordered by the proper officers of the postal service to be carried.

Safety of mails. —companies to provide for.

Sec. 1214. Every electric or cable car company on whose line mail service is authorized is held responsible for the safety and security of the mail while in the care of its employees.

Points of stoppage of cars. —to be designated by Department.

Sec. 1215. For the purpose of securing a safe exchange of the mails, electric or cable cars carrying mail will be required to stop at such points as may be designated by the Post-Office Department.

Use of sign "U S. Mail." —restricted.

Sec. 1216. The use of the sign "U. S. Mail" or "United States Mail" will be permitted on cars only when they are actually carrying the mails. Such sign may be painted on cars used exclusively in the transportation of the mails. Portable signs bearing the words "United States Mail," or letters or characters of like import, may be displayed on cars, only when United States mail is being actually transported therein.

See sec. 1621 as to penalty for unlawful use of sign "U. S. Mail."

Letter boxes on cars. —mail therein, how considered.

Sec. 1217. The use of letter boxes and the carriage of mails therein on electric or cable cars can not be considered such mail transportation as is contemplated by the law providing for mail service on electric and cable car lines.

Power for canceling machines. —on electric lines, to be provided.

Sec. 1218. When canceling machines are used in postal cars on electric lines, the company furnishing

the cars will be required to provide, without additional expense to the Post-Office Department, such power as may be necessary to properly operate them.

CHAPTER 5.

MAIL-MESSENGER SERVICE.

I.—Employment of Mail Messengers—General Provisions.

Authority for employment of mail-messenger service. 1887, March 3, chap. 346, 1 Supp., 557.

Sec. 1219. The Postmaster-General * * * is hereby authorized to employ such mail-messenger service as may be necessary for the carriage of the mails in connection with railroad and steamboat service, transfer service between depots, over bridges or ferries, between post-offices, post-offices and branch offices or stations, in cases where by the laws and regulations of the Post-Office Department, railroad companies, steamboat companies, and the masters of vessels are not required to deliver into and take from the post-offices the mails carried on their lines or vessels.

Advertisement for proposals.

Sec. 1220. Where mail-messenger service is deemed necessary by the Post-Office Department the postmaster at the office to be supplied will be authorized, by special instructions, to advertise for ten days for sealed proposals to perform the service in accordance with the specifications prepared by the Department, and named in the notice of advertisement.

Posting of notices.

2. The postmaster must post the notices or advertisements in the most conspicuous places in the post-office, and at such other public points as will bring the matter to the attention of those who will be likely to bid for the service. He must call attention to the fact that the service is under advertisement, and give the same the utmost possible publicity, in order that full and fair competition may be secured.

Postmaster to receive and forward bids, etc.

3. The postmaster will receive such bids as may be offered and, when the time of advertisement has expired, forward all of them unopened and inclosed in one envelope, together with a full report of his action in the matter, a copy of the notice posted, and a statement of the manner of giving it publicity, to the Second Assistant Postmaster-General.

Postmaster's report on bidders.

4. The postmaster will also forward at the time he transmits the bids a report showing the character and suitability of the bidders. Bidders may forward bids

direct to Post-Office Department, but should inform postmaster so that he may make proper report.

Designation of mail messengers.

Sec. 1221. Proposals for mail-messenger service will be opened by the Second Assistant Postmaster-General, and the lowest bidder, if in all other respects acceptable, will be designated as mail messenger. The right is reserved to reject any and all bids.

Postmaster to notify party designated.

2. Notice of the designation of a mail messenger will be sent to the postmaster, who, on its receipt, should immediately notify the party designated to begin service on the date mentioned in the notice. A formal written contract, with bond, is not required.

Mail messenger not designated for fixed period.

3. A mail messenger will not be designated for a fixed period unless the specifications expressly so provide; but he will be expected to continue the performance of service at the same compensation until his employment is terminated by proper notice or order. No increase of pay under the designation will be allowed for additional trips performed or for increase in the weight of mails carried between the points named in the order designating the mail messenger.

No increase of pay for additional service.

Extension of service forbidden without authority.

Sec. 1222. The postmaster must not extend the service of a mail messenger beyond the limits of that named in the advertisement and notice of designation without express authorization from the Post-Office Department.

II.—Performance of Service—Temporary Service.

Duties of postmasters in connection with service.

—to instruct messenger and prescribe schedule.

Sec. 1223. The postmaster will instruct the mail messenger in regard to the performance of his duties, prescribe schedules of arrivals and departures for the service (allowing reasonable running time for the trips), and will require the messenger to receive and deliver the mails in case of delayed incoming or outgoing trains or boats.

—to report failures, delinquencies, etc.

2. The postmaster must keep accurate record of all failures to perform trips, and of all other delinquencies or irregularities, and the resulting delays or injuries therefrom, and report the same to the Second Assistant Postmaster-General.

—to report cessation or lack of need of service.

3. Postmasters must report promptly to the Second Assistant Postmaster-General whenever the mail-messenger service ceases or becomes unnecessary; also,

—to report when distance less than 80 rods.

whenever the conditions change so that the distance is not over 80 rods from a point central between the points where mails should be taken off and put on

trains to the nearest door of the post-office building where the receipt and delivery of the mails is practicable; or when the distance between post-office and steamboat landing is not over 80 rods; and when cost of service can be reduced by a readvertisement of the route.

—to report death, resignation, or abandonment of service.

4. If a mail messenger die, resign, or abandon the service, the postmaster must at once report the fact to the Second Assistant Postmaster-General. The Department will then advertise the route or take such other action as may be deemed advisable.

See sec. 1191 as to taking of mails from, and delivery of same into, post-offices by railroads.

Qualifications and restrictions as to messengers.

Sec. 1224. Mail messengers must be over sixteen years of age, and suitable to be intrusted with the care and custody of the mails.

—limit of age.

—messenger must reside on or contiguous to the route.

2. No bid for carrying the mail on a mail-messenger route will be considered unless the bidder resides on or contiguous to the route on which the service is to be performed, or shall file with his bid an agreement that in the event of the service being awarded to him he will reside on or contiguous to said route, and will give his personal attention to the performance of the service.

Mail messengers may employ assistants.

3. The mail messenger is permitted to employ at his own expense assistant mail messengers at any time they may be needed. Said assistants shall conform in all respects to the requirements applying to the mail messenger himself.

Oath.

4. Before entering upon his duties the mail messenger and his assistants must take the oath given in section 207. The postmaster will at once forward the certificate of the oath to the Second Assistant Postmaster-General (Division of Inspection).

No payment for unauthorized service.

5. No person can be paid by the Post-Office Department for mail-messenger service unless the employment of such service has been previously authorized.

No payment to postmaster, etc.

6. No postmaster, assistant postmaster, clerk in a post-office, or any member of the immediate family of a postmaster or assistant postmaster will be paid by the Department for carrying the mail. (See sec. 1161.)

Resignation.

7. A mail messenger may resign at any time by giving the Second Assistant Postmaster-General written notice thirty days before the time he intends to cease service.

Messenger can not assign or sublet.

8. A mail messenger can not assign or sublet the service.

Duties of mail messengers.

—to receive and deliver mail.

Sec. 1225. Mail messengers must receive the mail from and deliver it into the post-office, mail cars, and on board steamboats when such cars or boats are accessible. When cars or boats are not accessible mails must be delivered to the railroad or steamboat employees at nearest accessible point. The service must be performed in accordance with the schedules of arrivals and departures prescribed by the postmaster.

—perform service in accordance with schedules.

—to guard mail and observe orders and instructions.

2. The mail messenger must guard the pouches and sacks in his custody from theft or injury, and must observe all orders and regulations or special instructions from the Post-Office Department or the postmaster affecting the messenger service.

—to see mail caught from cranes.

3. Where the pouch is hung on a mail crane, either during the day or night, the mail messenger must remain near the crane until the pouch is caught by the mail train. If there is a failure to catch the pouch it must be taken back to the post-office.

See sec. 599 as to exchange of mails by catcher pouches; sec. 1200 as to lights on mail cranes.

Temporary new mail-messenger service.

Sec. 1226. Where temporary service becomes necessary prior to the establishment of mail-messenger service, the postmaster must apply to the Second Assistant Postmaster-General for authority to employ such service, stating the necessity for the same and the lowest obtainable rate per annum at which it can be secured. The Second Assistant Postmaster-General will, if it is deemed necessary, issue instructions to the postmaster authorizing the employment of such service.

—authorization of.

Temporary mail-messenger service.

2. In the event of the failure of a mail messenger to provide reasonable service on an established route, the postmaster may employ such temporary service as may be necessary; but in the employment of such service the rate at which service on the route has been authorized must not be exceeded without special permission from the Second Assistant Postmaster-General.

—how employed.

—when can not be obtained at regular rate.

3. If necessary temporary service on a route can not be secured at the rate at which the messenger is designated, the postmaster must ascertain the lowest obtainable rate for such necessary temporary service, and report the same at once, with a statement of its necessity, to the Second Assistant Postmaster-General. The postmaster must not employ service at a rate higher

than that of the designated mail messenger until authority is received from the Second Assistant Postmaster-General.

4. An immediate report of the employment of temporary service must be made to the Second Assistant Postmaster-General. —report of employment of.

5. When a mail messenger is absent from duty for short periods, and a substitute carrier is employed, his services should be paid for by the regular messenger. Substitute to be paid by regular messenger.

Sec. 1227. Mail messengers will be paid quarterly by Treasury warrant, direct from the office of the Third Assistant Postmaster-General, as soon after the close of each quarter as their accounts can be adjusted. No settlement can be made until the postmaster's report of the service has been received. **Payment for mail-messenger service.** —how made.

Sec. 1228. Mail messengers must keep lists of all pouches due to be received and dispatched by them, and will verify all pouches by the lists at the time of receipt or dispatch. In cases of failure to receive any regular pouch a shortage slip, explaining the cause of failure, must be made out and forwarded to destination in lieu of the missing pouch; and if the cause of the failure is not known the division superintendent or chief clerk of Railway Mail Service must be notified by telegraph. **Record of pouches to be received and dispatched.** —report of failures.

See secs. 1187, 1485, and 1533 as to record of pouches to be kept in post-offices, by railroad companies, railway postal clerks, and transfer clerks.

CHAPTER 6.

INDEPENDENT CONTRACT WAGON SERVICE IN CITIES.

I.—General Provisions.

Sec. 1229. Such mail-messenger, transfer, or independent city service (other than railroad, electric or cable car, or pneumatic-tube service) shall be authorized as may become necessary for the carriage of the mails in connection with railroad or steamboat service over bridges or ferries, between post-offices, postal stations, substations, railroad stations, steamboat landings, cable or electric cars or points of exchange with same, route terminals or other points, or between any of them, in cases where by law or regulation said serv- **Mail-messenger transfer, and independent city service.** —character of. —when may be authorized.

ice does not devolve upon railroad, electric or cable car or steamboat companies, masters of vessels, or other contractors or carriers, and in such other cases where the efficiency, dispatch, or general interests of the service will be promoted thereby.

Note.

NOTE.—This class of service is usually performed under a formal written contract, with bond, and in accordance with specifications prescribing the equipment and the requirements of the service. Such mail-messenger and transfer service as is herein indicated is distinguished from the "mail-messenger service" provided for in chap. 5, this Title, in the above particular.

General provisions respecting contract.

Sec. 1230. The general provisions relating to contract mail service under chapter 7, this Title, except as herein modified, will, as far as pertinent, apply to this class of service.

—to apply except.

Note.

NOTE.—Certain of the statutes classified under chapter 7, this Title, "Transportation of mails on steamship, steamboat, and star routes," apply to the transportation of the mails generally.

Establishment of contract wagon service.

Sec. 1231. Contract wagon service will be established after formal advertisement in which special instructions with regard to the requirements of the service and the contract will be stated. A contract with bond will be required.

Contract with bond required.

—exception.

2. In some of the smaller cities where the service is authorized to be performed in screen wagons it will be let the same as ordinary mail-messenger service, without a formal written contract and bond, and the rules and regulations governing that service will apply thereto.

Unnecessary service.

Sec. 1232. When service becomes unnecessary, for any reason, the postmaster must report the facts to the Second Assistant Postmaster-General; and if the reduction of service is only temporary, that fact should be stated, and the probable date of resumption given.

—report of, to Department.

See sec. 1228 as to record of pouches to be kept, etc.

II.—EXTRA AND TEMPORARY SERVICE.

Extra service.

Sec. 1233. No additional trips shall be required of contractors for service on regulation or screen wagon routes by postmasters or superintendents of Railway Mail Service without first securing authority therefor from the Second Assistant Postmaster-General, except in case of emergency, in which event the service may be required of the contractor; but the fact must be reported immediately to the Second Assistant Postmaster-General for approval. When permanent addi-

—not to be required except in emergency.

—report of, to Department.

tional service becomes necessary, application therefor, including a full statement of the facts, must be made to the Second Assistant Postmaster-General. —application for, when permanently necessary.

2. Postmasters are expected to arrange the dispatch of mails so that the contractors will not be required to perform unnecessary service, and, where possible without detriment to the service, to combine two or more mails in one wagon trip. —postmasters to arrange schedules so as not to require.

Sec. 1234. When a contractor fails to begin service under his contract, or, having begun service, fails to continue the same, the postmaster must employ temporary service at the lowest obtainable rate (but in no case at a higher rate than the amount of the bond specified in the advertisement) until the contractor, in person or by agent, appears with proper equipment and takes charge of the route or until otherwise ordered. Postmasters must report promptly to the Second Assistant Postmaster-General any employment of temporary service, and are forbidden to pay for such service. **Temporary service.** —to be employed when regular service fails. —rate of compensation for. —report of employment of.

2. In the performance of temporary service postmasters must not permit the use of any of the equipment owned by the contractor, subcontractor, or bondsmen of either, nor employ the subcontractor or bondsmen of the contractor or subcontractor. If such equipment is used or such person employed, service so performed will be considered as being performed for the contractor or subcontractor, and will not be recognized by the Post-Office Department as temporary service. —performance.

3. Postmasters must not require wagon contractors to perform service in lieu of electric or cable car service which has failed, unless specially authorized by the Second Assistant Postmaster-General so to do. —where electric service, etc., fails.

See chap. 4, this Title, as to electric or cable car service.

CHAPTER 7.

TRANSPORTATION OF MAILS ON STEAMSHIP, STEAMBOAT, AND "STAR" ROUTES.

I.—"Star-Route" Service.

Sec. 1235. The term "star route" shall mean a post route on which the mails are carried under a formal contract awarded to the lowest bidder tendering suffi- **Star route.** —definition of.

cient guaranty for faithful performance, without other reference to the mode of transportation than may be necessary to provide for the due "celerity, certainty, and security" thereof. (See sec. 1268.)

Note.

NOTE.—Under this chapter are grouped certain statutes which apply to the transportation of the mails generally, but they are so classified as they are referred to more frequently in connection with this class of transportation.

Contracts for star-route service.
—provisions affecting.

Sec. 1236. Contracts for service on "star routes" will be controlled by the general statutes and regulations included in this chapter.

See sec. 1159 as to separating letter and other mail; secs. 1160 and 1277 as to discontinuing mail service.

Carrying the mail on plank roads.
R. S., § 3968.
—contracts for.

Sec. 1237. The Postmaster-General may contract for carrying the mail on any plank-road in the United States when the public interest or convenience requires it.

Note.

NOTE.—There is no general statute, similar to above, relating to contracts on star routes, but sec. 1155 directs the Postmaster-General to provide for carrying the mails on all post-roads, and sec. 1157 authorizes him to contract for carrying the mails to and from any post-office; see sec. 1158 as to contracts for transporting domestic mails across foreign territory.

Carrying the mail on canals.
R. S., § 3967.
—contracts.

Sec. 1238. The Postmaster-General may contract for carrying the mail on the navigable canals of the several States, when, in his opinion, the public interest or convenience requires it.

Temporary mails to offices not on established routes.
R. S., § 3971.
Compensation to carriers.

Sec. 1239. The Postmaster-General may enter into contracts for extending the line of posts to supply mails to post-offices not on any established route, and, as a compensation for carrying the mail under such contracts, may allow not exceeding two-thirds of the salary paid to the postmaster at such special offices.

See sec. 1156 as to supplying mail to county seats.

II.—STEAMSHIP AND STEAMBOAT SERVICE.

Carriage of mails by steamboat or vessel.
R. S., § 3969.

Sec. 1240. The Postmaster-General may cause the mail to be carried in any steamboat or other vessel used as a packet on any of the waters of the United States.

Mail service in steamships between United States ports.
R. S., § 3970.
—contracts for.

Sec. 1241. The Postmaster-General may, if he deem it for the public interest, make contracts for any period not exceeding one year, for carrying the mails in steamships between any of the ports of the United States.

Contracts for service upon domestic water routes where service is new.
1878, May 17, ch. 107, § 5, 1 Supp., 165.
—how made.

—duration of.

Sec. 1242. * * * The Postmaster-General may contract with the owners or masters of steamships, steamboats, or other vessels plying upon the waters or between ports of the United States for carrying the mails upon such routes where no mail service has previously been performed, without advertising for proposals therefor; but no contract for such new service shall be for a longer time than one year.

Note

NOTE.—So much of R. S., §§ 3943, 3956, and 3970, as conflict with this section were specifically repealed by above act.

Contracts for service upon domestic water routes where service has previously been performed.
1878, May 17, ch. 107, § 5, 1 Supp., 165.

Sec. 1243. When from any cause it may become necessary to make a new contract for carrying the mails upon any water route between the ports of the United States, upon which mail service has previously been performed, the Postmaster-General may contract with the owner or master of any steamship, steamboat or other vessel plying upon the waters or between ports of the United States, for carrying the mail upon said route for any length of time not exceeding four years and without advertising for proposals therefor whenever the public interest and convenience will thereby be promoted; but the price paid for such service shall in no case be greater than the average price paid under the last preceding or then existing regular contract upon the same route.

—duration of.
—how made.
Compensation

NOTE.—R. S., § 3943 was repealed by above act.

Note.

Combined inland and foreign service.
1885, Mar. 3, ch. 342, 1 Supp., 483.
—contracts for, when may be made.

Sec. 1244. * * * The Postmaster-General is authorized to contract for inland and foreign steamboat mail service, when it can be combined in one route, where the foreign office or offices are not more than two hundred miles distant from the domestic office, on the same terms and conditions as inland steamboat service, and pay for the same out of the appropriation for inland steamboat service.

See chap. 8, this Title, Foreign Mail Service.

Steamboats used in mail service.

—character of.

Sec. 1245. On routes where steamboat service is in operation contractors will be required to furnish steamboats which are safe, suitable, and satisfactory to the Postmaster-General.

Accommodations for clerks.

2. As a postal clerk may be placed on boats to take entire charge of the mails, the contractor may be required to fit up on each boat employed in the service a room suitable for an office, with a sleeping apartment attached, for the exclusive use of the postal clerk, and to furnish first-class board to such clerk without charge.

III.—SHIP AND STEAMBOAT LETTERS.

Letters on steamboats.
R. S., § 3977.
—promptness in delivery of.

Sec. 1246. The master of any steamboat passing between ports or places in the United States, and arriving at any such port or place where there is a post-office, shall deliver to the postmaster, within three hours after his arrival, if in the daytime, and if at night, within two hours after the next sunrise, all letters and packets brought by him, or within his power or control and not relating to the cargo, addressed to or destined for such port or place, for which he shall receive from the postmaster two cents for each letter or packet so delivered, unless the same is carried under a contract for carrying the mail; and for every failure to so deliver such letters and packets, the master or owner of the steamboat shall be liable to a penalty of one hundred and fifty dollars.

—compensation for carriage of.
—penalty for failure to deliver.

See sec. 423 as to postage on ship letters; sec. 557 as to treatment of such letters in post-offices; sec. 194 as to recovery of penalties.

Ship letters defined.

Sec. 1247. The term "ship letters and packets" embrace the letters and packets brought into the United States from foreign countries, or carried from one port in the United States to another, in any ship or vessel not regularly employed in carrying the mail, and in the latter case over a route where the mail is not regularly carried, before such letters have been mailed.

Foreign letters loose on regular mail steamers not included.

2. Foreign letters brought loose on a vessel which brings also a mail from abroad are not embraced in the category "ship letters." They are to be treated as though they were included in the mails brought by the carrying vessel. (See sec. 696.)

Note.

NOTE.—The term "packet" means a packet of letters. (See sec. 1136, note.)

Compensation for carriage of ship letters.
R. S., § 3978.

Sec. 1248. The Postmaster-General may pay, to the master or owner of any vessel not regularly employed in carrying the mail, two cents for each letter carried by such vessel between ports or places in the United States, or from any foreign port to any port in the United States; but all such letters shall be deposited in the post-office at the port of arrival.

Certificate of ship master showing letters carried.

Sec. 1249. Postmasters at offices where ship letters are delivered will obtain from the master of the ship or vessel a certificate specifying the number of letters, with the name of the ship or vessel, and place from which she last sailed; and upon each letter which has not been before mailed, and which shall be delivered into his post-office for mailing or delivery, he shall pay to the said master or owner two cents, and take his receipt therefor.

Payment of ship-master, and receipt.

See sec. 557 as to manner of rating postage.

When fees on ship letters not allowed.
—addressed to foreign country.

Sec. 1250. If a ship letter is addressed to any point in a foreign country, no fee will be allowed thereon by the postmaster to the carrier. Such letters, however, should all be marked "SHIP."

—to passengers or sailors.

2. Where ship letters are delivered into the post-office by a passenger or sailor, and not in behalf of the master, nothing is to be paid for them.

—to mail vessels, or carriers.

3. No fees will be allowed to any vessel, or master thereof, or to any person on board any vessel which carries the mail, nor to any mail carrier on any mail route by land or water.

—for mail carried over post route.

4. No fees will be allowed to the master of a vessel who delivers into a post-office letters which were carried over a water declared by law to be a post route. (See sec. 1153.)

5. Where printed matter is delivered to a postmaster by the master of a vessel arriving from a foreign port, and not regularly engaged in carrying the mail, which is wholly unpaid, no fee shall be paid therefor. —on printed matter.

See sec. 477 as to treatment of printed ship matter; sec. 423 as to postage on ship letters; sec. 557 as to treatment of all ship matter at post-offices.

Sec. 1251. All letters placed on a mail steamboat, on which the mails are in charge of a postal clerk, should be delivered to such clerk; and on these letters the master of the vessel is not entitled to receive any compensation. None but letters on which at least one full rate of postage has been paid should be received on such steamboat, and these should be duly mailed. Letters on mail steamboats. —how disposed of.

Sec. 1252. The record of ship and steamboat letters required to be kept by postmasters, as provided in section 558, must also show the sums paid for such letters. Record of fees paid. —how kept.

IV.—Advertisements for Proposals for Mail Service.

Sec. 1253. The United States shall be divided into four contract sections. A general letting for one of these sections will occur every year, and contracts will be made for four consecutive years, commencing on the first day of July. The sections and their current contract terms are— Contract sections. —division of United States into.

a. Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, Connecticut, New York, New Jersey, Pennsylvania, Delaware, Maryland, District of Columbia, Virginia, and West Virginia; current term, July 1, 1901, to June 30, 1905.

b. North Carolina, South Carolina, Georgia, Florida, Alabama, Mississippi, Tennessee, Kentucky, and Porto Rico; current term, July 1, 1900, to June 30, 1904.

c. Ohio, Indiana, Illinois, Michigan, Wisconsin, Minnesota, Iowa, and Missouri; current term, July 1, 1899, to June 30, 1903.

d. Arkansas, Louisiana, Texas, Indian Territory, Oklahoma, Kansas, Nebraska, North Dakota, South Dakota, Montana, Wyoming, Colorado, New Mexico, Arizona, Utah, Idaho, Washington, Oregon, Nevada, California, Alaska, and Hawaii; current term, July 1, 1898, to June 30, 1902.

Sec. 1254. The Postmaster-General shall cause advertisements of all general mail lettings of each State and Territory to be conspicuously posted in each post-office in the State and Territory embraced General mail lettings. 1881, Mar. 1, ch. 96, 1 Supp., 319. —advertisement of.

in said advertisements for at least sixty days before the time of such general letting; and no other advertisement of such lettings shall be required; but this provision shall not apply to any other than general mail lettings.

Note. Prior statutes.

NOTE.—R. S., § 3941, providing for advertising for proposals for carrying the mails, was superseded by the act of May 17, 1878 (ch. 107, § 1 1 Supp. R. S., 164), which was in turn repealed in part by the act of March 1, 1881, above. See following section as to repeal of balance of act of May 17, 1878; sec. 1627 as to penalty for failure to enter into contract after award.

Miscellaneous mail lettings.

1892, July 26, ch. 249, 2 Supp., 47.

—before general advertisement.

—advertisement for.

Sec. 1255. After providing by general advertisement for the transportation of the mails in any State or Territory as authorized by law, the Postmaster-General may secure any mail service that may become necessary before the next general advertisement for said State or Territory by posting notices, for a period of not less than ten days, in the post-offices at the termini of any route to be let, and upon a bulletin board in the Post-Office Department, inviting proposals, in such form and with such guaranty as may be prescribed by the Postmaster-General, for the performance of the proposed service. The contract for such service shall be made to run to the end of the contract term under the general advertisement, shall be made with the lowest bidder whose proposal is in due form, and who, under the law, is eligible as a bidder for such postal service.

Term of contracts.

Note. —previous statutes.

NOTE.—The act of May 17, 1878 (ch. 107, § 1 1 Supp., R. S., 164), was in part superseded by the act of July 26, 1892, above. For repeal of balance of sec. 1 of act of May 17, 1878, see preceding section. This act also supersedes R. S., § 3957. See sec. 1293 as to employment of temporary service where bidder or contractor under above section fails; secs. 1292 and 1294 as to other temporary service.

Miscellaneous mail lettings defined.

Sec. 1256. The lettings of service upon new mail routes, established pursuant to law in any contract division of the United States during a contract term, and upon routes where the contractor has failed or abandoned his contract, will be denominated "miscellaneous mail lettings." Such lettings will be made under bulletin advertisement to cover the mail service on such routes until the expiration of the contract term, when the service, if continued, shall be embraced in the general advertisement.

V.—PROPOSALS FOR CARRYING THE MAILS.

Form of proposals.

Sec. 1257. Proposals for carrying the mails must be made on the forms prescribed by the Post-Office Department; and bidders for service on star routes must propose to transport the mails with "celerity, certainty, and security." (See sec. 1268.)

—not to be altered.

2. A proposal altered in any of its essential terms can not be considered in competition with proposals submitted in proper form. Nor can a proposal, after having been submitted, be modified.

Sec. 1258. Every proposal for carrying the mail shall be accompanied by the bond of the bidder, with sureties approved by a postmaster, and in cases where the amount of the bond exceeds five thousand dollars, by a postmaster of the first, second, or third class, in a sum to be designated by the Postmaster-General in the advertisement of each route; to which bond a condition shall be annexed, that if the said bidder shall, within such time after his bid is accepted as the Postmaster-General shall prescribe, enter into a contract with the United States of America, with good and sufficient sureties, to be approved by the Postmaster-General, to perform the service proposed in his said bid, and, further, that he shall perform the said service according to his contract, then the said obligation to be void, otherwise to be in full force and obligation in law; and in case of failure of any bidder to enter into such contract to perform the service, or, having executed a contract, in case of failure to perform the service, according to his contract, he and his sureties shall be liable for the amount of said bond as liquidated damages, to be recovered in an action of debt on the said bond. No proposal shall be considered unless it shall be accompanied by such bond, and there shall have been affixed to said proposal the oath of the bidder, taken before an officer qualified to administer oaths, that he has the ability, pecuniarily, to fulfill his obligations, and that the bid is made in good faith, and with the intention to enter into contract and perform the service in case his bid is accepted.

Proposals to be accompanied by bond.
R. S., § 3945.
1874, June 23, ch. 456, § 12, 1 Supp., 44.

Conditions of bond.

—that service shall be performed.

—liability for failure.

Proposals without bond not to be considered.

Oath of bidder.

—what to contain.

NOTE.—Where a bond is executed by a surety company, authorized to do business under the act of August 13, 1894, the approval of a postmaster is not required. (See sec. 88.) See sec. 1626, as to penalty for false approval of bond by postmaster.

Note.
—surety companies.

Sec. 1259. Before the bond of a bidder (for carrying the mail) * * * is approved, there shall be indorsed thereon the oaths of the sureties therein, taken before an officer qualified to administer oaths, that they are owners of real estate worth in the aggregate a sum double the amount of said bond, over and above all debts due and owing by them, and all judgments, mortgages, and executions against them, after allowing all exemptions of every character whatever. Accompanying said bond, and as a part thereof, there shall be a series of interrogatories, in print or writing, to be prescribed by the Postmaster-General, and answered by the sureties under oath, showing the amount of real estate owned by them, a brief description thereof, and its probable value, where it is situated, in what county and State the record evidence of their title exists. And if any surety shall knowingly and willfully swear falsely to any statement made under the provisions of this section he shall be deemed guilty of perjury, and, on conviction thereof, be punished as is provided by law for commission of the crime of perjury. (See R. S., § 5392.)

Sureties on bonds of bidders.
R. S., § 3946.
1876, Aug. 11, ch. 260, 1 Supp., 116.
—oath to be taken by.

—qualification of.

—interrogatories to be answered by.

Penalty for false swearing.

NOTE.—Where a bond is executed by a surety company authorized to do business under the act of August 13, 1894, the above oath and interrogatories are not required. (See sec. 88.)

Note.
—surety companies.

Approval of sureties by postmaster.

Sec. 1260. In considering approval of the sureties upon a bidder's bond, postmasters are required:

—directions as to bond to be first executed.

a. Not to sign the approval until the bidder and his sureties have signed the bond, and the sureties have duly signed and sworn to the oath accompanying the bond.

Sufficiency of sureties.

b. Not to accept sureties until due diligence has been exercised and their sufficiency is known or ascertained.

Persons disqualified.

c. Not to accept married women, minors, or persons under guardianship or other disabilities as sureties; nor any persons mentioned in sections 223 and 1161.

Examination of bond.

d. To see that the bonds are properly filled out, and that in the oath the description of the real estate fully complies with the requirements of section 1259.

Secrecy as to bids.

e. Not to divulge to any person the amount of any proposal certified by him.

No oath when surety company qualifies.

2. When a surety company authorized to do business under act of August 13, 1894 (see sec. 88), qualifies on the bond of a bidder, no oath of surety, answers to interrogatories, or certificate of postmaster as to surety is required.

Postmasters to act personally.

3. The approval of the sureties must be by a postmaster, and the certificate must be signed by him in person. An assistant, or clerk, or acting postmaster is not authorized to approve the sureties of a bidder, either in his own name or in the name of the postmaster.

See sec. 1626, as to penalty for false approval by postmasters of bond or certificate.

Bidders to inform themselves as to conditions of service.

Sec. 1261. Bidders for mail service must inform themselves of and consider the weight of the mail, the likelihood of its increase, the fact that foreign as well as domestic mails, and also post-office supplies, must be carried; the condition of roads, hills, streams, etc., also whether there be toll bridges, ferries, or obstructions of any kind increasing the cost of service. No claim for extra pay can be allowed for alleged mistakes or misapprehension as to the degree of service, nor for increased distance by reason of destruction of bridges, discontinuance of ferries, or other obstructions, occurring during the contract term.

Distances.

2. The distances stated in the advertisements are given according to the best information; but no increased pay will be allowed should the distance be greater than

advertised, if the points to be supplied are correctly stated.

3. Post-offices established during the contract term are to be visited without extra pay if the distance be not increased, and at pro rata pay for any increase. —Offices established during contract term.

Sec. 1262. Bids for carrying the mail should be for service strictly according to the advertisement, notwithstanding changes made in the existing service subsequent to the date of the advertisement. **Proposals, how made.**

2. But one route should be included in a proposal. Consolidated or combination bids (proposing one sum for two or more routes) can not be considered. —to include only one route.

3. The route, the service, the yearly pay, the name and residence of the bidder (that is, his usual post-office address), and the name of each member of a firm, where a company bids, should be distinctly stated. Addresses, etc.

4. Bidders should carefully examine their bids to see that they are in accordance with the requirements of the advertisement, and retain copies of them. —should be carefully examined.

Sec. 1263. No bidder for carrying the mail will be accepted who is under twenty-one years of age, or who is a married woman, or who is disqualified in any manner from entering into a valid, binding contract. **Competency of bidders.**

See sec. 1161 as to postmasters or members of family being contractors; sec. 223 as to acting as agent, etc.

Sec. 1264. Proposals for carrying the mail shall be delivered sealed, and so kept until the bidding is closed, and shall then be opened and marked in the presence of the Postmaster-General, and one of the Assistant Postmasters-General, or of two of the Assistant Postmasters-General, or of any other two officers of the Department, to be designated by the Postmaster-General; and any bidder may withdraw his bid at any time before twenty-four hours previous to the time fixed for the opening of proposals, by serving upon the Postmaster-General, or the Second Assistant Postmaster-General, notice in writing of such withdrawal. **Delivery and [opening of proposals.** R. S., § 3944. Before whom opened. Withdrawal of proposals.

Sec. 1265. Bids, under a general or miscellaneous advertisement, received at the Post-Office Department after the time fixed in such advertisement for the receipt of bids, will not be considered. If sent by mail or express ample time should be allowed for their transit, as they can not be deemed to be received at the Department until actually delivered at the office of the Second Assistant Postmaster-General. Neither can bids be considered which are without the bond, oath, or other essential part of the form prescribed by the Department. **Rejection of bids, and suspension of award.** Bids not to be considered.

Suspensions.

2. The Postmaster-General reserves the right to suspend the award under a general advertisement of service on any route for a period not exceeding thirty days after the date set in such advertisement, with a corresponding allowance of time for the execution of the contract; to reject all bids on any route whenever in his judgment the interests of the service require it; and to disregard bids accompanied by bonds on which there appears as surety the name of a person who is barred from bidding by reason of being a failing bidder or contractor, or for any other reason.

Rejections.

Assignment or transfer of bids prohibited.

Sec. 1266. Bids or interests in bids can not be transferred or assigned to other parties.

Bidders to enter into contract for service awarded.

2. Bidders will be required to enter into contract to perform the service awarded to them, and will be liable for failure, even though the contract of an assignee be tendered in lieu of their own.

See sec. 1296 as to assignment of contracts; sec. 1627 as to penalty for failure to enter into contract.

Record of proposals.
R. S., § 3948.
1898, June 13, ch. 446, § 2, 2 Supp. 778.

Sec. 1267. The Postmaster-General shall have recorded, in a book to be kept for that purpose, a true and faithful abstract of all proposals made to him for carrying the mail, giving the name of the party offering, the terms of the offer, the sum to be paid, and the time the contract is to continue; and he shall put on file and preserve the originals of all such proposals until the end of the contract term to which they relate, after which the proposals that were not accepted may be destroyed or disposed of as waste paper. * * *

Proposals not accepted to be destroyed.

See sec. 1323 as to balance of statute relating to disposition of certain reports of arrivals and departures of the mails.

VI.—Contracts—Performance of Service.

Contracts in name of United States.
R. S., § 3949.
Award to lowest bidder, except.

Sec. 1268. All contracts for carrying the mail shall be in the name of the United States, and shall be awarded to the lowest bidder tendering sufficient guarantees for faithful performance, without other reference to the mode of transportation than may be necessary to provide for the due celerity, certainty, and security thereof; but the Postmaster-General shall not be bound to consider the bid of any person who has willfully or negligently failed to perform a former contract.

See sec. 1278 as to new sureties on contracts.

Contractor to live on route.

2. A contractor for service on star, screen, or regulation wagon route must live on or contiguous to the route, and must give his personal supervision to the performance of the service thereon.

Contracts limited to four years.
R. S., § 3956.

Sec. 1269. No contract for carrying the mail shall be made for a longer term than four years. * * *

Note.

Note.—The balance of this section provided that "no contract for carrying the mail on the sea shall be made for a longer term

than two years," but this part was repealed by the act of May 17, 1878 (ch. 107, § 5, 1 Supp. R. S., 166). (See sec. 1304.) This section is only applicable to domestic service in cases where there are no statutes providing special limitations.

Sec. 1270. No contract for carrying the mail shall be made with any person who has entered, or proposed to enter, into any combination to prevent the making of any bid for carrying the mail, or who has made any agreement, or given or performed, or promised to give or perform, any consideration whatever to induce any other person not to bid for any such contract; and if any person so offending is a contractor for carrying the mail, his contract may be annulled; and for the first offense the person so offending shall be disqualified to contract for carrying the mail for five years, and for the second offense shall be forever disqualified.

Combinations to prevent bidding. R. S., § 3950. —contracts not to be made with persons entering. —penalty for.

See sec. 1161 as to persons disqualified as mail contractors; sec. 1596 as to members of Congress being interested in contracts.

Sec. 1271. Contracts for carrying the mail must be executed in duplicate, and both copies filed in the Post-Office Department on or before the day specified therefor in a general advertisement; and within thirty days after acceptance of a proposal under a bulletin advertisement. Accepted bidders neglecting to observe this requirement will be considered as failing.

Time of execution and filing of contracts.

2. A contractor can obtain a copy of his contract by application to the Second Assistant Postmaster-General.

Copies of contracts furnished by Department.

Sec. 1272. * * * After any regular bidder whose bid has been accepted shall fail to enter into contract for the transportation of the mails according to his proposals, or having entered into contract shall fail to commence the performance of the service stipulated in his or their contract as therein provided, the Postmaster-General shall proceed to contract with the next lowest bidder or bidders in the order of their bids, for the same service, who will enter into a contract for the performance thereof, unless the Postmaster-General shall consider such bid or bids too high, and in case each of said bids shall be considered too high, then the Postmaster-General shall be authorized to enter into contract, at a price less than that named in said bids, with any person, whether a bidder or not, who will enter into contract to perform the service in accordance with the terms and provisions prescribed for the execution of other contracts for similar service; and in case no satisfactory contract can be thus obtained, he shall re-advertise such route.

Failure of bidder to enter into contract or contractor to commence service. R. S., § 3951. 1876, Aug. 11, ch. 260, 1 Supp., 116. —new contract in case of.

NOTE.—R. S. §§ 3952, 3953, were repealed by act of September 30, 1890 (ch. 1123, 1 Supp. R. S., 810).

Note.

Sec. 1273. * * * If any bidder whose bid has been accepted, and who has entered into a contract to perform the service according to his proposal, and in pursuance of his contract has entered upon the performance of the service, to the satisfaction of the Postmaster-General, shall subsequently fail or refuse to perform the

Failure of contractor to perform service. 1876, Aug. 11, ch. 260 1 Supp., 117.

service according to his contract, the Postmaster-General shall proceed to contract with the next lowest bidder for such service, under the advertisement thereof (unless the Postmaster-General shall consider such bid too high), who will enter into contract and give bond, with sureties to be approved by the Postmaster-General, for the faithful performance thereof, in the same penalty and with the same terms and conditions thereto annexed as were stated and contained in the bond which accompanied his bid; and in case said next lowest bidder shall decline to enter into contract for the performance of such service, then the Postmaster-General may award the service to, and enter into contract with, any person, whether a bidder on said route or not, who will enter into contract to perform the service and execute a bond of like tenor and effect as that required of bidders, in a penalty to be prescribed, and with sureties to be approved by the Postmaster-General, for the performance of the service contracted to be performed at a price not exceeding that named in the bid of the said next lowest bidder; and if no contract can be secured at the price named in said next lowest bid, then the Postmaster-General shall proceed to secure a contract, at a price not considered too high, with any person who will execute such contract in accordance with the law applicable thereto, giving, in all cases, the preference to the regular bidders on the list whose bids do not exceed the price at which others will contract therefor; and if no satisfactory contract can be thus secured, the route shall be readvertised.

—new contract in case of.

Duplicate of contracts to be delivered to Auditor.
R. S., § 404.

Sec. 1274. The Postmaster-General shall deliver to the Auditor for the Post-Office Department, within sixty days after the making of any contract for carrying the mail, a duplicate copy thereof.

Change in terms of contracts.
R. S., § 3958.

Sec. 1275. Whenever it becomes necessary to change the terms of an existing contract for carrying the mail otherwise than as provided in the preceding section, notice thereof shall be given and proceedings had thereon the same as at the letting of original contracts.

—how effected.

Note.

NOTE.—The "preceding section" to the one above quoted, or R. S., § 3957, is evidently not the one intended to be referred to. In the act of June 8, 1872 (ch. 335, 17 Stat. L., 315), the section from which R. S., § 3958, was taken, reads, "otherwise than as provided in sections 261 and 262." Those sections reappeared in the revision as 3960 and 3961, and are here given as sections 1287 and part of 1288. The above section is also qualified by the act of Aug. 3, 1882 (see sec. 1286), authorizing extension of service, and sec. 1277, under which service is discontinued or curtailed. The provision, "the same as at the letting of original contracts," is qualified by the act of July 26, 1892 (see sec. 1255), in relation to bulletin advertisements for service needed before the general lettings.

—sections referred to.

—other provisions as to changes in contracts.

Extension of contracts.
1876, Aug. 11, ch. 260, 1 Supp., 117.

Sec. 1276. * * * In all cases of regular contracts hereafter made, the contract may, in the discretion of the Postmaster-General, be continued in force beyond its express terms for a period not exceeding six months, until a new contract with the same or other contractors shall be made by the Postmaster-General.

—for six months, authorized.

Discontinuance or curtailment of service.

Sec. 1277. The Postmaster-General may discontinue or curtail the service on any mail route, in whole or in part, in order to place on the route superior service, or whenever the public interests, in his judgment, shall

—reasons for.

require such discontinuance or curtailment for any other cause, he allowing as full indemnity to the contractor, one month's extra pay, on the amount of service dispensed with, and a pro rata compensation for the amount of service retained and continued. —indemnity in case of.

See sec. 1280 as to causes for annulment of contracts; sec. 1297 as to annulment of contract sublet without permission; sec. 1298 as to annulment of contracts and new contract with subcontractors.

Sec. 1278. The Postmaster-General, whenever he may deem it consistent with the public interest, may accept or require new surety upon any contract existing or hereafter made for carrying the mails, in substitution for and release of any existing surety. **New sureties on contracts.** R. S., § 3955. 1879, Mar. 3, ch. 180, § 30, 1 Supp., 250.

Sec. 1279. All mail contractors will be required— **Performance of service by contractors.**

a. To carry the mail with certainty, celerity, and security, using therefor such means as may be necessary to transport the whole of the mail, whatever may be its size, weight, or increase during the term of the contract, and without additional pay; to carry the mail by the schedule of departures and arrivals stated in the advertisement under which contract is made, and within the running time fixed therein, until said schedule is altered by the authority of the Postmaster-General of the United States, and then to carry according to such altered schedule: *Provided*, That when more than seven minutes (or in case of box or crane delivery ten minutes) are taken for opening and closing the mails at any office (sec. 605) the additional time so taken will be allowed in addition to the time fixed in said schedule, unless otherwise provided in the contract; in all cases to carry the mail in preference to passengers and freight, and to their entire exclusion if its weight, bulk, or safety shall so require; and to carry the mail, upon demand, by any conveyance which the contractor regularly runs, or is concerned in running, on the route, beyond the number of trips specified in the contract, in the same manner and subject to the same regulations as are provided concerning regular trips. Manner of carrying mail. Schedules. Ten minutes for exchange on box or crane delivery routes. Extra trips by regular conveyances.

b. To carry the mail, if in a vessel, in a safe and secure manner; if on a horse, under a sufficient rubber, oilcloth, or canvas, so as to protect the same from wet or other injury; if in a coach or other vehicle, in a boot or covered receptacle under the driver's seat, so as to protect the same. Protection of mail.

c. To take the mail and every part thereof from, and deliver it and every part thereof at, each post-office Taking mail from and delivering into post-offices.

on the route, or that may be established on the route (and where box or crane service is required, to deliver mail into or place same thereon), and into the post-office at each end of the route, and into the post-office, if one is there kept, at the place at which the carrier stops for the night (see sec. 606); and if no post-office is there kept to lock it up in some secure place, at the risk of the contractor. When horses are employed, the driver will not be required to leave them for the purpose of delivering the mail at a way post-office, but must drive as near the office as practicable and deliver the mail to the postmaster. In no case should the mail be thrown on the ground.

Care of mail over night.

Liability for carrier.

d. To be accountable and answerable in damages for the person to whom the contractor shall commit the care and transportation of the mail, and responsible for his care and faithful performance of the obligations assumed by the contractor and imposed by law; to commit the care or transportation of the mail to no person under sixteen years of age, nor to any person not authorized by law to be concerned in contracts for carrying the mails; to discharge any carrier of the mail whenever required so to do by the Postmaster-General; to carry post-office blanks, mail locks and bags, and other postal supplies, and also post-office inspectors and other special agents of the Department on the exhibition of their credentials, if a coach or other suitable conveyance is used, without additional charge.

Transportation of inspectors, supplies, etc.

Exchange of mails at terminus on railroad.

Catcher service.

e. Where the service on a star route terminates at a railroad station, to make the exchange of mails, delivering the pouch to and receiving it from the postal clerk on the train; where crane and catcher service is used, to hang the pouch on the crane and remain in charge of it until it is on board the train, and to take charge of the pouch immediately on its being thrown from the mail car.

See sec. 1624, as to penalty for deserting the mail; chap. 10, this Title, as to inspection of service, deductions, and fines; sec. 1322 as to record and report of arrivals and departures.

Annulment of contract for delinquencies.

Sec. 1280. The Postmaster-General may annul a contract for the following delinquencies on the part of the contractor, and other causes:

—repeated failures.

a. For repeated failures, or for failure to perform service according to contract; for violating the postal laws or regulations; for disobeying the instructions of the Post-Office Department; for refusing to discharge

—disregard of instructions.

a carrier, or any other person having charge of the mail by his direction, when required by the Department so to do; for subletting service without the consent of the Postmaster-General, or assigning or transferring his contract, or for combining to prevent others from bidding for the performance of postal service; for transmitting commercial intelligence or matter which should go by mail, contrary to the stipulations of his contract, or for transporting persons so engaged; whenever the contractor shall become a postmaster, assistant postmaster, or member of Congress, or otherwise legally incompetent to be concerned in a contract; whenever, in the opinion of the Postmaster-General, the service can not be safely continued.

Subletting without consent.
—assignments, combinations.

Transmitting commercial intelligence, etc.

Contractor becoming disqualified.

b. When the service on any route has been sublet for less than the contract price, as provided in section 1298, or in violation of any of the conditions of the permission to sublet.

Subletting for less than contract price, etc.

Violation of contract.

c. For failure to furnish a new surety when required under section 1278, and for any other cause specified in the contract or any statute.

Failure to furnish new sureties.

See sec. 1277 as to annulment of contracts; chap. 10, this Title, as to inspection of service, deductions, and fines.

Sec. 1281. No person under sixteen years of age will be permitted to carry the mails.

Persons under sixteen not to be carriers.

Sec. 1282. Where carriers of the mail can not leave their horses to deliver the mail into intermediate post-offices, postmasters must arrange to take the mail from them.

When postmasters to meet carriers.

See sec. 605 as to time to be taken in changing mails.

Sec. 1283. Wherever in these regulations the postmaster or post-office at the "head of a route" is referred to, it shall mean the post-office first named in the statement of the service, whether originally the initial point or subsequently made so by reason of change of the route. An office from which a mail carrier starts to make his trip is not necessarily "the head of the route."

Official head of route.

—what offices are.

Sec. 1284. No person whose bid for carrying the mail is accepted shall receive any pay until he has executed his contract according to law and the regulations of the Department.

Payment on contracts.
R. S., § 3959.
—not to be made until contract is executed.

2. * * * Where any person, corporation, or partnership shall have contracts for the performance of mail service upon more than one route, and any failure to perform the service according to contract on any one or more of such routes shall occur, no payment shall be made for service on any of the routes under contract with such

—withholding of, when.
1882, May 4, ch. 116, 1 Supp., 339.

person, corporation, or partnership until such failure has been removed and all penalties therefor fully satisfied.

—how made.

3. Payments will be made by warrant on the Treasury direct from the Department, after the expiration of each quarter, and as soon as accounts can be settled, if required evidence of service has been received. (See sec. 1324.)

Note.

NOTE.—Contractors for carrying the mail can not receive pay until the oath prescribed in sec. 207 is taken and filed in the Department. (See sec. 1327.)

VII.—CHANGES IN SERVICE—ADDITIONAL SERVICE, ETC.

Changes of schedules.

SEC. 1285. The Postmaster-General may change schedules of departures and arrivals in all cases, without increase of pay, provided the running time be not abridged. An application for change of schedule will not, however, be granted—

—no increase of pay for, except.

—applications for, when not granted.

a. Without the assent of the postmasters at the ends of the route, except in case of manifest necessity.

b. Without the approval of all postmasters when a radical change is asked.

c. If more than the prescribed running time be asked.

d. If it provides for less than the contract running time without the consent of the contractor and his sureties.

e. If it break connection with any other route.

f. If it put the mail on a wrong day for newspapers circulated over the route.

g. If it prevent or lessen any existing postal accommodation to the public.

h. If the contracts be not executed and on file in the Post-Office Department.

i. If it fail to show a good reason for the change.

Extension of service on route under contract.
1882, Aug. 3, ch. 379, §1, 1 Supp., 372.

SEC. 1286. The Postmaster-General is hereby authorized, in cases where the mail service would be thereby improved, to extend service on a mail route under contract, at not exceeding pro rata additional pay, for any distance not exceeding twenty-five miles beyond either terminal point named in said contract: *Provided*, That no service shall be extended beyond the original terminal points more than once during the term for which the contract shall have been made.

—compensation for.

—limited.

Additional service.
R. S., § 3960.

SEC. 1287. Compensation for additional service in carrying the mail shall not be in excess of the exact proportion which the original compensation bears to the original service; and when any such additional service is ordered, the sum to be allowed therefor

—compensation for.

shall be expressed in the order, and entered upon the books of the Department; and no compensation shall be paid for any additional regular service rendered before the issuing of such order.

—no compensation for until ordered.

Sec. 1288. No extra allowance shall be made for any increase of expedition in carrying the mail unless thereby the employment of additional stock and carriers is made necessary, and in such case the additional compensation shall bear no greater proportion to the additional stock and carriers necessarily employed than the compensation in the original contract bears to the stock and carriers necessarily employed in its execution.

Expedition of service.
R. S., § 3961.
—when authorized.
—compensation for.

2. The Postmaster-General shall not hereafter have the power to expedite the service under any contract either now existing or hereafter given to a rate of pay exceeding fifty per centum upon the contract as originally let.

—limitation upon compensation for.
1880, Apr. 7, ch. 48, § 2, 1 Supp., 280.

Sec. 1289. Whenever it shall become necessary to increase the speed by which the mail is carried on any route, the contractor shall have the option of continuing service upon the expedited running time, with the consent of his sureties, without additional compensation; but if after offer he does not promptly agree to so continue the service, it shall be readvertised for the expedited running time required.

Increased celerity.
—when required, to be without extra pay.
—contractor refusing to meet demand for.

See sec. 1277 as to annulling contracts, and sec. 1255 as to securing service required before general advertisement.

Sec. 1290. Upon application to the Second Assistant Postmaster-General permission may be given to postmasters to provide for the gratuitous exchange of mails by sworn carriers, between their offices, either by separate route, or by additional trips on an existing route. Until such permission is given postmasters are forbidden to dispatch or receive mail more frequently than required by the schedule of the route on which the mails are regularly carried.

Gratuitous exchange of mails.
—postmasters may arrange, in addition to regular service, when.

VIII.—Temporary Service.

Sec. 1291. Whenever an accepted bidder shall fail to enter into contract, or a contractor on any mail route shall fail or refuse to perform the service on said route according to his contract, or when a new route shall be established or new service required, or when, from any other cause, there shall not be a contractor legally bound or required to perform such service, the Postmaster-General may make a temporary contract for carrying the mail on such route, without advertisement, for such period as may be necessary, not in any case exceeding one year, until the service shall have commenced under a contract made according to law: *Provided, however,* That the Postmaster-General shall not employ temporary service on any route at a higher price than that paid to the con-

Temporary contract.
1876, Aug. 11, ch. 260 1 Supp., 117; 1879, June 12, ch. 20, 1 Supp., 266.
—where bidder fails to sign contract.
—on new route, etc.
—how secured.
—cost of.

tractor who shall have performed the service during the last preceding contract term.

Note. —former statutes.

NOTE.—The original statute limited temporary contracts to six months, but said statute down to the proviso, which is part of act of Aug. 11, 1876, was repeated in the act of June 12, 1879, and the limitation increased to one year as noted.

Temporary service. 1882, Aug. 3, ch. 379, § 2, 1 Supp., 372. —where contractor fails to perform service. —cost of, limited. —cost of, to be charged to contractor.

Sec. 1292. Whenever a contractor for postal service fails to commence proper service under the contract, or, having commenced service, fails to continue in the proper performance thereof, the Postmaster-General may employ temporary service on the route, at a rate of pay per annum not to exceed the amount of the bond required to accompany proposals for service on such route, as specified in the advertisement of the route, or at not exceeding pro rata of such bond, in cases where service shall have been ordered to be increased, reduced, curtailed, or changed, subsequent to the execution of contract; the cost of such temporary service to be charged to the contractor, and to continue until the contractor commences or resumes the proper performance of service, or until the route can be relet, as now provided by law, and service commenced under the new award of contract. All acts or parts of acts inconsistent with the provisions of this act being hereby repealed.

Temporary service. 1892, July 26, ch. 249, § 1, 2 Supp., 48. —where bidder or contractor under bulletin advertisement fails.

Sec. 1293. * * * Temporary service rendered necessary by reason of the failure of any bidder or contractor to perform the service awarded him under this act (meaning the act of July 26, 1892—see sec. 1255) may be employed by the Postmaster-General without advertisement, at a rate which he may deem reasonable, at the expense of any such failing bidder or contractor.

Employment of temporary service by postmasters. —when authorized. —rate for. —to be charged to contractor.

Sec. 1294. When any contractor fails to begin the performance of mail service under his contract, or, having begun service, fails to continue the same, the postmaster at the head of the route (i. e., the post-office first named in the advertisement and contract, see sec. 1283) will employ temporary service at the lowest rate possible, but in no case at a higher rate per annum than the amount of the bond required to be given by the contractor, as specified in the advertisement of the route, or, in cases where service shall have been ordered to be increased, reduced, curtailed, or changed, subsequent to the execution of contract, at not exceeding pro rata of such bond; the cost of such temporary service to be charged to the contractor, and to continue until the contractor commences or resumes the proper performance of service, or until the route can be relet.

—report of, to Department.

2. Postmasters should immediately report to the Second Assistant Postmaster-General any action taken in connection with the employment of temporary service, and must not pay for such service.

See sec. 1161, as to persons who will not be paid for performing mail service.

Postmasters not to employ temporary service after expiration of contracts.

Sec. 1295. After the expiration of a contract, and until the Postmaster-General has decided upon a new contract or upon the expediency of discontinuing the post-office, postmasters are prohibited from employing any special service, unless expressly authorized to do so by the Second Assistant Postmaster-General.

IX.—Assignment of Contracts—Subcontracts.

Assignment of contracts prohibited.
R. S., § 3963.

Sec. 1296. No contractor for transporting the mails within or between the United States and any foreign country shall assign or transfer his contract, and all such assignments or transfers shall be null and void.

Note.
Distinction between assignment and subletting.

NOTE.—This section is not in conflict with the provisions of the following section. A contractor may, with the consent of the Postmaster-General, make a subcontract with another for the performance of the service undertaken by him, but he continues as contractor and is responsible for the due fulfillment of his contract. Under the above statute a contract can not be assigned or transferred to another. (See following section, note, as to subcontracts; sec. 1302, as to contracts for transporting foreign mails.)

Subletting of contracts.
1878, May 17, ch. 107, § 2, 1 Supp., 165.
—Postmaster-General may authorize.
—in case of, without permission, to be annulled.

Sec. 1297. No sub-letting or transfer of any mail contracts shall be permitted without the consent in writing of the Postmaster-General; and whenever it shall come to the knowledge of the Postmaster-General that any contractor has sub-let or transferred his contract, except with the consent of the Postmaster-General as aforesaid, the same shall be considered as violated and the service may be again advertised as herein provided for; and the contractor and his sureties shall be liable on their bond to the United States for any damage resulting to the United States in the premises.

Note.
Liability of contractors when service sublet.

NOTE.—Contractors can not assign or transfer their contracts so as to relieve themselves from liability. (See preceding section, note.) When the service is sublet their responsibility for the due fulfillment of all the provisions of their contracts is in no wise affected. The term "transfer" as used in this section has been regarded as qualified by "subletting," and as meaning the same thing; and only subcontracts are ever authorized by the Postmaster-General.

Subletting for less than contract price.
1882, May 4, ch. 116, 1 Supp., 338.
—contract to be void.
Contract with subcontractor.
—proviso
Contractor not to have indemnity.

Sec. 1298. Whenever any contractor or subcontractor shall sublet his contract for the transportation of the mail on any route for a less sum than that for which he contracted to perform the service, the Postmaster-General may, whenever he shall deem it for the good of the service, declare the original contract at an end, and enter into a contract with the last subcontractor, without advertising, to perform the service on the terms at which the last subcontractor agreed with the original contractor or former subcontractor to perform the same: *Provided*, That such last subcontractor shall enter into a good and sufficient bond and that the original contractor shall not be released from his contract until a good and sufficient bond has been made by such last subcontractor and accepted by the Post-Office Department: *Provided further*, That when a contract hereafter made is declared void on account of its having been sublet, the contractor shall not be entitled to one month's extra pay as provided for by law. (See sec. 1277.)

Manner of subletting contracts.
1878, May 17, ch. 107, § 3, 1 Supp., 165.

Sec. 1299. When any person or persons being under contract with the Government of the United States for carrying the mails, shall lawfully sub-let any such contract, or lawfully employ any other person or persons to perform the service by such contractor agreed to be performed, or any part thereof, he or they shall file in the office of the Second Assistant Postmaster-General a copy of his or their contract; and thereupon it shall be the duty of the Second Assistant Postmaster-General to notify the Auditor for the Post-Office Department of the fact of the filing in his office of such contract. Said notice shall embrace the name or names of the original contractor or contractors, the number of the route or routes, the name or names of the sub-contractor or sub-contractors, and the amount agreed to be paid to the sub-contractor or sub-contractors. And upon the receipt of said notice by the Auditor for the Post-Office Department, it shall be his duty to retain, out of the amount due the original contractor or contractors, the amount stated in said notice as agreed to be paid to the sub-contractor or sub-contractors, and shall pay said amount, upon the certificate of the Second Assistant Postmaster-General, to the sub-contractor or sub-contractors, under the same rules and regulations now governing the payments made to original contractors: *Provided*, That upon satisfactory evidence that the original contractor or contractors have paid off and discharged the amount due under his or their contract to the sub-contractor or sub-contractors, it shall be the duty of the Second Assistant Postmaster-General to certify such fact to the Auditor for the Post-Office Department; and thereupon said Auditor shall settle with the original contractor or contractors, under the same rules as are now provided by law for such settlements.

Copy of contract to be filed.

Auditor to be notified.

Auditor to pay subcontractor.

—proviso.

Subcontracts.

Sec. 1300. Contractors must in all cases secure the permission of the Postmaster-General before making a subcontract on any route. The application to sublet must be made separately for service on each route, specifying the number and terminal points thereof.

—applications to make.

2. A subcontract must embrace but one route, must be executed in triplicate for service upon the whole route, and for a period not less than one year, or for the balance of the contract term when less than one year, and one copy thereof must be filed in the office of the Second Assistant Postmaster-General within thirty days after the time when the service is to begin under it; and the subcontractor, if he desires to avail himself of the protection afforded by section 1299, should satisfy himself that this provision is complied with by the contractor, or should file a copy of the subcontract himself.

—how executed.

3. Subcontracts must be executed in the form prescribed by the Postmaster-General, and must specify the rate to be paid per annum under it in case the

—forms for, to be followed.

service shall be changed; must stipulate that the subcontractor shall assume liability for fines and deductions, and that he shall receive pro rata of the one month's extra pay allowed the contractor for curtailment, reduction, or discontinuance of service.

—to conform with stipulations of contract.

4. None of the stipulations in the form of subcontract prescribed by the Post-Office Department are to be eliminated therefrom, and no collateral stipulations of any character whatever are to be added thereto.

—with whom to be made.

5. No subcontract can be recognized unless made with the original contractor.

Subcontractor to live on or contiguous to route.

6. The subcontractor must be a resident of a locality upon or contiguous to the route.

—made without authority, etc., contract void.

7. The execution of a subcontract on any route without permission, or, if after permission is given, in violation of these instructions, renders the original contract liable to annulment.

—contractors still liable in case of.

8. Neither the permission to sublet, nor the recognition of the subcontract made in pursuance thereof, shall be construed as releasing the contractor from any of the obligations of his contract with the United States.

—payments by contractors on.

9. Contractors who desire credits for payments to subcontractors of record, are required to file, in the office of the Second Assistant Postmaster-General (Division of Inspection), before the expiration of the quarter to which such payments or proposed payments relate, notice of their intention to make such payments, and to file in such office, within thirty days after the expiration of the quarter, the prescribed receipt showing the payment.

—evidence of payment.

10. The evidence of payment of a subcontractor by a contractor, provided in the preceding paragraph, must be the receipt of the subcontractor, authenticated by a postmaster on the mail route on which the service was rendered, and on a form prescribed by the Second Assistant Postmaster-General.

—in excess of regular contract, how paid.

11. If the subcontract rate of pay is greater than that named in the contract, the Department can pay the subcontractor at the latter rate only, and for the remainder he must look to the contractor.

—copies of.

12. Should it become necessary to file a copy of a subcontract, such copy must be certified to be a true copy of the original by a postmaster at one of the termini of the route therein sublet.

Liens upon pay of contractors and subcontractors.
1882, May 4, ch. 116, 1 Supp., 339.
—persons performing service to have.

Sec. 1301. If any person shall hereafter perform any service for any contractor or subcontractor in carrying the mail, he shall, upon filing in the Department his contract for such service, and satisfactory evidence of its performance thereafter, have a lien on any money due such contractor or subcontractor for such service to the amount of the same; and if such contractor or subcontractor shall fail to pay the party or parties who have performed service as aforesaid the amount due for such service within two months after the expiration of the quarter in which such service shall have been performed, the Postmaster-General may cause the amount to be paid said party or parties and charged to the contractor, provided that such payment shall not in any case exceed the rate of pay per annum of the contractor or subcontractor.

—payment of amount of

CHAPTER 8.

FOREIGN MAIL SERVICE.

I.—Contracts—General Provisions.

Transporting mails between United States and foreign countries.
R. S., § 4007.
1885, Mar. 3, ch. 342, § 1, 23 St. L., 387.

Sec. 1302. The Postmaster-General may, after advertising for proposals, enter into contracts for the transportation of the mail between the United States and any foreign country whenever the public interests will thereby be promoted.

See sec. 1244 as to combining foreign and inland steamboat service; sec. 1296 as to assignment of foreign mail contracts; sec. 1158 as to contracts for transporting domestic mails over foreign territory; Title III, chap. 3, as to foreign mails; chap. 9, this Title, as to sea post-offices; sec. 1625 as to penalty for offenses in connection with foreign mails.

Foreign mails.
R. S., § 4008.
—how transported.

Sec. 1303. The mail between the United States and any foreign port, or between ports of the United States touching at a foreign port, shall be transported in steamships; but the Postmaster-General may have such transportation performed by sailing vessels when the service can be facilitated thereby.

Limit of contracts.
1878, May 17, ch. 107, § 5, 1 Supp., 166.

Sec. 1304. * * * No contract for carrying the mails between the United States and any foreign port shall be for a longer time than two years, unless otherwise directed by Congress.

See sec. 1307 as to ocean mail subsidy service.

Discontinuance of foreign mail transportation contracts.
R. S., § 4011.

Sec. 1305. Every contract for transporting the mail between the United States and any foreign country shall contain, besides the usual stipulation for the right of the Postmaster-General to discontinue the same, the further stipulation that it may be terminated by Congress.

Note.

Note.—This provision does not apply to the ocean mail-subsidy service (sec. 1307), which was authorized after its enactment.

Compensation for transportation of foreign mails.
R. S., § 4009.

Sec. 1306. For transporting the mail between the United States and any foreign port, or between ports of the United States touching at a foreign port, the Postmaster-General may allow as compensation, if by a United States steamship, any sum not exceeding the sea and United States inland postage; and if by a foreign

steamship or by a sailing vessel, any sum not exceeding the sea postage, on the mail so transported.

Note.—on actual compensation in view of Postal Union Convention.

NOTE.—In view of the provisions of the Universal Postal Union Convention the term "sea postage" has no meaning. United States steamships receive the whole of the postage collected on the articles contained in the mails conveyed by said vessels; and foreign vessels are paid any sum not exceeding the rate of postage fixed for a single maritime transit by the Universal Postal Union Convention in force at such time. See sec. 1307 as to compensation for "ocean mail service;" sec. 1333 as to fines for delinquencies, etc.

Ocean mail service. 1891, Mar. 3, ch. 519, 1 Supp., 905. See 1885, Mar. 3, ch. 342, § 1, 23 St. L., 387.

SEC. 1307. The Postmaster-General is hereby authorized and empowered to enter into contracts for a term not less than five nor more than ten years in duration, with American citizens, for the carrying of mails on American steamships, between ports of the United States and such ports in foreign countries, the Dominion of Canada excepted, as in his judgment will best subserve and promote the postal and commercial interests of the United States, the mail service on such lines to be equitably distributed among the Atlantic, Mexican Gulf, and Pacific ports. Said contracts shall be made with the lowest responsible bidder for the performance of said service on each route, and the Postmaster-General shall have the right to reject all bids not in his opinion reasonable for the attaining of the purposes named.

—authority for establishment of.

Advertisement for proposals.

2. Before making any contract for carrying ocean mails in accordance with this act the Postmaster-General shall give public notice by advertising once a week, for three months, in such daily papers as he shall select in each of the cities of Boston, New York, Philadelphia, Baltimore, New Orleans, St. Louis, Charleston, Norfolk, Savannah, Galveston, and Mobile, and when the proposed service is to be on the Pacific Ocean, then in San Francisco, Tacoma, and Portland. Such notice shall describe the route, the time when such contract will be made, the duration of the same, the size of the steamers to be used, the number of trips a year, the times of sailing, and the time when the service shall commence, which shall not be more than three years after the contract shall be let. The details of the mode of advertising and letting such contracts shall be conducted in the manner prescribed in chapter eight of title forty-six of the Revised Statutes for the letting of inland mail contracts so far as the same shall be applicable to the ocean mail service.

Vessels and requirements thereof.

3. The vessels employed in the mail service under the provisions of this act shall be American-built steamships, owned and officered by American citizens, in conformity with the existing laws, or so owned and officered and registered according to law, and upon each departure from the United States the following proportion of the crew shall be citizens of the United States, to wit: During the first two years of such contract for carrying the mails, one-fourth thereof; during the next three succeeding years, one-third thereof; and during the remaining time of the continuance of such contract at least one-half thereof; and shall be constructed after the latest and most approved types, with all the modern improvements and appliances for ocean steamers. They shall be divided into four classes. The first class shall be iron or steel screw steamships, capable of maintaining a speed of twenty knots

—first class.

an hour at sea in ordinary weather, and of a gross registered tonnage of not less than eight thousand tons. No vessel except of said first class shall be accepted for said mail service under the provisions of this act between the United States and Great Britain.

—second class. The second class shall be iron or steel steamships, capable of maintaining a speed of sixteen knots an hour at sea in ordinary weather, and of a gross registered tonnage of not less than five

—third class. thousand tons. The third class shall be iron or steel steamships, capable of maintaining a speed of fourteen knots an hour at sea in ordinary weather, and of a gross registered tonnage of not less

—fourth class. than two thousand five hundred tons. The fourth class shall be iron or steel or wooden steamships, capable of maintaining a speed of twelve knots an hour at sea in ordinary weather, and of a gross registered tonnage of not less than fifteen hundred tons. It shall be stipulated in the contract or contracts to be entered into for the said mail service that the said vessel may carry passengers with their baggage in addition to said mails and may do all ordinary business done by steamships.

Construction of vessels for conversion into auxiliary naval cruisers.

4. All steamships of the first, second, and third classes employed as above and hereafter built shall be constructed with particular reference to prompt and economical conversion into auxiliary naval cruisers, and according to plans and specifications to be agreed upon by and between the owners and the Secretary of the Navy, and they shall be of sufficient strength and stability to carry and sustain the working and operation of at least four effective rifled cannon of a caliber of not less than six inches, and shall be of the highest rating known to maritime commerce. And all vessels of said three classes heretofore built and so employed shall, before they are accepted for the mail service herein provided for, be thoroughly inspected by a competent naval officer or constructor detailed for that service by the Secretary of the Navy; and such officer shall report, in writing, to the Secretary of the Navy, who shall transmit said report to the Postmaster-General; and no such vessel not approved by the Secretary of the Navy as suitable for the service required shall be employed by the Postmaster-General as provided for in this act.

Compensation.

5. The rate of compensation to be paid for such ocean mail service of the said first-class ships shall not exceed the sum of four dollars a mile, and for the second-class ships two dollars a mile, by the shortest practicable route, for each outward voyage; for the third-class ships shall not exceed one dollar a mile, and for the fourth-class ships two-thirds of a dollar a mile for the actual number of miles required by the Post-Office Department to be

Deduction for failure; fines for irregularities.

traveled on each outward bound voyage: *Provided*, That in the case of failure from any cause to perform the regular voyages stipulated for in said contracts or any of them, a pro rata deduction shall be made from the compensation on account of such omitted voyage or voyages; and that suitable fines and penalties may be imposed for delays or irregularities in the due performance of service according to the contract, to be determined by the

No other subsidy.

Postmaster-General: *Provided further*, That no steamship so employed and so paid for carrying the United States mails shall receive any other bounty or subsidy from the Treasury of the United States.

Transportation and accommodation of postal clerk.

6. Upon each of said vessels the United States shall be entitled to have transported, free of charge, a mail messenger, whose duty it shall be to receive, sort, take in charge and deliver the mails to and from the United States, and who shall be provided with suitable room for the accommodation of himself and the mails.

Volunteers on mail vessels.

7. Officers of the United States Navy may volunteer for service on said mail vessels, and when accepted by the contractor or contractors may be assigned to such duty by the Secretary of the Navy whenever in his opinion such assignment can be made without detriment to the service, and while in said employment they shall receive furlough pay from the Government, and such other compensation from the contractor or contractors as may be agreed upon by the parties: *Provided*, That they shall only be required to perform such duties as appertain to the merchant service.

Cadets.

8. Said vessels shall take, as cadets or apprentices, one American-born boy under twenty-one years of age for each one thousand tons gross register, and one for each majority fraction thereof, who shall be educated in the duties of seamanship, rank as petty officers, and receive such pay for their services as may be reasonable.

Uses of vessels as transports and cruisers.

9. Such steamers may be taken and used by the United States as transports or cruisers, upon payment to the owners of the fair actual value of the same at the time of the taking, and if there shall be a disagreement as to the fair actual value of the same at the time of the taking, and if there shall be a disagreement as to the fair actual [value] between the United States and the owners, then the same shall be determined by two impartial appraisers, one to be appointed by each of said parties, they at the same time selecting a third, who shall act in said appraisement in case the two shall fail to agree.

Transportation through United States of mails of Canada and countries adjoining the United States. R. S., § 4012.

Sec. 1308. The Postmaster-General may, by and with the advice and consent of the President, make any arrangements which may be deemed just and expedient for allowing the mails of Canada, or any other country adjoining the United States, to be transported over the territory of the United States from one point in such country to any other point in the same, at the expense of the country to which the mail belongs, upon obtaining a like privilege for the transportation of the United States mail through the country to which the privilege is granted; but such privilege may at any time be annulled by the President or Congress from and after one month succeeding the day on which notice of the act of the President or Congress is given to the chief executive or head of the post-office department of the country whose privilege is to be annulled.

Withdrawal of privilege.

See sec. 1158 as to contracts for transporting domestic mails over foreign territory; sec. 519 as to authority of Postmaster-General to make postal conventions with foreign countries.

II.—Delivery into and taking Letters from Post-Offices by Masters of Foreign Vessels.

Foreign vessels carrying mail to or from U. S. R. S., § 4016.

Sec. 1309. All letters or other mailable matter conveyed to or from any part of the United States by any foreign vessel, except such sealed letters, relating to such vessel, or any part of the cargo thereof, as may be directed to the owners or consignees of the ves-

Postage to be paid, when.

sel, shall be subject to postage-charge, whether addressed to any person in the United States or elsewhere, provided they are conveyed by the packet or other ship of a foreign country imposing postage on letters or mailable matter conveyed to or from such country by any vessel of the United States; and such letters or other mailable matter carried in foreign vessels, except such sealed letters, relating to the vessel, or any part of the cargo thereof, as

Mail, how treated on arrival, etc.

may be directed to the owners or consignees, shall be delivered into the United States post-office by the master of such vessel when arriving, and be taken from a United States post-office when departing, and the postage paid thereon, justly chargeable by this Title [XLVI, R. S.], and for refusing or failing to do so, or for conveying such letters or any letters intended to be conveyed in any vessel of such foreign country over or across the United States, or

Penalty for violation of statute.

any portion thereof, the party offending shall be punishable by a fine of not more than one thousand dollars for each offense.

Note.

NOTE.—If the words "taken from a United States post-office when departing" can be construed as compulsory, so much of the statute is apparently repealed by the act of June 26, 1884 (ch. 121, sec. 23, 1 Supp. R. S., 444). The reference to the postage due on letters "justly chargeable by this Title" meant the rates of postage as then fixed by law, but wherever such rates have been changed by subsequent legislation, such reference would apply to the rates of postage prescribed by existing law. See sec. 1246 as to delivery of letters into post-offices by masters of other than foreign vessels; secs. 1247 to 1250 as to payment for ship letters.

Carriage by vessels of mail not received from post-office forbidden.
R. S., § 3987.

Sec. 1310. No vessel departing from the United States for any foreign port shall receive on board or convey any letter or packet originating in the United States which has not been regularly received from the post-office at the port of departure, and which does not relate to the cargo of such vessel, except as provided in section three thousand nine hundred and ninety-three (of the

Officer of port to require oath of master of vessel not to violate this section.

Revised Statutes (sec. 1138); and every collector, or other officer of the port empowered to grant clearances, shall require from the master of such vessel, as a condition of clearance, an oath that he has not received on board, has not under his care or control, and will not receive or convey any letter or packet contrary to the provisions of this section.

Note.

NOTE.—Letters inclosed in stamped envelopes as provided in sec. 1138 can be carried without emanating from a post-office.

III.—POSTAL AGENCIES.

Agencies in foreign countries.
R. S., § 4021.

Sec. 1311. The Postmaster-General may establish resident mail agencies at the ports of Panama and Aspinwall, in New Granada [Colombia]; Havana, in Cuba; at St. Thomas, and at such other foreign ports at which United States mail-steamers touch to land and receive mails, as may, in his judgment, promote the efficiency

Agents.

of the foreign mail-service; and may pay the agents employed by him at such ports, out of the appropriation for transportation of the

—expenses of

mail, a reasonable compensation for their services, and the necessary expenses for office-rent, clerk-hire, office-furniture, and other incidentals, to be allowed him at each of such agencies.

Agency in China or Japan.
R. S., § 4023.
—branches of.

Sec. 1312. The Postmaster-General may establish, in connection with the mail-steamship service to Japan and China, a general postal agency at Shanghai, in China, or at Yokohama, in Japan, with such branch agencies at any other ports in China and Japan as he shall deem necessary for the prompt and efficient management of the postal service in those countries; and he may pay the postal agents employed thereat a reasonable compensation for their services, in addition to the necessary expenses for rent, furniture, clerk-hire, and incidental expenses.

Agents.
—expenses of.

Note.

NOTE.—A general agency is maintained at Shanghai, the consul-general of the United States being the postal agent, but no branches have been established.

Agents on ocean steamers.
R. S., § 4022.
—on what routes.
—compensation of.

Sec. 1313. The Postmaster-General may appoint an agent in charge of the mail on board of each of the mail-steamers on the routes between San Francisco, Japan, and China; between San Francisco and Honolulu, in the Hawaiian Islands, and between New York and Rio Janeiro, who shall be allowed, out of the appropriation for transportation of the mail, a salary of two thousand dollars a year.

See sec. 1318 as to sea post-office clerks.

IV.—TRANSPORTATION OF MAILS BY POSTAL UNION COUNTRIES.

Right of transportation by Postal Union countries.

Sec. 1314. Any Postal Union country may send by the postal transportation service of other Postal Union countries both closed mails and admissible correspondence in open-mail, according to the requirements of trade and the convenience of the postal service, either by sea or land.

See Title Three, chap. 3, as to list of Postal Union countries and classification of mail matter and rates of postage; see sec. 1158 as to contracts for transporting domestic mails over foreign country.

Postal Union transportation charges.

Sec. 1315. Each Postal Union country whose transportation service is employed by any other country of the Union is entitled to be paid by the transmitting country the following transit charges, viz:

Territorial conveyance.

a. For territorial conveyance, 2 francs (38$\frac{6}{10}$ cents) per kilogram (2 pounds and 3 ounces) of letters or postal cards, and 25 centimes (5 cents) per kilogram of other matter.

Entire sea conveyance.

b. For the entire sea conveyance within the Postal Union, 15 francs ($2.89½) per kilogram of letters and post cards and 1 franc (19$\frac{3}{10}$ cents) per kilogram of other articles; subject, however, to the condition that a single trans-Atlantic or trans-Mediterranean transit shall not cost more than 5 francs per kilogram of letters and post cards and 50 centimes per kilogram of other articles.

Proviso.

Sea conveyance gratuitous, when.

c. Every sea conveyance not exceeding three hundred nautical miles is gratuitous if the administration furnishing it is already entitled, on account of mails or correspondence receiving the benefit of such conveyance, to the compensation for territorial transit above provided; otherwise for such sea conveyance it receives the rate of territorial transit therefor.

Sea conveyance effected by two administrations.

d. When the sea conveyance is effected by two or more administrations the entire cost is limited to the rate provided in the second paragraph (*b*) to be shared between the administrations pro rata for the distances traversed, unless different arrangements are made between the parties interested.

Transits excepted from rates.

e. The foregoing rates do not apply to conveyance by countries foreign to the Postal Union, nor to the expedited service of the East India mail, transportation of closed mails by the United States between the Atlantic and Pacific oceans, or railroad transportation between Colon and Panama, all of which are regulated by mutual agreement between the countries concerned.

Return postal cards, official mail, etc.

f. No charge is made for conveyance of correspondence of the postal administrations of the different countries with each other, for the return of postal reply cards to the country of origin, for articles forwarded or missent, undeliverable articles, return-receipts, post-office money orders, advices of the issue of orders, or any other document relative to the postal service.

Settlement of transportation charges. —how made.

Sec. 1316. Settlement of transportation charges is made upon the basis of statistics taken during a period of twenty-eight days.

Note.

NOTE.—As to detailed provisions, including a reduction, upon a sliding scale, of the transit charges, see Postal Union Convention.

CHAPTER 9.

SEA POST-OFFICES.

Sea post-offices. —United States-Germany.

Sec. 1317. Sea post-offices operated between the United States and Germany will be designated in the direction from the United States to Germany "United States-German Sea Post-Office. New York-Bremen" (or "New York-Hamburg"); and in the direction from Germany to the United States, "German-United

States Sea Post-Office. Bremen- (or Hamburg) New York"; and sea post-offices operated between the United States and Great Britain, in both directions, will be designated "United States Sea Post-Office. New York-Southampton" or "Southampton-New York," as the case may be.

—United States-Great Britain.

2. Sea post-offices operated between the United States and Germany will be conducted in accordance with the "Instructions for Sea Post-Offices," issued by the Post-Office Department of the United States and the postal administration of Germany, jointly, and these regulations; and sea post-offices operated between the United States and Great Britain will be conducted solely by the Post-Office Department of the United States in accordance with these regulations and special instructions.

—management of.

Sea postal clerks. 1901, Mar. 3, ch. 851, 31 St. L., 1106. —compensation and expenses of.

Sec. 1318. Hereafter the Postmaster-General shall be authorized to expend such sums as may be necessary, not exceeding fifty-five thousand dollars, to cover one-half of the cost of transportation, compensation, and expense of clerks to be employed in assorting and pouching mails in transit on steamships between the United States and other postal administrations of the International Postal Union.

Note. NOTE.—This is apparently a permanent provision of law, but it has been repeated in all recent appropriation acts.

Sea post-office clerks. —appointment of.

Sec. 1319. Clerks in sea post-offices between the United States and Germany will be furnished jointly by the postal administrations of the United States and Germany; and clerks in sea post-offices between the United States and Great Britain will be employed solely by the United States.

Vacancies. —how filled.

2. Vacancies in sea post-office service shall be filled by transfer from the Railway Mail Service or classified post-offices, under the provisions of section 30.

—compensation of.

3. United States sea post-office clerks will receive pay at the rate of $1,200 per annum, each, and in addition will be entitled to first-cabin board on the steamers to which assigned and to commutation for board and lodging at rates fixed by the Post-Office Department while in a foreign port. Clerks will be subject to the ship's discipline. While on duty such clerks will wear a cap of the form prescribed by the Post-Office Department, except that it shall bear on the front, in the place of the letters "R. M. S.," the words "U. S. Sea Post."

—to report, how.

4. Clerks will immediately upon their arrival at New York report with the mails to the postmaster in that

city, and at Bremen or Hamburg to the director of posts; and while in port they will also report daily to the postmaster or director of posts, unless excused by that officer. Clerks will be in their offices on board the vessels at least twenty-four hours before the steamers sail, for the purpose of receiving mails and the performance of other duty.

—sale of stamps by.

5. Clerks will keep on hand for sale while in New York and on the voyage *to Germany* and to and from Great Britain a supply of United States postage stamps, international postal cards, and stamped envelopes and wrappers. United States postage stamps will be valid for the prepayment of postage on all articles mailed on the high seas in sea post-offices on the voyage *from the United States* and on the return voyage from Great Britain; but on the voyage *from Germany* only German postage stamps will be valid.

—between United States and Germany.

6. On the trips *from Germany* the United States sea post-office clerk and his assistants will act as assistants to the German clerk and under his directions until the steamer arrives in American waters. But just prior to arrival at New York the mails must be closed, and the United States clerk must receipt to the German clerk for the sacks of mails and registered articles, and thereafter he will be responsible for their safe custody and proper delivery. On the trip *from New York* the United States clerk will be in charge; the German clerk and assistants will be under his direction until the vessel arrives in German waters.

Treatment of regular and closed mails in sea post-offices.

Sec. 1329. All mails passing through sea post-offices will be treated, in the case of mails between the United States and Germany, in accordance with the distribution schemes issued by the Post-Office Department of the United States and by the postal administration of Germany, respectively; and in the case of mails between the United States and Great Britain in accordance with the distribution schemes issued by the postmaster at New York.

Regular mails and closed mails to United States addressed to New York.

2. All mails addressed to the *Post-Office of New York made up in Germany* and Great Britain, and, as far as possible, those made up in countries *beyond Germany* and Great Britain, and those delivered to steamers at ports of call, must be opened in sea post-offices, the entries upon the letter bills verified, the letter bills postmarked with stamp of the sea post-

offices, which bills will be filed in the post-office at New York, and the contents of the mails (except as hereinafter noted) distributed, made up into packages, bagged, and labeled in accordance with the "Distribution Schemes." For this bagging, United States canvas sacks must be used for letters and postal cards, the same to be securely tied with twine and sealed with lead seals; and the ordinary domestic jute sacks will be used for "prints" and "samples;" but on sea post-offices operating between the United States and Germany, German sacks will be used exclusively for all other purposes.

Unpaid and short-paid articles.

3. All unpaid letters, short-paid articles of every kind, sealed packages which from their appearance give reason to suppose that they may contain articles liable to customs duties, and all unsealed packages of printed matter and samples must be turned in to the post-office at New York for rating of postage due and for inspection by customs officers.

Mails addressed to other than New York office not to be opened.

4. Mails addressed to United States post-offices *other than New York* must not be opened in sea post-offices, but will be forwarded intact to their destinations.

Closed mails between United States and Great Britain.

5. Mails addressed to countries beyond Great Britain or beyond the United States in sea post-offices operating between United States and Great Britain must not be opened, but will be forwarded intact to their destinations.

See secs. 694 and 695 as to preparation and dispatch of mails from exchange offices to sea post-offices.

Delivery of mails at New York.

6. Mails will be delivered in New York in accordance with schemes furnished by the postmaster at New York, and in Great Britain in accordance with the instructions of the Superintendent of Foreign Mails.

Entries on way bills.

7. Sea post-office clerks will make the necessary additions to the way bills made out by the post-office at New York in *red ink*, *i. e.*, they will enter thereon the number of sacks of mail for Germany and Great Britain, and of "supplementary mails" made up in the sea post-offices. (See next section, paragraph 2.)

Treatment of bulk and loose mail in sea post-offices.

Sec. 1321. All letters and other articles for Germany and Great Britain and countries beyond received in sea post-offices loose or in bulk from post-offices, the public, or other sources, or collected from boxes, must be weighed, and the weights reported by sea

post-office clerks, as provided in section 693, at exchange post-offices, immediately on their return to the United States. Such articles must be examined to see that they are admissible to the foreign mails, and all unpaid letters and short-paid articles will be stamped "T" and rated with the deficient postage. (See sec. 531.) Articles mailed on the wharf or on steamers must in addition be postmarked.

—examination.

Supplementary mails, when closed mails are dispatched.

2. All articles and letters for countries beyond Germany and Great Britain must be made up into "supplementary mails" for the proper foreign exchange offices when closed mails for said offices are dispatched. The necessary entries respecting said supplementary mails will be made *in red ink* by sea post-office clerks, as additions to the letter bills received with the regular mails. (See preceding section, par. 7.)

When no closed mails dispatched.

3. Letters and articles for countries beyond Germany and Great Britain for which no closed mails have been received will be included in the regular mails for Germany or Great Britain, in accordance with the "Distribution Schemes" in force.

Loose matter on return trips from Great Britain.

4. All letters and other articles received loose or in bulk in sea post-offices operating between the United States and Great Britain, on the homeward voyage, will be treated the same as on the outward trip, except that supplementary closed mails will not be made up for countries beyond the United States. (See preceding section.)

—collection of mail at wharves.

5. Sea post-office clerks must collect at the latest moment before steamers sail mail from boxes placed on the steamers' wharves; and all mailable articles tendered for mailing during the voyage will be accepted.

CHAPTER 10.

INSPECTION OF MAIL SERVICE, DEDUCTIONS, AND FINES.

I.—Inspection of Service—General Provisions.

Registers of arrivals and departures. R. S., § 3841. Reports how made.

Sec. 1322. The Postmaster-General shall furnish to the postmasters at the termination of each route a schedule of the time of arrival and departure of the mail at their offices, respectively, to

be posted in a conspicuous place in the office; and he shall also give them notice of any change in the arrival and departure that may be ordered; and he shall cause to be kept and returned to the Department, at short and regular intervals, registers, showing the exact times of the arrivals and departures of the mail.

Destruction of certain registers of arrivals and departures of mails.
R. S., § 3948.
1898, June 13, ch. 446, § 2, 2 Supp., 779.

Sec. 1323. * * * The reports of the arrivals and departures of the mails on mail routes made and sent by postmasters to the Second Assistant Postmaster-General, on which no fines or deductions from the pay of contractors for carrying the mails have been based, and the certificates of oaths taken by carriers on mail routes, may be disposed of as waste paper after the expiration of one year from the end of the contract term to which they relate.

See sec. 1267 as to first part of statute relating to record of proposals for carrying the mail, and destruction thereof; sec. 1327 as to oath of mail carriers.

Reports of mail service.

Sec. 1324. Postmasters at terminal offices on mail routes, and at such other post-offices as the Postmaster-General may designate as reporting offices, will be furnished, by the Second Assistant Postmaster-General (Division of Inspection), with blank forms upon which they will report the performance of the service strictly in accordance with the instructions printed thereon.

—by whom to be made.

2. Standard (railroad) time must be observed by contractors in performing, and used by postmasters in reporting, service on all routes.

—standard time to be observed in.

3. The regular reports above required must be sent by the first mail after the close of each month, or at the close of each quarter if quarterly reports are required, to the Second Assistant Postmaster-General (Division of Inspection), and a duplicate of each report must be retained by the postmaster and carefully preserved, to be turned over to his successor. In case of failure to receive the report at the Post-Office Department in due time, a duplicate will be called for, which must be promptly sent.

—when to be made.

—duplicates of, to be retained.

—requests for duplicates of.

4. Neglect to send reports or duplicates when sent for will be deemed ground for removal, as obstruction to the service and delays in making payments to contractors are caused thereby.

—failure to send.

Delinquencies.
R. S., § 3849.

Sec. 1325. Every postmaster shall promptly report to the Postmaster-General every delinquency, neglect, or malpractice of the contractors, their agents or carriers, which comes to his knowledge.

—report of.

Special reports.

Sec. 1326. Special report should be made in each case to the Second Assistant Postmaster-General (Division of Inspection):

Carrier not sworn.

a. Where the mail is brought to the post-office by a person who has not taken the oath prescribed in section 207.

Carrier under age.

b. Where the mail is brought to the post-office by a person under 16 years of age. (See sec. 1281.)

Carrier intoxicated.

c. In every instance in which a mail carrier in charge of the mail becomes intoxicated or calls for the mail when he is intoxicated. The postmaster will in such case suspend the carrier and employ another for the trip or to complete the trip at the lowest obtainable rate, but in no event exceeding the rate of the bond as named in the advertisement. Carriers becoming intoxicated while in charge of the mail will be fined or removed, or both.

Failure to deposit mail in post-office over night.

d. In case the carrier stops over night where there is a post-office and does not deposit the mail therein. (See sec. 606.)

Mail without lock.

e. Where the mail arrives without a lock, and where it can be ascertained who is at fault, the name will be included in the report.

Mail left exposed.

f. In every case where mails are left exposed to damage or depredation.

Mails, failure to protect.

g. Where mails that are sent from or received at the post-office are not properly protected from the weather. The postmaster will call the carrier's attention to such delinquencies and see that they are corrected.

Mails, failure to take all.

h. In case the carrier fails to take all the mail on each trip.

Mails or equipment mistreated.

i. Where mails are unnecessarily thrown upon the ground, or mail pouches or sacks (or contents) are damaged by being dragged about, or otherwise injured.

Post-office employees interested in contracts or employed by contractors.

j. In case any postmaster, assistant postmaster, or clerk employed in any post-office, or any member of the immediate family of a postmaster or assistant postmaster, is interested in any mail contract, or employed, either regularly or temporarily, as carrier of the mail. (See secs. 223 and 1161.)

Report of extraordinary failures.

k. In case of any extraordinary failures, interruptions, or abandonment of service.

Postmasters to furnish general information.

2. Postmasters will from time to time furnish all information that may aid the Post-Office Department in enforcing the strictest performance of duty on the part of contractors, and securing for the community

the greatest possible regularity, safety, and efficiency in the mail service.

3. All reports should state the terminal points of the route, and its number, if known. Reports, how prepared.

4. The attention of postmasters is specially directed to section 1279, relative to the requirements of contractors, and to section 1225, relative to the duties of mail messengers. Contractors and mail messengers, duties of.

See sec. 598 as to delivery of mail to carriers in advance of schedule time.

Sec. 1327. All mail carriers, except employees of a railroad company when carrying mail for such company, must, before entering upon their duties as such, take the oath prescribed in section 207. **Oath of mail carriers.**

2. Postmasters must see that the requirements of this section are strictly complied with.

Sec. 1328. Where a mail at any time fails to arrive at the end of a route, or at any intermediate post-office where the time of arrival is fixed, within the time specified in the contract or schedule, the contractor must immediately, by himself or agent, send his excuse, if he has any, to the Second Assistant Postmaster-General (Division of Inspection), setting forth, particularly, the cause of the failure. A specific excuse is required for each delinquency, and mere general allegations will not be considered. If bad roads be alleged, a specific report must be made of what portion of the road was so bad as to obstruct the mails and what its peculiar condition was; if high waters, it must be shown what water courses were impassable. If only part of the trip was performed, the report must show what part, and give the distance traveled, and the reason, fully detailed, for failure to make the other part. **Excuses for delinquencies by contractors.** —how made. Specific excuse for each delinquency.

Sec. 1329. When the mail is carried in a vehicle drawn by horses the driver will not be required to leave his team in order to deliver the mail to way post-offices, except where the carrier remains over night, in which case he must deposit the mail in the post-office. (See secs. 606 and 1282.) **Delivery of mail to way offices.**

Sec. 1330. Railroad companies must furnish quarterly, to the division superintendent of Railway Mail Service, statements on the form prescribed by the Post-Office Department, and affirmed under the oath of their respective principal transportation officers, show- **Railroad companies to report failures.**

ing by routes all failures of trains carrying the mail; also, when called upon to do so, railroad companies will be required to furnish monthly statements, certified as above, of all delays, and their causes, to trains which the Department regards as being of special importance as mail trains.

Delays, when to be reported.

Certification of service.

Sec. 1331. Before service can be certified to the Auditor for the Post-Office Department for payment, full evidence of the performance of such service and of any delinquencies therein must be received from postmasters as required by section 1324.

See sec. 1284, as to payment for service.

II.—Deductions and Fines—Authorization of.

Deductions and fines for failures and delinquencies. R. S., § 3962.

Sec. 1332. The Postmaster-General may make deductions from the pay of contractors, for failures to perform service according to contract, and impose fines upon them for other delinquencies. He may deduct the price of the trip in all cases where the trip is not performed; and not exceeding three times the price if the failure be occasioned by the fault of the contractor or carrier.

—authority for.

See sec. 1183, as to reduction of pay for refusal of railroad company to carry mails on fastest trains; sec. 1178, as to reduction of pay for refusing to furnish railway post-office cars or equip them.

Fines on contractors for foreign mails. R. S. § 4010.

Sec. 1333. The Postmaster-General may impose fines on contractors for transporting the mail between the United States and any foreign country, for any unreasonable or unnecessary delay in the departure of such mail, or the performance of the trip; but the fine for any one default shall not exceed one-half the contract price for the trip.

—maximum amount of.

Note.

Note.—Fines may be imposed for failures and delinquencies in connection with the ocean mail subsidy service. The provision authorizing the same is included in the act providing for said service. (See sec. 1307.)

III.—Deductions.

Deductions, how and for what made.

Sec. 1334. Deductions will be made within the limit fixed by law (sec. 1332), the amount thereof to depend upon the nature or frequency of the failure and the importance of the mail.

RAILROAD SERVICE.

Compensation apportioned among trains.

2. The compensation for service on each route shall be apportioned, as nearly as practicable, among the several trains carrying mail, according to the average weight of mail carried by each train.

Failure to perform trip.

3. Deductions will be made for failure to perform any trip, or a part thereof, on the basis of the mileage

and the average weight of the mail carried by the train.

What constitutes failure.

4. A train will be considered as failing to perform service when it becomes twenty-four hours, or more, late, and will be charged with failure from the point where it became twenty-four hours late to the end of its run, or to the point at which it becomes less than twenty-four hours late.

Special trains, when credit allowed for.

5. If a train carrying mail is made up, and covers any part of the failing train's run within the twenty-four-hour limit, and is in addition to the regularly scheduled trains performing mail service, such service will be credited in lieu of the train which is twenty-four hours, or more, late.

Deduction, amount of, how determined.

6. Unless it is shown to the satisfaction of the Post-Office Department that the failure was unavoidable, the deduction will be made at pro rata, or one hundred per cent of the amount due to be earned by the failing train between the points of failure. If the failure is unavoidable and the route is reopened without unnecessary delay, the mail service being promptly reestablished, fifty per cent of said amount will be deducted. Where, however, there is a total suspension of train service over all or any part of a route for a period of six days, or more, deduction will be made for the entire period at one hundred per cent of pro rata, without regard to the cause of the failure.

Mails forwarded over other lines.

7. In case of an interruption of sufficient duration to make it necessary for the Post-Office Department to forward the mails over other lines, no compensation will be allowed.

Failures to run postal cars.

8. A pro rata deduction will be made for all failures to run railway post-office cars, the deduction being made for the actual mileage omitted.

Car not run on regular train.

9. When a car is not run on its regular train, but is run later on another train and in use for mail service, that is, not deadheaded, no deduction will be made.

Detours of cars.

10. No deduction will be made for detours of railway post-office cars, when they are used during such detours by the Post-Office Department.

Failure to provide local service.

11. When a train is detoured a deduction will be made, based upon the estimated value of the local service omitted—that is, the service between the points of detour; but in no case will the deduction be in excess of fifty per cent of the value of the train's service be-

tween such points. If, however, satisfactory provision is made for such local service, no deduction will be made.

Trains of special importance to observe schedule.

12. Trains which the Department regards as being of special importance as mail trains will be subject to deductions for failure to arrive at junction and terminal points at the time fixed by schedule unless held for mail connections, or unless satisfactory explanation be given in due time.

Applications for remissions; when to be filed.

13. Applications from railroad companies for remission of deductions made from their compensation for carrying mail will not be considered unless filed in the office of the Second Assistant Postmaster-General within six months from the date of notice by the Post-Office Department to the railroad company that such deduction has been ordered.

ELECTRIC AND CABLE CAR SERVICE.

Deductions made without reference to cause of failure.

14. The value of the mileage lost will be deducted in every case of failure to run the cars and carry the mails, without reference to the cause thereof.

"STAR" AND BOAT SERVICE.

Deductions; when made and how amount of determined.

15. In all cases a deduction of the price of a trip will be made when the trip is not run. If the failure is occasioned by the fault of the contractor or carrier, not more than three times the price of the trip will be deducted. When the arrival is so far behind time as to miss connection with a depending mail or letter-carriers' delivery, at least one-fourth of the price of the trip will be deducted.

IV.—FINES.

GENERAL SERVICE.

Fines; how and for what imposed.

Sec. 1335. Fines will be imposed, unless satisfactory excuse be made in due time, for each of the following delinquencies on the part of a contractor, to wit:

Failure to take or deliver mail.

a. Failure to take the mail, or any part of it, from a post-office, or to deliver it thereto, or to deliver it immediately upon arrival. (Note exceptions in sec. 606.)

Damage to mail.

b. Suffering the mail, or any part of it, to become wet, lost, injured, or destroyed, or conveying or keep-

ing it in a place or manner that exposes it to depredation, loss, or injury.

c. Refusing, after demand, to transport mail by any coach, car, boat, or other conveyance which the contractor runs or is concerned in running on the route. Refusal to transport mail.

d. Leaving or putting aside the mail, or any part of it, for the accommodation of passengers, baggage, express, freight, or other matter. Leaving mail for passengers, etc.

e. Habitual failures to observe schedule. Failure to observe schedule.

f. Other delinquencies or violations of the terms of the contract, or the requirements or regulations of the Post-Office Department. Other delinquencies.

2. The fine will in each case be such sum as the Postmaster-General may impose, in view of the gravity of the delinquency, and will be deducted from the contractor's pay for the service on the route on which the delinquency occurred. Postmaster-General to fix amount of fine.

Sec. 1336. In addition to the foregoing general causes, fines will be imposed for the following delinquencies in the different classes of service, to wit: **Fines in particular classes of service.**

RAILROAD, ELECTRIC, AND CABLE CAR SERVICE.

a. Leaving mail which arrives at the station before the departure of the train or car for which it is intended. Leaving mail.

b. Failure to use the first practicable means of forwarding mail which is delayed en route. Forwarding of delayed mails.

c. Failure to furnish suitable apartments in which to distribute the mail, when called upon by the Post-Office Department to do so. Failure to furnish apartments in cars.

d. Failure to sound proper signal when approaching mail crane. Failure to sound signal.

e. Failure to furnish proper accommodations for the handling, storage, and if necessary, the distribution of mails in depots. Failure to furnish proper accommodations in depots.

"STAR" SERVICE.

f. Failure to arrive or depart at time fixed by schedule, without satisfactory excuse. Failure to observe schedule.

g. Intoxication of carrier while in charge of mail. Intoxication of carrier.

h. Employing a carrier under sixteen years of age. Carrier under age.

i. Failure to deposit all mail in the post-office at any place where the carrier stops over night. Care of mail over night.

j. Employing either as subcontractor or carrier any postmaster, assistant postmaster, clerk in a post-office, Employing post-office employees.

or any member of the immediate family of a postmaster or assistant postmaster.

BOAT SERVICE.

Failure to observe schedule.

k. Failure to arrive at time fixed by schedule without satisfactory excuse.

Failure to furnish apartments.

l. Failure to furnish necessary facilities for the distribution of mail.

Inferior grade of service.

m. When a grade of service is rendered inferior to that stipulated in the contract.

WAGON SERVICE.

Failure to provide sufficient equipment.

n. Failure to provide and maintain in good condition sufficient equipment (wagons, horses, and harness) to perform the service properly.

Failure to carry mails in prescribed wagons.

o. Failure to carry the mails in the prescribed wagons, for unnecessary delays in receiving or delivering mails, or to comply with any or all other terms of the contract.

MAIL-MESSENGER SERVICE.

Failure to perform service.

p. Failure to perform service properly.

CHAPTER 11.

MAIL EQUIPMENTS.

I.—Mail Bags.

Term "mail bags."—what it includes.

Sec. 1337. The term "mail bags" will include:

Mail pouches.

a. Mail Pouches (used for every mode of conveyance excepting horseback), of four sizes, the largest being No. 2. Dimensions laid flat are: No. 2, length, 41 inches; width, 24 inches; No. 3, length, 36 inches; width, 21 inches; No. 4, length, 30 inches; width, 18 inches; No. 5, length, 26 inches; width, 14 inches.

Horse mail bags.

b. Horse Mail Bags (for horseback service only), of three different sizes, the largest being No. 1. Dimensions laid flat are: No. 1, length, 48 inches; width, widest part 21 inches, narrowest part 12¼ inches; No. 2, length, 45 inches; width, widest part 18 inches, narrowest part 12 inches; No. 3, length, 42 inches; width, widest part 16 inches, narrowest part 11 inches.

Mail-catcher pouches.

c. Mail-Catcher Pouches (of one size only), designed exclusively for exchange of mails on railways by catchers and cranes. (See sec. 1343.)

Through registered mail pouches.

d. Through Registered Mail Pouches, for use, where authorized, in making exchanges of direct pouches of registered matter only. Sizes 1, 2, and 3, No. 1 being the largest.

Inner registered mail sacks.

e. Inner Registered Mail Sacks, for use, where authorized, for direct bagging of registered matter only. Sizes 2, 3, and 4, No. 2 being the largest.

Canvas mail sacks.

f. Canvas Mail Sacks (not locked, but secured with cord fasteners), designed for second, third, and fourth class matter not registered. Sizes 1, 2, and 3, No. 1 being the largest. This style of equipment should not be requested for use on star routes when all of the mail can be carried in the regular way pouch.

Foreign mail sacks.

g. Foreign Mail Sacks (of blue striped cotton canvas), used for dispatching mail to foreign countries only. Sizes 0, 1, 2, and 3, No. 0 being the largest.

Foreign registered mail sacks.

h. Foreign Registered Mail Sacks (of red striped cotton canvas), used for dispatching registered matter to foreign countries only. Sizes 0, 1, 2, and 3, No. 0 being the largest.

Coin mail sacks.

i. Coin Mail Sacks, one size, for sending money-order funds in coin.

Material for mail bags. —what kinds.

Sec. 1338. Mail bags will be made of leather, canvas, and other suitable materials. No such article as a waterproof mail bag, nor a waterproof covering for a mail bag, will be provided by the Post-Office Department.

No exchange of mail bags, except.

2. Requests for the exchange of canvas for leather mail bags, or vice versa, will not be granted unless the bags in question are unserviceable.

Mail bags. —how provided.

Sec. 1339. Mail bags are manufactured for the Post-Office Department, under contracts, securing uniformity of pattern, quality, and size. They will be furnished by the Department for the needs of the postal service, and must not be purchased by postmasters or mail contractors; and no allowance will be made for such purchases by them unless made under special instructions from the Department.

—not to be purchased by postmasters.

—experimental use of forbidden, except.

2. The experimental use in the postal service of alleged improvements in mail bags or other mail equipments, patented or not, is forbidden, unless spe-

cially authorized by an order from the Postmaster-General.

See sec. 1358 as to supply of mail locks.

Postmasters to see routes properly provided with bags.

Sec. 1340. Postmasters, especially those at the heads of routes, will see that mail routes are always provided with suitable mail bags in good condition, and will make application for such as are needed before those in use become so defective as to endanger the safety of the mail.

See sec. 1342 as to ordering mail bags; sec. 1359 as to mail locks; sec. 1380 as to mail keys.

Postmasters at head of "star" routes to order mail bags.

Sec. 1341. When a mail bag is needed on a "star" route, it must be ordered by the postmaster at the "official head office" (see sec. 1283) of the route; and when a postmaster whose office is at the foot of, or intermediate on, a route requests the postmaster at the head of the route to replace a defective bag or lock then in use by a serviceable one, and the request is not complied with, the fact should be reported at once by letter to the Second Assistant Postmaster-General (Division of Mail Equipment).

Disposal of displaced bags.

2. Replaced defective mail bags will be promptly forwarded to the Mail-Bag Repair Shop, Washington, D. C., plainly labeled to that address, and the reverse side of the facing slip must show the postmark or name of the dispatching office.

See sec. 1351 as to disposition for mail bags; sec. 1352 as to disposition of surplus bags.

Applications for mail bags.
—for general use.

Sec. 1342. Requests for mail bags should be addressed to the Second Assistant Postmaster-General (Division of Mail Equipment), and should state the style and size of bags wanted and why needed.

—for "star" route.

2. A request for mail bags for use on a "star" route should be similarly addressed, but must be made by the postmaster at the "official head office" of the route (sec. 1341).

—form of.

3. Each request should state the style and size of bags wanted, why needed, and the terminal points and number of the route for which the bag or bags may be required.

Separate locked pouches for offices on "star" routes not furnished.

4. Separate locked pouches for offices on "star" routes are not furnished, except as designated in section 597.

Use of mail bags.
—restricted.

Sec. 1343. The legitimate use of mail bags is restricted to the transmission of mailable matter while

under the care, custody, and control of the Post-Office Department, through its postmasters and other authorized agents. Their application to any other uses than those of the Department is forbidden.

—for storage of records, etc., forbidden.

2. Mail bags must not be used for storing records, waste paper, etc., or for personal convenience. Postmasters should make investigations of their offices from time to time to see that no mail equipment is being improperly used.

Catcher pouches.

3. Catcher pouches must not, under any circumstances, be sent out upon any "star" route, or used for any other purpose than to exchange mails where trains do not stop. Catcher pouches must not be allowed to accumulate at post-offices, but must be returned to mail trains promptly. (See sec. 599.)

Care of inner registered sacks.

4. As inner registered sacks are put into pouches containing ordinary mail matter, they should not be dragged on the ground or platform, as this soils them and the mail matter inside, and needlessly wears them out.

See sec. 1367 as to care of mail locks; sec. 1382 as to mail keys; sec. 1600 as to penalty for stealing and conveying away mail bags, etc., or appropriating same to other than proper use, etc.; sec. 1601 as to penalty for damaging mail bags or strap or staple, etc.

Exchange of locked pouches between post-offices.

—to be equalized when possible.

Sec. 1344. Exchanges of locked pouches between post-offices should be as nearly equalized as circumstances will admit, and all extra pouches received must be promptly returned whence they were received, whether there is mail matter to be sent in them or not.

Loan of canvas sacks to publishers or news agents.

Sec. 1345. Whenever, in post-offices in large towns or cities, it is necessary to extend to publishers or news agents the privilege of taking canvas sacks to their offices to be there filled with printed matter for the mails, the postmaster must keep an exact account with each publisher or news agent of the number of sacks taken from and returned by him to his post-office on every occasion. Besides the account kept in the post-office for that purpose, pass books should be used between the several offices and the post-office. No sacks should be delivered to any publisher or news agent except on presentation of his pass book, in which he is to be debited with the number of sacks intrusted to him and credited with the number returned; and each publisher shall be held responsible for the due return of all sacks so intrusted to him.

—postmasters to keep strict account of.

See sec. 613 as to record of locked pouches to be dispatched and received.

Canvas sacks containing public documents, etc.

Sec. 1346. Postmasters who may receive canvas mail sacks containing public documents sent from Washington, D. C., or sacks containing post-office supplies, will see that such sacks are promptly emptied and disposed of as directed in section 1352.

—disposal of.

Foreign mail bags.

—return of.

Sec. 1347. Mail bags received from and belonging to foreign countries must be promptly returned empty, pursuant to the international postal regulations; and all postmasters, other officers, or employees are prohibited from using such bags.

—use of, forbidden.

Permissible mutilation of mail bags.

—strap not to be cut.

Sec. 1348. Postmasters must never cut the fastening strap of a mail pouch.

—staple may be cut.

2. Whenever a mail bag has a damaged or defective lock upon it, which can not be opened with the proper key, in good order, the pouch staple to which the lock is attached may be filed or cut asunder as directed in section 1365. No other mutilation of the bag is permissible, except by railway postal clerks, as authorized in section 1459.

—disposition of bag when staple is cut.

3. When the staple is cut, the bag should be forwarded to the mail-bag repair shop, Washington, D. C., unless there is no good bag available, in which case the postmaster may have a staple put in at a reasonable cost.

Cutting, or tying into hard knots, of lacing cords prohibited.

4. The cutting, or tying into hard knots, of regulation lacing cords on mail sacks, or the willful detachment of the fasteners therefrom, is forbidden.

Damage to mail bags in transit.

Sec. 1349. If a mail bag becomes damaged en route, so as to be unsafe, the postmaster first discovering the defect, if he has a serviceable bag to substitute for it, should at once forward the defective one to the mail-bag repair shop, Washington, D. C., for the necessary repairs; but if he has no serviceable bag with which to replace the unserviceable one, he will at once have the defective one repaired at a reasonable cost and detain the mail (if absolutely necessary) until this is done.

—withdrawal of.

—to be repaired, when.

See sec. 1351 as to disposition of defective mail bags; sec. 1362 as to repairs of mail locks; sec. 1389 as to repairs of mail keys; sec. 1350 as to allowance for repairs of mail bags; and sec. 1351 as to damaged registered pouches.

Repair of mail bags on "star" routes.

—avoidance of.

Sec. 1350. Postmasters whose offices are located on "star" routes will avoid the necessity for having mail bags repaired themselves by ordering new bags before those in use become unserviceable.

2. The continued use of mail bags on "star" routes until they become defective from natural wear will be considered negligence, and will be deemed sufficient ground for disallowing any claim for credit in quarterly accounts arising from the repair of such bags. —no allowance for, when.

3. A postmaster whose office is located on a "star" route may have a mail bag repaired (no serviceable bag being at hand to substitute in its place) when the same has been damaged by unusual accident in transit, or when it becomes necessary to replace a lock staple which has been cut in order to remove a defective lock. (See sec. 1365.) When repairs have been made under such circumstances, the postmaster at the head of the route should be informed of the repairs by the postmaster who has them made, and he should make requisition for another mail bag, and upon its receipt should return the repaired bag (registered), together with an explanatory letter, to the office of the Second Assistant Postmaster-General (Division of Mail Equipment). —when permissible.

4. The receipted bill for money paid by the postmaster for such repairs should be sent to the Auditor for the Post-Office Department with the quarterly returns, as a proper voucher for the allowance of the moneys so paid and charged by him. The bill must state clearly the nature and the price of the work done. —allowance for.

5. Postmasters must not have tie sacks or handles on pouches repaired. Tie sacks and handles not to be repaired.

Sec. 1351. Defective mail bags of all kinds, and from all offices, should be promptly sent to the mail-bag repair shop, Washington, D. C., except in extraordinary cases, as provided for in preceding section. It is not necessary to send bags by registered mail to the mail-bag repair shop. **Disposition of defective mail bags.** —to be sent to repair shop, when.

2. Mail bags which are mutilated as a consequence of depredation upon the mails should always accompany the report made to the nearest post-office inspector in charge (see secs. 279, 505, and 547). After the case has been closed, or when the inspector has no further use for such bags in connection with his investigation, they should be sent to the mail-bag repair shop. —in mail depredation cases.

3. Defective mail bags sent to the repair shop are never returned unless a request to that effect is made; and when so made it should be clearly stated why the bag is needed, the style and size wanted, and the number of route to be used on (if for star-route service), as directed in sections 1341 and 1342. Request for return of bags from repair shop.

Damaged registered equipment.

4. If a through registered pouch or inner registered sack has the slightest rip or smallest hole in it, it must be sent in for repairs.

Labels covering bags to be plainly addressed.

5. Labels covering bags sent to the repair shop should be plainly addressed, and the reverse side thereof should bear a distinct imprint of the postmarking stamp of the dispatching office.

See sec. 1366 as to return of defective mail locks; sec. 1390, defective mail keys; secs. 924 and 1372 as to damaged rotary locks.

Surplus mail bags.

Sec. 1352. In order that the mail service may be regularly and promptly supplied with mail bags, it will be necessary for postmasters, except at depository offices, to see that not a single bag is allowed to lie idle

—when to be shipped.

in an office. All bags not actually needed in the regular dispatch of mail must be shipped each day as hereinafter directed. Mail bags must not be held for emergencies, such as late trains, floods, wrecks, etc., unless special permission has been granted to do so.

—how shipped.

2. Empty mail bags forwarded to depositories must be plainly labeled, and the reverse side of facing slip show the postmark or name of dispatching office. Bags in transit to depositories must not be disturbed.

—need not be registered.

3. It is not necessary to send bags by registered mail to depository offices.

—depository offices for.

4. Empty bags will be forwarded to depository offices as follows:

a. From post-offices in Maine, New Hampshire, Vermont, Massachusetts, and Rhode Island, to the postmaster at Boston, Mass.

b. From post-offices in Connecticut, New York, New Jersey, and Pennsylvania, to the postmaster at New York, N. Y.

c. From post-offices in Delaware, Maryland, District of Columbia, Virginia, West Virginia, North Carolina, and South Carolina, bags to the "Mail-Bag Storehouse, Washington, D. C.," and pouch locks to "Second Assistant Postmaster-General (Division of Mail Equipment), Washington, D. C."

d. From post-offices in Georgia, Florida, Alabama, Mississippi, and Louisiana, to the postmaster at Atlanta, Ga.

e. From post-offices in Ohio, Indiana, Kentucky, and Tennessee, to the postmaster at Cincinnati, Ohio.

f. From post-offices in Michigan, Wisconsin, Illinois, Iowa, South Dakota, Nebraska, Utah, Wyoming, Idaho,

Nevada, and Washington, to the postmaster at Chicago, Ill.

g. From post-offices in Minnesota, North Dakota, and Montana, to the postmaster at St. Paul, Minn.

h. From post-offices in Missouri, Arkansas, Texas, Indian Territory, Oklahoma, Kansas, Colorado, New Mexico, and Arizona, to the postmaster at St. Louis, Mo.

i. From post-offices in California, Oregon (with exception of post-offices on the Huntington and Portland R. P. O. in Oregon, which go to Cincinnati, Ohio), and Alaska, to the postmaster at San Francisco, Cal.

See sec. 1367 as to depository offices for mail locks; sec. 1353 as to care of bags at depository offices; sec. 1392 as to report of bags on hand.

Accounts of depository offices.

Sec. 1353. Postmasters whose post-offices are depositories for mail bags and locks should duly receive each day all mail equipment addressed to them (not allowing any of it to be taken charge of by the Railway Mail Service for them), and should render to the office of the Second Assistant Postmaster-General (Division of Mail Equipment) an account at the end of every month showing the number of each kind of mail locks and of each size of the several kinds of mail bags on hand at the beginning of, and received during, the month, of those furnished to other post-offices, of those in actual use in their post-offices, and of those remaining on hand not in use, but ready for distribution. Blanks for this purpose will be furnished, on application to the Second Assistant Postmaster-General (Division of Mail Equipment).

—how and to whom rendered.

Mail bags and locks at depositories.

Sec. 1354. Postmasters whose offices are designated as depositories for mail bags and locks must keep all bags and locks deposited with them separate and apart from those for the current use of their offices.

—to be kept separate from current stock.

2. Mail bags and locks will be distributed by postmasters at depository offices as may be directed by the Second Assistant Postmaster-General (Division of Mail Equipment). For all mail bags and locks so distributed receipts will be obtained, which are to be transmitted immediately to the Post-Office Department. Postmasters may withdraw mail bags and locks from the surplus stock on deposit to supply the wants of their own post-offices, and to fill requisitions of the Railway Mail Service, but not to supply other post-offices, without special instructions except in emergencies admitting of no delay. For mail bags so withdrawn from deposit, the

—distribution of.

—receipts for withdrawals of.

postmaster's certificate in the former case, and receipts in the latter, must be transmitted to the Department, where, when received, they will be entered to his credit.

Form and treatment of receipt for withdrawal.

3. The blank receipts furnished for the use of depository offices are in duplicate form. After being dated and signed by the postmaster at the receiving office, the original should be returned to the forwarding office and the duplicate to the Second Assistant Postmaster-General (Division of Mail Equipment).

See sec. 1352 as to forwarding mail bags to depositories; sec. 1367 as to mail locks.

Cord-fasteners and label-cases.

Sec. 1355. All cord-fasteners and label-cases which may accidentally become detached, or which may have been removed from worn-out sacks, should be promptly sent to the Second Assistant Postmaster-General (Division of Mail Equipment).

—disposal of.

Postmasters to prevent misuse of mail bags.

Sec. 1356. Postmasters and other agents of the Post-Office Department will prevent, wherever possible, any improper use or abuse of mail bags, and will report every instance of which they may be aware of theft or illegal use of such bags.

—to report theft, etc., thereof.

See sec. 1369 as to report of improper use of mail locks; sec. 1382, of mail keys; secs. 1600 and 1601 as to offenses in connection with mail bags.

II.—Mail Locks.

Term "mail locks." —what it includes.

Sec. 1357. The term "mail locks" includes—

a. Locks used for closing mail pouches, horse-mail bags, and mail-catcher pouches, in which first-class mail matter is conveyed. The Eagle lock is the one in general use.

Registry locks.

b. Registry locks, consisting of (*a*) rotary or through register locks, used on through register pouches and inner register sacks, which contain registered matter only and are used only between offices that are specially authorized to use them by the Third Assistant Postmaster-General; (*b*) brass mail locks, used on star routes to secure mail bags containing registered mail and ordinary through mail, between offices at which the use of these locks has been specially authorized by the Third Assistant Postmaster-General.

Street letter-box locks.

c. Street letter-box locks are used to secure street collection boxes in use in connection with the free-delivery systems, and also for collection boxes used by

special permission of the First Assistant Postmaster-General at other offices.

Mail locks. —how furnished.

Sec. 1358. Mail locks will be furnished by the Second Assistant Postmaster-General (Division of Mail Equipment).

See sec. 1342 as to supply of mail bags; sec. 1380 as to supply of mail keys.

Postmasters to see that bags are provided with proper locks.

Sec. 1359. Postmasters, and especially those at the heads of routes (see sec. 1283), must see that the mail bags on the route are supplied with proper locks.

Application for general mail locks.

2. Application for general mail locks should be made to the Second Assistant Postmaster-General (Division of Mail Equipment), and with each application the reason for the need of such locks must be given. If a lock is wanted for use on a star route, the application must be made by the postmaster at the "official head office" of the route. (See sec. 1283.)

See sec. 1342 as to applications for mail bags; sec. 1380 as to applications for mail keys; sec. 1370 as to application for brass locks; sec. 1373 as to application for street letter-box locks.

Test of mail locks before dispatch.

Sec. 1360. Before dispatching a mail bag, the lock should be properly attached, and the shackle firmly pressed until the click of the locking bolt is heard or felt. If either the shackle or the inside opening in the lock where the shackle enters, has become rusted, the rust may cause the shackle to cling and appear locked when it is not. When the click is heard, or felt, the lock is locked, and can not be jarred open by pounding, jolting in transit, or otherwise than by the use of a key.

Loss of mail locks. —action in case of.

Sec. 1361. The loss of a mail lock from a pouch in transit is generally due to carelessness on the part of the dispatching office. In the event of such loss, and no other Eagle lock is at hand to replace it, application for a new one should at once be made as directed in section 1359, and an inexpensive padlock used temporarily, as indicated in section 1364. The postmaster responsible for the loss of the mail lock must employ all possible means (without expense to the Post-Office Department) to recover it. The lost lock, when recovered, provided it has been replaced by another mail lock, should be forwarded, duly registered, to the Second Assistant Postmaster-General (Division of Mail Equipment).

See sec. 1343 as to care of mail bags; sec. 1382 as to care of mail keys.

Repairing, etc., of mail locks forbidden.

Sec. 1362. The repairing of mail locks, or the application to them of oil, grease, or other matter, is forbidden; and under no circumstances will the breaking of locks be excused.

See sec. 1350 as to repairing mail bags; sec. 1389 as to repairing mail keys.

Brass locks.

—not to be used where brass lock system not extended.

Sec. 1363. Brass locks must not be used on pouches dispatched to post-offices to which the brass lock system of exchange has not been extended.

—treatment of when received at offices not having keys therefor.

2. If a bag secured with a brass lock is received at any office to which a key to the same has not been issued, the lock should not be tampered with, but the pouch should be returned, unopened, to the post-office from which it was dispatched, or sent to the nearest post-office at which the brass lock exchange system is in operation, with the request that an Eagle lock be substituted for the brass one. In either case the postmaster at whose post-office the irregularity occurred will be advised of his mistake by the postmaster at the office to which the pouch was addressed, and if there is a repetition, it must be reported to the Second Assistant Postmaster-General (Division of Mail Equipment).

See secs. 1370 and 1371 as to brass locks.

Mail pouches without locks.

Sec. 1364. When a pouch of mail in transit is received at an office without a lock and the postmaster has no mail lock to put on it, he will lock such pouch with any safe padlock he may have, and send the key in a sealed envelope by the carrier to the next postmaster, who will, if he has no mail lock, use the same padlock on the pouch and forward the key in the same manner.

—in transit.

2. The first postmaster who has a mail lock must attach it to the pouch and immediately return the padlock to its owner.

—treatment of.

3. If a postmaster has no mail lock or private lock and key with which to secure the mail, he must purchase an inexpensive padlock and key. The bill for such lock and key is to be presented like other accounts, in his quarterly statement to the Auditor for the Post-Office Department, if he desires credit for the same. When the price of a purchased lock and key is claimed and intended to be included in the "quarterly statement" such lock and key must be promptly forwarded,

after discontinuance of its use, to the Second Assistant Postmaster-General (Division of Mail Equipment).

See sec. 1348 as to forcible opening of pouch which can not be unlocked.

Defective locks on pouches in transit.

Sec. 1365. When a lock attached to a pouch can not be opened the staple of the pouch to which the lock is attached may be cut by the receiving postmaster at an intermediate office on a star route, provided he can readily and promptly have a new staple affixed to the pouch to which he can attach another mail lock, if he has one, or a safe padlock which he may purchase, in accordance with the preceding section, to meet the emergency.

—at intermediate offices, how treated.

—may transfer mail to another pouch, when.

2. Where, however, the postmaster has another pouch and lock which can be temporarily used for the purpose, he must transfer the mail to it and forward same to destination.

Pouches passed unopened, when.

3. Where neither of the foregoing provisions can be complied with, the pouch will be passed unopened to the next post-office on the route and so on until action is taken accordingly.

—at terminal offices.

4. In case a pouch to which a defective lock is attached should reach either terminal office unopened, the postmaster at such office will release the mail by cutting the pouch staple, and either provide a new staple and lock or another bag and lock, as above provided, in order to protect the mail on the return trip.

See sec. 1348 forbidding cutting of strap.

Defective locks.

Sec. 1366. When a lock is found to be worn or defective it must be immediately withdrawn from use and forwarded by registered mail to the Second Assistant Postmaster-General (Division of Mail Equipment).

—withdrawal of.

See sec. 1371 as to return of defective brass locks; sec. 1378 as to return of defective street letter-box locks; sec. 1351 as to disposition of defective mail bags; sec. 1390 as to defective mail keys.

Surplus locks.

Sec. 1367. General mail locks must not be allowed to lie idle at post-offices. They must be disposed of promptly. (See sec. 1344 as to exchange of pouches.)

—disposal of.

—depository offices for.

2. Any locks not needed for immediate exchanges of mail are considered surplus equipment, and should be promptly sent to the depository offices, as follows:

a. From post-offices in Maine, New Hampshire, Vermont, Massachusetts, and Rhode Island, to the postmaster at Boston, Mass.

b. From post-offices in Connecticut, New York, New Jersey, and Pennsylvania, to the postmaster at New York, N. Y.

c. From post-offices in Delaware, Maryland, District of Columbia, Virginia, West Virginia, North Carolina, and South Carolina, to the Second Assistant Postmaster-General (Division of Mail Equipment), Washington, D. C.

d. From post-offices in Georgia, Florida, Alabama, Mississippi, and Louisiana, to the postmaster at Atlanta, Ga.

e. From post-offices in Ohio, Indiana, Kentucky, and Tennessee, to the postmaster at Cincinnati, Ohio.

f. From post-offices in Michigan, Wisconsin, Illinois, Iowa, South Dakota, Nebraska, Nevada, Utah, Wyoming, Idaho, and Washington, to the postmaster at Chicago, Ill.

g. From post-offices in Minnesota, North Dakota, and Montana, to the postmaster at St. Paul, Minn.

h. From post-offices in Missouri, Arkansas, Kansas, Texas, Indian Territory, Oklahoma, New Mexico, Colorado, and Arizona, to the postmaster at St. Louis, Mo.

i. From post-offices in California, Oregon (with exception of post-offices on the Huntington and Portland R. P. O. in Oregon, which go to Cincinnati, Ohio), and Alaska, to the postmaster at San Francisco, Cal.

See sec. 1352 as to disposition of surplus mail bags; sec. 1353 as to care of locks at depository offices; sec. 1392 as to report of mail locks on hand.

Mail locks and keys.
—to be returned separately.

Sec. 1368. Mail locks and keys will not be sent from the Post-Office Department in the same package, nor should they be returned together. (See sec. 1384.)

Unlawful use of mail locks.
—to be reported.

Sec. 1369. Postmasters and agents of the Post-Office Department will reclaim and transmit to the office of the Second Assistant Postmaster-General (Division of Mail Equipment) all mail locks found to be in improper hands or applied to any other than their lawful use.

See sec. 1343 as to care of mail bags; sec. 1382 as to care of mail keys; sec. 1601 as to penalty for damaging mail locks; sec. 1602 as to penalty for stealing or forging mail locks, etc.; sec. 1600 as to penalty for conveying away post-office property, etc., or appropriating same to any other than its proper use.

Rotary and brass locks.
—applications for.

Sec. 1370. Applications for rotary (or through register) locks and brass locks should be addressed to the Second Assistant Postmaster-General (Division of Mail Equipment), and should state fully why the locks are needed.

See Title Five, "Registry System," as to special instructions relative to the safe-keeping, proper handling, and use of rotary locks; and as to special instructions as to the safe-keeping, proper handling, and use of brass locks.

Surplus and defective brass locks. —disposal of.

Sec. 1371. All surplus and defective brass locks must be returned without delay to the Second Assistant Postmaster-General (Division of Mail Equipment).

See sec. 1366 as to return of defective general locks; sec. 1367 as to surplus locks; sec. 1378 as to street letter-box locks; secs. 1351 and 1352 as to return of surplus and defective mail bags; sec. 1390 as to return of defective keys.

Rotary locks. —surplus and defective, how disposed of.

Sec. 1372. Postmasters must not keep more "rotary" registered mail locks on hand than required for the proper transaction of registry business. All defective and unnecessary surplus locks must be promptly forwarded by mail, duly registered, to the office of Second Assistant Postmaster-General (Division of Mail Equipment).

Street letter-box locks. —how furnished.

Sec. 1373. Street letter-box locks will be furnished by the Second Assistant Postmaster-General (Division of Mail Equipment), to whom application for same should be made.

Applications for street letter-box locks. —what to show.

Sec. 1374. Each application for street letter-box locks must state explicitly why the locks are needed, and must give the number of locks in use on boxes, the number of surplus locks on hand, and the number of defective ones returned with the application to the Post-Office Department. Locks for new boxes must not be asked for till the boxes are being put up.

See sec. 1358 as to applications for general locks; sec. 1370 as to applications for brass locks.

Receipts and inventories of street letter-box locks.

Sec. 1375. Whenever street letter-box locks are sent to an office a circular letter of advice with a blank form of receipt and inventory attached will accompany the same. The blank receipt and *inventory* must always be cut off and carefully and *correctly* filled out and returned without delay to the Second Assistant Postmaster-General (Division of Mail Equipment).

Account of locks.

2. Postmasters must keep an accurate account of all street letter-box locks issued to their respective offices. The inventories submitted with each receipt must agree with such account and with the last inventory, and any discrepancy must be fully explained by letter accompanying the inventory in which it appears

Surplus street letter-box locks. —number allowed.

Sec. 1376. Postmasters at free-delivery offices having in use sixty collection boxes or less may keep on hand a surplus of five street letter-box locks not in actual

use, which number is to include all the good and defective street letter-box locks in the office.

—at offices east of Rocky Mountains.

2. Offices east of the Rocky Mountains having more than sixty collection boxes in use may keep on hand in the office a surplus stock of locks (including all the good and defective) equal to eight per cent of the number of locks in use on boxes.

—at offices west of Rocky Mountains.

3. Postmasters at offices west of the Rocky Mountains (on account of their distance from the source of supply) may keep a surplus stock of locks equal to ten per cent of the number in use on boxes.

—allowance of not to be exceeded.

4. No postmaster shall have on hand at any time more than his allotted surplus of these locks.

—care of.

5. All surplus street letter-box locks must be kept in a safe, or in some other secure place, and when any of the same are issued to replace defective ones the employees to whom they are issued must promptly return the replaced defective locks and be given credit therefor.

Care of street letter-box locks.
—not to be broken, etc.

Sec. 1377. All letter-carriers should be expressly instructed (through the superintendent of carriers) that it is forbidden (1) to put oil or grease in locks, (2) to pry open the case of a lock, (3) to injure the letter box in order to remove a defective lock.

—when may be broken.

2. The *shackle* of a lock may be pried when it is on a letter box and can not be opened with a key, but this should not be done until the carrier has reported the matter to the postmaster, or such subordinate as the postmaster may direct, and a *new key* from the post-office has been tried on the lock.

—in cold climates.

3. In cold climates, where trouble is experienced from water freezing in locks, alcohol may be injected into the locks, which will prevent freezing, or cause the ice to thaw.

Return of street letter-box locks.
—when in excess of number allowed.
—when defective.

Sec. 1378. All street letter-box locks in excess of the number allowed at an office, and all defective ones must be returned without delay, by *registered mail*, to the Second Assistant Postmaster-General (Division of Mail Equipment), together with an application for locks to replace them, or for such number of locks as may be necessary to maintain the allotted surplus.

See sec. 1366 as to return of defective general locks; sec. 1371 as to return of brass locks; sec. 1372 as to return of rotary locks.

Loss or theft of street letter-box locks.
—reports of.

Sec. 1379. If a street letter-box lock is lost or stolen, a report, stating the facts and circumstances relating to such loss or theft, must be made to the Chief Post-

Office Inspector, and also to the Second Assistant Postmaster-General immediately after discovery of the fact.

See sec. 1600 as to penalty for stealing locks.

III.—Mail Keys.

Mail keys.—how furnished.

Sec. 1380. Mail keys will be furnished by the Second Assistant Postmaster-General (Division of Mail Equipment).

See sec. 1342 as to supply of mail bags; sec. 1359 as to supply of mail locks.

Lawful issue of mail keys.

Sec. 1381. Mail keys will be furnished to postmasters, postal clerks, post-office inspectors, and such other subordinates of the Post-Office Department as are by the Postal Laws and Regulations entitled to use them.

Care of mail keys.

Sec. 1382. The safe-keeping of mail keys is essential to the integrity of the postal service.

Keys not to be exposed.

2. Mail keys must never be exposed to public observation nor placed where they may be lost or stolen, nor suffered to pass, even for a moment, into the hands of any person not authorized by the Post-Office Department to use them. The safe-keeping of the mail key is one of the expressed conditions of the official bond of every postmaster, and the loss thereof, as it may afford peculiar facilities for stealing from the mails, is an act of carelessness likely to be more pernicious to the service than almost any other a postmaster or agent of the Department can commit, and will be deemed sufficient cause for removal.

Penalty for loss of keys.

Use of safety chains.

3. To afford adequate means for the safe-keeping of mail keys, and leave no possible excuse for their being lost or even mislaid by postmasters, safety chains have been provided by the Post-Office Department to be used in the following manner:

Key attached to chain.

a. Every mail key must be kept attached to the safety chain, from which it must never be removed until the key, from defect, damage, or other cause, is to be returned to the Post-Office Department.

Mail bags to be opened on table.

b. Every post-office must use a table upon which the mails received are to be emptied, and to which all locked mail bags are to be brought for opening.

Chain attached to table.

c. One end of the safety chain must always be kept screwed fast to the inside of the drawer of such table, and both the chain and the key are to be kept therein when not in actual use.

Table, how provided.

d. Such table (with a drawer) must be provided in every post-office of the third or fourth class, without expense *to the Department*, and in every case of refusal or failure on the part of a postmaster to so provide and use such table the post-office *will be discontinued* rather than suffer the mail key to be exposed to risk of being lost or mislaid by a disregard of this requisite precaution for its safety.

e. The safety and care of registry mail keys is referred to under section 924, and brass lock keys under section 931.

Contractors, carriers not to handle keys.

4. Mail contractors, drivers, or mail messengers are not permitted to handle mail keys.

—unlawful use of key to be reported.

5. Postmasters and employees of the postal service will report to the Second Assistant Postmaster-General (Division of Mail Equipment) all instances of the unlawful or improper use of mail keys that may come to their knowledge.

Loss of street letter-box keys.

6. Where a letter carrier loses his key, the fact must be immediately reported by the postmaster to the office of the Second Assistant Postmaster-General (Division of Mail Equipment), with a full statement of the circumstances, together with the number and combination of the lost key.

See sec. 1392 as to report of mail keys on hand; sec. 1451 as to care of mail keys by postal clerks; sec. 723 as to care by letter carriers; sec. 1602, as to penalty for stealing, forging, or obtaining keys by false pretenses, etc.; sec. 1600 as to penalty for carrying away mail key, etc., or appropriating same to any other than its proper use, etc.

Extra keys. —care of.

Sec. 1383. Whenever extra keys are furnished they should be locked up in a safe place in the post-office, accessible to only the postmaster and his assistant. Such keys are intended solely for use in cases of emergency.

See secs. 1376 and 1378, as to care of extra street letter-box locks.

Mail keys and locks. —to be returned separately.

Sec. 1384. Mail keys and locks will not be sent from the Post-Office Department in the same package, nor should they be returned together. (See sec. 1368.)

Specific numbers of mail keys. Record of keys.

Sec. 1385. Each mail key bears a different number. Every postmaster or employee to whom such keys are intrusted will be charged therewith and held to a strict account therefor. On the receipt of any such mail key by a postmaster he should make a record, to be kept in his post-office, of the date of its receipt, together with the number of the key. In case of letter-

box keys the combination should be shown on the record.

2. Receipts will be taken from letter-carriers for keys issued to them, which will be filed in the office. Receipts from carriers.

3. Whenever any mail key is referred to in any communication to the Post-Office Department, its number must invariably be specified. Reference to numbers.

4. Every loss of or accident whatever to a mail key must be promptly reported to the Second Assistant Postmaster-General (Division of Mail Equipment). Report of losses, etc.

Sec. 1386. No mail key shall be transferred or exchanged except to a successor in office, nor be furnished nor loaned without special instructions from the Post-Office Department. Transfer or exchange of mail keys, —prohibited except.

Sec. 1387. No key not obtained directly from the Post-Office Department or from a predecessor in office shall be kept or detained, but must be promptly returned to the Second Assistant Postmaster-General (Division of Mail Equipment), with a full report of facts in relation thereto. If a mail key be received from a discontinued post-office or elsewhere, it must be sent, without delay, to the Department by the postmaster receiving it, stating when and from whom it was received, and giving number or numbers stamped upon the key or keys, together with name of post-office, county, and State. Keys not obtained from Department. —to be returned.

NOTE.—No receipts are sent from the Department for keys returned, the registry return-receipt cards, when properly made out, being deemed sufficient for the purpose. Note.

Sec. 1388. Whenever a retiring postmaster turns over a mail key to his successor he must obtain and transmit to the Second Assistant Postmaster-General (Division of Mail Equipment) a receipt for the same, specifying the number stamped upon it, in order that he may receive due credit on the books of the Post-Office Department, and he and his sureties be released from all further responsibility therefor. Receipts for mail keys. —from retiring postmasters.

2. When a mail key is received from the Post-Office Department the receipt accompanying the key should be filled up, signed, and returned immediately to the Second Assistant Postmaster-General (Division of Mail Equipment). —from Department.

Sec. 1389. No attempt shall be made to have a mail key repaired. Repairing of mail keys forbidden.

2. If the only mail key in an office be broken or so defective as not to open all the locks, the bags should Treatment of pouches when mail key defective.

be passed unopened to the nearest office, with a written request to the postmaster to take out the letters for said office and send them back by the mail carrier in a sealed package outside the bag, until a new key be received from the Post-Office Department.

See sec. 1365 as to opening pouch when lock is defective.

Worn and defective keys.
—timely notice of, to Department.

Sec. 1390. When a mail key is perceived to be damaged and becoming defective, timely notice should be given of the fact to the Second Assistant Postmaster-General (Division of Mail Equipment).

—opening pouch, in case of.

2. Where a key which fails to open a lock is not broken the fault is in the lock, and the postmaster will in such case be guided by section 1365, in reference to defective locks.

Broken keys to be returned to Department.

If, however, the key is broken or damaged it should be forwarded at once to the Post-Office Department, duly registered, as directed in section 881, and a new key ordered by telegraph.

Application for new keys to replace defective ones.

3. In applying for a new key to replace a defective one, care should be taken to state the number stamped upon the old key, together with the name of the post-office, county, and State from which it is sent. The defective key must be forwarded by registered mail to the Post-Office Department immediately after receipt of the new key.

Return of keys.

4. Damaged or defective mail keys must not be kept in post-offices, but will be returned to the Post-Office Department as herein directed.

See sec. 1351 as to defective mail bags; sec. 1366 as to defective mail locks.

Mail keys found astray.

Sec. 1391. If a mail key be found astray, it must be returned, duly registered, to the Second Assistant Postmaster-General (Division of Mail Equipment) with an explanatory letter, without attempting to ascertain the loser, or to advise him of its recovery.

See sec. 1369 as to return of stray mail locks.

IV.—Miscellaneous Provisions Relating to Mail Bags, Locks, and Keys.

Statements of stock of bags, locks, etc., in post-offices.
—by whom made.
—when made.

Sec. 1392. Postmasters at offices of the first, second, and third classes are required to forward on the 1st day of January, March, May, July, September, and November of each year to the Second Assistant Postmaster-General (Division of Mail Equipment) complete statements of all mail bags, locks, keys, etc., in their

offices, specifying the number in use and the surplus of every size and kind.

2. It will be unnecessary for postmasters to make application for blanks for these statements; all offices will be supplied with such blanks by the 1st day of January. —forms for, how supplied.

Sec. 1393. All communications and mail locks and keys required by these regulations to be sent to the Post-Office Department must be addressed to the Second Assistant Postmaster-General (Division of Mail Equipment). Such communications must invariably give the name of the post-office, county, and State from which they are sent, and must not embrace any other subject. **Communications regarding mail equipments.** —how addressed.

V.—Mail-Bag and Mail-Lock Repair Shops and Depository Post-Offices for Mail Bags and Locks.

Sec. 1394. A mail-bag and mail-lock repair shop and a mail-bag storehouse will be maintained in the city of Washington; and there shall be employed therein such number of persons as may be necessary within the limits of the annual appropriations provided by Congress. **Mail bag and lock repair shop.** —to be maintained at Washington. —employees in.

2. The Second Assistant Postmaster-General shall have charge and control of said repair shop and storehouse and shall make all needful rules for the management thereof, and shall appoint all persons employed therein. The Chief of the Division of Mail Equipment in the office of the Second Assistant Postmaster-General (see sec. 18) shall have immediate supervision of the repair shop and storehouse, subject to the orders of the Second Assistant Postmaster-General. —Second Assistant Postmaster-General to be in charge of. —to be under immediate supervision of Chief Equipment Division.

Sec. 1395. * * * The employees of the mail-bag repair shops connected with the Post-Office Department of the United States, whether employed by the month, day or otherwise, (shall) be allowed leaves of absence, with full pay, for not exceeding fifteen days in any one fiscal year: *Provided*, That no * * * employee be granted a leave * * * until he has performed service for one year. **Leaves of absence for employees of repair shop.** 1890, Oct. 1, ch. 1260, 1 Supp., 878. —not till in service a year.

2. Applications for leave of absence will be presented to the superintendent of the shop to which the applicant is assigned, who will transmit the same, with his recommendation, to the Chief of the Division of Mail Equipment for action. —applications for.

TITLE EIGHT.

RAILWAY MAIL SERVICE.

CHAPTER 1.

ORGANIZATION OF THE RAILWAY MAIL SERVICE.

I.—Officers of the Railway Mail Service.

General Superintendent Railway Mail Service.
1901, Mar. 3, ch. 851, 31 St. L., 1104.
Assistant general superintendent.
Chief clerk Railway Mail Service.
Division superintendents.
Assistant division superintendents.

Sec. 1396. (The Postmaster-General may appoint a) General Superintendent (of Railway Mail Service), at (a salary of) three thousand five hundred dollars (per annum); one Assistant General Superintendent, at (a salary of) three thousand dollars (per annum); one chief clerk, office of General Superintendent at (a salary of), two thousand dollars (per annum); eleven division superintendents, at (a salary of) two thousand seven hundred dollars (per annum) each; (and) eleven assistant division superintendents at (a salary of) one thousand eight hundred dollars (per annum) each; * * * .

Note.

NOTE.—The appropriation act for the year ending June 30, 1902, approved Mar. 3, 1901, made appropriations for the compensation of the officers of the Railway Mail Service as indicated. The first classification of the officers of the Railway Mail Service was in the appropriation act for the preceding year.

General Superintendent.

R. S., § 4020, authorized the appointment of two agents to superintend the Railway Mail Service, at a salary of $2,500 each. The act of June 17, 1878 (ch. 259, 1 Supp. R. S., 186), provided that only one agent should thereafter be appointed, at a salary of $3,500. R. S., § 4020, was also amended by act of Mar. 3, 1897 (ch. 385, 2 Supp. R. S., 598), and by an oversight that part of the section relating to the agents to superintend the Railway Mail Service was repeated as in the original statute, which provided for two agents, at $2,500 each. The act of Mar. 3, 1897, was held, however, not to repeal the act of June 17, 1878.

While not so designated by law until the present appropriation act, the agent appointed to superintend the Railway Mail Service has always been known as the "General Superintendent of the Railway Mail Service." See act Mar. 1, 1881 (ch. 96, 1 Supp. R. S., 319).

Assistant general superintendent and chief clerk.

The appointment of an assistant general superintendent, at a salary of $3,000, and chief clerk of Railway Mail Service, at $2,000 per annum, was authorized by the act of Apr. 16, 1890 (ch. 85, 1 Supp. R. S., 715).

Division superintendents.

The appointment of division superintendents of the Railway Mail Service was first authorized by the act of June 17, 1878 (ch. 259, 1 Supp. R. S., 186). This act provided for the appointment of "nine assistant superintendents of division of Railway Mail Service, who may be detailed to act as superintendents of Railway Mail Service, at a salary of $2,500 each." The number was increased by the act of Feb. 29, 1888 (ch. 18, 1 Supp. R. S., 581), which authorized the appointment of "two division superintendents of Railway Mail Service in addition to those heretofore authorized," at the same salary. The act of Mar. 3, 1901, increased the salary of division superintendents to $2,700.

The authority for the appointment of the General Superintendent, assistant general superintendent, chief clerk, and eleven division superintendents is not affected by the act of Mar. 3, 1901, and is therefore permanent. The salary of $2,700 allowed division superintendents, under appropriation is not, however, permanent, but subject to subsequent appropriation acts, which see.

The appointment of assistant division superintendents has never been authorized before. Such appointments are subject to subsequent appropriation acts, which see, as the authority therefor is not permanent.

Assistant superintendents.

1901, Mar. 3, ch. 851, 31 St. L., 1105.

Chief clerks in charge of lines.

Sec. 1397. (The Postmaster-General may appoint) twenty-two assistant superintendents (at a salary of), one thousand six hundred dollars (per annum) each; (and) ninety-five chief clerks, at (a salary of) one thousand six hundred dollars (per annum) each; * * *

Note.

Assistant superintendents.

NOTE.—Prior to the act of June 2, 1900 (ch. 613, 31 Stat. L., 259), assistant superintendents of Railway Mail Service were appointed under the provisions of R. S., § 4017, which authorizes the employment of such number of "special agents as the good of the service may require," at "a salary at the rate of not more than one thousand six hundred dollars a year each." Post-office inspectors are appointed under the same statute (see sec. 35). Assistant superintendents of Railway Mail Service have never been so designated by law until the act of June 2, 1900, except that in the act of Mar. 3, 1897 (ch. 385, 2 Supp. R. S., 598), it is provided that the salaries of "assistant superintendents of the postal railway service" shall be charged to the appropriation for the transportation of the mails. The number of assistant superintendents is subject to change in the annual appropriation acts, which see, and unless the number is again limited and a special appropriation made therefor, the Postmaster-General may appoint as many as he thinks proper, to be paid out of the appropriation for the transportation of the mails, for R. S., § 4017, under which they have been appointed, is permanent.

Chief clerks.

The act of June 2, 1900, for the first time provided by law for the appointment of chief clerks. Heretofore the General Superintendent of Railway Mail Service has been authorized by the Postmaster-General to designate such railway postal clerks as he deemed necessary to act as "chief clerks of Railway Mail Service." The only recognition of such chief clerks by law was in recent appropriation acts, authorizing the payment of expenses of "chief clerks * * * traveling on duty," etc. The appointment and number of chief clerks is subject to the annual appropriation acts, which see, as the authority for such appointments is not permanent.

Traveling expenses of General Superintendent.

1881, Mar. 1, ch. 96, 1 Supp., 319.

Sec. 1398. The (general) superintendent of railway mail service * * * shall be paid * * * (his) actual expenses while traveling on the business of the department.

—of assistant general superintendent and chief clerk.

1890, Apr. 16, ch. 85, 1 Supp., 715.

2. (The) assistant general superintendent and chief clerk (office of General Superintendent) * * * (shall) be also paid their necessary and actual expenses while traveling on the business of the Department.

—of division and assistant division superintendents.

1901, Mar. 3, ch. 851 31, St. L. 1105.

3. (Division superintendents and assistant division superintendents shall be paid their actual and necessary expenses) while actually traveling on business of the Department and away from their several designated headquarters.

Note.

NOTE.—Prior to the act of June 2, 1900, the payment of the actual and necessary expenses of division superintendents was not specifically authorized by law, but such expenses have always been paid and approved by the Comptroller of the Treasury. The clause relative to the payment of such expenses, and those of assistant division superintendents, is taken from the annual appropriation act.

Expenses of assistant superintendents. 1901, Mar. 3, ch. 851, 31 Stat. L., 1105.

Sec. 1399. Assistant superintendents (of Railway Mail Service) may receive a per diem allowance in lieu of actual and necessary traveling expenses, at the rate of four dollars per day while actually traveling on business of the Department away from their several designated headquarters.

—chief clerks and postal clerks.

2. (Chief clerks and railway postal clerks shall be paid their actual and necessary expenses) while actually traveling on business of the Department and away from their several designated headquarters.

Id.

Note.

NOTE.—The appropriation for expenses of chief clerks and railway postal clerks has been repeated in all recent appropriation acts. The expenses of postal clerks while engaged on their runs can not be allowed out of this appropriation; it relates to expenses incurred while traveling under special orders. See sec. 1204 as to railroad companies furnishing transportation to postal clerks.

Duties of general superintendent. —Management of service.

Sec. 1400. The general superintendent of the Railway Mail Service is charged with the general management of the Railway Mail Service and the employees thereof.

See sec. 18 as to other duties of General Superintendent; secs. 493 to 496 as to preparation of matter for mailing, to be under direction of general superintendent; and secs. 1174 and 1180 as to establishment of new or additional railroad and postal-car service.

Divisions of the Railway Mail Service —superintendents of.

Sec. 1401. The Railway Mail Service will be divided into eleven divisions, each in charge of a division superintendent, as follows:

—First.

First division, comprising the New England States: Office of superintendent, Boston, Mass.

—Second.

Second division, comprising New York, New Jersey, Pennsylvania, Delaware, the Eastern Shore of Maryland, Accomac and Northampton counties, Va., and Porto Rico: Office of superintendent, New York, N. Y.

—Third.

Third division, comprising Maryland (excluding the Eastern Shore), Virginia (excepting Accomac and Northampton counties), West Virginia, North Carolina, and District of Columbia: Office of superintendent, Washington, D. C.

—Fourth.

Fourth division, comprising South Carolina, Georgia, Florida, Alabama, Mississippi, and that portion of Louisiana east of the Mississippi River: Office of superintendent, Atlanta, Ga.

—Fifth.

Fifth division, comprising Ohio, Indiana, Kentucky, and Tennessee: Office of superintendent, Cincinnati, Ohio.

—Sixth.

Sixth division, comprising Illinois, Iowa, Nebraska, Wyoming, and the Black Hills district of South Dakota, consisting of the counties of Butte, Choteau, Custer, Ewing, Fall River, Harding, Lawrence, Mar-

tin, Meade, Pennington, Rinehart, Shannon, Wagner, and Washington: Office of superintendent, Chicago, Ill.

Seventh division, comprising Missouri, Kansas, Colorado, and New Mexico: Office of superintendent, St. Louis, Mo. —Seventh.

Eighth division, comprising California, Nevada, Oregon, Alaska, Arizona, Idaho, Utah, Washington, and Hawaii: Office of superintendent, San Francisco, Cal. —Eighth.

Ninth division, comprising the through mails via Buffalo, Suspension Bridge, Toledo, and Detroit, the lines of the Lake Shore and Michigan Southern Railroad, the main line of the New York Central and Hudson River Railroad, and the Lower Peninsula of Michigan: Office of superintendent, Cleveland, Ohio. —Ninth.

Tenth division, comprising Wisconsin, Northern Peninsula of Michigan, Minnesota, North Dakota, South Dakota (except the Black Hills district), and Montana: Office of superintendent, St. Paul, Minn. —Tenth.

Eleventh division, comprising Arkansas, Indian Territory, Oklahoma, Texas, and that portion of Louisiana west of the Mississippi River: Office of superintendent, Fort Worth, Tex. —Eleventh.

II.—Railway Postal Clerks, Appointment, etc.

Sec. 1402. The Postmaster-General may appoint clerks for the purpose of assorting and distributing the mail in railway post-offices * * * (who) shall * * * be designated as railway postal clerks, and (be) divided into five classes, whose salaries shall not exceed the following rates per annum: **Railway postal clerks.** R. S., § 4025. 1882, July 31, ch. 351, 1 Supp., 362. See R. S., § 4024.

First class, not exceeding eight hundred dollars;
Second class, not exceeding nine hundred dollars;
Third class, not exceeding one thousand dollars;
Fourth class, not exceeding one thousand two hundred dollars;
And fifth class, not exceeding one thousand four hundred dollars; —classification and salaries.

Provided, That the Postmaster-General, in fixing the salaries of clerks in the different classes, may fix different salaries for clerks of the same class, according to the amount of work done and the responsibility incurred by each, but shall not, in any case, allow a higher salary to any clerk of any class than the maximum fixed by this act for the class to which such clerk belongs. Clerks in same class may be paid different salaries.

NOTE.—The part of the above section authorizing the appointment of clerks in railway post-offices is taken from R. S., § 4025; the remainder of the section is an amendment included in the act of July 31, 1882. The proviso in the act of July 31, 1882, is somewhat modified by the appropriation act for the year ending June 30, 1902, approved March 3, 1901 (ch. 851, 31 Stat. L., 1105), which provides for a specific number of clerks at one thousand, twelve hundred, and fourteen hundred dollars per annum, and a certain Note. Salaries of postal clerks.

number at not exceeding eight hundred and nine hundred dollars per annum. If these clauses are continued in appropriation acts, the Postmaster-General can under the proviso in the act of July 31, 1882, above, only assign different salaries within the maximum to clerks of classes one and two.

Railway postal clerks appointed by Postmaster-General under civil-service rules.

Sec. 1403. All original appointments to the position of railway postal clerk will be made by the Postmaster-General under the civil service rules and regulations.

Vacancies filled by appointment of substitute.

2. One substitute may be appointed for every ten clerks in each State, and any vacancy in the regular force of clerks will be filled by the appointment of the first substitute in the State entitled by proper apportionment to the appointment, who lives in any county on or supplied from the road upon which the vacancy exists.

Vacancies in substitute force.

3. All vacancies in the substitute force will be filled by certification of the Civil Service Commission from the railway mail service register of the State in which the vacancy exists.

All appointments to be in class 1 for probationary period for six months.

4. All appointments to the regular force shall be in class 1, and for a probationary period of six months from the date of appointment, less such time as the clerk may have performed service as substitute.

No reappointment except upon examination.

5. No reappointment will be made unless the appointee shall have passed a satisfactory examination covering the duties of his position, and shown himself fully competent to perform the same.

Applications.

6. Applications for appointment should be addressed to the Civil Service Commission, Washington, D. C.

Salaries to be regulated by duties assigned. —not to be affected where duties of lower grade are performed in emergencies.

Sec. 1404. No clerk will be allowed a larger salary than is assigned for the duties actually performed by him, except when ordered in cases of emergency to perform duties of a lower grade than those attaching to his class.

Resignations. —how tendered.

Sec. 1405. Resignations must be sent to the Post-Office Department through the division superintendent, and as long prior to the date on which they are intended to take effect as possible.

III.—Promotions in the Railway Mail Service.

Promotions in Railway Mail Service. —to be in conformity with civil-service rules.

Sec. 1406. All promotions in the Railway Mail Service shall be made in conformity with the civil service rules and regulations.

Board of promotion.

2. The General Superintendent, the assistant general superintendent, and the chief clerk of the Railway Mail Service shall constitute the board of promotion, subject to the provisions of section 3 of Civil Service Rule XI.

Classification for purposes of promotion.

3. For the purpose of defining the order of promotion under these regulations, the officers and employees shall be classified as follows:

—classes 1 to 5.

a. The classification up to and including class 5 shall be as provided in section 1402.

—class 5.

b. Class 5 shall include clerks in charge of full railway post-offices, clerks assigned to duty in the various offices of the service and receiving a salary of $1,400 per annum.

—class 6.

c. Class 6 shall include clerks receiving salaries of $1,600 and assigned to duty as chief clerks.

—class 7.

d. Class 7 shall include all assistant division superintendents and assistant superintendents.

—class 8.

e. Class 8 shall include the assistant general superintendent, superintendents of divisions, and the chief clerk in the office of the General Superintendent.

—class 9.

f. Class 9 shall include the General Superintendent.

Vacancies to be filled by promotion, except when filled in higher classes by original appointment.

4. All vacancies above those in the lowest class, not filled by reinstatement, transfer, or reduction, shall be filled by promotion. If there is no person eligible for promotion or if the vacant position requires the exercise of technical or professional knowledge, it may be filled through certification from the Civil Service Commission.

Vacancies in any class except lowest, up to class 5, to be filled by promotion from next class in same R. P. O.

5. A vacancy in any class, except the lowest, up to and including class 5, shall be filled by the promotion of an eligible from the next lower class of the same railway post-office. When a vacancy exists the board of promotion shall certify to the Postmaster-General the names of the highest three eligibles, and from these names a selection shall be made. If there shall be in the same railway post-office less than three eligibles in the class next below that in which the vacancy exists and if the Postmaster-General shall require a full certification, the board of promotion shall certify, in addition, as many as necessary of the highest eligibles in the corresponding class of the connecting or adjacent railway post-offices in the same division, whose clerks, by reason of the character of the mail handled therein, are, in the opinion of the board, best qualified.

—board of promotion to certify eligibles to the Postmaster-General.

—when certifications may be made from other railway post-offices.

Vacancies in other offices to be filled as in railway post-offices.

6. A vacancy in any class except the lowest, up to and including class 5, in an office of the Railway Mail Service other than a railway post-office, shall be filled by the promotion of an eligible from the next lower class of the same office. When such vacancy exists the board

of promotion shall certify to the Postmaster-General the names of the highest three eligibles, and from these names a selection shall be made. If there shall be in the same office less than three eligibles in the class next below that in which the vacancy exists, and if the Postmaster-General shall require a full certification, the board of promotion shall certify, in addition, as many as necessary of the highest eligibles in the corresponding class of the railway post-offices of the same division.

—when certifications may be made from railway post-offices.

7. When a vacancy exists in class 6, the board of promotion shall certify to the Postmaster-General the names of the highest three eligibles in class 5 in the division in which the vacancy exists, and from these names the Postmaster-General shall make his selection. If there shall be in the division less than three eligibles in class 5, and if the Postmaster-General requires a full certification, the board of promotion shall certify in addition as many as necessary of the highest eligibles in the corresponding class in other divisions.

Vacancies in class 6 to be filled from class 5.
—eligibles to be certified by board.

—when certifications may be made from other divisions.

8. When a vacancy exists in class 7, the board of promotion shall certify to the Postmaster-General the names of the highest three eligibles in class 6 in the division in which the vacancy exists, and from these names the Postmaster-General shall make his selection. If there shall be in the division less than three eligibles in class 6, and if the Postmaster-General requires a full certification, the board of promotion shall certify in addition as many as necessary of the highest eligibles in the corresponding class in the other divisions. Where the duties to be performed in the vacant position are not confined to any division, the board of promotion shall certify the three eligibles in the service who, in its opinion, are best qualified for the duties to be performed and for the responsibilities of the office.

Vacancies in class 7 to be filled from class 6.
—eligibles to be certified by board.

—when certifications may be made from other divisions.

—where duties not confined to any division, how filled.

9. When a vacancy exists in class 8, the board of promotion shall certify to the Postmaster-General the names of the three eligibles in class 7 who are best qualified for the duties to be performed and for the responsibilities of the office, and from these names the Postmaster-General shall make his selection.

Vacancies in class 8 to be filled from class 7.
—eligibles to be certified by board.

10. When a vacancy exists in class 9, the Postmaster-General shall promote any person from the next lower class whom he may consider qualified.

Vacancy in class 9 to be filled from next lower by Postmaster-General.

11. Clerks who are detailed to duty in the office of the general superintendent shall be considered for promotion in the divisions from which they are detailed.

Clerks in office of general superintendent, how considered for promotion

12. No clerk below class 6 shall be eligible for promotion who has not passed an examination on the States or cities he is required to be examined upon, with a standing of 95 per cent or better, within three years next preceding the date of vacancy; and to determine his eligibility his last examination on each State shall alone be considered. No clerk eligible for promotion who has not passed examination with 95 per cent in 3 years preceding vacancy.

13. No person shall be promoted by detail or transfer to a position which may be filled by the promotion of any employee who is eligible under these regulations. No promotion by detail or transfer, where there is an eligible.

14. No clerk shall be eligible to promotion to a higher grade until he has served at least three months in the grade he is then in. Clerk to serve three months in each grade.

15. The case examination and car record of a clerk shall constitute the examination for promotion to any position in a railway post-office. No reexamination shall be required for promotion to higher positions, eligibility for promotion being determined by the board of promotion after considering such qualities as judgment, character, ability, and general qualifications of the person competing. Records of efficiency and case examinations shall be made in such manner and on such forms as may be prescribed by the board of promotion, after consulting with the Postmaster-General, and shall embrace the elements which are essential to a fair and accurate determination of relative merit. Case examination and car record of clerks. No reexamination for promotion. Case examinations.

16. When in the opinion of the board of promotion the qualifications of eligibles are practically equal, they shall be certified in the order of their appointment to the class and line, or office, to which they are assigned. When qualifications equal to be certified in order of appointment.

IV.—Organization of Railway Postal Clerks, Assignments, etc.

Sec. 1407. The General Superintendent may assign chief clerks of Railway Mail Service to duty at such points as he may deem advisable, and place them in charge of one or more lines. Duties of chief clerks.

2. When necessary, railway postal clerks may be detailed by the General Superintendent as assistants to chief clerks. Assistants.

3. Chief clerks will see that the clerks under their charge perform all the duties required of them promptly and thoroughly; that the schemes furnished are kept corrected, and that all orders issued by the General Superintendent and division superintendent —to see that clerks perform all duties required.

All irregularities, inefficiency, etc., to be reported.

are promptly executed. All irregularities, insubordination, inefficiency, and lax morality occurring on routes under their charge must be reported to the division superintendent at once.

Orders of chief clerks to be obeyed.

4. Orders from a chief clerk to the clerks on lines under his charge will be obeyed the same as though emanating from the division superintendent.

Transfer clerks. —General Superintendent may detail clerks as.

Sec. 1408. The General Superintendent Railway Mail Service may, when necessary, detail clerks for duty at important junctions, to be designated "transfer clerks."

—to superintend transfer of mails.

2. Transfer clerks shall look after the handling and transfer of the mails at railroad depots, and perform such other work pertaining to the Railway Mail Service as may be required; and when more than one clerk is needed for such duty at the same depot, the additional clerk shall be below class four; but in no case shall more than one clerk of the same class, above class two, be detailed at the same depot.

—additional, to be below class four.

Transfer clerks may be assigned duties of a chief clerk.

3. Certain duties usually performed by chief clerks, such as filling runs, furnishing supplies, conducting examinations, etc., may be assigned to transfer clerks.

See secs. 1531 to 1543 as to transfer service.

Organization of working crews. —where one clerk is employed on a line. —how graded.

Sec. 1409. When on any line but one railway postal clerk is assigned to a car, and the average daily distance run is one hundred miles or more, such clerk will be of class three, at one thousand dollars per annum; if the average daily distance run is less than one hundred and not less than ninety miles, the clerk will be of class two, at nine hundred dollars per annum; if the average daily distance run is less than ninety and more than eighty miles, the clerk will be of class two, and the salary will be at the rate of ten dollars per annum for each mile of the daily average of miles run; if the average distance run daily is eighty miles or less, the clerk will be of class one, and the salary will be ten dollars per annum for each mile of the daily average of miles run.

Full railway post-office lines.

2. On lines that have been known as full railway post-office lines, or that may hereafter be established as such, where two clerks to a crew are needed, there may be one of class five, at fourteen hundred dollars per annum, and one of class four, at twelve hundred dollars per annum.

—where two clerks, how graded.

3. On lines where three clerks to a crew are needed, there shall be one of class five, at fourteen hundred dollars per annum; one of class four, at twelve hundred dollars per annum, and one of class three, at one thousand dollars per annum. —where three clerks, how graded.

4. On lines where four clerks to a crew are needed, there shall be one of class five, at fourteen hundred dollars per annum; one of class four, at twelve hundred dollars per annum; one of class three, at one thousand dollars per annum, and one of class two, at nine hundred dollars per annum. —where four clerks, how graded.

5. On lines where five or six clerks to a crew are needed, there may be one clerk of class five, at fourteen hundred dollars per annum; one clerk of class four, at twelve hundred dollars per annum; two clerks of class three, at one thousand dollars per annum; all remaining clerks to be of classes two and one. —where five or six clerks, how graded.

6. On lines where seven clerks to a crew are needed, there may be one clerk of class five, at fourteen hundred dollars per annum; one clerk of class four, at twelve hundred dollars per annum; three clerks of class three, at one thousand dollars per annum, and two clerks of class two, at nine hundred dollars per annum. —where seven clerks, how graded.

7. Where more than one car is run on the same train, and the number of the clerks in the crew is six or more, there may be one clerk of class five, at fourteen hundred dollars per annum; one clerk of class four, at twelve hundred dollars per annum, for the first car, and two for each additional working car; one clerk of class three, at one thousand dollars per annum for each working car; all remaining clerks to be of classes two and one. The maximum number of clerks of classes four and three shall not be allowed, however, unless there be at least three clerks for each car, and the cars run in service in both directions. —where more than one car, clerks, how graded.

See sec. 1432 as to clerks in charge of crews.

Sec. 1410. Railway postal clerks on steamboat lines will be of class one, at a salary not exceeding seven hundred and twenty dollars per annum; the salary to be determined by the amount of work to be performed and the importance of the line. **Clerks on steamboat lines to be of class one.**

Sec. 1411 All regular assignments of clerks to railway post-office lines will be made upon order of the General Superintendent. **Assignment of clerks.** —Gen'l Supt. to order.

—on extensions or new lines.

2. Division superintendents of Railway Mail Service must not extend the runs of clerks over extensions of railroads, or place them upon new lines, until authority to do so is obtained from the General Superintendent.

Assignment of clerks in emergencies. —division superintendents may make, for thirty days.

Sec. 1412. Where emergencies arise division superintendents of Railway Mail Service may make any assignment of clerks in their respective divisions which will be for the benefit of the service; but such assignments must not be for a longer period than thirty consecutive days, and will be at once reported to the General Superintendent.

Emergency assignments.

Sec. 1413. Whenever the necessities of the service require the temporary assignment of an extra railway postal clerk to a crew, the order of assignment must, when possible, be in writing, and will be presented to the clerk in charge of the railway post-office to which the clerk is assigned. This order will be accepted as authority to admit the clerk to the office and assign him to duty. When it is impossible to give a written order an order by telegraph, or telephone, or an oral one must be accepted.

—to be made by written order.

—order to be accepted as authority to assign clerk to duty.

—telegraph or oral order must be accepted, when.

Helpers may be assigned on lines not full railway post-offices.

Sec. 1414. When it becomes necessary to furnish assistance on any line not a full railway post-office the clerk assigned to such duty will be designated a "helper," whether he runs over the entire line or only a portion of it; but such helper shall not be of a higher class nor receive a higher salary than the clerk to whom he is assigned as a helper, and in no case shall the salary of such helper exceed that of a clerk of class two.

—not to receive higher salary than clerks.

—not to be above class two.

Cap or badge to be worn by postal clerks. 1879, Mar. 3, ch. 180, 1 Supp. 245.

Sec. 1415. (Railway) postal clerks * * * shall not be required to wear uniform other than a cap or badge.

Style of badge.

2. The railway postal clerk's badge shall be in the form of a metal ellipse, around the edge of which shall appear the words "Post-Office Department, Railway Mail Service;" in the center the initials "U. S.," in monogram, surrounded by stars; on the top of the ellipse a spread-eagle, and on the bottom a scroll bearing a number.

Every postal clerk, except, to wear badge.

3. Every railway postal clerk, except those detailed to clerical duty in offices, must wear this badge on the outside of the outer garment, over the left breast. Clerks running on lines, and transfer clerks, must put on their badges at the time they record their departure before going on duty, and wear the same continuously until they record their arrival and go off duty.

4. Clerks must keep their badges in good condition, and turn them in with other Government property when leaving the service. A clerk losing his badge will be required to pay therefor; and a record of all badges, with the names of the clerks holding them, must be kept by each division superintendent. Badges to be accounted for.

5. Clerks will not be required to wear a uniform cap. Caps not required.

Sec. 1416. All clerks (employed in the Railway Mail Service and performing duty in railway post-offices) * * * shall reside at some point on the route to which they are assigned; but railway postal clerks * * * appointed prior to February twenty-eighth, eighteen hundred and ninety-five, and now performing such duty shall not be required to change their residence. **Residence of postal clerks.** 1895, Feb. 28, ch. 140, 2 Supp. R. S., 392. —to be on route. —exception.

V.—Suspension and Fining of Railway Postal Clerks.

Sec. 1417. The Postmaster-General may fine, or suspend from duty without pay, any railway postal clerk for dereliction of duty or misconduct. **Suspension and fining of railway postal clerks.**

2. All violations of the regulations by, or misconduct of, railway postal clerks shall be reported to the division superintendent, who will transmit such report, with his recommendation as to the proper action to be taken thereon, to the General Superintendent of the Railway Mail Service. Dereliction of duty or misconduct to be reported to superintendents.

3. Wherever a clerk commits an offense of such a serious character as to warrant an immediate removal the division superintendent may temporarily suspend him until he can make a report to the General Superintendent, and final action is taken thereon. Division superintendents may temporarily suspend clerks.

4. Superintendents and chief clerks must not impose fines on clerks, or suspend them temporarily from duty except in the cases referred to, without the approval of the General Superintendent. Clerks not to be fined or suspended without approval of General Superintendent, except.

VI.—Absences from Duty, Leaves, etc.

Sec. 1418. The Postmaster-General may allow railway postal clerks whose duties require them to work six days or more per week, fifty-two weeks per year, an annual vacation of fifteen days, with pay. **Leaves of absence with pay.** 1901, Mar. 3, ch. 851, 31 St. L., 1105.

2. Leaves of absence for fifteen (15) days will be granted to all railway postal clerks who run six days or more per week, fifty-two weeks per year, with the following exceptions: —when granted. —exceptions.

a. Clerks who have not been assigned to a run entitling them to the benefits of this section at least one year preceding the application for leave.

b. Clerks who run daily for their own convenience, as where they elect to run one way over a line which might be doubled and thus give the clerk every other day off.

c. Clerks employed jointly by the Post-Office Department and railroad, steamboat, or express companies.

—Sundays and holidays not counted in.

3. Sundays and holidays will not be counted in leaves of absence.

—application for.

4. Applications for leave of absence under this section should be made to the division superintendent, or the chief clerk.

Law not to apply, where.

5. This section will apply to clerks detailed as transfer clerks, but shall not apply to clerks detailed to clerical duty in the offices of the General Superintendent Railway Mail Service, division superintendents, and chief clerks.

Clerks not to be absent without leave.

Sec. 1419. A railway postal clerk must not absent himself from his line, or exchange runs with a clerk on the same or any other line, without the written permission of the division superintendent; nor shall a clerk leave his home during his periods of rest without notifying the division superintendent or chief clerk of his exact whereabouts, so that he can be reached by letter or telegram.

—not to leave during periods of rest without notice.

—to furnish substitutes when on leave, except.

2. Any clerk to whom a leave of absence is granted, except under sections 1418 and 1424, will be required to furnish a suitable and competent substitute, at his own expense. Certified substitutes must be given preference. If a certified substitute is not available, the clerk can make arrangements with the other clerks on his line to perform his duties during his absence.

Arrangements with substitutes to be in writing.

3. Any arrangement, either with a regular clerk or certified substitute, must be evidenced by a memorandum in writing, signed by all the parties concerned, which shall be filed with the division superintendent or chief clerk; and the clerk shall place in the hands of the division superintendent or chief clerk an order on the paying postmaster in favor of said substitute covering the amount of compensation due.

Limit of absence.

4. No clerk or transfer clerk shall be absent more than thirty consecutive days, nor in any calendar year more than sixty days in the aggregate, without special authority from the Post-Office Department.

In case of sickness, certificate to be filed.

5. In case of absence on account of sickness, either of the clerk himself or any member of his family, a physician's certificate will be required.

Absences of more than 30 days. —to be reported.

Sec. 1420. When a railway postal clerk has been absent from duty more than thirty consecutive days, on account of sickness or other cause, the division superintendent will report the same to the General Superintendent Railway Mail Service.

Notices to paying postmasters. —when to be given.

Sec. 1421. Division superintendents will send a preliminary notice to the postmaster who is designated as a disbursing officer for the payment of salaries of railway postal clerks, in case of the death, resignation, removal, suspension, or change of paying office of a railway postal clerk; or when a clerk has been absent from duty more than thirty consecutive days on account of sickness or other cause.

See sec. 1447 as to report of failures; secs. 383 to 389 as to payments by postmasters.

Substitute service.

Sec. 1422. When trips are made by one railway postal clerk for another the clerk for whom such trips are made will be required to pay for the same in money and out of his salary for the month in which the service is rendered.

—by another clerk, payment for.

2. A clerk performing substitute service for another clerk will be entitled to the same pay that the clerk for whom he runs receives for the same period.

Certified substitutes. —payment of.

3. A certified substitute shall be paid at the rate of $800 per annum, or at the same rate as the regular clerk if the pay of the latter is less than $800 per annum; and if he runs more than one tour of duty, and protects the run during the intervening lay off, he will be entitled to pay for the entire time.

New clerks responsible from day of pay.

4. New appointees are responsible for their runs from the date they commence to draw pay.

Clerks discharged from service on account of character. —not to act as substitutes.

Sec. 1423. No person who has been discharged from the service for causes affecting his character and standing as a clerk or a citizen can be employed as a substitute or in any other capacity.

Absences on account of disability incurred in service. Evidence as to nature of disability, etc. —to be submitted to division superintendent.

Sec. 1424. Whenever a railway postal clerk shall be disabled while in the actual discharge of his duties by a railroad or other accident beyond his power to control, he shall send to the division superintendent a certificate of his attending physician or surgeon, sworn to before an officer authorized to administer oaths, who has an official seal, setting forth the nature, extent, and

cause of his disability, and the probable duration of the same; and such further evidence as to the character of the disability as may be necessary shall be furnished.

—forwarded to General Superintendent.

2. The division superintendent will forward the certificate, with his recommendation, to the General Superintendent of the Railway Mail Service, who will submit the matter to the Postmaster-General, who may, in his judgment, the facts justifying such action, grant such disabled clerk leave of absence with pay for periods of not exceeding sixty days each, and not exceeding one year in all.

Leave with pay not exceeding one year, when granted.

Certificate to accompany application.

3. A sworn certificate from the attending physician must accompany every application for additional leave.

Acting clerks in place of injured clerks.

4. When it becomes necessary for the Post-Office Department to employ an acting clerk by reason of the absence of an injured clerk, the acting clerk shall be of class one, at an annual salary of not exceeding $800 per annum.

Clerks subpœnaed as witnesses in United States court.

—salary to continue.

—expenses of, to be paid.

Sec. 1425. Whenever a railway postal clerk is subpœnaed to attend a United States court, as a witness for the Government, his salary will continue, and he will be paid by the United States marshal his necessary and actual expenses incurred going to and returning from, and while in attendance on the court, such expenses to be stated in items and sworn to. (See R. S., § 850.)

—not entitled to expenses, when.

2. When clerks reside at the place at which the court is held they are not entitled to expenses.

—remaining clerks to keep up run.

3. When clerks are in attendance at court as witnesses for the Government, it is the duty of the remaining clerks on the line to keep up their runs without expense to the Post-Office Department or the clerk. If such clerks are unable to perform the service, an acting clerk will be employed.

Acting clerk, when employed.

—pay of.

4. A recommendation for the payment of an acting clerk in place of a regular clerk subpœnaed by a United States court must be accompanied by an official certificate of the clerk or other qualified officer of the court issuing the subpœna, showing the number of days the clerk was in attendance on the court.

Clerks exempt from militia duty.

—and arrest on civil process, when.

—other duties governed by State laws.

Sec. 1426. Railway postal clerks are exempt from militia duty (see sec. 215) and from arrest on civil process while on duty. They will be governed in their other duties as citizens by the laws of the State in which they reside.

VII.—Case Examinations.

Case examinations. —what to include.

Sec. 1427. Railway postal clerks will be examined from time to time, upon the official schemes of distribution furnished them, the connections of trains, and such other instructions and orders as relate to the service.

Examinations on "Instructions."

2. Clerks will also be examined as to their knowledge of the "Instructions" at least once a year.

Review of case examination by examiners.

3. After surrendering the case to the examiner the clerks will not be allowed to make any changes with a view to rectifying errors, but will, if possible, remain at the case while the distribution is being reviewed. The examiner will, for the information of the clerks, show them the errors found therein.

Clerk to be given statement of examination, etc.

4. On the completion of each examination the clerk examined will be given (on blank R. M. S., 5003) a statement of the result of his examination, and following the words "action taken" will be written the State on which he will next be examined and the nature of such examination.

Record to be kept of examinations.

5. A record of all examinations will be kept in the offices of division superintendents of Railway Mail Service.

Voluntary examinations. —clerks may take at any time.

Sec. 1428. Railway postal clerks may volunteer for examination at any time, and division superintendents of Railway Mail Service will afford them every reasonable facility for this purpose.

Probationary appointees.

Sec. 1429. Probationary clerks will be examined as often as practicable.

—examination of.

2. The examinations of probationary clerks will cover a knowledge of the instructions and railroad connections, and such distribution as may have been assigned to them.

—permanent appointments to be based on examinations, etc.

3. The result of these examinations, together with a statement of the clerk's general qualifications and capacity, will be forwarded by the division superintendent of Railway Mail Service to the general superintendent at the expiration of the clerk's probationary term, and upon this report will depend his permanent appointment in the service.

Substitute clerks. —examination of, what to include.

Sec. 1430. Substitute railway postal clerks will be examined on the distribution assigned to them; and also upon the instructions and railway connections as often as practicable; and a record of such examinations will be kept by the division superintendent of Railway Mail Service.

CHAPTER 2.

RAILWAY POST-OFFICES.

I.—Management and Care of Railway Post-Offices and Mails.

Railway post-offices.
—postal cars, etc., designated as.

Sec. 1431. All railway postal cars and mail apartments in cars and steamboats are designated as "railway post-offices," for the distribution of mail matter in transit.

Clerk in charge.
—clerk of highest class in car to be.
—to have control of car.

Sec. 1432. Where there is more than one railway postal clerk assigned to duty in a car the one of the highest class will be designated the clerk in charge. He will have charge of the car and be accountable for all property belonging in or pertaining thereto; and will require each clerk of his crew to comply with all instructions, regulations, and orders relating to the service; have all necessary reports made; and see that all mails are properly made up and dispatched.

Clerks to obey clerk in charge.

Sec. 1433. The clerks in a railway post-office will implicitly obey the orders of the clerk in charge.

Examination of postal cars.
—no mail to be left therein.

Sec. 1434. Railway postal clerks will thoroughly examine their cars upon entering and before leaving them, to see that no mail has been or is left therein.

—nor locks, except.

2. Mail locks must not be left in postal cars, except to secure drawers and closets or the car itself when this is a matter of necessity.

Absences from postal cars.
—only for meals, and necessity.

Sec. 1435. Railway postal clerks must not leave their cars during a run except for meals, to examine letter boxes at stations, or for purposes of urgent necessity in the interest of the service, and then only for brief periods.

Protection of postal cars.
—to be kept locked.
—not to be left unlocked unless a clerk therein.

Sec. 1436. Railway postal clerks must keep the doors of their cars locked, especially at nighttime. A clerk must not under any pretense leave his car without locking it unless another clerk is left on duty therein.

Night lines.
—part of clerks may sleep when work is done.
One clerk to always be on duty during day or night.

Sec. 1437. When there is any mail to be distributed, or work to be done on night lines, every clerk must be awake and do his full share. When the distribution is entirely finished and all of the work done, a part of the crew may sleep, but at least one clerk must always be awake and on duty. This precaution is necessary for the proper protection of the registered and other mail against accident, fire, or robbery; and it will also be

observed on long lines where it is essential for some of the clerks to sleep during the daytime.

Accidents to mail trains. —report thereof to superintendent.

Sec. 1438. When an accident occurs to a mail train the clerk in charge will at once make a full report of the same to the division superintendent of Railway Mail Service. The report must include the following particulars: The date and hour of occurrence; number of train or direction moving; the place; the cause of the accident, and its effects, as to injuries to the clerks, mails, or car, and such data respecting the origin and destination of any mail that may be lost, destroyed, or damaged, as may be practicable; also the extent of the delay. In case of fire, the report must show whether the fire originated from the stove or the lamps. This report is in addition to notation on trip report.

Death, serious injuries, destruction of mails, etc., to be reported by wire.

2. Whenever any of the railway postal clerks are killed or seriously injured, or the mails are burned or damaged, the clerk in charge will make a brief telegraphic report to the General Superintendent and also to the division superintendent Railway Mail Service; but in no case will this relieve such clerk from making a full report in writing to the division superintendent.

Illness of clerk while on run.

Sec. 1439. Whenever a railway postal clerk becomes so ill on his run as to be unable to discharge his duties, he should call upon the nearest clerk for assistance, who will promptly respond and complete the trip. The occurrence, however, must be entered on the trip report and a special report made to the chief clerk or division superintendent Railway Mail Service.

—to call on nearest clerk to complete trip.

—special report in such case to be made.

Guarding the mails. —vigilance in.

Sec. 1440. Railway postal clerks must use extraordinary vigilance in guarding the mails under their charge, especially in making transfers where there is considerable portage between trains, and they must not be left for a moment exposed, day or night.

Where mails are exposed to be noted in trip report.

2. Whenever clerks become aware that the mails are exposed at any time or place, they will note the fact upon their trip report, for the information of the division superintendent.

See secs. 1196 and 1197 as to care of mails arriving and departing at late hour of night, etc., by railroad companies.

Accompanying mails to and from post-offices. —clerks to watch bags in.

Sec. 1441. The railway postal clerk who takes charge of the registered mail must accompany the mails to and from the initial and terminal post-offices of his run unless otherwise instructed by his division superintendent after due authorization. When accompanying the

mail on other than regulation wagons he should always sit in such a position as to be able instantly to discover the loss of a pouch or sack. (See sec. 1535.)

Changes in railway post-offices. —clerks to advise superintendent of any needed.

Sec. 1442. Railway postal clerks should notify their division superintendent of any changes needed in their cars, but must not make requests or suggestions to the railway companies as to what changes they think should be made.

Care of cars. —not to be damaged or defaced.

Sec. 1443. Railway postal clerks must not deface or injure the postal cars or other property of the railroad company furnished for the use of the service. The doors of stoves and heaters should be kept closed and fastened when trains are in motion.

II.—Record of Arrivals and Departures of Railway Postal Clerks.

Arrivals and departures. —record of, to be kept at points designated by superintendent.

Sec. 1444. A record of arrivals and departures of railway postal clerks will be kept at each terminal post-office or at some other place at each terminus of a run, to be designated by the division superintendent Railway Mail Service.

—record of, how signed.

2. Each railway postal clerk will sign the record in his own handwriting, giving his full name and the date, the schedule and actual time of arrival and departure of the train, and of his own arrival at and departure from the post-office or other place where the record is kept. Wherever there is a delay the cause therefor should be noted in the column of remarks. The record of arrivals should be made without unnecessary delay.

Penalty for failure to sign record.

3. Any railway postal clerk who fails to properly sign the record will forfeit one day's pay for each failure, except where more than one failure occurs during a trip, when only one day's pay will be deducted.

—how may be remitted.

4. Railway postal clerks may be relieved from the forfeitures herein imposed upon application, showing good reason for the omission to properly sign the record, addressed to the division superintendent, who will forward the same to the General Superintendent with his recommendation.

Substitutes, how to sign. —when working.

5. A substitute will sign his own name and that of the clerk for whom he is working thus:

"John Smith, *Clerk*,
"By William Jones, *Substitute*."

6. When certified substitutes are running with clerks for the purpose of instruction the entry on trip report should be as follows: —when under instruction.

"JOHN JONES, *Cert. Sub. under instruction.*"

Sec. 1445. The person in charge of the record of arrivals and departures must fill up the blank spaces at the head of each page before signatures are placed thereunder. **Record book.** —blank space to be properly filled in.

Sec. 1446. Whenever a railway postal clerk does not perform duty over the whole length of the route, the portion over which he performed duty must be noted on the record and on trip report. **Partial performance of duty.** —to be noted on record.

Sec. 1447. All failures of railway postal clerks to sign the record of arrivals and departures must be reported to the division superintendent Railway Mail Service, and no discretion is allowed the person in charge of the records in reporting such failures on account of any peculiar circumstances attending the case. **Report of failures.** —to division superintendent. —no discretion allowed person making.

2. Division superintendents will promptly report to the General Superintendent Railway Mail Service all failures, except where for any reason the train to which the clerk is assigned does not run over the whole or any part of the road. —to General Superintendent Railway Mail Service.

Sec. 1448. Where the record of arrivals and departures is not kept in the post-office where the railway postal clerks whose records are entered thereon are paid, the division superintendent Railway Mail Service will forward a copy of his report of failures to the proper postmaster who is designated as a disbursing officer for the payment of salaries of railway postal clerks. **Record of failures.** —to be reported to paying postmaster, when.

See secs. 385 to 389, payment of clerks by postmasters; sec. 1421 as to report of death, removals, absences, etc.

III.—ADMISSION TO RAILWAY POST-OFFICES.

Sec. 1449. Railway post-offices are private, and clerks in charge must not admit unauthorized persons. **Admission to railway post-offices.** Persons without authority not to be admitted.

2. Only the following persons will be permitted to enter railway post-offices hereafter: The Postmaster-General, Assistant Postmasters-General, officials of the Railway Mail Service and post-office inspectors and special agents upon the presentation of their commissions or proper credentials, clerks actually on duty, transfer clerks in the performance of their official duties —who may be.

only, such as supervising the loading and unloading of mails, receiving and delivering registered matter; conductors and other railroad employees in the performance of their official duties only, and those presenting permits properly signed. Such permits are good only during the year in which they are issued unless otherwise limited or extended; and whenever any void permit is presented it will be taken up by the clerk in charge and forwarded to the division superintendent.

Permits, duration of.

3. Permits issued to railroad employees will be honored only on mail trains not provided with a baggage car or coach, except as heretofore noted.

—to railroad employees, when to be honored.

4. Permits will not entitle the holder to transportation. Whenever any person is riding in a railway post-office upon a permit the clerk in charge must notify the conductor of the train.

—not good for transportation.

5. Railway postal clerks not on duty, though accredited to the line over which they are passing, are not entitled to ride in the railway post-office, without special permission.

Clerks off duty not to be admitted.

Permits.

Sec. 1450. Permits will be taken up by the railway postal clerk in charge, who will affix his postmark, with date, and his full name, on the reverse side, and forward the same to the division superintendent Railway Mail Service with his trip report, noting thereon the points between which the person rode in his office.

—trip, to be taken up and forwarded to superintendent.

2. Annual permits will not be taken up, but their number and the full name of the holder, and the points between which he rode in the railway post-office, should be noted on the trip report.

—annual, to be noted on trip report.

IV.—Care of Mail Bags, Locks, Keys, Supplies, and Other Property.

Care of mail keys.

Sec. 1451. Railway postal clerks must always wear the mail key securely attached to their clothing by the safety chain.

Keys not to be exposed.

Sec. 1452. Mail keys must never be exposed to public observation or placed where they may be lost or stolen; nor allowed to pass even for a moment into the hand of any person not a sworn officer of the Post-Office Department. The loss of a mail key, as it may afford peculiar facilities for stealing from the mails, will be regarded as a very serious offense, and the clerk so offending will be liable to dismissal from the service.

Loss of keys sufficient cause for removal.

2. Railway postal clerks should take such precautions as will insure the absolute safety of the keys in their charge, as no excuse will be accepted when they are lost. —Clerks to take precaution to insure safety of keys.

Sec. 1453. Every railway postal clerk will hold his mail key so long as he shall continue to be connected with the same railway post-office, unless such keys are called in and new ones are furnished in lieu thereof. **Mail keys in possession of clerks.** —to be held while in same R. P. O.

2. Mail keys must not be transferred or exchanged except as provided by regulations, nor loaned without special instructions from the division superintendent Railway Mail Service. —not to be transferred, etc., except.

3. Mail keys which are not obtained as provided by regulations, or which are received from discontinued post-offices, or elsewhere except as provided by regulation or special order, or found astray, must not be kept or detained, but should be promptly forwarded to the division superintendent Railway Mail Service, with a full report of the facts in relation thereto—where known the name of the person from whom the key was received must be given. —improperly obtained, how disposed of.

4. Where a railway postal clerk makes application for leave of absence for sixty days, he will turn in his mail key to the division superintendent Railway Mail Service, who will give a receipt for such key, and take charge thereof while the clerk is absent from duty. —to be turned in where clerk absent over 60 days.

5. When a vacancy occurs in a railway post-office the key of the late incumbent should be transferred to his successor. —to be transferred to successor

6. In all exchanges between railway post-office clerks from one railway post-office to another, which are not temporary, there should be a corresponding exchange of mail keys and receipts. —to be exchanged, when.

Sec. 1454. No attempt must be made to have a mail key or mail lock repaired, nor to pry into the internal mechanism of any lock. **Damaged mail locks and keys.** —clerks not to have repaired.

2. Damaged or defective mail keys will not be kept by clerks, but each key as soon as it becomes damaged or defective must be promptly returned to the division superintendent Railway Mail Service with an explanatory letter. —keys to be returned to division superintendent.

3. With every application for a new mail key in lieu of one broken the parts thereof must be inclosed and the number of the broken key given. —if broken, parts to be returned.

Sec. 1455. When a mail key is worn and becoming defective timely notice should be given of the fact, **Worn and defective keys.** —report of to superintendent.

—new key to be furnished.

stating the number of the key. A new key will be furnished to the clerk, who will return the old one to the division superintendent Railway Mail Service.

Mail bags becoming damaged in transit.

Sec. 1456. Whenever a mail bag in transit becomes unfit to convey the mail with safety to the end of the route, the railway postal clerk first discovering its condition must transfer the mail to another bag and turn in the unsound one according to instructions, noting on the trip report number and kind of bag turned in.

—mail to be transferred to another bag.

Surplus equipment. —how disposed of.

Sec. 1457. All surplus mail bags, sacks, and locks must be forwarded to the depository designated by the division superintendent Railway Mail Service, and all mail bags and sacks will be carefully examined before dispatch to see that no mail is left therein. The sacks inclosing such equipment must be properly labeled so as to show the railway post-office from which dispatched and the name of the clerk making up the same.

Equipment in transit not to be interfered with.

2. Empty mail bags and sacks in transit to a depository or to the mail-bag storehouse must in all cases be sent forward to the place addressed. Railway postal clerks must secure all the equipment needed from their designated depository. (See sec. 1352.)

Return of pouches and sacks.

3. All pouches and sacks labeled to any railway post-office must be returned as soon as possible to the line or post-office whence they were dispatched. The only exception to this rule allowed is in the railway post-offices when such pouches or sacks are needed for immediate use.

Report of failure to return catcher pouches.

4. Railway postal clerks must report to the division superintendent Railway Mail Service where postmasters fail to return catcher pouches delivered to them.

Use of mail bags.

Sec. 1458. The legitimate use of mail bags is restricted to the transmission of mailable matter while under the care, custody, and control of the Post-Office Department, through its postmasters and other authorized agents. Their use for any other purposes is illegal and strictly forbidden.

—except for transmission of mail, forbidden.

Mutilation of mail bags.

Sec. 1459. When a mail bag has a damaged or defective lock which can not be opened with the proper key, such lock should be removed by filing or cutting asunder the staple of the bag to which the lock is fastened, if practicable; otherwise the strap may be cut. No other mutilation of a mail bag is permissible under such or any other circumstances. When the staple is cut, the mail bag must not be used again until a new staple shall have been supplied.

Staple or strap may be cut where necessary to open bag with defective lock.

—no other mutilation allowed.

2. The fastening strap of a mail bag must not be cut if the bag can be opened by cutting the staple, nor spliced or repaired in any way, but will be replaced, when necessary, with a new one. —strap not to be cut.

Sec. 1460. The use of hooks in handling mail bags is forbidden. **Use of hooks forbidden.**

Sec. 1461. The use of mail sacks for personal purposes, or any mutilation thereof, is strictly prohibited. **Personal use or mutilation of mail sacks forbidden.**

Sec. 1462. Under no circumstances are any printed card labels or slides to be defaced, mutilated, or destroyed. Clerks receiving any defaced or mutilated card labels must forward them to their division superintendent with a special report giving any information they may be able to obtain, showing by whom the mutilation or defacement was done. Any addition or erasure is a defacement. **Card labels must not be defaced.** Reports, when.

Sec. 1463. Waste paper and twine must be preserved and turned in at the terminal post-office. Before being sent from the car it will be carefully examined and the label of the sack containing the same shall bear the word "waste," the postmark, with date, and full name of railway postal clerk in charge. **Waste paper and twine.** —disposition of.

2. Due economy must be observed in the use of both large and small twine, and when left in the car it should be safely locked up. Economy in use of twine.

Sec. 1464. On the resignation, suspension, or removal of a railway postal clerk he shall turn over to the division superintendent Railway Mail Service the mail keys, photographic commissions, and all other property and records belonging to the Post-Office Department in his possession (including the records of registered matter received and forwarded). **Mail keys, supplies, and other property.** —clerks must turn in upon resignation, removal, etc.

Sec. 1465. When a railway postal clerk is transferred to another line in the same division, the person to whom the post-office property in his possession is delivered will send to the division superintendent an itemized duplicate receipt for such property. **Person receiving property from clerk to send receipt to superintendent.**

V.—Instructions, Orders, and Schedules.

Sec. 1466. Every railway postal clerk in charge, when on duty, must carry a copy of the Instructions to Postal Clerks, schemes of distribution, the January Postal Guide for the current year, the latest monthly **Instructions, schedules, etc.** —clerks in charge must carry.

—ignorance of, no excuse for violation.

guide, and copies of such schedules of mail trains as may be necessary. Ignorance of instructions will not be considered an excuse for violation or disregard thereof, either of which is a sufficient cause for removal.

Doubtful questions, to whom referred.

2. Wherever there is any doubt as to the meaning of any regulation, the division superintendent or chief clerk Railway Mail Service should be consulted.

Errors in Postal Guide.
—to be reported to superintendent.

Sec. 1467. Every railway postal clerk must report at once to his division superintendent any errors he may discover in the Postal Guide, that they may be reported to the Post-Office Department for correction.

Changes of schedules of trains.
—report of, to superintendent.

Sec. 1468. Railway postal clerks must notify their division superintendents of all changes of schedules or running of trains upon their respective lines.

Orders and communications.
—clerks to obtain, at terminal offices.

Sec. 1469. Railway postal clerks must, immediately before departure and after arrival at their terminal offices, examine all order books or orders left there for their guidance, and call for all communications addressed to them.

VI.—Official Correspondence.

Official communications.
—replies to.

Sec. 1470. Each railway postal clerk is required to date and sign with his official signature and promptly dispatch replies to all official inquiries and other communications. The name of his line is a part of the clerk's official signature. The signature should be made thus:

—signature to.

"Geo. W. Putnam,
"*R. P. Clerk, N. Y. & Chi. R. P. O.*"

Official telegrams.

Sec. 1471. Clerks should make official telegrams as brief as possible. The following form is given as an illustration:

—form of.

Foxtown, N. Y., *July 1, 1900.*

Bradley, *Supt., New York:*

Prairieville and Sumac train four collided with freight train ten miles west of Troyburg, eight this morning. Smith killed; Adams injured; postal car demolished; mail badly damaged.

Sheffield, *Clerk.*

—addresses in and signatures to.

No unnecessary words should be used, nor any words omitted that are essential to make the meaning clear. The division superintendent should be addressed in telegrams by his surname only, with "Supt." and his address added. The clerk should always sign with his surname only, adding the word "Clerk." If there are

two or more clerks on a line having the same name, each will sign his full name to telegrams.

2. Telegrams should never be sent except in urgent cases, and all telegrams of a personal nature should be prepaid. Telegrams asking that runs be provided for are personal.

—only to be sent in urgent cases.
—personal telegrams to be prepaid.

VII.—Time and Personal Conduct of Railway Postal Clerks.

Sec. 1472. The compensation paid to railway postal clerks is for daily service, whether they are on duty or not, and therefore their entire time is subject to the control of the Post-Office Department. Lay-off periods are granted for rest and study, and must not be utilized by clerks for the purpose of engaging in other business. Clerks disregarding this rule will be liable to removal.

Time of clerks.
—entire, at disposal of Department.

Clerks must not engage in other business.

2. The carrying of freight in railway postal cars or traffic in merchandise by clerks while on duty is strictly prohibited.

—not to carry freight on cars.

Sec. 1473. Railway postal clerks must remain on duty the whole length of their allotted runs. When off duty they are expected to protect any run that they are advised is vacant.

Clerks to remain on duty during entire run.
—to protect vacant runs.

Sec. 1474. Railway postal clerks must keep their division superintendent and chief clerk advised of their full address. Address must also be noted on record of arrival and departure. (See sec. 1444.)

Address of clerks.
—division superintendent and chief clerk to be advised of.

Sec. 1475. Railway postal clerks must observe, in their official intercourse with the public and with one another, the strictest courtesy, and must endeavor, by active and intelligent effort, to promote the interest of the service. Discussion and loud talking when at work should be avoided.

Conduct of clerks.
—must be courteous.

Sec. 1476. The use of intoxicating liquors by clerks when on duty is absolutely prohibited, and the frequent and excessive use of the same while off duty will be sufficient cause for dismissal from the service.

Intoxicating liquors.
—use of, on duty prohibited.
—excessive use of, off duty.

Sec. 1477. Railway postal clerks are expected to pay all their just and honest debts, and a persistent and willful failure to do so will be deemed evidence of untrustworthiness sufficient for removal.

Debts of postal clerks.
—expected to be paid.
—penalty for failure to pay.

VIII.—Miscellaneous Provisions.

Post-office inspectors.
—to be given assistance.

—presence of, on train not to be reported.

Sec. 1478. Post-office inspectors presenting proper credentials must in all cases be given such official assistance as they may require, and in no case will the fact of a post-office inspector being on the train or having ridden thereon be communicated by a railway postal clerk to any person whatever at any time, either during or after the run. Neither should entry of the fact be made on the trip report or the record of the arrivals and departures. No excuse will be taken for any violation of this section.

Information concerning mail matter.
—not to be given except to persons entitled thereto.

Sec. 1479. No information must be imparted concerning letters or other mail matter passing through the hands of railway postal clerks in the process of distribution, except to persons who are entitled thereto under the regulations. (See sec. 549.)

Postage stamps.
—clerks to keep supply for sale.

—not to be sold for more than face value.

Sec. 1480. Railway postal clerks are required to keep constantly on hand a supply of postage stamps of the denomination of two cents, for the accommodation of the public at the car; and such stamps must not be sold for any more than their face value.

Vacancies and promotions.
—clerks not to give information of.

Sec. 1481. Railway postal clerks must not give information regarding actual or probable vacancies in the service, nor take any part in securing appointments or promotions for other clerks.

Rules of railroad companies.
—to be observed when not in conflict with these regulations.

Sec. 1482. The rules and regulations of the railroad companies over whose lines a railway postal car passes, not in conflict with these regulations, must be respected and obeyed.

Clerks not to request presents, or sell tickets, etc., for their benefit.

Sec. 1483. Railway postal clerks are forbidden to request proprietors of newspapers to send copies of their papers to them free; to solicit in person, or through others, contributions, gifts, or presents; to issue addresses, complimentary cards, prints, or publications, or any substitute therefor, intended or calculated to induce the public to make them gifts or presents; to sell tickets for theaters, concerts, balls, fairs, picnics, excursions, or entertainments of any kind gotten up for their own benefit.

CHAPTER 3.

TREATMENT OF ORDINARY MAIL MATTER IN THE RAILWAY MAIL SERVICE.

I.—Receipt of Mail at Postal Cars.

Delivery of mail matter at railway post-offices.

Sec. 1484. The regular mail should be delivered at railway post-offices in pouches or sacks duly locked or fastened.

—not to be made except to clerk.

2. Mail should never be placed in a postal car unless there is a clerk on duty to receive and care for it.

Loose canceled mail may be accepted from postmasters, but not from public, etc.

3. Railway postal clerks may accept from a postmaster or sworn assistant loose mail matter on which the stamps have been canceled; but no matter bearing canceled stamps will be accepted from mail messengers or the public, except matter of the first class readdressed for forwarding. (See sec. 596.)

List of pouches to be received and dispatched.

Sec. 1485. A correct list of all pouches due to be received and dispatched should be kept, and checked off as the pouches are delivered from or received into the mail car, except at local offices, where not more than one pouch is exchanged. Whenever a railway post-office or a post-office makes up two or more pouches for the same address, the clerk making them up must mark upon the pouch-slip label the number the pouch occupies in the series; thus, the first pouch 1, second pouch 2, third pouch 3, the label of the last pouch to bear in addition to its proper number a cross, thus (x), which cross will indicate that the last pouch made up for the same address has been received. In case of failure to receive any regular pouch a shortage slip explaining the cause of failure must be made out and forwarded to destination in lieu of the missing pouch; and if the cause of the failure is not known the division superintendent or chief clerk Railway Mail Service should be notified by telegraph. Upon arrival at destination shortage slip should be immediately forwarded to the division superintendent inclosed with trip report.

—to be kept and checked.

Shortage slips in lieu of missing pouches.

See secs. 595, 1187, 1228, and 1533 as to record of pouches to be kept in post-offices, by railroad companies, by transfer clerks, by mail messengers.

Acceptance of mail from public.

Sec. 1486. Railway postal clerks may accept from the public, except where otherwise ordered (see sec. 1145), all mail matter upon which the proper rate of postage is paid; all matter in penalty envelopes or

—uncanceled and properly paid matter.

—free matter.
—soldiers' and sailors' letters.
—first-class matter re-addressed for forwarding.

bearing the frank of any person entitled thereto by law; soldiers' and sailors' letters unpaid when duly certified, and matter of the first class upon which the stamps are canceled when readdressed for forwarding.

Matter received under strap of pouch, etc.
—report of, to superintendent.

Sec. 1487. Railway postal clerks must make a separate report in each instance where letters or postal cards are received under the strap or attached to the outside of pouches, giving name of post-office, with county and State.

Second-class matter. R. S., § 3889.
—Postmaster-General may provide for receipt and delivery of, by postal clerks.

Sec. 1488. The Postmaster-General may provide by order the terms upon which railway postal clerks may receive from publishers or any news agents in charge thereof, and deliver the same as directed, if presented and called for at the mail-car or steamer, packages of newspapers and other periodicals not received from or intended for delivery at any post-office.

—can only be accepted by clerks when accompanied by certificate of postmaster.

2. Railway postal clerks may receive newspapers and periodicals from publishers and news agents only when accompanied by a certificate from the postmaster at the office of publication that the postage has been paid.

—delivery of.

3. Matter received in this manner will be delivered according to the instructions on the package.

—outside delivery to news agents only.

4. Second-class matter marked to be delivered outside the mails will be so delivered only when addressed to news agents.

—delivery by railroad employees.

5. Whenever delivery is effected by railroad employees or others not connected with the service, it must be with the consent of the publisher or news agent, and with the understanding that the Post-Office Department is not responsible for such matter after it passes out of the hands of its employees; and mail sacks must not be used in making such deliveries.

II.—Cancellation and Postmarking.

Cancellation of stamps.

Sec. 1489. Postage stamps affixed to mail matter and all stamped envelopes, newspaper wrappers, and postal cards deposited in railway post-offices must be immediately and effectually canceled by the use of black ink. The use of the postmarking stamp as a canceling instrument is strictly forbidden. Matter dispatched from a post-office on which the stamps were not properly canceled is not to be stopped in transit nor the stamps thereon canceled at any office but that of destination. (See sec. 604.)

—on matter deposited in railway post-office.
—use of postmarking stamp for, forbidden.
—on uncanceled matter dispatched from post-offices forbidden.

Sec. 1490. All mail matter except that of the second class deposited in a car for mailing must be postmarked. (As to manner of postmarking see secs. 566 and 567.)

Postmarking.
—of mail deposited in car for mailing.

2. All special-delivery matter handled by railway postal clerks must be postmarked on the back, except such as is in made-up "packages."

—of special-delivery matter.

3. On trains running in more than one day the postmarking stamp during the entire trip should show the date of starting.

—to show date of starting trip, when.

4. The continued violation by a postmaster of section 566, requiring the legible postmarking of all matter of the first class before dispatch, will be reported to the division superintendent Railway Mail Service, who will in turn make report thereof to the General Superintendent.

Failure of postmasters to postmark matter to be reported.

III.—Making Up and Distribution of Mails.

Sec. 1491. All mail for States of which no distribution is made must be put up "by States," and facing slips used in accordance with section 1505; that is, letter and circular mail for each State must be made up in packages when there are ten or more letters for the State, and where second, third, and fourth class matter is not excessive it should be pouched with the first-class matter; in other cases in canvas sacks, and the name of the State marked on the slip covering the package, and also on the slip in the label holder of the sack.

Mail for States where no distribution.
—to be made up "by States."

—what to be put in sacks.

Sec. 1492. Mail for delivery and mail for distribution at a post-office must always be made up in separate packages, except when the division superintendent Railway Mail Service orders it combined in one package, in which case the slip covering the package should bear the name of the post-office and State, followed by the letters "D. & D."

Mail for delivery and distribution.
—to be in separate packages, except as otherwise ordered.

Sec. 1493. "Making a direct package" is placing all letters for one post-office in a package by themselves, all faced one way, with a plainly addressed letter on the outside and a facing slip covering the back of the package. The slip must be postmarked and bear the name of the clerk making the package and the direction moving. When necessary to include circular mail in a direct letter package, a letter must be put on the outside of the package.

Direct packages.
—what are.

—how made up.

—slip on.

—circular mail in, how made up.

Special-delivery matter.
—dispatch of, in direct pouch, from R. P. O. to post-office.

Sec. 1494. Where special-delivery matter is dispatched in a direct pouch from a railway post-office to a post-office, a separate package should be made where there are five or more letters. When there are less than five letters, they should be placed together on the outside of the letter package, so as to be readily discovered by the clerk opening the pouch.

—dispatch of, from one R. P. O. to another.

2. When such matter is dispatched from one railway post-office to another, a separate package should be made where there are five or more letters addressed to the same post-office. When there are less than five letters, they should be placed upon the outside of a direct package, or immediately under the label slip of a route or State package.

—of second, third, or fourth class to be treated same as first.

3. Matter of the second, third, and fourth classes bearing special-delivery stamps must be treated the same as first-class matter. If possible, it should be tied up in a bundle in such manner as to disclose its nature immediately on the pouch being opened.

See sec. 774 as to cancelling special-delivery stamps; and sec. 773 as to facing slips on such matter.

Direct packages for Washington.
—when and how made.

Sec. 1495. All railway post-offices sending more than one long and one short letter by the same dispatch for Washington, D. C., will make separate direct packages of the long and short letters and place addressed slips thereon.

Letters and circulars.
—to be properly tied.

Sec. 1496. Letters and circular mail must always be properly tied in packages, and never placed in the pouch loose.

Official matter.
—to be treated as first class except.

Sec. 1497. All official matter emanating from any of the Departments or officers of the Government must be treated in every respect as first-class matter, unless the wrapper or envelope distinctly states that the inclosures are printed matter.

Weather reports.
—to be treated as first class.

Sec. 1498. All Signal Service weather reports, whether inclosed in penalty envelopes or prepaid by ordinary stamps, must be treated in all respects as first-class matter.

Second-class matter to be treated as carefully as letter mail.

Sec. 1499. Newspapers and periodicals sent to regular subscribers must be promptly dispatched to destination, and will be treated by railway postal clerks with as much care as letter mail. Such matter should not be withdrawn from its wrapper except to ascertain its destination.

—not to be opened except to learn destination.

Official schemes. —mails to be distributed and made up by.

Sec. 1500. Railway postal clerks will carefully distribute and make up mails by the official schemes which may be furnished them, and will conform to any changes that may be made in the same by the division superintendent Railway Mail Service.

—pouches to be made up and exchanged as ordered.

2. Only such pouches as may be ordered by the division superintendent will be made up and exchanged.

Distribution of mail in one pouch to be completed before opening another.

Sec. 1501. Railway postal clerks will complete the distribution of the contents of one pouch or sack before opening another, so that any errors in distribution or missent mail may be correctly noted and reported.

Slips to be removed from sack when opened.

2. The address slip must be removed from a pouch or sack when it is opened.

Examination of pouches. —to be made on emptying, etc.

Sec. 1502. When emptying and before using a pouch or sack great care must be taken that no mail is left therein; and to be certain of this the pouch must be held so that the whole interior can be seen and examined.

Irregularities in transmission of mail. —special reports of, what to contain.

Sec. 1503. Special reports must be made of all serious irregularities in the transmission of mails. The exact postmark, including the hour, on all letters should be given, and in the case of newspapers the report should show whether they were received in a pouch or a sack, and, if a sack, whether it contained all second-class, all third-class, or mixed matter, and if they are all one publication the name and date thereof should be stated. In all cases the date, place, time of receipt, and train by which such matter was received will be given. The slip of the missent or misdirected pouch or sack must be sent with the report to the division superintendent, Railway Mail Service.

Report and slips to be sent to division superintendent.

Matter to be carried in mail bags. —except certain second-class and bulky matter.

Sec. 1504. Mail matter must under no consideration be carried outside of the regular mail bags, except second-class matter designed and marked for outside delivery, as provided in section 1488, or matter the form of which prevents it from being carried in the mail bag.

Facing slips. —when and how used,

Sec. 1505. Facing slips must be securely tied upon all packages of letters and circulars, and also placed in the label-holder of all pouches and sacks, with the address or destination of the package, pouch, or sack, the name of the railway post-office, and number of train from which dispatched, the postmark of the line, the date of starting on the trip, direction moving, and the full name of the clerk making up the same, as indicated in the diagram. Where connection is made with any

line at a point distant from the office making up the pouch the name of the junction or other point at which the connection is made should also be shown on the address label.

—address on direct slips.

2. Placing the address upon direct slips is optional, except upon packages for Washington, D. C.

—on packages containing special-delivery letters.

3. Facing slips on packages containing special-delivery letters must be placed across the package so as to expose the special-delivery stamp, the lower third of the slip being turned in so as to inclose the special-delivery matter.

—size of.

4. Facing slips must be of uniform size, 5 by $3\frac{3}{16}$ inches, and will be prepared before going on duty.

—not to be used second time.
Clerks to report violations.

5. Facing slips must not be used a second time. Railway postal clerks will note on their trip reports every instance of a violation of this rule by postmasters, inclosing in the report one of the slips as evidence.

Card slide labels.

6. Card slide labels may be used only upon direct exchange pouches between post-offices and upon through registered pouches and inner sacks.

Diagrams.

Diagram of slip for R. P. O. package, pouch, or sack.

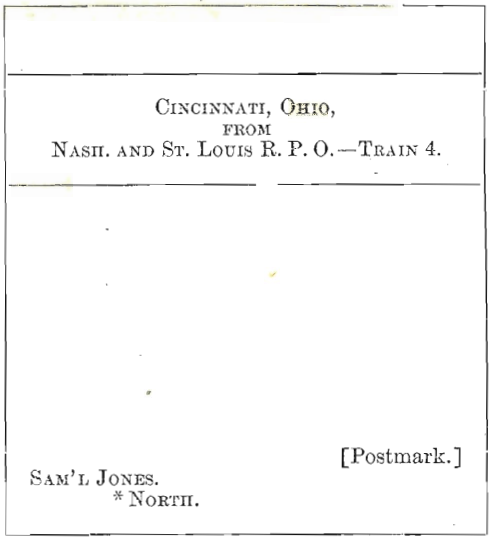
N. Y. AND WASH. R. P. O., TRAIN 1, VA.,
FROM
BOST., SPRING. AND N. Y. R. P. O.—TRAIN 4.

[Postmark.]

JOHN SMITH.
* WEST.

* Or train number.

Diagram of slip for direct package, pouch, or sack.



*Or train number.

Sec. 1506. All errors found in the distribution of a package of letters or in a pouch or sack of newspapers must be noted on the reverse side of the slip, giving the name of the post-office and State, and the county when included in the address, the full name of the clerk noting the errors, and postmark with date, and direction moving, as follows: Errors in making up and dispatching mails. —how noted.

LETTERS.	*PAPERS.*
1 Omaha, Nebr.	1 N. Y., N. Y.
2 South Bend, Ind.	1 Phila., Pa.
1 St. Louis, Mo.	1 Balto., Md.
	2 Wash., D. C.
Wm. Brown.	1 Richmond, Va.
*S. [Postmark.]	C. J. Smith.
	*N. [Postmark.]

*Or train number.

and the slip should be sent to the division superintendent inclosed with the trip report. —report of.

Missent packages.

2. Missent packages should be checked on the slip that is on or in the packages, as follows:

—how checked and reported.

Missent pkg.
of.....letters,
all for.....
JNO. SMITH,
[Postmark.]

and the slip, with the label of the pouch, or the loose slip in the pouch if the pouch is not labeled, should be forwarded to the division superintendent Railway Mail Service with the trip report. If there is no slip on the package, clerks will check on a blank slip and forward as above. If the pouch is not labeled the fact should be stated and the name of the office, or, where it is a railway post-office, the number of the train or direction moving from which the pouch is received, should be given. When checking errors found in a package made up for a post-office and bearing an unaddressed slip, the office should be noted at the foot of the slip over the signature of the clerk, as follows: "Found in package for ———."

Misdirected packages.
—how checked and reported.

3. Misdirected packages should be checked in the same manner as a missent package, except the word "misdirected" should be substituted for "missent," and the label of the pouch need not be forwarded.

Missent and misdirected pouches, etc.
—how reported.

4. Missent or misdirected pouches and sacks should be reported as above. The labels will be forwarded in

—how treated.

all these cases. In relabeling a missent or misdirected pouch, the new label should contain the correct destination as well as the name of the post-office or railway post-office by which the bag was originally made up, and the slip should bear the postmark of the railway post-office to which missent.

Mails dispatched, etc., contrary to schemes.
—to be checked as errors.

5. Railway postal clerks must check as errors all mails dispatched or distributed contrary to orders and schemes, and which are thereby delayed in reaching destination, regardless of the extent of the delay.

—but not delayed.

6. Mails dispatched or distributed contrary to schemes or orders, but which are not thereby delayed, must be checked and made the subject of special report. The

—errors in, how charged.

errors will be charged against the clerk or post-office making up the mail, and slips upon which such errors are noted will be returned to the clerk or post-office making them, with instructions as to how such matter should be distributed or dispatched.

7. Where there are no slips on packages or in pouches or sacks, report thereof should be made to the division superintendent Railway Mail Service, stating, if possible, the line or post-office from which the mail was received.

Report to be made where there are no slips on packages, etc.

8. All slips on which no errors have been noted, after being counted, will be thrown into the waste.

Where no errors slips to be put in waste.

9. Failure of railway postal clerks to note errors will be deemed sufficient cause for removal.

Failure to note errors, cause for removal.

Sec. 1507. Each letter or paper missent to a line must be plainly stamped on the face, MISSENT, and the postmark of the line also stamped thereon. (See sec. 1558 as to registered matter.)

Missent matter to be stamped.

Sec. 1508. In counting mail worked each letter slip will be counted as a package of letters and each label on sacks as a sack of newspaper mail. Packages and sacks merely opened for the purpose of consolidating or verifying the contents should not be counted. The count will only include matter actually distributed.

Counting mail.

—what to include.

Sec. 1509. Trip reports, together with all slips upon which errors have been noted, must be properly filled out and promptly sent to the division superintendent Railway Mail Service at end of each trip.

Trip reports.
—to be promptly made out and sent to superintendent.

2. All the information called for by the trip report should be given, and a duplicate of each report will be kept for one year. Trip reports will bear the date on which the trip commenced.

—duplicates of.

—date of.

Sec. 1510. A monthly report of mail distributed, registered matter handled, and errors checked, must be sent to the division superintendent Railway Mail Service, properly folded and indorsed, promptly upon the close of each month.

Monthly reports.
—to be made of mail distributed, registered matter handled, and errors checked.

Sec. 1511. Clerks whose runs cover more than one contract route will keep a record of arrivals and departures at the termini of each route, and in entering on the trip report irregularities or delays they will state upon which route they occurred and give the cause thereof.

Runs covering more than one contract route.
—record of arrival and departure on each, etc.

IV.—Matter Inadmissible to the Mails—Unpaid and Improperly Addressed Matter—Nixes.

Sec. 1512. Railway postal clerks shall detain and turn in at the terminal office of their run all domestic matter wholly unpaid (see sec. 571), all matter of the first class on which less than one full rate of postage is paid

Matter and articles to be withdrawn from the mails.
What to be turned in at terminal office.
—wholly unpaid matter.

—insufficiently paid first-class matter.
—special-delivery matter.
—matter bearing invalid stamps.

(sec. 421), all matter except letters bearing a special delivery stamp on which no other postage is paid (sec. 772), all matter bearing stamps that have been previously used or cut from stamped envelopes or wrappers

—insufficiently paid third and fourth class matter.

(sec. 562), and all matter of the third or fourth class not fully prepaid, which shall be deposited in their offices for mailing.

What to be turned in to superintendent.
—liquids, explosives, poisons, etc.

2. Railway postal clerks will also withdraw from the mail all liquids not admissible to the mails under sections 494 and 496, gunpowder and other explosives, live or dead animals (except queen bees and their attendant bees, and dried insects), poisons, and any articles liable to injure the mails or the persons handling the same, and which have been declared unmailable by the rulings of the Post-Office Department (sec. 494), and turn the same into the terminal post-office accompanied by the pouch or sack label and a report giving the name of the post-office or other source from which such matter was received, and at the same time will make a special report of the matter to their division superintendent. All matter on which the addresses have become detached or erased, all articles found loose in any pouch or sack, they will forward under cover to the division superintendent Railway Mail Service, accompanied by the pouch or sack label, with a special report giving the name of the post-office or other source from which such matter was received.

—matter without address.
—articles loose in mails.

—identical money when found to be turned in.

3. When money is found loose in the mails the identical notes or coin found must be turned in. No substitution of other notes or coin is allowed, as it is often necessary to have money found in the mails identified.

Division superintendents to turn over matter to postmaster.

4. Division superintendents Railway Mail Service will turn all matter and articles received by them over to the postmaster at division headquarters not less frequently than once a week. (See sec. 552.)

Certain matter improperly dispatched not to be detained.

5. Matter which should have been detained at the mailing office as "held for postage," "excess of weight or size," "coin," or "lottery," should not be stopped in transit. (See sec. 575.)

Matter received in bad order to be so stamped.

6. Mail matter of the first class deposited or received in a postal car unsealed or in a mutilated or otherwise bad condition must be stamped or marked with the words "Received unsealed," or "Received in bad order," as the case may be, together with the postmark of the line, and where necessary such matter will be sealed.

7. Railway postal clerks will report to the division superintendent Railway Mail Service, the receipt of any matter which from its character or form they think is liable to injure the mails or the persons of those handling them. Any injury caused by the admission of such matter which may come to the knowledge of postal clerks will also be reported. Division superintendents will forward all such reports to the General Superintendent. Report of matter liable to injure mails.

Sec. 1513. Railway postal clerks on steamboat routes to whom duly prepaid letters are delivered should place the same in the mails. Letters wholly unpaid should not be accepted, but if they come into the possession of a clerk they will be deposited in the post-office at the terminal of the route. Loose letters on steamboat routes. —how treated.

See sec. 1251, as to treatment of such letters on steamboats.

Sec. 1514. Under the general term "nixes" is embraced all mail matter not addressed to a post-office, or addressed to a post-office without the name of a State being given, or otherwise so incorrectly, illegibly, or insufficiently addressed that it can not be transmitted. Whenever such matter, dispatched from a post-office or mailed upon the cars, comes into the hands of postal clerks for distribution, it should be withdrawn from the mail and sent to the division superintendent Railway Mail Service, or to such office as he may designate. The following exceptions to this rule, however, will be observed: "Nixes." —meaning of term. —to be sent to division superintendent. Exceptions to rule.

a. Mail addressed to military or naval posts and stations of the Signal and Life-Saving Services which are not post-offices should be sent to the proper post-office, if known. —matter for military and naval posts, etc.

b. Mail addressed to discontinued post-offices or to offices whose names have been changed, and to watering places and summer resorts which are not post-offices, should be sent to the nearest post-office known. —matter for discontinued, resort offices, etc.

c. Mail addressed from the Post-Office Department to new post-offices, marked on the envelopes "new office," will be sent to destination in the best manner practicable, in the absence of definite instructions. —matter from Department to "new office."

d. Nixes sent from a post-office by inadvertence, which reach a line from which they can be delivered, should be delivered. —nixes sent by inadvertence which can be delivered.

—nixes addressed to local to line on which mailed.

e. Nixes mailed upon a line addressed to a local to that line should be delivered to the post-office which has been designated to receive mail so addressed.

—matter without State, where office is known.

f. Matter addressed to a post-office without the name of the State being given, which is known to be intended for the principal city of that name, being, for instance, addressed to a well-known citizen, firm, newspaper, corporation, or institution of such city, or to a street and number which can only be found therein, should be forwarded accordingly.

—matter addressed county and State.

g. Matter addressed to a place not a post-office, but bearing the name of a known county and State, should be allowed to go forward to the county seat of the county addressed.

Mail of foreign origin same as domestic.

h. Mail of foreign origin addressed to persons in the United States is to be treated in the same manner as domestic mail.

Incorrect spelling not to be taken account of.

i. Mail should not be treated as nixes on account of incorrect spelling when the destination is undoubted.

Supposed nixes to be verified with Guide, etc.

j. All matter supposed to be nixes must be verified with the latest January and monthly Postal Guide and general orders.

Second-class nixes, how to be treated.

k. Second-class nixes will be treated as prescribed by the regulations and orders. Where railway postal clerks find any second-class matter improperly directed—that is to say, addressed to the wrong post-office or State—they must not change the address or course of the package, but will report the fact on the trip report, and the division superintendent Railway Mail Service will notify the publisher.

—report of to superintendent.

"Nixes" forwarded to division superintendent. —how marked and slipped.

Sec. 1515. All nixes forwarded to the division superintendent Railway Mail Service must be postmarked on the back and be accompanied by slip addressed to the division superintendent, bearing the full name of the clerk sending the same, the postmark of his line with the date, and the word "nixes" in the upper left-hand corner.

Matter improperly treated as nixes.

Sec. 1516. Wherever mail matter is treated as "nixes," and the address thereon is found in the latest January or monthly Postal Guide or in the general orders, it will be noted as an error on the slip accompanying the same and charged against the clerk.

—to be noted as error.

Treatment of matter not addressed to, but via, a post-office.

Sec. 1517. When mail matter addressed to a place which is not a post-office contains upon it a direction to send via a post-office, the matter should be sent to the post-office indicated.

Change of address or indorsement on matter forbidden.

Sec. 1518. Railway postal clerks must not change the address upon any mail matter nor make any indorsement upon a letter or addition to the address, in pencil or ink.

V.—Foreign and Dutiable Matter.

Foreign mail addressed via particular routes.

—to be sent when practicable.

Sec. 1519. When mail matter addressed to foreign countries is specially addressed to go by way of a particular route, railway postal clerks will forward the same, as far as practicable, in accordance with such superscription.

Matter for foreign countries in mails from Canada.

—to be returned to Canadian offices.

—how marked.

Sec. 1520. Whenever mail matter addressed to foreign countries other than Canada is received in mails from Canadian offices made up for distribution, postal clerks will return the same, by the first opportunity, directly to the Canadian offices from which they received it, under labels marked "Missent.—Should go in Canadian mails made up for New York or San Francisco post-office."

Dutiable matter in mails from Canada.

—to be sent to exchange office.

Musical compositions.

Sec. 1521. Clerks in railway post-offices exchanging mail with Canada must carefully examine all Canadian mails, and turn into the nearest exchange post-office where there is a customs-house officer all books, and merchandise known or supposed to be liable to customs duty, and all musical compositions in any form, found in such mails, in order that such action may be taken by the postmaster and the customs officer as the case may require. (See secs. 698 and 699.)

Closed mails to or from foreign countries.

—to be accompanied by waybill.

Sec. 1522. All closed mails to or from foreign countries, whether made up by United States post-offices or received from abroad and in transit through the United States, will be accompanied by a waybill stating the destination and number of sacks forwarded. (See sec. 693.)

Waybills to be prepared by clerks, when.

—failure to supply waybills to be reported.

2. Waybills are to be prepared by the first United States post-office of receipt (see sec. 693), but where such waybills are not furnished by postmasters they will be prepared by the first railway postal clerk receiving the mail. All failures to supply waybills must be promptly reported to the division superintendent.

Waybill not to accompany mails exchanged with Canada and Mexico.

3. This section does not apply to mails regularly exchanged between the United States and Canada or Mexico, but closed mails passing through the United States to or from Canada or Mexico must be accompanied by waybills.

VI.—Delivery of Mail from Cars.

Exchange of letter mail. —to be by locked pouches. —with Canada and Mexico.

Sec. 1523. Exchange of letter mails must always be made in locked pouches, except exchanges with Canada and Mexico, which will be made in sealed canvas sacks. A pouch, duly locked, must be furnished whenever one is due, whether there is any letter mail or not.

Division superintendents to issue instructions about delivery at catcher stations.

2. Division superintendents of the Railway Mail Service will issue special instructions regarding the delivery of mails at stations where trains do not stop, to prevent accidents which might occur by reason of the clerks failing to properly throw the mail from the cars.

Catcher stations. —delivery of mails at, how made.

Sec. 1524. Where cranes are erected at catcher stations for the exchange of mails without slacking the speed of trains, the pouch must never be kicked off, but will be thrown off by hand to a distance of at least ten feet from the track, downward and outward, but not upward, so as to prevent it from being drawn under the train.

Care in delivery from moving trains.

2. Under no circumstances should mail be thrown on a station platform from a train in motion, except by special instruction of the division superintendent Railway Mail Service. The utmost care will be taken in deliveries to avoid injury to person or property. Where the amount of mail is greater than one clerk can deliver with safety, it must be divided and put out in separate pouches from different doors. Only catcher pouches will be used, except in cases of absolute necessity.

See sec. 1553, as to delivery of registered boxes at catcher stations.

Local exchanges. —clerks in charge to see to.

Sec. 1525. Railway postal clerks in charge must see that all local exchanges are properly made.

Mails not to be delivered except at post-offices.

Sec. 1526. Mail must not be delivered at any place not a regularly established post-office.

Delivery of mail in transit. —clerks must not make.

Sec. 1527. Railway postal clerks must not make delivery at the postal car of mail in transit, although it be known to them that the applicant therefor is the person named in the address.

—may be made to post-office inspectors and army and navy officers, etc., when.

2. Mail for a post-office inspector may, however, be delivered as provided in section 634; and all matter addressed to officers and soldiers of the United States Army in the field, and officers, sailors, and marines of

the United States Navy in active service, should be forwarded and delivered in accordance with instructions from the proper army and naval authorities, through the General Superintendent or division superintendents of the Railway Mail Service.

Withdrawal of matter from mails.
—when may be made.

Sec. 1528. Whenever a request is received by a railway postal clerk from a postmaster, chief clerk, or division superintendent Railway Mail Service to withdraw certain unregistered matter from the mails and return it to the office of origin, as provided in section 579, such request will be complied with, and a record thereof, giving the address on the letter or other matter, return card, post-mark, etc., will be made on the trip report, and the original telegram or letter requesting the withdrawal will be transmitted with the report. If the matter requested is not in the office, a telegram to that effect will be sent, and the proper record made on the trip report.

—record of.

Mail to be collected from boxes in railroad depots.

Sec. 1529. Railway postal clerks will visit the letter boxes maintained in depots by railroad companies (see sec. 1190) and collect mail therefrom at the last moment practicable before the departure of their respective trains.

Letter boxes not to be overfilled.

Sec. 1530. Letter boxes in railway post-offices should never be overfilled or packed, as thereby letters are liable to be damaged and torn and have the appearance of having been tampered with.

VII.—Transfer Service.

Transfer clerks.
—to be under division superintendent.

Sec. 1531. Transfer clerks will be under the direct supervision of the division superintendent Railway Mail Service.

See sec. 1408 as to designation of transfer clerks.

Transfer of mails.
—to be superintended by transfer clerks.

Sec. 1532. Transfer clerks are required to superintend and assist, as far as possible, in the transfer of all mails at the points where they are stationed; to inform themselves thoroughly in relation to the routes over which mails should pass that are transferred at that point, in order that they may be able, in cases where mails are missent or incorrectly put off, to dispatch them by the proper trains; to keep themselves correctly informed of the hours of arrival and departure of all trains upon which mails are carried, and to notify the division superintendent Railway Mail Service, in writ-

Transfer clerks to inform themselves about routes.

—about arrival and departure of trains.

ing, of any change of schedule whereby railroad connections may be made or missed.

See sec. 1554 as to registered mails.

Record of pouches handled.
—labels on mails to be verified upon receipt.
—report of failure to receive pouches.

Sec. 1533. A record should be kept by transfer clerks of all pouches handled, and all pouches will be verified at the time of receipt or dispatch. The labels upon all mails must be closely examined upon receipt and before delivery, so as to guard against missending. In cases of failure to receive any pouch due a shortage slip must be made out and forwarded in lieu of the missing pouch; and if the cause of the failure is not known the division superintendent or chief clerk should be immediately notified by wire.

See secs. 597, 1187, 1228, and 1485 as to record of pouches to be kept at post-offices, by railroad companies, by railway postal clerks, by mail messengers.

Errors by transfer clerks.
—record of, to kept by superintendent.
—statement of.

Sec. 1534. Division superintendents Railway Mail Service will keep a record of all errors in forwarding mail made by transfer clerks in the same manner as the record of other clerks. At the end of every month a statement will be sent to each transfer clerk, showing the errors made in forwarding the mail from the point at which he is stationed.

Guarding the mails.
—vigilance to be used in.
Accompanying mails on wagon.

Sec. 1535. Transfer clerks must use extraordinary vigilance in guarding the mails under their charge, which must not be left for a moment exposed, day or night, especially in making transfers where there is considerable portage between trains. Transfer clerks should accompany the mails upon the wagon in all cases possible where there is no authorized clerk in charge of the same. (See secs. 1441 and 1552.)

Delivery of mail to parties addressed.
—when may be made.

Sec. 1536. Transfer clerks may, when specially instructed to do so by the General Superintendent of the Railway Mail Service, deliver mail to the party addressed.

Mail messenger service.
—irregularities in, to be reported to superintendent.

Sec. 1537. Transfer clerks will carefully observe the manner of performance of messenger service, and will report to the division superintendent Railway Mail Service every irregularity therein which comes to their knowledge.

Wagons delivering mail to be examined.

2. Wagons delivering mail must not be allowed to depart until they have been carefully inspected by transfer clerks to ascertain whether any mail has been left therein.

List of pouches to be received and dispatched.

Sec. 1538. A correct list of all pouches due to be received and dispatched at transfer stations should be

kept and checked off as the pouches are received and dispatched. —to be kept and checked.

Sec. 1539. Transfer clerks must keep a daily record of the arrival and departure of mails, mail trains, and mail wagons at their stations, and make a daily report to the division superintendent Railway Mail Service of all failures of railroads to make their regular mail connections, and of all irregularities in the transmission of the mails and in the service by mail wagon. **Daily reports.** —transfer clerks to make. —what to contain.

2. Where there are no failures in any class of service, a daily report properly made out, with the statement "No failures," should be sent in. —where no failures.

Sec. 1540. Transfer clerks will be examined from time to time concerning their knowledge of the current titles and numbers of trains arriving at and departing from their stations, the mails to be transferred, the correct terminals of routes with which they ought to be conversant, the connection of trains as shown in the "schedule" of mail trains, the "instructions," and such orders as relate to the service. **Examination of transfer clerks.** —what to include.

2. Case examinations will be made from time to time upon the official schemes of distribution furnished to transfer clerks. Case examinations to be made.

3. On the completion of each examination the clerk examined will be given (on blank R. M. S., 5003) a statement of the result of his examination. (See sec. 1427.) Result of examinations.

Sec. 1541. A record of arrivals and departures must be kept at each station where a transfer clerk is assigned. Transfer clerks and their assistants will enter therein the time of going on duty and leaving each day. At the end of each month this record will be sent to the division superintendent Railway Mail Service, who will, after inspection, return it to the transfer station for permanent file. (See sec. 1444.) **Arrivals and departures.** —record to be sent to division superintendent.

Sec. 1542. Transfer clerks must keep clean and in good order the rooms which may be assigned for their use by railroad companies, and the gas and water must not be wasted. The books and all Government and railroad property must be maintained in good order. Pouches and sacks must not be allowed to lie about. **Government and railroad property.** —transfer clerks to care for.

Sec. 1543. In addition to these special instructions for transfer clerks, they will also be governed by the general instructions to postal clerks, when applicable. **Transfer clerks to be guided by general instructions to postal clerks.**

VIII.—Losses of Mail Matter.

Investigation of losses of mail matter.
—not to be conducted by division superintendent.

Sec. 1544. Division superintendents Railway Mail Service must not investigate cases of loss of mail matter.

Cases where losses involved to be reported to General Superintendent.

2. If, in investigating the causes of a delay or other irregularity in his division, a superintendent finds that a loss of mail matter is involved in the case, he should at once discontinue the investigation and forward the papers, together with all the information obtained by him, to the General Superintendent Railway Mail Service, to be referred to the Fourth Assistant Postmaster-General, Division of Post Office Inspectors and Mail Depredations. If, in the judgment of the division superintendent, immediate action should be taken, he may show the papers to the inspector stationed in the same city in which his office is and, if necessary, give him a copy thereof.

—when may notify inspector.

Reports, how made.

3. When losses are reported to a division superintendent Railway Mail Service he should immediately refer the same to the General Superintendent and, if in his judgment necessary, notify the local post-office inspector, as above indicated, and also the inspector in charge of the proper division.

See secs. 505 as to report of losses and damages to mail matter; sec. 547 in connection with foreign mails.

CHAPTER 4.

TREATMENT OF REGISTERED MATTER IN THE RAILWAY MAIL SERVICE.

General registry regulations.

Sec. 1545. The regulations governing registered matter must be carefully studied and strictly complied with by railway postal clerks, except where clearly inapplicable. (See Title Five.)

—to be followed, when.

See sec. 1510 as to reports of registered matter handled.

Calling for matter at terminal offices.

Sec. 1546. Before leaving a terminal post-office, railway postal clerks must apply for, receive, and receipt for all registered pouches, inner sacks, and registered packages to be dispatched by their lines, and become personally responsible for their safety and care until they are disposed of and receipted for according to the regulations.

Receipts.

Examination before receipt.

2. Before receipting for registered pouches, packages, or inner sacks, clerks must be certain that they are in good condition and that accurate descriptions thereof are entered upon the receipts. In every case careful examination and comparison with receipts must

be made, and locks tried and their numbers proved correct.

3. Receipting for registered pouches, packages, or sacks by totals is forbidden. Receipting by totals forbidden.

See par. 3, sec. 818, as to receipt of registered package envelopes unaddressed, in bad order, etc.

Sec. 1547. Through registered pouches must invariably be delivered direct into the hands of a connecting railway postal clerk, or at a post-office, and receipts obtained for them at the time of such delivery. Such pouches must never be pouched to or from a post-office. **Through registered pouches.**

Sec. 1548. Railway postal clerks must in all cases obtain receipts for registered matter from the persons to whom it is delivered. In delivering registered packages they must be arranged in the order in which they are entered on the registry book, card receipt, or manifold bill. (See sec. 1557.) **Receipts for matter delivered.**

2. Registered-package receipts should be filed by days and months, so as to be readily found when needed, and should be inspected from time to time by chief clerks or examiners. Records of registered matter handled by postal clerks should be turned in to their division superintendents when the clerks leave the service. Certificate of final service will not be issued to the paying postmaster until these records are turned in. Registered-package receipts to be filed.

Sec. 1549. On the return of registered-package receipts, properly indorsed and signed, railway postal clerks must check the date of return on the registry book or registry route bill, and retain the receipt for future reference. Should a receipt not be returned within a reasonable time, a duplicate must be prepared and sent to the postmaster for signature. If neither the original nor the duplicate receipt is returned within a proper time, a report of the case, with all the particulars, must be promptly made to the division superintendent Railway Mail Service. **Registered-package receipts.** —return of, to be checked on registry book. —duplicates, when prepared. —failure to return original or duplicate.

Sec. 1550. Where a registered-package receipt is unaccompanied by a registered package, it must be marked "Not received" and returned to the postmaster, and the facts immediately reported to the division superintendent Railway Mail Service, giving a full description of the missing package. **Registered package receipts.** —unaccompanied by package.

2. Where a registered package is unaccompanied by a registered-package receipt, a receipt must be filled —when not accompanying package.

out and sent to the postmaster from whom the package was received, and the facts reported immediately to the division superintendent Railway Mail Service.

—improperly made out.

3. Where a registered-package receipt is not filled out as required by section 817, a correct receipt should be made out, signed, and returned, and the facts reported to the division superintendent Railway Mail Service.

—protection against fraud in relation to.

4. To protect themselves against fraud in the matter of receipts for registered matter, railway postal clerks may affix the imprint of their postmarking stamps on each receipt as many times as there are packages, and return the package receipts by next mail to the postmaster or railway postal clerk.

Comparison of package and accompanying receipt.

5. Postal clerks must carefully compare the entries on receipts to be signed with the registered articles received therewith and examine as to the condition of all registered packages, pouches, or sacks delivered to them. If bad, the facts must be indorsed on both article and receipt, before the latter is signed and returned, and be noted in the postal clerk's record. All articles receipted for will be presumed to be in good condition, unless the receipts given for them state otherwise.

Stamped signatures forbidden.

6. Receipts, except on manifold forms, when carbon paper is used, must always be signed with pen or indelible pencil. Stamped signatures are forbidden.

Pouching by railway postal clerks.

Sec. 1551. When it is impossible for railway postal clerks to call at terminal offices because of lack of time between the arrival and departure of trains, or for other good reason, the General Superintendent of Railway Mail Service will report the facts to the Third Assistant Postmaster-General, who may authorize the registered mail (always excepting registered pouches, which must be delivered direct—sec. 1552) to be pouched to and from the terminal office, accompanied by proper receipts.

—may be authorized, when.

—to postmasters and connecting office.

2. When registered matter can not be delivered direct to a postmaster or railway postal clerk on a connecting car, and has to be placed in a pouch for delivery to a post-office, a registered-package receipt to accompany it must be made out and placed in the package of letters to be distributed at the post-office. Registered matter in such cases must be placed in the same pouch, which must be securely locked and labeled to the post-office. Where there are two or more clerks in a car the pouching of

registered matter should always be witnessed. Registered matter should not be placed in a pouch until the pouch is ready to be locked up.

—direct from train to train forbidden.

3. Registered matter must not be pouched direct from one railway post-office train to another. This prohibition applies to "go back" or "exchange" registered matter between two trains on the same line, as well as to exchanges between trains on different lines.

—to distant offices forbidden.

4. Registered matter must not be pouched to distant offices so as to pass junction offices without examination and record, unless special authorization therefor is given by the Third Assistant Postmaster-General.

Care in conveying pouches.

5. In conveying matter to and from the terminal office and the postal car a locked pouch must be used (so far as the size of the packages will permit), which must be kept in the personal charge of a railway postal or transfer clerk who must accompany the wagon on which it is conveyed. (See secs. 1537 and 1552 as to mail being accompanied by postal or transfer clerk.)

Delivery of matter at junctions and terminus of route.

—to connecting clerk or to terminal office.

When direct delivery impossible, matter may be pouched.

Sec. 1552. Where railway postal clerks make direct connections at junction or terminal points, they must deliver to the connecting clerks all registered matter for their lines. Should they fail to meet the connecting clerk, such matter should be, where it is impossible to make delivery direct and obtain a hand-to-hand receipt from a transfer clerk or a postmaster, pouched into the junction post-office. At terminal offices such matter must be delivered direct and proper receipts obtained, unless otherwise specially authorized as provided in section 1551.

Care of registered pouches, etc.

2. Registered pouches, as well as inner sacks not inclosed in outer locked mail bags, must invariably be accompanied by a railway postal clerk and be in his personal custody, as well in transit as between post-offices and postal cars; and they must never leave his custody until they are delivered to a postmaster, his authorized clerk, or a connecting railway postal or transfer clerk, whose receipt for them at the time of transfer must invariably be obtained. (See sec. 1441.)

Delivery to railroad employees or mail carriers forbidden.

3. Railway postal clerks must not deliver registered matter to employees of any railroad company, nor to mail carriers, unless specially authorized so to do by the Post-Office Department.

Transfer of return registers.

4. Return registers must be transferred at meeting points by hand-to-hand receipt and delivery, or carried to a terminal office, unless they can be turned back

from some point where hand-to-hand receipt and delivery can be effected through a post-office or transfer clerk.

Registered boxes for catcher stations.

—how delivered.

Sec. 1553. Where clerks have registered boxes for catcher stations they should not throw them off, but carry them on to the first station where the train stops, to be returned by the next mail train, or in charge of railroad employees if no mail train stops at the catcher station.

Transfer of registered matter.

—when and how to be made by transfer clerks.

Sec. 1554. Transfer clerks are required to receipt for, transfer, and deliver registered packages. Where such delivery is made, the registers must be entered in a record book which will be furnished for that purpose, and a receipt obtained from the postmaster or postal clerk to whom the packages are delivered.

Nondispatch of regular matter by terminal office.

—explanation therefor must be obtained.

Sec. 1555. Railway postal clerks must ascertain what registered pouches or inner sacks are to be daily transmitted over their routes, and must not leave their terminal offices without such regular pouches or, in the absence thereof, the regular blank explaining their nondispatch.

—entry of explanation on registry book.

—report to delivering office.

2. When the regular dispatch is not made, the reasons given in the blank and the date must be entered upon the registry book or Registry Route Bill, and such information must in every case be reported to the postmaster at the office to which the dispatch should be made. The same course must be pursued with regard to pouches or inner sacks which should regularly be received from connecting railway post-offices.

—failures to be noted.

3. Postal clerks must note on the registry book, or other authorized record, all failures to receive pouches or sacks due in the course of transmission; and communicate such failure to the next postal clerk or postmaster who would ordinarily handle the pouch or sack, until they are finally communicated to the office of destination.

Damaged pouches.

—treatment of.

Sec. 1556. Where railway postal clerks receive registered pouches or sacks in bad condition, or bearing damaged or defective locks, their receipts must show such fact, and such pouch or sack must be taken into the first office on the route, which exchanges registered pouches or inner sacks, at which a hand-to-hand delivery can be made, where it will be treated as directed in section 922. Care must be taken that none of its contents are lost. Postal clerks must keep a record of the facts in such cases for future reference.

—record of facts concerning.

Registry books.—how obtained.

Sec. 1557. Railway postal clerks will be furnished by division superintendents of the Railway-Mail Service with registry books. They must guard these books against damage or loss, and must not relinquish possession of them except upon leaving the service. (See sec. 1464.)

—must be guarded.

—how kept.

2. Postal clerks must enter in their registry books or on Registry Route Bills the number, postmark, date, and address of every registered package, as well as the lock numbers and label of every registered pouch or inner sack, passing through their hands, such entries to be made from the package, pouch, or sack itself, and not from any accompanying memoranda, unless otherwise directed by the Post-Office Department. If possible, receipts for registered matter must be taken in the book or on Registry Route Bills at the time of delivery.

Illegible postmark on packages.

Sec. 1558. The first recipient of a registered package bearing an illegible postmark must write on the package the name of the office or railway postal car from which it was received.

Missent matter.

2. Registered matter missent to a line must be plainly stamped on the face, "Missent," and must have the postmark of the line also stamped thereon.

Manifold registry route books.—when supplied.

Sec. 1559. Manifold registry route books are supplied by the Third Assistant Postmaster-General (Division of Registered Mails). Requisitions for such books must be made through the General Superintendent of Railway Mail Service, and give full information of the special conditions under which their use will save labor or add to the security of registered matter. The books are printed in six styles, viz: Ten-line duplicate, fifteen-line duplicate, twenty-line duplicate; ten-line triplicate, fifteen-line triplicate, twenty-line triplicate.

—description.

Quadruplicate books are provided in special cases.

—triplicate, how used.

2. Triplicate books may be used where registered pieces are to be transferred from a post-office through a transfer clerk to a railway post-office, or from a railway post-office through a transfer clerk to a post-office, or to another railway post-office. The book should be signed by the transfer clerk through the carbon paper, his name thus appearing on all three sheets. A receipt should be taken on one of the sheets from the party to whom the matter is subsequently delivered, the third manifold sheet being given to said party as an invoice of the pieces transferred.

—duplicate, how used

3. Duplicate books may be used where the quantity of registered matter passing regularly between a post-office and a railway post-office, or between two railway post-offices, is so great, or where the time is so short, that checking in detail is impracticable or difficult.

—carbon sheets for.

4. Carbon sheets of the exact size of the books can be obtained on requisition to the First Assistant Postmaster-General (Division of Post-Office Supplies). Carbon sheets should be used no longer than while giving a good copy with a No. 3 pencil.

—substitutes for transit book.

5. When used in post-offices the manifold registry route books are intended as substitutes for the transit book, so far as the entries made in manifold for outgoing dispatches are concerned.

Postal clerk registry route book.
—specially authorized.

Sec. 1560. Registry route books are to be used on specially authorized routes only. Those for postal clerks' use are of duplicate and triplicate forms, 10-line and 15-line sizes. Postal clerks should carefully read all instructions on fly leaf, and on the bills.

—how used.

2. All registered pieces "through" and "way" for terminal offices should be entered in front of book on manifold bills numbered consecutively from No. 1. The post-office registry clerk will sign opposite the last entry through carbon, and write the total, in words, immediately above his signature. He will then detach and retain the red manifold sheet. Bills may also be made if the number of pieces warrants it where hand-to-hand receipts can be obtained from postal clerks of connecting railway post-offices, or from transfer clerks or way postmasters.

Substitution of manifold bills for card receipts.

3. Where the daily average of registered pieces to be pouched to a way post-office is eight or more, special authority can be obtained from the Third Assistant Postmaster-General to substitute the manifold bill for the (green-card) package receipt.

Manifold bills.
—how made out.

4. Where the privilege to substitute manifold bills for card package receipts is granted, postal clerks should place the manifold bill, together with an empty official envelope addressed to themselves, in another official envelope marked "Reg. Receipt," addressed to the postmaster at the way office, and the bill thus made up and inclosed should be tied on top of the bundle of letters which is first to be handled by the next official receiving the same.

5. Registered pieces received at way offices addressed to other way offices along the line of the route should be recorded in the back of the registry route book, commencing at the last page and working toward the front of the book, both red and black sheets being used consecutively, but *without carbon paper*. Registered package receipts should be used for such pieces, unless direct receipts can be obtained on the book. The dates should be written across the page as a subheading for each day's work. The date of return of signed green-card registered package receipts should be checked in last column of registry route bills. Back of book, when to be used.

Sec. 1561. At post-offices where the use of post-office registry route books has been specially authorized, railway postal clerks will sign for all registered pieces for any given dispatch through a carbon sheet on the manifold bill describing the pieces. The thick or black sheet of the bill thus signed will be delivered to the postal clerk. This sheet is so arranged as to serve as a record for postal clerks and to enable them to take receipts thereon for packages delivered to connecting clerks or at a post-office. Clerks, when making up green-card package receipts for pouching on way post-offices will, for convenience in subsequent checking, place the name and number of bill on the upper left-hand corner of green card—*e. g.*, "Chicago bill 42." When a signed card is returned it will be checked by date of return in right-hand column of the registry route bill. In the same column can be taken hand-to-hand signatures, and notation should there be made of terminal or other pieces transferred to postal clerk's registry route book—*e. g.*, "Trans. to bill 8." At the end of run postal clerks should fold their terminal bills lengthwise and indorse them—*e. g.*, "Chicago bill 42, June 8–96," and preserve them on file the same as green-card package receipts. **Post-office registry route books.** —how used.

TITLE NINE.

OFFENSES AGAINST THE POSTAL SERVICE.

I.—Prosecution of Offenses under Postal Laws—Jurisdiction of Courts.

Courts having jurisdiction of postal offences.
District courts United States.
R. S., § 563.

Sec. 1562. The district courts (of the United States) shall have jurisdiction as follows:

First. Of all crimes and offenses cognizable under the authority of the United States, committed within their respective districts, or upon the high seas, the punishment of which is not capital. * * *

Circuit courts United States.
R. S., § 629.
See Aug. 13, 1888, ch. 866, 1 Supp., 611.

2. The circuit courts (of the United States) shall have original jurisdiction as follows: * * *

Twentieth. Exclusive cognizance of all crimes and offenses cognizable under the authority of the United States, except where it is or may be otherwise provided by law, and concurrent jurisdiction with the district courts of crimes and offenses cognizable therein.

State courts, etc.
R. S., § 3833.

3. * * * All offenders against the same (postal laws) may be prosecuted before the justices of the peace, magistrates, or other judicial courts of the several States and Territories having competent jurisdiction by the laws thereof, to the trial of * * * 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.

See sec. 178 as to jurisdiction of courts in civil cases under the postal laws.

Preliminary proceedings.
R. S., § 1014.
—before whom.

Sec. 1563. For any crime or offense against the United States, the offender may, by any justice or judge of the United States, or by any commissioner of a circuit court to take bail, or by any chancellor, judge of a supreme or superior court, chief or first judge of common pleas, mayor of a city, justice of the peace, or other magistrate, of any State where he may be found, and agreeably to the usual mode of process against offenders in such State, and at the expense of the United States, be arrested and imprisoned, or bailed, as the case may be, for trial before such court of the United States as by law has cognizance of the offense. Copies of the process shall be returned as speedily as may be into the clerk's office of such court, together with the recognizances of the witnesses for their appearance to testify in the case. And where any offender or witness is committed in any district other than that where the offense is to be tried, it shall be the duty of the judge of the district where such offender or wit ess is imprisoned, sea-

Removals.

sonably to issue, and of the marshal to execute, a warrant for his removal to the district where the trial is to be had.

II.—Arrests and Reports of Offenses.

Reports of violations of laws.

Sec. 1564. Postmasters and all other employees of the postal service will report to the Fourth Assistant Postmaster-General (Division of Post-Office Inspectors and Mail Depredations) and the post-office inspector in charge of the division in which their offices are located any violations of the postal laws, or other laws herein referred to, that may come to their notice. —how made.

Depredation on mails.

Sec. 1565. If a postmaster has reason to believe that a mail has been robbed or stolen, in whole or in part, in the vicinity of his post-office, and that the person committing it can be arrested by speedy action, he will at once report all the facts and evidence to the nearest United States marshal or deputy marshal, as well as to the Chief Post-Office Inspector and inspector in charge of the division in which his office is located. —special reports of.

See sec. 278 as to report of robbery of post-office; secs. 505 and 547 as to reports of loss, damage, delay, wrong delivery, nondelivery, or improper handling of mail matter.

Arrests for violations of postal laws.

Sec. 1566. When an arrest for the alleged violation of any postal law is made at the instance of a postmaster, the prisoner should be put in custody of the United States marshal for the proper district, or his deputy, at the earliest possible moment. —when made at instance of postmaster.

2. Persons arrested for mail depredations or other violations of the postal laws should be taken before a United States court commissioner or district or circuit judge for examination or commitment. —preliminary hearings in case of.

3. If examination of the accused can not conveniently be had before a judge or commissioner of the United States, he should be taken before a justice of the peace, or some other State officer authorized to examine and hold to bail, and if such officer has any doubt as to his jurisdiction his attention should be called to section 1014 of the Revised Statutes, given as section 1563. Hearing before whom.

Report of arrests made by other than United States officers.

Sec. 1567. When a criminal is apprehended by other than a United States marshal or deputy marshal, the United States attorney for the district in which the offense was committed must be promptly informed of the facts, and his advice and, if necessary, his personal attention be obtained.

III.—Offenses against Government and the Revenues.

Embezzlement of money of the United States, etc.
1875, Mar. 3, ch. 144, 1 Supp., 88.

Sec. 1568. Any person who shall embezzle, steal, or purloin any money, property, record, voucher, or valuable thing whatever, of the moneys, goods, chattels, records, or property of the United States, shall be deemed guilty of felony, and on conviction thereof before the district or circuit court of the United States in the district wherein said offense may have been committed, or into which he shall carry or have in possession of said property so embezzled, stolen, or purloined, shall be punished therefor by imprisonment at hard labor in the penitentiary not exceeding five years, or by a fine not exceeding five thousand dollars, or both, at the discretion of the court before which he shall be convicted.

Having in possession or carrying into another district money embezzled. —penalty.

Embezzlement of money or property not otherwise punishable.
1879, Feb. 3, ch. 42, 1 Supp., 213.

Sec. 1569. * * * Any officer of the United States, or any assistant of such officer, who shall embezzle or wrongfully convert to his own use any money or property which may have come into his possession or under his control in the execution of such office or employment, or under color or claim of authority as such officer or assistant, whether the same shall be the money or property of the United States or of some other person or party, shall, where the offense is not otherwise punishable by some statute of the United States, be punished by a fine equal to the value of the money and property thus embezzled or converted, or by imprisonment not less than three months nor more than ten years, or by both such fine and imprisonment.

—penalty.

Note.

Note.—This statute was enacted as an addition to R. S., § 5497, which is given as sec. 1577. Part of the statute is omitted, as it merely relates to embezzlements and wrongful conversions by internal-revenue officers. There is no general statute relating to embezzlement of postal funds, or moneys coming into the possession of an employee of the postal service. The above and the preceding general statutes are applicable to such cases. See sec. 1571 as to embezzlement of money-order funds; sec. 1600 as to embezzlement of post-office property; sec. 1572 as to false vouchers; sec. 1573 as to failure to account for money received; sec. 1574 as to loaning or using of money; secs. 1575 and 1576 as to failure to make deposits.

Receiving stolen money or property.
1875, Mar. 3, ch. 144, § 2, 1 Supp., 89.

Sec. 1570. If any person shall receive, conceal, or aid in concealing, or have, or retain in his possession with intent to convert to his own use or gain, any money, property, record, voucher, or valuable thing whatever, of the moneys, goods, chattels, records, or property of the United States, which has theretofore been embezzled, stolen, or purloined from the United States by any other person, knowing the same to have been so embezzled, stolen, or purloined, such person shall, on conviction before the circuit or district court of the United States in the district wherein he may have such property, be punished by a fine not exceeding five thousand dollars, or imprisonment at hard labor in the penitentiary not exceeding five years, one or both, at the discretion of the court before which he shall be convicted. And such receiver may be tried either before or after the conviction of the principal felon, but if the party has been convicted, then the judgment against him shall be conclusive evidence in the prosecution against such receiver that the property of the United States therein described

—penalty.

has been embezzled, stolen, or purloined. See preceding section, note.

Embezzlement of money-order funds. R. S., § 4046.

Sec. 1571. Every postmaster, assistant, clerk, or other person employed in or connected with the business or operations of any money-order office who converts to his own use, in any way whatever, or loans, or deposits in any bank, except as authorized by this Title, or exchanges for other funds, any portion of the money-order funds, shall be deemed guilty of embezzlement; and any such person, as well as every other person advising or participating therein, shall, for every such offense, be imprisoned for not less than six months nor more than ten years, and be fined in a sum equal to the amount embezzled; and any failure to pay over or produce any money-order funds intrusted to such person shall be taken to be *prima facie* evidence of embezzlement; and upon the trial of any indictment against any person for such embezzlement, it shall be *prima facie* evidence of a balance against him to produce a transcript from the money-order account books of the (*Sixth*) Auditor (for the Post-Office Department). (See sec. 5.)

—penalty.

—what constitutes.

* * *

Note.

NOTE.—The balance of this statute is given as sec. 1107 and authorizes deposits of money-order funds in certain banks, and the use of certain drafts and other evidences of debt in making remittances of money-order funds. See sec. 1094 as to money-order funds being "money in the Treasury of the United States; see note, sec. 1107.

False vouchers and receipts. R. S., § 5483.

Sec. 1572. Every officer charged with the payment of any of the appropriations made by any act of Congress, who pays to any clerk, or other employee of the United States, a sum less than that provided by law, and requires such employee to receipt or give a voucher for an amount greater than that actually paid to and received by him, is guilty of embezzlement, and shall be fined in double the amount so withheld from any employee of the Government, and shall be imprisoned at hard labor for the term of two years. (See sec. 1569, note.)

—penalty for filing, in case of smaller payments than given.

Failure of officer to account for money received. R. S., § 5491.

Sec. 1573. Every officer or agent of the United States who, having received public money which he is not authorized to retain as salary, pay, or emolument, fails to render his accounts for the same as provided by law, shall be deemed guilty of embezzlement, and shall be fined in a sum equal to the amount of the money embezzled, and shall be imprisoned not less than six months or more than ten years. (See sec. 1569, note.)

—penalty.

Loaning, using, or unauthorized deposit of public moneys. R. S., § 5490.

Sec. 1574. Every officer or other person charged by any act of Congress with the safe-keeping of the public moneys, who fails to safely keep the same, without loaning, using, converting to his own use, depositing in banks, or exchanging for other funds than as specially allowed by law, shall be guilty of embezzlement of the money so loaned, used, converted, deposited, or exchanged; and shall be imprisoned not less than six months nor more than ten years, and fined in a sum equal to the amount of money so embezzled.

—penalty.

See secs. 358 and 359 as to deposits of postal funds in banks; sec. 1108 as to deposit of money-order funds in banks; sec. 1577 as to penalty where bankers receive unlawful deposits. See sec. 1569, note.

Failure to deposit with proper depositary.
R. S., § 5492.

Sec. 1575. Every person who, having moneys of the United States in his hands or possession, fails to make deposit of the same with the Treasurer, or some assistant treasurer, or some public depositary of the United States, when required so to do by the Secretary of the Treasury, or the head of any other proper Department, or by the accounting officers of the Treasury, shall be deemed guilty of embezzlement thereof, and shall be imprisoned not less than six months nor more than ten years, and fined in a sum equal to the amount of money embezzled. (See next section; see sec. 1569, note.)

—penalty.

Failure to deposit postal revenues.
R. S., § 4053.

Sec. 1576. Any officer, agent, postmaster, clerk, or other person employed in any branch of the postal service having temporary custody of any money taken from dead letters; any money derived from the sale of waste paper or other public property of the Post-Office Department; or any money derived from any other source which by law is part of the postal revenues, who shall willfully neglect to deposit the same in the Treasury of the United States, or in some other depository authorized to receive the same, shall be deemed guilty of embezzlement, and be punishable by a fine of not more than double the sum so retained, or by imprisonment for not more than three years, or both. And any person intrusted by law with the sale of postage stamps or stamped envelopes, who shall refuse or neglect to account for the same, or who shall pledge or hypothecate or unlawfully dispose of them, for any purpose whatever, shall be deemed guilty of embezzlement, and shall be punishable by the like fine and imprisonment as are provided in this section for the embezzlement of money.

—penalty.

Failure to account for, and improper sales of, stamps, etc.

—penalty.

See sec. 358 as to deposits of postal funds; sec. 1108 as to deposit of money-order funds; secs. 1581 to 1587 as to offenses concerning postage stamps, etc. See sec. 1569, note.

Acceptance of unlawful deposits by bankers, etc.
R. S., § 5497.
—penalty.

Sec. 1577. Every banker, broker, or other person not an authorized depositary of public moneys, who knowingly receives from any disbursing officer, or collector of internal revenue, or other agent of the United States, any public money on deposit, or by way of loan or accommodation, with or without interest, or otherwise than in payment of a debt against the United States, or who uses, transfers, converts, appropriates, or applies any portion of the public money for any purpose not prescribed by law, and every president, cashier, teller, director, or other officer of any bank or banking association, who violates any of the provisions of this section, is guilty of an act of embezzlement of the public money so deposited, loaned, transferred, used, converted, appropriated, or applied, and shall be punished as prescribed in section fifty-four hundred and eighty-eight.

Note.

NOTE.—This statute was amended by the act of February 3, 1879 (ch. 42, 1 Supp. R. S., 213), by adding certain provisions relating to embezzlement or wrongful conversion of money or property by officers of the United States or the Internal-Revenue Service. Part of said amendment is given as sec. 1569. The punishment prescribed in R. S., § 5488, above referred to, is "imprisonment with hard labor for a term not less than one year nor more than ten years, or by a fine of not more than the amount embezzled or less than one thousand dollars, or by both such fine and imprisonment."

See sec. 1574 as to unlawful deposits in banks; secs. 358 and 1108 as to authorized deposits of postal and money-order funds.

False returns by postmasters.
1878, June 17, ch. 259, 1 Supp., 186.
—penalty.

Sec. 1573. * * * Any postmaster who shall make a false return to the Auditor, for the purpose of fraudulently increasing his compensation under the provisions of this or any other act, shall be deemed guilty of a misdemeanor, and, on conviction thereof, shall be fined in a sum not less than fifty nor more than five hundred dollars, or imprisoned for a term not exceeding one year, or punished by both such fine and imprisonment, in the discretion of the court.

False returns of special-delivery business.
1886, Aug. 4, ch. 901, § 3, 1 Supp., 512.
—penalty.

2. That any postmaster, or any assistant postmaster, clerk, or employee of a postmaster, who shall make any false return or record of the receipt or delivery of any article of mailable matter as being stamped with a special-delivery stamp, or shall make any false return of the number of articles specially delivered from his office, for the purpose of increasing his compensation under the provisions of this act, shall be deemed guilty of a misdemeanor, and, on conviction thereof, shall be fined not less than one hundred dollars nor more than five hundred dollars, or imprisoned for a term of not less than thirty days nor more than one year, or both such fine and imprisonment, at the discretion of the court. * * *

Note.

NOTE.—The first paragraph of above section refers to any false return made by a postmaster for the purpose of increasing his compensation under the provisions of the act of June 17, 1878, or any other act. This section was included in an appropriation act which contained an appropriation for compensation of postmasters, but said act did not in anywise regulate the rates of compensation as there fixed by law. See sec. 163 as to first part of statute from which above paragraph is taken; sec. 967 as to compensation of postmasters for postal money-order business; and sec. 765 as to compensation for special-delivery business.

See sec. 164 for balance of section authorizing Postmaster-General to fix compensation in case of false returns of special-delivery business.

Demand or receipt of unlawful postage.
R. S., § 3899.
—penalty.

Sec. 1579. 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 section, for the postage of letters or packets, he shall be punishable by a fine of one hundred dollars.

Note.

NOTE.—R. S., § 3899, was taken from the act of June 8, 1872, ch. 335, § 296; 17 St. L., 322, which prescribed certain rates of postage; and when the provision was incorporated in the Revised Statutes the words "this section" were not changed to correspond with the arrangement of the revision. The rates of postage referred to, therefore, are those prescribed by law.

Failure to collect or account for postage due.
1879, Mar. 3, ch. 180, § 27, 1 Supp., 249.
—penalty.

Sec. 1580. Any postmaster or other person engaged in the postal service who shall collect, and fail to account for, the postage due upon any article of mail-matter which he may deliver, without having previously affixed and canceled such special stamps, as hereinbefore provided, or who shall fail to affix such stamp, shall be deemed guilty of a misdemeanor, and, on conviction thereof, shall be punished by a fine of fifty dollars.

Note.

NOTE.—The term "as hereinbefore provided" refers to sec. 26 of the act of March 3, 1879, given as part of section 616. See sec. 134 as to postage-due stamps; sec. 621 as to collection of postage due.

Unlawful removal of stamps by persons in postal service.
R. S., § 3922.

—penalty.

Sec. 1581. Any person employed in any branch of the postal service who shall willfully and unlawfully remove from any mail matter any postage stamp affixed thereto in payment of the postage, shall be punishable by a fine of not more than one hundred dollars, or by imprisonment for not more than six months. (See note, sec. 1585.)

Use, for postage, of stamps which have been before used.
R. S., § 3923.

—penalty.

Sec. 1582. Any person who shall use or attempt to use, in payment of the postage on any mail matter conveyed by mail or otherwise, any postage stamp or stamped envelope, or any stamp cut from any such stamped envelope, which has been before used for a like purpose, shall be liable to a penalty of fifty dollars. (See next section; also note, sec. 1585.)

Use, by persons in postal service, for postage of stamps which have been before used.
R. S., § 3924.

Removal of canceling marks, etc.

—penalty.

Sec. 1583. If any person employed in any department of the Post-Office establishment of the United States shall willfully and knowingly use, or cause to be used, in prepayment of postage, any postage stamp, postal cards or stamped envelope issued, or which may hereafter be issued, by authority of any act of Congress, or of the Postmaster-General, which has already been once used for a like purpose, or shall remove, or attempt to remove, the canceling or defacing marks from any such postage-stamp, or stamped envelope, or postal card, with intent to use or cause the use of the same a second time, or to sell, or offer to sell, the same, or shall remove from letters or other mail matter deposited in or received at a post-office the stamps attached to the same in payment of postage, with intent to use the same a second time for a like purpose, or to sell, or offer to sell, the same, every such offender shall be deemed guilty of felony, and shall be imprisoned for not less than one year nor more than three years. (See note, sec. 1585.)

Use for postage of stamps which have been before used, and removal of canceling marks, etc.
R. S., § 3925.

—penalty.

Sec. 1584. If any person, although not employed in any department of the Post-Office establishment of the United States, shall commit any of the offenses described in the preceding section (R. S., § 3924) every such person shall be deemed guilty of a misdemeanor, and be punishable by imprisonment for not less than six months nor more than one year, or by a fine of not less than one hundred dollars nor more than five hundred dollars, for each offense, or by both.

Note.

NOTE.—R. S. § 3923 (sec. 1582), seems to cover part of the offenses included in the above. (See note, sec. 1585.)

Unlawful use of stamps, and removal of canceling marks therefrom.
1879, Mar. 3, ch. 180, § 28, 1 Supp., 249.

—penalty.

Sec. 1585. Any person who shall use, or attempt to use, in payment of postage, any canceled postage-stamp or postage-stamps, whether the same have been before used or not, or who shall by any means remove, or attempt to remove, or assist in removing, marks from any postage-stamp or postage-stamps, with intent to use the same in payment of postage, or who knowingly shall have in his possession any postage-stamp or postage-stamps canceled, with intent to use the same, or from which such cancellation marks have been removed, or who shall sell or offer to sell any such stamp or stamps, or who shall use or attempt to use the same in payment of postage, or who shall remove the superscription from any stamped envelope or postal card that has once been used in the payment of postage, with intent to again use the same for a like purpose, shall be deemed guilty of a misdemeanor, and shall, on conviction thereof, be punished by imprisonment for not less

than six months nor more than one year, or by a fine of not less than one hundred dollars nor more than five hundred dollars for each offense, or by both such fine and imprisonment, in the discretion of the court.

NOTE.—This act was evidently intended to supersede R. S., §§ 3922–3925, but some of the provisions in these sections are not incorporated in the above act, and as they were not specifically repealed are all cited for comparison and reference as secs. 1581 to 1584. Note.

Sec. 1586. Any person who shall forge or counterfeit any postage-stamp, or any stamp printed upon any stamped envelope, postal card, or any die, plate, or engraving therefor; any person who shall make, or print, or knowingly use or sell, or have in possession, with intent to use or sell, any such forged or counterfeited postage-stamp, stamped envelope, postal card, die, plate, or engraving; any person who shall make, or knowingly use or sell, or have in possession, with intent to use or sell, any paper bearing the water mark of any stamped envelope, postal card, or any fraudulent imitation thereof; any person who shall make or print, or authorize or procure to be made or printed, any postage-stamp, stamped envelope, or postal card, of the kind authorized and provided by the Post-Office Department, without the special authority and direction of the Department; any person who shall, after such postage-stamp, stamped envelope, or postal card have been printed, and with intent to defraud the postal revenue, deliver the same to any person not authorized by an instrument of writing, duly executed under the hand of the Postmaster-General and the seal of the Post-Office Department, to receive them, shall be punished by a fine of not more than five hundred dollars, or by imprisonment at hard labor not more than five years, or by both such fine and imprisonment.

Forging or counterfeiting postage stamps, dies, etc.
R. S., § 5464.
—penalty.

NOTE.—See R. S., § 5453, as to penalty for offense of secreting or removing tools or material used for printing postage stamps, etc. Note.

Sec. 1587. Any person who shall forge or counterfeit or knowingly utter or use any forged or counterfeited postage stamp of any foreign Government, shall be punished by imprisonment at hard labor of not less than two nor more than ten years.

Forging or counterfeiting foreign postage stamps.
R. S., § 5465.
—penalty.

Sec. 1588. Any person who shall, with intent to defraud, falsely forge or counterfeit the signature of any postmaster, assistant postmaster, chief clerk, or clerk upon or to any money-order or postal note, or blank therefor provided or issued by or under the direction of the Post-Office Department of the United States or of any foreign country, and payable in the United States or any material signature or indorsement thereon, or any material signature to any receipt or certificate of identification thereon; any person who shall falsely alter, or cause or procure to be falsely altered in any material respect, or knowingly aid or assist in falsely so altering any such money-order or postal-note; any person who shall, with intent to defraud, pass, utter, or publish any such forged or altered money-order or postal-note knowing any material signature or indorsement thereon to be false, forged, or counterfeited, or any material alteration therein to have been falsely made; any postmaster, assistant postmaster, or clerk employed in any post-office or branch post-office who shall issue any money-order or

Forging, counterfeiting, or unlawful issue of money orders.
R. S., § 5463.
1888, June 18, ch. 394, § 2, 1 Supp., 593.

Alteration of order.

Passing, etc., of forged or altered orders, etc.

Unlawful issue of orders.

Presentation of forged or unlawfully issued orders, etc.

—penalty.

postal note, without having previously received or paid the full amount of money payable therefor, with the purpose of fraudulently obtaining or receiving, or fraudulently enabling any other person, either directly or indirectly, to obtain or receive from the United States, or any officer or agent thereof, the sum of money specified in such money-order or postal-note; any person who, with intent to defraud the United States, transmits, or presents to, or causes or procures to be transmitted to or presented to any officer, or at any office of the Government of the United States, any money-order or postal-note, knowing the same to contain any forged or counterfeited signature to the same or to any material indorsement, receipt, or certificate thereon, or material alteration therein unlawfully made, or to have been unlawfully issued without previous payment of the amount required to be paid upon such issue, shall, upon conviction, be punishable by fine of not more than five thousand dollars, or by imprisonment at hard labor for not less than one year and not more than five years.

Note.

NOTE.—Postal notes are no longer issued. (See sec. 1037.)

Issuing money orders on credit.
R. S., § 4030.
—penalty.

Sec. 1589. Any postmaster who issues a money-order without having previously received the money therefor shall be deemed guilty of a misdemeanor, and shall be fined not less than fifty nor more than five hundred dollars.

Note.

NOTE.—The preceding section makes it an offense to issue any order without receiving the money therefor with intent to defraud the United States.

Counterfeiting or altering bonds, records, etc.
R. S., § 5479.

Uttering, publishing, and presenting counterfeited or altered bonds, etc.

—penalty.

Sec. 1590. If any person shall falsely make, alter, forge, or counterfeit, or cause or procure to be falsely made, altered, forged, or counterfeited, or willingly aid or assist in the false making, altering, forging, or counterfeiting, any bond, bid, proposal, guarantee, security, official bond, public record, affidavit, or other writing for the purpose of defrauding the United States; or shall utter or publish as true, or cause to be uttered or published as true, any such false, forged, altered, or counterfeited bond, bid, proposal, guarantee, security, official bond, public record, affidavit, or other writing, for the purpose of defrauding the United States, knowing the same to be false, forged, altered or counterfeited; or shall transmit to, or present at, or cause [*to*] [or] procure to be transmitted to, or presented at, the office of any officer of the United States, any such false, forged, altered, or counterfeited bond, bid, proposal, guarantee, security, official bond, public record, affidavit, or other writing, knowing the same to be false, forged, altered, or counterfeited, for the purpose of defrauding the United States, shall be punishable by a fine of not more than one thousand dollars, or by imprisonment at hard labor for not more than ten years, or by both such punishments. (See R. S., § 5418.)

Advertisements, etc., in likeness of obligations of the United States.
R. S., § 3708.

Sec. 1591. It shall not be lawful to design, engrave, print, or in any manner make or execute, or to utter, issue, distribute, circulate, or use, any business or professional card, notice, placard, circular, handbill, or advertisement, in the likeness or similitude of any bond, certificate of indebtedness, certificate of deposit, coupon, United States note, Treasury note, fractional note, or other obligation or security of the United States, which has been

or may be issued under or authorized by any act of Congress heretofore passed or which may hereafter be passed; or to write, print, or otherwise impress upon any such instrument, obligation, or security, any business or professional card, notice, or advertisement, or any notice or advertisement of any matter or thing whatever. Any person violating this section shall be liable to a penalty of one hundred dollars, recoverable one-half to the use of the informer.

—penalty for issue of.

NOTE.—R. S., § 5413, defines the words "obligations or other security of the United States" to mean all stamps, etc., and representatives of value issued by authority of Congress. Postal cards, money orders, etc., are "representatives" of value issued by authority of Congress.

Note.

Sec. 1592. Any person or persons who shall place or cause to be placed any matter in the mails during the regular weighing period, for the purpose of increasing the weight of the mails with intent to cause an increase in the compensation of the railroad mail carrier over whose route such mail matter may pass, shall be deemed guilty of a misdemeanor, and shall, on conviction thereof, be fined not less than five hundred dollars nor more than twenty thousand dollars, and shall be imprisoned at hard labor not less than thirty days nor more than five years.

Padding the mails.
1898, June 13, ch. 446, 2 Supp., 778.

Increasing weight with intent to cause increase in compensation.

—penalty.

Sec. 1593. Any person who shall submit, or cause to be submitted to any postmaster or to the Post-Office Department or any officer of the postal service any false evidence, relative to the character of any publication, for the purpose of securing the admission thereof at the second-class rate for transportation in the mails, shall be deemed guilty of a misdemeanor, and for every such offense, upon conviction thereof, shall be punished by a fine of not less than one hundred dollars nor more than five hundred dollars.

False evidence as to character of publication to secure entry as second-class.
1888, June 18, ch. 394, 1 Supp., 593.

—penalty for submitting.

Sec. 1594. If two or more persons conspire either to commit any offense against the United States or to defraud the United States in any manner or for any purpose, and one or more of such parties do any act to effect the object of the conspiracy all the parties to such conspiracy shall be liable to a penalty of not more than ten thousand dollars, or to imprisonment for not more than two years or to both fine and imprisonment in the discretion of the court.

Conspiracy to defraud the United States or violate statutes.
R. S., § 5440.
1879, May 17, ch. 8, 1 Supp., 264.

—penalty.

Sec. 1595. Every person who, with intent to defraud either the United States or any person, falsely assumes or pretends to be an officer or employee acting under the authority of the United States, or any Department, or any officer of the Government thereof, and who shall take upon himself to act as such, or who shall in such pretended character demand or obtain from any person or from the United States, or any Department, or any officer of the Government thereof, any money, paper, document, or other valuable thing, shall be deemed guilty of felony, and shall, on conviction thereof, be punished by a fine of not more than one thousand dollars, or imprisonment not longer than three years, or both said punishments, in the discretion of the court.

False personation of United States officers.
1884, Apr. 18, ch. 26, 1 Supp., 425.

—penalty.

Sec. 1596. Every member of Congress or any officer or agent of the Government who, directly or indirectly, takes, receives, or

Procuring office or contract for consideration.

R. S., § 1781.
Making compensation to officer for contract or office, etc.

agrees to receive, any money, property, or other valuable consideration whatever, from any person for procuring, or aiding to procure, any contract, office, or place, from the Government or any department thereof, or from any officer of the United States, for any person whatever, or for giving any such contract, office, or place to any person whomsoever, and every person who, directly or indirectly, offers or agrees to give, or gives, or bestows any money, property, or other valuable consideration whatever, for the procuring or aiding to procure any such contract, office, or place, and every member of Congress who, directly or indirectly, takes, receives, or agrees to receive any money, property, or other valuable consideration whatever after his election as such member, for his attention to, services, action, vote, or decision on any question, matter, cause, or proceeding which may then be pending, or may by law or under the Constitution be brought before him in his official capacity, or in his place as such member of Congress, shall be deemed guilty of a misdemeanor, and shall be imprisoned not more than two years and fined not more than ten thousand dollars. And any such contract or agreement may, at the option of the President, be declared absolutely null and void; and any member of Congress or officer convicted of a violation of this section, shall, moreover, be disqualified from holding any office of honor, profit, or trust under the Government of the United States. (See sec. 223.)

—penalty.

Contracts unlawfully procured may be annulled, etc.

Officers, etc., receiving compensation for matters in which United States is interested.
R. S., § 1782.

Sec. 1597. No Senator, Representative, or Delegate, after his election and during his continuance in office, and no head of a Department, or other officer or clerk in the employ of the Government, shall receive or agree to receive any compensation whatever, directly or indirectly, for any services rendered, or to be rendered, to any person, either by himself or another, in relation to any proceeding, contract, claim, controversy, charge, accusation, arrest, or other matter or thing in which the United States is a party, or directly or indirectly interested, before any Department, court-martial, Bureau, officer, or any civil, military, or naval commission whatever. Every person offending against this section shall be deemed guilty of a misdemeanor, and shall be imprisoned not more than two years, and fined not more than ten thousand dollars, and shall, moreover, by conviction therefor, be rendered forever thereafter incapable of holding any office of honor, trust, or profit under the Government of the United States.

—penalty.

See sec. 223 as to penalty for person employed in Post-Office Department acting as agent for any contractor before the Department.

Officers, etc., acting as agent for, or assisting or aiding in, prosecution of claims.
R. S., § 5498.

Sec. 1598. Every officer of the United States, or person holding any place of trust or profit, or discharging any official function under, or in connection with, any Executive Department of the Government of the United States, or under the Senate or House of Representatives of the United States, who acts as an agent or attorney for prosecuting any claim against the United States, or in any manner, or by any means, otherwise than in discharge of his proper official duties, aids or assists in the prosecution or support of any such claim, or receives any gratuity, or any share of or interest in any claim from any claimant against the United States,

with intent to aid or assist, or in consideration of having aided or assisted, in the prosecution of such claim, shall pay a fine of not more than five thousand dollars, or suffer imprisonment not more than one year, or both. —penalty.

IV.—Offenses against Property Belonging to, or in Use by, the Post-Office Department.

Breaking into and entering post-office. R. S., § 5478.

Sec. 1599. Any person who shall forcibly break into, or attempt to break into any post-office, or any building used in whole or in part as a post-office, with intent to commit therein larceny or other depredation, shall be punishable by a fine of not more than one thousand dollars, and by imprisonment at hard labor for not more than five years. —penalty

Stealing, embezzling, or carrying away post-office property. R. S., § 5475.

Sec. 1600. Any person who shall steal, purloin, or embezzle any mail bag or other property in use by or belonging to the Post-Office Department, or who shall, for any lucre, gain, or convenience, appropriate any such property to his own or any other than its proper use, or who shall, for any lucre or gain, convey away any such property to the hindrance or detriment of the public service; if the value of the property be twenty-five dollars or more, the offender shall be punishable by imprisonment at hard labor for not more than three years, and if the value of the property be less than twenty-five dollars, the offender shall be punishable by imprisonment for not more than one year, or by a fine of not less than ten dollars and not more than two hundred dollars. —penalty.

Injuring mail bags, locks, etc. R. S., § 5476.

Sec. 1601. Any person who shall tear, cut, or otherwise injure any mail bag, pouch, or other thing used or designed for use in the conveyance of the mail, or who shall draw or break any staple, or loosen any part of any lock, chain, or strap attached thereto, with intent to rob or steal any such mail, or to render the same insecure, shall be punishable by a fine of not less than one hundred dollars and not more than five hundred, or by imprisonment at hard labor for not less than one year and not more than three years. —penalty.

Stealing, embezzling, or forging of mail locks and keys. R. S., § 5477.

Sec. 1602. Any person who shall steal, purloin, embezzle, or obtain by any false pretense, or shall aid or assist in stealing, purloining, embezzling, or obtaining by any false pretense, any key suited to any lock adopted by the Post-Office Department, and in use on any of the mails or bags thereof; any person who shall knowingly and unlawfully make, forge, or counterfeit, or cause to be unlawfully made, forged, or counterfeited, or knowingly aid or assist in making, forging, or counterfeiting, any such key; any person who shall have in his possession any such mail lock or key, with the intent unlawfully or improperly to use, sell, or otherwise dispose of the same, or to cause the same to be unlawfully or improperly used, sold, or otherwise disposed of; or any person engaged as contractor or otherwise in the manufacture of any such mail locks or keys who shall deliver, or cause to be delivered, any finished or unfinished lock or key used or designed for use by the Department, or the interior part of any such lock, to any person not duly authorized, under the hand of the Postmaster-General and the seal of the Post-Office Department, to receive the same,

Delivery of keys or locks to unauthorized persons.

unless the person receiving is the contractor for furnishing the same, or engaged in the manufacture thereof in the manner authorized by the contract, or the agent for such manufacturer,

—penalty. shall be punishable by imprisonment at hard labor for not more than ten years.

Injuring letter boxes and assaulting carriers.
R. S., § 3869.

Sec. 1603. Every person who willfully and maliciously injures, tears down, or destroys any letter box, pillar box, or other receptacle established by the Postmaster-General for the safe deposit of matter for the mail or for delivery, or who willfully and maliciously assaults any letter carrier, when in uniform, while engaged on his route in the discharge of his duty as a letter carrier, and every

—penalty. person who willfully aids or assists therein, shall for every such offense be punishable by a fine of not less than one hundred dollars, and not more than one thousand, or by imprisonment for not less than one year and not more than three.

See sec. 1611 as to injuring mail matter in letter boxes, etc.

V.—Offenses against the Mails.

Embezzlement by persons in postal service of letters containing valuable inclosures.
R. S., § 5467.

Sec. 1604. Any person employed in any department of the postal service who shall secrete, embezzle, or destroy any letter, packet, bag, or mail of letters intrusted to him, or which shall come into his possession, and which was intended to be conveyed by mail, or carried or delivered by any mail carrier, mail messenger, route agent, letter carrier, or other person employed in any department of the postal service, or forwarded through or delivered from any post-office or branch post-office established by authority of the Postmaster-General, and which shall contain any note, bond, draft, check, warrant, revenue stamp, postage-stamp, stamped envelope, postal card, money order, certificate of stock, or other pecuniary obligation or security of the Government, or of any officer or fiscal agent thereof, of any description whatever; any bank-note, bank post-bill, bill of exchange, or note of assignment of stock in the funds; any letter of attorney for receiving annuities or dividends, selling stock in the funds, or collecting the interest thereof; any letter of credit, note, bond, warrant, draft, bill, 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; any receipt, release, acquittance, or discharge of or from any debt, covenant, or demand, or any part thereof; any copy of the record of any judgment or decree in any court of law or chancery or any execution which may have issued thereon; any copy of any other record, or any other article of value, or writing representing the same; any such person who shall steal or take any of the things aforesaid out of any letter, packet, bag, or mail of letters which shall have come into his possession, either in the regular course of his official duties or in any other manner whatever, and provided the same shall not have been delivered to the party to whom it is

—penalty. directed, shall be punishable by imprisonment at hard labor for not less than one year nor more than five years.

See sec. 1609 as to similar offenses by persons not in postal service.

Detaining, opening, or destroying of letters by persons in postal service.
R. S., § 3891.

Sec. 1605. Any person employed in any department of the postal service, who shall unlawfully detain, delay, or open any letter, packet, bag, or mail of letters intrusted to him, or which has come into his possession, and which was intended to be conveyed by mail, or carried or delivered by any mail carrier, mail messenger, route agent, letter carrier, or other person employed in any department of the postal service, or forwarded through or delivered from any post-office or branch post-office established by authority of the Postmaster-General; or who shall secrete, embezzle, or destroy any such letter, packet, bag, or mail of letters, although it does not contain any security for or assurance relating to money or other thing of value, shall be punishable by a fine of not more than five hundred dollars, or by imprisonment for not more than one year, or by both. (See sec. 1608.)

—penalty.

See sec. 1610 as to similar offenses by persons not in postal service.

Meaning of "intended to be conveyed by mail."
R. S., § 5468.

Sec. 1606. The fact that any letter, packet, bag, or mail of letters has been deposited in any post-office or branch post-office established by authority of the Postmaster-General, or in any other authorized depository for mail matter, or in charge of any postmaster, assistant clerk, carrier, agent, or messenger employed in any department of the postal service, shall be evidence that the same was "intended to be conveyed by mail" within the meaning of the two preceding sections.

NOTE.—The "two preceding sections," R. S., §§ 5466 and 5467, are given as secs. 1611 and 1604.

Stealing, detaining, or destroying newspapers.
R. S., § 5471.

Sec. 1607. Any person employed in any department of the postal service who shall improperly detain, delay, embezzle, or destroy any newspaper, or permit any other person to detain, delay, embezzle, or destroy the same, or open, or permit any other person to open, any mail or package of newspapers not directed to the office where he is employed, shall be punishable by a fine of not more than fifty dollars. And if any other person shall open, embezzle, or destroy any mail or package of newspapers not being directed to him, and he not being authorized to open or receive the same, he shall be punishable by a fine of not more than twenty dollars. And any person who shall take or steal any mail or package of newspapers from any post-office, or from any person having custody thereof, shall be imprisoned at hard labor for not more than three months.

—penalty.

Unlawful detention of mail matter by postmasters.
R. S., § 3890.

Sec. 1608. Any postmaster who shall unlawfully detain in his office any letter or other mail-matter, the posting of which is not prohibited by law, with intent to prevent the arrival and delivery of the same to the person to whom it is addressed, shall be punishable by a fine of not more than five hundred dollars, and by imprisonment for not more than six months, and he shall be forever thereafter incapable of holding the office of postmaster. (See sec. 1605.)

—penalty.

Stealing or fraudulently obtaining mail matter.
R. S., § 5469.

Sec. 1609. Any person who shall steal the mail, or steal or take from or out of any mail or post-office, branch post-office, or other authorized depository for mail-matter, any letter or packet; any person who shall take the mail, or any letter or packet there-

from, or from any post-office, branch post-office, or other authorized depository for mail-matter, with or without the consent of the person having custody thereof, and open, embezzle, or destroy any such mail, letter, or package which shall contain any note, bond, draft, check, warrant, revenue stamp, postage-stamp, stamped envelope, money order, certificate of stock, or other pecuniary obligation or security of the Government, or of any officer or fiscal agent thereof, of any description whatever; any bank-note, bank post-bill, bill of exchange, or note of assignment of stock in the funds; any letter of attorney for receiving annuities or dividends, selling stock in the funds, or collecting the interest thereof; any letter of credit, note, bond, warrant, draft, bill, promissory note, covenant, contract, or agreement whatsoever, for or relating to the payment or the delivery of any article of value, or the performance of any act, matter, or thing; any receipt, release, acquittance, or discharge of or from any debt, covenant, or demand, or any part thereof; any copy of record of any judgment or decree in any court of law or chancery, or any execution which may have issued thereon; any copy of any other record, or any other article of value, or any writing representing the same; any person who shall, by fraud or deception, obtain, from any person having custody thereof, any such mail, letter, or packet containing any such article of value shall, although not employed in the postal service, be punishable by imprisonment at hard labor for not less than one year and not more than five years.

Opening and embezzlement of mail, etc.

—penalty.

See sec. 1604 as to similar offenses by persons in postal service.

Intercepting or secreting letters.
R. S., § 3892.

Sec. 1610. Any person who shall take any letter, postal card, or packet, although it does not contain any article of value or evidence thereof, out of a post-office or branch post-office, or from a letter or mail carrier, or which has been in any post-office or branch post-office or in the custody of any letter or mail carrier, before it has been delivered to the person to whom it was directed, with a design to obstruct the correspondence, or to pry into the business or secrets of another, or shall secrete, embezzle, or destroy the same, shall, for every such offense, be punishable by a fine of not more than five hundred dollars or by imprisonment at hard labor for not more than one year, or by both.

Prying into secrets or obstructing correspondence of another, etc.

—penalty.

Injuring mail matter in letter boxes, etc.
R. S., § 5466.

Sec. 1611. Any person who shall willfully or maliciously injure, deface, or destroy any mail-matter deposited in any letter box, pillar box, or other receptacle established by authority of the Postmaster-General for the safe deposit of matter for the mail or for delivery, or who shall willfully aid or assist in injuring such mail-matter, shall be punishable by a fine of not more than five hundred dollars, or by imprisonment for not more than three years.

—penalty.

See sec. 1606; sec. 1603 as to injuring letter boxes, etc.

Accessory to stealing mail matter.
R. S., § 5535.

Sec. 1612. Every accessory after the fact to the offense of stealing or taking any letter, or other mail matter, or any inclosure therein, shall be fined not more than one thousand dollars, and be imprisoned not more than five years. (See secs. 1604 to 1610.)

—punishment of.

Receiving articles stolen from the mails.
R. S., § 5470.

Sec. 1613. Any person who shall buy, receive, or conceal, or aid in buying, receiving, or concealing, any note, bond, draft, check, warrant, revenue stamp, postage stamp, stamped envelope,

postal card, money order, certificate of stock, or other pecuniary obligation or security of the Government, or of any officer or fiscal agent thereof, of any description whatever; any bank note, bank post bill, bill of exchange, or note of assignment of stock in the funds; any letter of attorney for receiving annuities or dividends, selling stock in the funds, or collecting the interest thereof, any letter of credit, note, bond, warrant, draft, bill, 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; any receipt, release, acquittal, or discharge of or from any debt, covenant, or demand, or any part thereof; any copy of the record of any judgment or decree in any court of law or chancery, or any execution which may have issued thereon; any copy of any other record, or any other article of value or writing representing the same, knowing any such article or thing to have been stolen or embezzled from the mail, or out of any post-office, branch post-office, or other authorized depository for mail matter, or from any person having custody thereof, shall be punishable by a fine of not more than two thousand dollars, and by imprisonment at hard labor for not more than five years. (See secs. 1604 to 1610.)

—penalty.

Sec. 1614. Any person who shall rob any carrier, agent, or other person intrusted with the mail, of such mail, or any part thereof, shall be punishable by imprisonment at hard labor for not less than five years and not more than ten years; and if convicted a second time of a like offense, or if, in effecting such robbery the first time, the robber shall wound the person having custody of the mail, or put his life in jeopardy by the use of dangerous weapons, such offender shall be punishable by imprisonment at hard labor for the term of his natural life.

Robbery of the mail. R. S., § 5472.

—penalty.

—use of dangerous weapon in, penalty in case of.

NOTE.—The act of Feb. 15, 1888 (ch. 10, § 2, 1 Supp., 579), relating to robbery or burglary in the Indian Territory, does not affect the above statute.

Note.

Sec. 1615. Any person who shall attempt to rob the mail by assaulting the person having custody thereof, shooting at him or his horse, or threatening him with dangerous weapons, and shall not effect such robbery, shall be punishable by imprisonment at hard labor for not less than two years and not more than ten years.

Attempting to rob the mail. R. S., § 5473.

—penalty.

Sec. 1616. Every accessory after the fact to any robbery of the carrier, agent, or other person intrusted with the mail, of such mail or of any part thereof, shall be fined not more than two thousand dollars, and be imprisoned at hard labor not more than ten years.

Accessory to robbery of the mail. R. S., § 5534.

—penalty.

Sec. 1617. If any person having devised or intending to devise any scheme or artifice to defraud, or to sell, dispose of, loan, exchange, alter, give away, or distribute, supply, or furnish, or procure for unlawful use any counterfeit or spurious coin, bank notes, paper money, or any obligation or security of the United States or of any State, Territory, municipality, company, corporation, or person, or anything represented to be or intimated or held out to be such counterfeit or spurious articles, or any scheme or artifice to obtain money by or through correspondence, by what is commonly called the "sawdust swindle," or "counterfeit-money

Fraudulent and green goods schemes. R. S., § 5480. 1889, Mar. 2, ch. 393 § 1, 1 Supp., 694.

fraud," or by dealing or pretending to deal in what is commonly called "green articles," "green coin," "bills," "paper goods," "spurious Treasury notes," "United States goods," "green cigars," or any other names or terms intended to be understood as relating to such counterfeit or spurious articles, to be effected by either opening or intending to open correspondence or communication with any person, whether resident within or outside the United States, by means of the Post-Office Establishment of the United States, or by inciting such other person or any person to open communication with the person so devising or intending, shall, in and for executing such scheme or artifice or attempting so to do, place or cause to be placed, any letter, packet, writing, circular, pamphlet, or advertisement in any post-office, branch post-office, or street or hotel letter-box of the United States, to be sent or delivered by the said Post-Office establishment, or shall take or receive any such therefrom, such person so misusing the Post-Office establishment shall, upon conviction, be punishable by a fine of not more than five hundred dollars and by imprisonment for not more than eighteen months, or by both such punishments, at the discretion of the court. The indictment, information, or complaint may severally charge offenses to the number of three when committed within the same six calendar months; but the court thereupon shall give a single sentence, and shall proportion the punishment especially to the degree in which the abuse of the Post-Office establishment enters as an instrument into such fraudulent scheme and device.

—penalty for use of mails in conduct of.
—venue.
—indictment for.

2. Any person who, in and for conducting, promoting, or carrying on, in any manner by means of the Post-Office establishment of the United States, any scheme or device mentioned in the preceding section, or any other unlawful business whatsoever, shall use or assume or request to be addressed by any fictitious, false, or assumed title, name, or address, or name other than his own proper name, or shall take or receive from any post-office of the United States any letter, postal card, or packet addressed to any such fictitious, false, or assumed title, name, or address, or name other than his own lawful and proper name, shall, upon conviction, be punishable as provided in the first section of this act.

—using fictitious names, etc., in promotion of.
Id., § 2.

—penalty.

See secs. 449, 500, and 503 as to nonmailability of green goods and fraudulent matter; sec. 504 as to identification of persons claiming mail bearing fictitious addresses, etc.

Sending obscene matter by common carrier from one State to another.
1897, Feb. 8, ch. 172, 2 Supp., 547.

Sec. 1618. It shall be unlawful for any person to deposit with any express company or other common carrier for carriage from one State or Territory of the United States or the District of Columbia to any other State or Territory of the United States or the District of Columbia, any obscene, lewd, or lascivious book, pamphlet, picture, paper, letter, writing, print, or other matter of indecent character, or any article or thing designed or intended for the prevention of conception or procuring of abortion, or any written or printed card, letter, circular, book, pamphlet, advertisement, or notice of any kind giving information, directly or indirectly, where, how, or of whom, or by what means any of the hereinbefore mentioned articles, matters, or things may be obtained or made; and any person who shall knowingly deposit, or cause

to be deposited, with any express company or other common carrier for carriage from one State or Territory of the United States or the District of Columbia to any other State or Territory of the United States or the District of Columbia, or who shall take from such express company or other common carrier with intent to sell, distribute, or circulate any matter or thing herein forbidden to be deposited for carriage, shall for each offense, upon conviction thereof be fined not more than five thousand dollars or imprisonment at hard labor not more than five years, or both, at the discretion of the court. —penalty.

NOTE.—This statute refers to transporting obscene matter by interstate commerce, but it grew out of efforts to avoid the postal laws by sending such matter by express and other carrier, and has therefore been generally enforced by the Post-Office Department. See sec. 497 as to obscene matter, etc., in the mails. Note.

Officers aiding in importation or circulation of obscene matter.
1897, July 24, ch. 11, § 17, 2 Supp., 708.
See §§ 16 and 18 of this act.

Sec. 1619. Whoever, being an officer, agent, or employee of the Government of the United States, shall knowingly aid or abet any person engaged in any violation of any of the provisions of law prohibiting importing, advertising, dealing in, exhibiting, or sending or receiving by mail obscene or indecent publications or representations, or means for preventing conception or procuring abortion, or other articles of indecent or immoral use or tendency, shall be deemed guilty of a misdemeanor, and shall for every offense be punishable by a fine of not more than five thousand dollars, or by imprisonment at hard labor for not more than ten years, or both. —penalty.

See sec. 497 as to obscene matter in the mails; sec. 700 as to importation of obscene matter.

Importation and circulation by interstate commerce, etc., of lottery matter.
1895, Mar. 2, ch. 191, § 1, 2 Supp., 435.

Sec. 1620. Any person who shall cause to be brought within the United States from abroad, for the purpose of disposing of the same, or deposited in or carried by the mails of the United States, or carried from one State to another in the United States, any paper, certificate, or instrument purporting to be or represent a ticket, chance, share, or interest in or dependent upon the event of a lottery, so-called gift concert, or similar enterprise, offering prizes dependent upon lot or chance, or shall cause any advertisement of such lottery, so-called gift concert, or similar enterprise, offering prizes dependent upon lot or chance, to be brought into the United States, or deposited in or carried by the mails of the United States, or transferred from one State to another in the same, shall be punishable in the first offense by imprisonment for not more than two years or by a fine of not more than one thousand dollars, or both, and in the second and after offenses by such imprisonment only. —penalty.

NOTE.—This statute also grew out of the efforts to avoid the postal laws relating to lotteries, and has therefore been enforced by the Post-Office Department. See secs. 499 and 503 as to use of the mails in promotion of lotteries, etc., and punishment therefor. See also notes to these sections. Note.

VI.—Offenses in Connection with the Transportation of the Mails.

Printing upon vessels, vehicles, etc., "United States Mail."
R. S., § 3979.

Sec. 1621. Any person who shall paint, print, or in any manner place upon or attach to any steamboat or other vessel, or any stage-coach or other vehicle, not actually used in carrying the mail, the words "United States mail," or any words, letters, or characters of like import; or any person who shall give notice, by publishing in any newspaper or otherwise, that any steamboat or other vessel, or any stage-coach or other vehicle, is used in carrying the mail, when the same is not actually so used; or any person willfully aiding or abetting therein, shall, for every such offense, be punishable by a fine of not less than one hundred dollars nor more than five hundred dollars.

Unlawful publication that vessel or vehicle is used in transporting mail.

—penalty.

Obstructing the mails.
R. S., § 3995.

Sec. 1622. Any person who shall knowingly and willfully obstruct or retard the passage of the mail, or any carriage, horse, driver, or carrier carrying the same, shall, for every such offense, be punishable by a fine of not more than one hundred dollars.

—penalty.

Delaying mail at ferry.
R. S., § 3996.

Sec. 1623. Any ferryman who shall delay the passage of the mail by willful neglect or refusal to transport the same across any ferry shall, for every ten minutes such mail may be so delayed, be liable to a penalty of ten dollars.

—penalty.

Note.

NOTE.—Mail carriers are not exempt from the obligation to pay toll or ferriage.

Deserting the mail.
R. S., § 5474.

Sec. 1624. Any person who shall have taken charge of the mail and shall voluntarily quit or desert the same before he has delivered it into the post-office at the termination of the route, or to some known mail carrier, messenger, agent, or other employé of the Post-Office Department authorized to receive the same, shall be punishable by a fine of not more than five hundred dollars, and by imprisonment for not less than three months nor more than one year.

—penalty.

Foreign mails while in transit across territory of United States.
R. S., § 4013.

Sec. 1625. Every foreign mail shall, while being transported across the territory of the United States under the provisions of the preceding section, be deemed and taken to be a mail of the United States, so far as to make any violation thereof, or depredation thereon, or offense in respect thereto, or any part thereof, an offense of the same grade, and punishable in the same manner and to the same extent as though the mail was a mail of the United States; and in any indictment for any such offense, the mail, or any part thereof, may be alleged to be, and on the trial of any such indictment it shall be deemed and held to be, a mail or part of a mail of the United States.

—to be deemed mail of United States.

—punishment of offense against.

Note.

NOTE.—The "preceding section" in the above section refers to R. S. § 4012, which is given as section 1308. (See Title Seven, ch. 8, "Foreign Mail Service."

Unlawful approval, by postmaster, of bond or certificate of bidder.
R. S., § 3947;
1874, June 23, ch. 456, § 12, 1 Supp., 45.

Sec. 1626. Any postmaster who shall affix his signature to the approval of any bond of a bidder, or to the certificate of sufficiency of sureties in any contract before the said bond or contract is signed by the bidder or contractor and his sureties, or shall knowingly, or without the exercise of due diligence, approve any bond of a bidder with insufficient sureties, or shall knowingly make any false or fraudulent certificate, shall be forthwith dismissed from office, and be thereafter disqualified from holding the office of

—penalty.

postmaster, and shall also be deemed guilty of a misdemeanor, and, on conviction thereof, be punished by a fine not exceeding five thousand dollars, or by imprisonment not exceeding one year, or both.

See sec. 1258 as to bond to accompany bids for transporting the mails; sec. 1259 as to swearing falsely as to responsibility of bidder.

Failure to enter into or perform contract for mail service.
R. S., § 3954.
1876, Aug. 11, ch. 260, 1 Supp., 118.

Sec. 1627. Any person or persons bidding for the transportation of the mails upon any route which may be advertised to be let, and receiving an award of the contract for such service, who shall wrongfully refuse or fail to enter into contract with the Postmaster-General in due form to perform the service described in his or their bid or proposal, or having entered into such contract shall wrongfully refuse or fail to perform such service, shall, for any such failure or refusal, be deemed guilty of a misdemeanor, and be punished by a fine of not more than five thousand dollars, —penalty. and by imprisonment for not more than twelve months. And the failure or refusal of any such person or persons to enter into such contract in due form, or having entered into such contract the failure or refusal to perform such service, shall be prima facie evidence in all actions or prosecutions arising under this section that such failure or refusal was wrongful.

Prima facie evidence of violation, what to constitute.

Note.

NOTE.—All statutes relating to offenses against the postal service could not properly be grouped under this title, inasmuch as many of them contain provisions relative to the civil administration of the postal service. These statutes will be found under their appropriate headings, as follows:

Other statutes relating to offenses against the postal service.

SEC. 194. Offenses for which penalty is recoverable by suit.
SEC. 217. Soliciting or receiving assessments or subscriptions for political purposes.
SEC. 218. Soliciting or receiving assessments or subscriptions for political purposes in any public office, etc.
SEC. 219. Discharging, promoting, degrading clerk or employé, or threatening so to do, for making or refusing to make a political contribution.
SEC. 220. Making a political contribution to, or the receiving of a political contribution by, an officer or employé.
SEC. 281. False dating of pension vouchers by fourth-class postmasters.
SEC. 329. Selling stamps, etc., for more or less than the lawful price chargeable therefor.
SEC. 497. Depositing to be sent by mail or receiving obscene, lewd, or lascivious books, pamphlets, pictures, papers, writings, prints, or indecent publications.
SEC. 497. Depositing to be sent by mail or receiving any article or thing designed or intended to prevent conception or procure abortion, or adapted for any indecent or immoral use, or any written or printed card, circular, book, pamphlet, advertisement, or notice of any kind giving information, directly or indirectly, where or how, or of whom, or by what means, such books, etc., articles, or things may be obtained.
SEC. 498. Depositing to be sent by mail or receiving any letter upon the envelope of which, or postal card upon which, indecent, lewd, obscene, or lascivious delineations, epithets, terms, or language is written or printed.
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1892		249		2	47			1275	Note.
1892		249	1	2	48			1293	
23 Jan., 1893		41		2	76			720	
21 Dec., 1893		6		2	165			67	
22 Jan., 1894		17		2	166			119	
27 Jan., 1894		21	1	2	166			1037	
1894		21	2	2	166			981	
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1894		137	2	2	196			82	
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TO

POSTAL LAWS AND REGULATIONS.

EDITION OF 1902.

[NOTE.—The index is prepared principally under the several titles used in the regulations, to wit, Free-Delivery System, Mail Matter, Money-Order System, Offenses against the Postal Service, Post-Office Department and Postal Service, Post-Offices and Postmasters, Railway Mail Service, Registry System, and Transportation of the Mails, and these are connected by general headings in large type. Where a subject is not found under a general heading, the appropriate title, subdivisions of which are in full-face small type, should be referred to.]

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